



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	November 12, 2020	Zoom Online Meeting
Time	0900-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Sara Fitzgibbons	<input type="checkbox"/>	Director	Janelle Knight
<input checked="" type="checkbox"/>	1 st Vice President	Cathy Munoz	<input checked="" type="checkbox"/>	Director	Melinda Matlock
<input checked="" type="checkbox"/>	2 nd Vice President	Chris Leyda	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Kirsty Jones	<input type="checkbox"/>	Past President	Jeanne Johnson Jacobs
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input checked="" type="checkbox"/>	Committee Chair	Heather Ging (Training)
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input type="checkbox"/>	Committee Chair	Josh Rees (Conference)

- 1) Call to order @ 0905 – Sara Fitzgibbons
- 2) Call for Additional Agenda Items – Sara Fitzgibbons
 - a. No additional agenda items
- 3) Secretary Minutes – Kirsty Jones
 - a. Approval of previous minutes from January, 2020 E-board Meeting and summer 2020 meetings
 - i. Cathy Munoz made minor corrections to January 2020 minutes
 - ii. Motion to approve minutes made by Chris Leyda. Seconded by Melinda Matlock. No discussion. Motion approved.
 - iii. **Kirsty to edit minutes and send to Cathy for addition to our website**
- 4) Legislative Committee Report- Cathy Munoz
 - a. Cathy is only member of committee
 - b. Attended 2 Sunshine committee meetings via Zoom
 - c. Intent is to re-submit last year's bill to clean up juvenile language; no impact to LE records
 - d. **Handout to be added to minutes**
- 5) Training Chair Report – Heather Ging
 - a. All in person trainings were cancelled due to COVID
 - b. PRI NIBRS training hosted in October - 90 registered, 71 attended
 - c. All Things Juvenile training upcoming in December - 82 registered so far
 - d. High demand for training - requests for NICS, PRA, and evidence training
 - e. Chris had previously reached out to WSP and they declined to do NICS training online; **Lisa to reach out again to see if there has been a change**; suggestion for even just a Q&A session hosted by LEIRA
 - f. Opening up training to non-members (i.e. pay membership first and then register for training) caused headaches around invoicing and actually getting paid, so going forward trainings will be available to members only

- 6) Treasurer Report – Iliia Heath
 - a. Reported balance of approximately \$60K in savings and \$27.5K in checking
 - b. Increase in membership sign-ups due to PRI NIBRS training brought in approximately \$3
 - c. Formal 2020 Treasurer Report in progress and will be emailed to Eboard**
- 7) Membership Report – Sara Fitzgibbons
 - a. Current membership is 270 (234 active members, 26 lifetime, and 10 admin/Eboard)
 - b. Have an additional 400 lapsed/prospective members in database
 - c. Positive reaction to membership being extended through 12/31/21
 - d. Plan to contact lapsed members in January 2021 to purchase 2021 membership
 - e. Memberclicks conference has still not been re-scheduled
- 8) 2021 Planning
 - a. LEIRA Scholarship Program – Sara Fitzgibbons
 - i. Previous approved \$1,000 to award one scholarship (registration fees) per regional training; none of that has been used since regional trainings were cancelled
 - ii. Suggestion to create scholarship fund to sponsor members for paid training from outside organizations
 - iii. Discussion – questions regarding subsidizing outside organizations; reluctance to create something ongoing when our healthy budget won't last forever; balance our own training offerings
 - iv. No action takwn
 - b. One Drive Replacement Project – Sara Fitzgibbons
 - i. Issue: Microsoft has updated security protocols to require two-step verification; this limits access to one person only
 - ii. Need to either upgrade/change Microsoft license or move to another provider (possibly ZoHo that is in use by PRI)
 - iii. Cathy/Melinda to research options**
 - c. Survey Monkey account - Sara Fitzgibbons
 - i. Current free account limits us to a few multiple-choice questions only per survey; anything else would require a paid account
 - ii. Survey feature may already be available in Memberclicks – **Heather/Melinda to investigate**

Adjourn for break 1010. Re-convened at 1020.

- d. 2021 Training – **Come to January 2021 meeting prepared with concrete dates for your trainings!**
 - i. Possible partnerships – Kirsty**
 - 1. FreeDoc – Aiming for a 2-3 hour webinar in March 2021 customized to LE; fee TBA but LEIRA will only be charged for hours of webinar only
 - 2. FileOnQ - February/March 2021; 3 1-hr webinars; February/March 2021; evidence best practices
 - ii. Solidify partnership with PRI – Sara
 - 1. Good feedback from NIBRS training
 - 2. **Chris to work with PRI & formalize partnership and set up multiple trainings for 2021** (2+ or even quarterly) & negotiate fees
 - iii. WSP/Evidence – Melinda**
 - 1. Aiming for February or March 2021

- 2. In-depth/day-long (8 hr.) state-specific webinar to include evidence packaging
- iv. Suggestions for additional trainings
 - 1. NICS – see 5)e.
 - 2. Juvenile – potentially a follow up to the December 2020 training
 - 3. PRA
 - a. Legal updates with Ramsey Rammerman?
 - b. Cathy to update current PRA 101 training**
 - c. Digital evidence/body cams – no training currently available
 - v. Discussion on 2022 conference tabled until January
 - vi. Budget for training in 2021 – Sara
 - 1. Item tabled until January meeting
 - e. 2021 E-Board Meetings - Sara Fitzgibbons/Kirsty Jones
 - i. Will be held in January/June/September via Zoom until further notice. Dates TBA
- 9) Roundtable/New business
 - a. No new business items
- 10) Adjournment @ 1107