



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	March 5-6, 2024	Marcus Whitman Hotel, Walla Walla, and portions online
Time	0900-1700	

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

1) Tour of Marcus Whitman Hotel and meeting with Emily Brown

2) Guest Attendees:

- a. Lora Edleman - Walla Walla Sheriff
- b. Janey Gutierrez - Walla Walla Sheriff

3) Call to order – Cathy Munoz @ 1031

4) Attendance – Cathy Munoz

5) Swearing in new board – Cathy Munoz

- a. **Kirsty Jones** – Sworn in as Past President
- b. **Ilia Heath** – Sworn in as LEIRA Treasurer
- c. **Amanda Towle** – *Tabled – Will swear in at next available*

6) Call for Additional Agenda Items – Cathy Munoz

7) Discussion of Tour and Contract Considerations for 2025 Conference

- a. **2025 Conference Committees – Rana Hoover**
 - i. Work on call for committee members
- b. **2025 Host Agency Needs/Expectations – Rana Hoover**
- c. **2025 Conference Training Track – Bonnie Voegelé**
 - i. Brainstorming ideas
 - 1. Maybe a Keynote –
 - a. Green River Killer PIO Issaquah PD? Katie Larson?
 - b. Jeff Beazizo – Lake Stevens PD
 - c. M3 Academy– Marcia Harnden or Michelle Bennett
 - 2. Trainer Ideas
 - a. Morgan Damerow – AG Office – from Tri-Cities and always open for training
 - b. Shannon Turner – File on Q – from Tri-Cities – Evidence training – was a great trainer at the 2023 conference
 - c. M3 Academy/Marcia Harnden - Leadership/Wellness Instructor
 - d. Women in Leadership
 - e. Emotional Intelligence
 - 3. 3 – 4 Tracks
 - a. Evidence
 - b. Leadership
 - c. Wellness – for everyone
 - d. Public Disclosure/BWC
 - e. Records

8) Adjourned for Lunch @ 1200

9) Re-Adjourned @1300

7) 2025 Conference Cont.

- a. **Meet with Arlene Allen of Walla Walla Chamber of Commerce 1 pm**
 - i. Chamber of Commerce willing to provide swag bags, along with flyers, and possibly coupons.

10) Secretary Minutes – Heather Ging

- a. Approval of minutes from January 2024 meeting
 - i. Kirsty Jones makes a motion to approve the January 2024 meeting minutes. Ashley Williams seconds the motion. Motion passes to approve the January 2024 meeting minutes.

11) Treasurer – Ilia Heath

- a. 2023 Financial Audit- completed and approved.
- b. 2023 Conference final costs – report attached.
- c. 2024 First Quarter Report
 - i. Allie Copeland makes a motion to approve the First Quarter Treasurer Report and the 2023 Financial Audit. Lisa Edlin seconds the motion. Motion passes to approve the First Quarter Treasurer Report and 2023 Financial Audit.
 - ii. After hearing the Treasurer Report, it was decided to transfer money from the LEIRA checking account into a 6 month and 12-month CD with approx. \$20,000 after hotel deposits are known and paid.

12) Old Business

- i. Memberships – Kirsty Jones
 1. 2024 First Quarter Report
 - a. Kirsty will work with Lisa to train her on Memberships and Renewals.
 - b. Believes that all boxes are checked, invoices created, and that next year’s renewals will work appropriately.
 - c. Ashley Williams makes a motion to approve the 2024 First Quarter Membership Report. Ilia Heath seconds the motion. Motion passes to approve the 2024 First Quarter Membership Report.

13) Adjourned for the day @ 1435

14) Called to Order on 3/6/24 @ 0904

- a. Ilia Heath, Amanda Towle, Joan Smith and Rebecca Hendricks present today through Zoom.
 - i. Regional Training –Bonnie Voegele
 1. 2024 First Quarter Report
 2. 2024 Classes not yet scheduled/finalized.
 - a. Tracker Products/Evidence Management Institute in April at Kirkland – No longer happening due to company scheduling issues
 - b. Warrants and Orders – Kirsty Jones will teach online
 - i. Allie will take over this course – Probably a 2-hour course
 - c. Records Management (full day online) – Julie Ubert and Alexandra Copeland/ date late in the year

