



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 Meeting Minutes

January 28-29, 2020

Delta Marriot – Everett, WA

Day 1 – January 28, 2020

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
- Past Treasurer- Julie Ubert

MINUTES

1. Call to Order @ 0812 - Sara
2. Treasurer Appointment and Swearing in of 2020 Board Members
 - a. Ilia Heath appointed as Treasurer - Sara
 - b. All members sworn in - Sara
 - c. Review Responsibilities and Expectations
 - d. Review Robert's Rules handout
 - e. **ACTION Add Ilia as a signatory on the bank account – Ilia/Sara**
3. Call for additional agenda items – Sara Fitzgibbons
 - a. Accreditation – Cathy
 - b. Move Records Academy discussion to 1/28 - Joan
 - c. Move 2020 Budget Approval after 2020 Regional Training discussion – Julie
 - d. Request to approve general meeting minutes – Cathy
 - e. LEIRA board member to be affiliate member of WASPC – Sara
 - f. Approval of logo - Sara
4. Breakout for transition training
 - a. Reviewed Secretary duties and agreed draft minutes should be distributed to board within 2 weeks – Kirsty/Lisa
 - b. Reviewed Treasurer duties – Ilia/Julie



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

- c. Completed audit of Treasury – Janelle/Chris
- d. Created new user accounts on Memberclicks for Kirsty/Ilia– Sara
- e. Introduction to OneDrive
- f. **ACTION Order more board member jackets - Janelle**
5. Review and approval of Meeting Minutes from September, 2019 Executive Board Meeting in Walla Walla, WA
 - a. Minutes reviewed by all
 - b. Corrections
 - i. Sara’s name is misspelled in the Call to Order – Josh
 - c. *Motion to approve by Janelle. Seconded by Jeanne. No discussion. Motion passed.*
6. Treasurer’s Report - Julie
 - a. 2019 Budget Review
 - i. See handout
 - ii. Note that conference scholarship cost was rolled into conference expenses
 - iii. Recommend moving \$10,000 from checking to savings as checking account balance is healthy
 - iv. Earned approximately \$1200 from 2019 conference (goal to break even)
 - v. Checking / Savings / Total
 - vi. *Motion to approve by Cathy. Seconded by Lisa. No discussion. Motion passed.*
 - b. 2019 LEIRA Financial Audit
 - i. Audit completed by Janelle/Chris. No issues. See attached audit approval.
 - ii. *Motion to approve by Jeanne. Seconded by Melinda. No discussion. Motion approved.*
 - c. **ACTION - 2019 receipts/financial records need to be digitized & uploaded to OneDrive and external hard drive – Lisa**
7. 2020 Membership
 - a. Registration currently done through Memberclicks
 - b. Agreed to keep membership fee at \$50 for 2020
 - c. Member request for multiple registrations on a single invoice
 - d. Need to send out updated W9 with address of new treasurer
 - e. Discussion about if/how Memberclicks can be used to designate users as being their agency voting representative where the agency has more than one person registered. This question is already asked on the registration form, but few people currently understand it. Suggestions included adding a checkbox for voting member on registration, creating a new membership category in Memberclicks for voting members, or creating agency logins instead of individual logins. Since the main concern is to get membership registration out ASAP, work on voting rights was tabled until later (but before the next election)
 - f. **ACTION Draft President’s email on various topics, including membership registration – Sara**
 - g. **ACTION Test payment/invoicing system in Memberclicks – Ilia/Julie**
 - h. **ACTION Draft spreadsheet of potential members as indicated in Memberclicks and send to Janelle – Sara**



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

- i. **ACTION** Cross reference list from Sara with EPIN membership list to identify any more potential LEIRA members - Janelle
- j. **ACTION** Create/distribute new member welcome packets – Janelle (with Sara & Cathy to help)
8. WASPC Affiliate Membership
 - a. Agreed that a LEIRA Board member should be sponsored/granted WASPC affiliate membership for the purposes of information sharing ad partnership
 - b. A few board members already have WASPC affiliate membership from their FT jobs; Cathy nominated for position
 - c. Discussion of just updating the website or sending out an email blast as well with WASPC updates
 - d. Discussion of other ways to partner with WASPC – co-host meetings, co-sponsor messaging, direct communication with LEIRA President
 - e. **ACTION** Discuss this with WASPC - Joan
9. Records Academy discussion (I.e. LEIRA's involvement in the training realm)
 - a. Sara has attended the last 4 Academies to discuss LEIRA and also present on various topics; Joan also attends on behalf of WASPC
 - b. Academy was initially started by LEIRA; now run by CJTC via contract and taught by Steve Perry
 - c. Steve Perry has expressed interest in retiring; does LEIRA want to take on a larger role?
 - d. Kirsty volunteered interest in teaching; Julie, Melinda and Ilia volunteered to help
 - e. Discussion of LEIRA to aggregate trainings related to records/evidence; where will this live on the website? Training and Events section is a calendar only; suggestion to make it a quick links for a Training Board just like the Job Board; Heather volunteered to update this section on the website
 - f. **ACTION** – Send training opportunities/announcements/resources to Heather on an ongoing basis - ALL
 - g. **ACTION** – Set up Training Board on website (replacing link to the PRA) - Cathy
10. Accreditation
 - a. Recent email from WASPC (Mike) reminding agencies of the need to send certain sex offense cases to WASPC for retention; point of contention is whether the law refers to the Secretary of State's (SOS) version of the retention schedule or an agency's own version
 - b. Email correspondence provided by Cathy from the Archives advising that Mike's interpretation is correct

