



LEIRA EXECUTIVE BOARD

"Dedicated to the advancement of knowledge through sharing & exchange of professional experiences & technology"

President: Sara Fitzgibbons ♦ Past President: Jeanne Johnson Jacobs ♦ 1st Vice President: Cathy Munoz
♦ 2nd Vice President: Chris Leyda ♦ Treasurer: Ilia Heath ♦ Secretary: Kirsty Jones
♦ Director: Lisa Edlin ♦ Director: Janelle Knight ♦ Director: Melinda Matlock
♦ Ex-Officio: Joan Smith - WASPC

Executive Board Check-In Meeting Minutes

September 11, 2020

Web meeting via Zoom

ATTENDEES

- President – Sara Fitzgibbons
- Past President – Jeanne Johnson Jacobs
- 1st Vice President – Cathy Munoz
- 2nd Vice President – Chris Leyda
- Secretary – Kirsty Jones
- Treasurer- Ilia Heath
- Director - Melinda Matlock
- Director – Lisa Edlin
- ~~Director – Janelle Knight~~
- Training Committee Chair - Heather Ging
- ~~Conference Committee Chair – Josh Rees~~
- Ex-Officio – Joan Smith

MINUTES

1. Call to Order @ 1002 - Sara
2. Re-schedule October E-board/General meetings
 - a. Currently scheduled for 10-14 (E-board) and 10-15 (E-board/General)
 - b. Issues
 - i. Conflicts with the WAPRO Fall Conference
 - ii. General meeting must include elections which require a 30-day lead time for the ballot. The current date does not give us enough time to send out a call for nominations and put together the ballot
 - c. Bylaws dictate General meeting/elections must be held in 4th quarter, so Sara proposed moving meetings to November. Board agreed
3. Zoom account has been upgraded to allow for larger meetings
 - a. Current level \$150/year
 - b. Can be used for trainings
 - c. Ability to upgrade further if breakout rooms or additional space is needed
 - d. Account is under Sara but other members can be designated co-hosts
4. Elections
 - a. Sara, Cathy, Chris, and Kirsty are finishing their current one-year terms in their respective positions. All are eligible for re-election and all committed to being on the E-board next year
 - b. Ilia, Janelle, Lisa, and Melinda are all finishing the first year of their two-year terms in their respective positions; all present committed to finishing their terms



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- c. Heather, Josh, and Joan are in non-elected positions and may continue in their current positions at the bequest of the Eboard. Heather and Joan committed to continuing their positions and the board agreed
 - d. Cathy expressed interest in a role other than VP due to starting a new job. Discussion of Chris and Cathy switching role or Kirsty and Cathy switching roles
 - e. Preliminary decision for Sara to run for President, Kirsty for 1st VP, and Cathy for Secretary
 - f. Sara invited board members to contact her offline to discuss their position/interest further
5. Training update
- a. PRI NIBRS Training – Oct 14th Webinar
 - i. Discussion on how this is different than the FBI NIBRS training
 - ii. There will be no charge for members and a \$50 charge for non-members
 - iii. Does not interfere with the WAPRO Fall Conference
 - iv. Will be hosted through our Zoom account
 - v. LEIRA is solely responsible for marketing
 - b. Evidence Training
 - i. Melinda is working with WSP to set up online evidence training
 - ii. Confirmed it be hosted through our Zoom account which will require approval from WSP
 - iii. Unknown time frame as this will depend entirely on WSP's availability
 - c. All Things Juvenile Training
 - i. Jeanne is working with Karen Horowitz to plan a 2-4 hour training
 - ii. Suggested time frame early December or late January
 - d. PRA Training
 - i. Jeanne is working with Ramsey to plan a PRA training
 - ii. Timeframe TBA – most likely winter/spring 2021
6. MemberClicks conference deferred until April 2021 – our current registration will be honored
7. Roundtable / Other
- a. Issues with accessing OneDrive – Cathy recently updated password and will troubleshoot security settings
 - b. Affirmation that Cathy will be able to continue with LEIRA with her new position in Mayor's Office (still doing LE records and her position is funded by the city's criminal justice fund)
8. Action items (to be completed in 1 week)
- a. Sara to send out a Doodle poll to determine dates for November E-Board/General meetings
 - b. Sara to confirm with Janelle that she plans on finishing her term as Director
 - c. Sara to confirm with Josh if he wishes to continue in his position as Conference Committee Chair (since conference won't be until 2022)
 - d. Sara to request flyer/announcement from PRI for NIBRS training; Heather to create flyer otherwise
 - e. Ilia/Cathy/Melinda to post training announcement/flyer on website and link to registration/payment (for non-members)



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Forgot motion to adjourn. Meeting adjourned by Sara at 1100.