



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	July 24, 2024	Online
Time	1000-1200	

Members in attendance:

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

1) Call to order – Cathy Munoz @ 1002

2) Attendance – Cathy Munoz

- a. Marcie Lamers in attendance for Legislative Committee
- b. Debbie Wharton in attendance as possible Training Chair Candidate

3) Call for Additional Agenda Items – Cathy Munoz

4) Secretary Minutes – Heather Ging

- a. Approval of minutes from May 2024 meeting
 - i. Heather Ging makes a motion to approve May 2024 LEIRA EBoard Meeting Minutes. Allie Copeland seconds the motion. Motion passes to approve the May 2024 LEIRA EBoard Meeting Minutes.

5) Treasurer – Ilia Heath

- a. Quarterly Report
 - i. Accounts are Healthy
- b. Investments
 - i. Ilia Heath attempting to make a CD investment appointment with bank

6) Old Business

- a. Committee updates
 - i. Legislative – Marcie Lammers
 - 1. Quarterly Report
 - a. Cathy Munoz makes a motion to for LEIRA Legislative Committee to submit comments to State Archivist on behalf of LEIRA regarding proposed changes to the retention schedule. Ashley Williams seconds the motion. Motion passes for the LEIRA Legislative Committee to submit comments to State Archivist on behalf of LEIRA regarding proposed changes to the retention schedule..
 - ii. Memberships – Lisa Edlin
 - 1. Quarterly Report
 - a. Healthy – currently have 468 members
 - iii. Regional Training –Cathy Munoz
 - 1. Bonnie Vogele resignation
 - a. Debbie Wharton in attendance – considering taking over as training committee chair.
 - 2. Quarterly Report
 - 3. 2024 Classes not yet scheduled/finalized.
 - a. Warrants and Orders – Alexandra Copeland will teach online
 - i. Possibly schedule for November/December – Allie will advise soon of date. Course will be about 4 hours in length.
 - b. Records Management (full day online) – Julie Ubert and Alexandra Copeland/ date
 - i. Looking at Dates for November – Julie and Allie will advise soon of date.

4. With Cathy Munoz's pending retirement – a new instructor will be needed for Intro to PDR course if LEIRA wishes to continue offering this course
- iv. Bylaws – Kirsty Jones
 1. Quarterly Report – no report
- v. Conference 2025 – Co-Chair Michelle Budau
 1. [LEIRA Fall 2025 Conference](#) Whitman link for reference
 2. Quarterly Report
 3. Need for conference training chair – possibly Debbie Wharton
- vi. Property/Evidence– Heather Ging/Erica Meeks
 1. Quarterly Report – No report
- b. Lunch with LEIRA – Ashley Williams
 - i. Ashley will begin looking into possible presenters and topics for LWL 2025
- c. Sticker Designs – Heather Ging
 - i. This will move to Conference Committee topic

7) New Business

a. General Meeting

- i. Will hold the 2024 General Meeting on November 14.

b. Election

- i. Kirsty will be lead on the 2024 LEIRA EBoard Elections
- ii. Ballots will need to be emailed out no later than October 14th.
- iii. Candidates will be due by October 1st

8) Adjourned @ 1056