



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	January 24, 2024	Online
Time	1000-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input type="checkbox"/>	Past President	Kirsty Jones - <i>Excused</i>
<input checked="" type="checkbox"/>	1 st Vice President	Erica Meeks		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Lisa Edlin	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Bonnie Voegele
<input type="checkbox"/>	Treasurer	Ilia Heath - <i>Excused</i>	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Rana Hoover
<input checked="" type="checkbox"/>	Director	Alexandra Copeland	<input checked="" type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input type="checkbox"/>	Director	Amanda Towle - <i>Excused</i>	<input type="checkbox"/>	Committee Chair (Membership and Bylaws)	Kirsty Jones - <i>Excused</i>
<input checked="" type="checkbox"/>	Director	Ashley Williams	<input checked="" type="checkbox"/>	Committee Chair (Prop/Evidence)	Heather Ging

1) Call to order – Cathy Munoz @ 1000

2) Attendance – Cathy Munoz

3) Swearing in new board – Cathy Munoz

a. All LEIRA Board Members in attendance were officially sworn in for the new year (2024)

4) Call for Additional Agenda Items – Cathy Munoz

5) General Board Expectations – Cathy Munoz

6) Secretary Minutes – Heather Ging

- a. Approval of minutes from November 2023 meeting
- b. Lisa Edlin makes a motion to approve the November 2023 LEIRA Board meeting minutes. Allie Copeland seconds the motion. Motion passes to approve the November 2023 LEIRA Board meeting minutes.

7) Treasurer – Ilia Heath - Tabled

- a. 2023 Financial Audit
- b. Conference final costs

8) Old Business

- a. Committee updates
 - i. Legislative – Rebecca Hendricks
 1. Will be attending the Law and Justice Day in Olympia on February 6th.
 - ii. Memberships – Kirsty Jones – Tabled
 1. Member Clicks
 2. Cathy presented current Membership numbers, to give the board an idea of how renewals have been going thus far this year.
 - iii. Training – Cathy Munoz/Bonnie Voegele
 1. Bonnie Voegele will be taking over as Committee Chair
 - a. Heather will still assist with flyers as needed
 2. Creation of a step-by-step checklist for classes
 3. Added another BWC Kitchen Sink class in May, Walla Walla
 4. Have requests for BWC redaction specific class. – Alexandra Copeland looking into the possibility of putting together a curriculum.
 5. 2024 Classes not yet scheduled/finalized.
 - a. Tracker Products/Evidence Management Institute in April at Kirkland
 - b. Warrants and Orders – Kirsty Jones will teach online
 - c. Records Management (full day online) – Julie Ubert and Alexandra Copeland/ date
 - d. Firearms Management (4 hrs., online)– Needs instructors/date
 - e. Photography CSI (2 day, in person)- WSP – still waiting for a response from WSP
 - f. Evidence Retention (4 hours, online) - Heather Ging – Heather working on
 - iv. Bylaws – Kirsty Jones - Tabled
 1. SR 3 – abolish since we don't have training materials?
 2. SR 7 – abolish or get a gavel?
 3. SR 32- Do we need to change the wording so that board members cannot attend trainings such as PRI LEIRA trainings for free?

- v. Conference 2025 - Chair Rana Hoover
 - 1. Marcus Whitman update
 - 2. [LEIRA Fall 2025 Conference](#)
 - 3. 2025 is the 30th Anniversary of LEIRA – maybe can update the coin or make a 30th Anniversary Sticker along with a normal LEIRA Sticker?
- vi. Property/Evidence– Heather Ging
- b. Lunch with LEIRA – Ashley Williams
 - i. Brainstorm and send ideas to Ashley for LwL
 - ii. Heather to present Gun Buybacks at may LwL
 - iii. Maybe a TAC specific LwL
- c. Sticker Design – Heather Ging – Tabled
 - i. Heather will work on coming up with designs – open to suggestions

9) New Business

- a. In person board meeting at the Whitman
 - i. Committee Chairs need to have Reports ready for presentation at the March In-Person Meeting
 - ii. Cathy will get menu options sent out
- b. Possible need for VP's to step in
 - i. VP's understood they maybe needed to step in if President is ever unavailable
- c. February board meeting will be tabled, and Board will meet in March at the Whitman

10) Adjourned @ 1055