15) Adjourned @ 0915 due to Fire Alarm

16) Re-adjourned @ 0930

- a. BWC Redaction Class (online) – Allie Copeland

- i. Will be later in the year
 - b. Firearms Management (4 hrs., online)– Needs instructors/date
 - i. Erika will work on this course – maybe a conference course
 - c. Photography CSI (2 day, in person)- WSP
 - i. June 11-13, 2024 0800 – 1700 in Kirkland
 - ii. Small class of about 12 people, will need own equipment
 - iii. Possibly 2 hotel rooms for 4 nights will be needed for instructors
 - iv. Cost for course: \$450 members/\$550 non-members
 - d. Evidence Retention (4 hours, online) - Heather Ging/Erika Meeks
 - i. Will be a conference course
 - e. Wellness – Bonnie Voegele
 - i. Will continue brainstorming ideas
 - f. BWC Nothing but the Kitchen Sink – Kirsty Jones
 - i. 3rd class? – There is interest, and agencies have offered to host
 - ii. Southwest location – with a large facility
 - iii. July date?
 - iv. Certificates through mail merge
- ii. Bylaws – Kirsty
1. SR 3 – abolish since we don’t have training materials?
 - a. Kirsty Jones makes a motion to strike SR 3 from the standing rules. Erika Meeks seconds the motion. Motion passes to abolish SR 3 from the bylaws.
 2. SR 7 – abolish or get a gavel?
 - a. Keep gavel (will need to get a new 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?
 - a. Board can set the discount proportional to the cost of the training. Kirsty Jones makes a motion to amend the wording of SR32 as follows. “As a reward for serving on the Executive Board, Executive Board members receive a discount on registration fees. This creates a three-tiered pricing system: Executive Board members, members, and non-members. Executive Board members must follow normal registration procedures and use the provided discount code at the time of registration.

For LEIRA-provided trainings, Executive Board members receive a discount equal to the cost of member registration to enable them to attend free of charge. For trainings that are sponsored by LEIRA but taught by a third-party provider, the Executive Board shall

determine a discount for Executive Board members proportional to the cost of the training.”

Motion seconded by Ashley Williams. Motion passes to amended wording of SR32 as stated above.

Bylaws were updated and posted to the website.

4. 2024 First Quarter Report
 - a. No bylaw Report for the First Quarter
- b. Committee updates
 - i. Legislative – Rebecca Hendricks
 1. 2024 First Quarter Report
 - a. Ashely Williams makes a motion to approve the 2024 First Quarter Legislative Report. Kirsty Jones seconds the motion. Motion passes to approve the 2024 First Quarter Legislative Report.
 2. Custodial Interrogation Retention – committee agrees that the law needs to be amended and they would like to work on the project. They hope to have proposed language by the next meeting.
 - ii. Conference 2025 - Chair Rana Hoover
 1. 2024 First Quarter Report
 - a. Kirsty Jones makes a motion to approve the 2024 First Quarter Conference 2025 Report. Heather Ging seconds the motion. Motion passes to approve the 2024 First Quarter Conference 2025 Report.
 - iii. Property/Evidence– Heather Ging
 1. 2024 First Quarter Report
 - a. Erika Meeks makes a motion to approve the 2024 First Quarter Evidence Committee report. Lisa Edlin seconds the motion. Motion to approve the 2024 First Quarter Evidence Committee report.
 2. Heather Ging will be stepping down as Evidence Committee Chair – will reach out to other members of the committee to see if they are interested in being committee chair – if not, Erika and Heather will co-chair for the rest of this year.
- c. Lunch with LEIRA – Ashley Williams
 - i. Brainstorming topics for LWL for the rest of the year
- d. Sticker Design – Heather Ging
 1. Heather will work on sticker designs for stickers for the conference and look into possible printers. Waterproof stickers preferred.
 - ii. LEIRA Logo
 - iii. 40th Anniversary (coin & sticker)
 - iv. Talk Murder to Me

- v. Support your local medical examiner and die strangely
- vi. Basically, a Detective
- vii. 'The Purge' type sticker

17) 2025 Conference

a. [LEIRA Fall 2025 Conference](#)

- i. Will walk through the Marriott Hotel for a possible overflow hotel for 2025 conference – will email board members numbers and pricing
- ii. LEIRA Conference dates will be September 22-26, 2025
- iii. Marcus Whitman Contract will be edited with the Whitman Sales rep – Will email board contract for a vote for approval of the final contract.
- iv. Heather will create a save the date flyer for the conference – will aim to have completed by April 1st.
- v. Rana will schedule first Conference Committee meeting sometime after the call for committee members and save the date email goes out.

18) Next Board meeting will be on April 25th Online

19) Adjourned @ 1335