



Law Enforcement Records and Information Association

Executive Board Meeting Agenda

Date	September 28, 2023	Online
Time	1000-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 st Vice President	Candice Mauracher		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Amanda Towle	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Kirsty Jones
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input checked="" type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input checked="" type="checkbox"/>	Committee Chair (Bylaws)	Cathy Munoz
<input checked="" type="checkbox"/>	Director	Megan LeBlanc	<input type="checkbox"/>	Committee Chair (Prop/Evidence)	

1) Call to order – Cathy Munoz @0900

2) Attendance – Cathy Munoz

3) Call for Additional Agenda Items – Cathy Munoz

4) Secretary Minutes – Heather Ging

- a. Approval of minutes from August 2023 meeting
 - i. Ilia Heath made a motion to approve the August 2023 eBoard meeting minutes, Kirsty Jones made a second motion to approve. Motion passes to approve the August 2023 eBoard meeting minutes.

5) Treasurer – Ilia Heath

- a. Reimbursement form update
 - i. Here is the link for the online reimbursement form Kirsty designed for the E-board to review: <https://forms.office.com/r/ekfMvLq9bs>

- ii. Attached form Cathy designed for E-board to review.
 - a. Will be going with the form Cathy designed. Cathy will make some tweaks to adjust prior to use.
- b. Quarterly Report

6) Old Business

- a. Committee updates
 - i. By-Laws – Cathy Munoz
 - 1. Quarterly Report
 - ii. Legislative – Rebecca Hendricks
 - 1. Quarterly Report
 - iii. Memberships – Kirsty Jones
 - 1. Quarterly Report
 - iv. Training – Heather Ging
 - 1. Quarterly Report
 - 2. Tracker Products/Evidence Management Institute – Kirsty Jones
 - 3. PRI for 2024 - Heather Ging
 - 4. IAPE for 2024 at Union Gap – Not LEIRA sponsored just advertised.
 - a. Best Practices September 10 and 11
 - b. New Topics (formerly supervisor) September 12
 - v. Conference Chair – Kirsty Jones
 - 1. Quarterly Report
 - 2. 2023 Conference Committee update – Kirsty Jones
 - 3. Registration – Cathy Munoz
 - a. Cancellations/Substitutions/New Requests
- b. Future Conference – Cathy Munoz
 - i. Progress update
 - 1. Have a possible location
- c. Lunch with LEIRA – Megan LeBlanc
 - i. Judging interest – to see if we want to continue with monthly or change to bi-monthly for 2024
- d. Coin update – Cathy Munoz
- e. 2024 Elections – Kirsty Jones
 - i. Documentation for general meeting ballots

7) New Business

- a. Conference Board Meeting Schedule – Cathy Munoz
- b. Conference Expectations – Cathy Munoz
- c. Cell phone number exchange – Cathy Munoz
- d. General Meeting Packets – Cathy Munoz

8) Adjourned @ 1010