Adjourn @ 1055 / Resume @ 1110

11. Memberclicks Conference
 - a. Conference will be held April 22-24, 2020 in Atlanta, GA
 - b. Early bird registration is \$699 and is valid through 01-31-20
 - c. Ability to register now and substitute different attendee names later
 - d. Ability ot cancel through 3-4-20 and receive full refund



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

- e. Discussion of whether 1-2 board members should attend to learn more skills for using this software? Potentially Melinda and Heather (with Ilia and Janelle as back-ups)
 - f. Large investment up front but potential for a lot of return of investments in preparation for 2021 conference and better use of the website and integration with accounting software
 - g. Conference participants would be expected to present at the next Board meeting
 - h. *Motion to approve sending 2 members to the conference made by Jeanne. Seconded by Kirsty. No discussion. Motion approved.*
 - i. Ilia discovered there is a finance track offered in addition to tracks in education and technology
 - j. Discussion that 3 people would be more beneficial and may include a mix of pre-conference activities as well
 - k. *Motion to amend previous motion to approve 3 people attending by Jeanne. Seconded by Melinda. No discussion. Motion approved.*
 - l. **ACTION Confirm attendance with your respective agencies and send Sara an email stating agency approval – Melinda, Heather, Ilia**
 - m. **ACTION (by 1/31/20) Reserve/complete three registrations - Sara**
12. Committee Interest
- a. JLARC committee – 1 person interested from Ellensburg PD (not sure we have a specific JLARC committee or how this got named)
 - b. One additional person expressed interest in any committee
 - c. **ACTION – Contact folks interest in JLARC/other committees - Lisa**
 - d. Conference Committee – 2 people interested from South Sound 911 & Pullman PD
 - e. **ACTION – Contact folks interested in Conference Committee - Josh**

Adjourn @ 1153 / Resume @ 1301

13. 2020 Regional Trainings
- a. Previously have done 3+ trainings per year
 - b. Interest
 - i. Walla Walla PD requested to co-host PRI trainings on Records Cohort (part II), Building a Model Police Records Unit (part I), Property & Evidence
 - ii. Spokane Co SO requesting 2-day Beginner/Advanced PRA trainings in April
 - iii. Membership expressed interest in juvenile seals/vacates/expungements
 - c. PRI also offers training on Crime Statistics/NIBRS
 - d. Discussion of continuing partnership with PRI but also expanding into other partnerships (IAPE, WSP) and balancing broad trainings versus subject-specific trainings
 - e. Agreed to keep member pricing at \$50 daily and non-member pricing at \$100 daily; costs for PRI or other outside trainings will vary (history of \$200/member and \$300 non-member)
 - f. Course offerings – see 2020 Course Offerings spreadsheet
 - g. **ACTION**
 - i. **Coordinate evidence training (WSP) in October - Ilia, Melinda, and Janelle**
 - ii. **Schedule venue (Snoqualmie PD) for August training - Janelle**



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

- iii. Coordinate venue (Lacey PD) and trainer (Karen Horowitz) for training in Lacey; coordinate check with Ramsey for PRA training dates in April and August - Jeanne
- iv. Coordinate PRI training in Walla Walla - Heather
- v. Coordinate NIBRS training (PRI/WASPC) in Lake Stevens - Chris/Julie
- h. Preview of Training Committee Chair's and others' duties after POCs have confirmed
 - i. Post to our website
 - ii. Send out announcement to membership
 - iii. Create a "before you go" packet for participants (hotel, restaurants, etc.)
 - iv. Creation registration process on Memberclicks
 - v. Coordinate with presenters for handouts/PPTs
 - vi. Create login sheets
 - vii. Create certificates
 - viii. Submit requests for course pre-approval with WAPRO/NAGAR/AIIM/ICRM
 - ix. Send training schedule to WCIA (for possible scholarship/reimbursement) and CJTC

Adjourn @ 1403 / Resume @ 1418

14. Approval of General Meeting Minutes from 092619 in Walla Walla

- a. Review of minutes; no corrections
- b. *Motion to approve minutes made by Kirsty. Seconded by Janelle. No discussion. Motion approved.*
- c. **ACTION: Post 092619 minutes to website - Cathy**

15. 2020 Budget Approval

- a. See handout (treasurer's report) for budget worksheet. Notes below reflect general discussion/decisions for each budget category
- b. Awards/Plaques - Includes those given to outgoing presidents
 - i. **ACTION: Order plaque for lifetime membership for outgoing president – Jeanne**
 - ii. **ACTION: Create certificate for lifetime membership for outgoing president – Janelle**
- c. Capital Outlay – Suggestion to order laptop for training coordinator
- d. Conference Committee – Should include travel costs for Conference and Training Coordinators, (including travel to/from Board meetings); costs for Committee meetings; and costs for hotel research trips; agreed on \$5K to start
- e. Conference Future – Includes deposit for 2021 conference; estimated to be at \$7-10K
- f. E-Board expenses –
 - i. Noted that a full board will mean larger expenses
 - ii. Total cost depends on number of board meetings in a year;
 - iii. Need to order more jackets for new members
 - iv. Discussion and agreement that Memberclicks conference costs should go here
 - v. Discussion and agreement that PRI conference costs should go here. Decided to cover conference registration fee (currently \$395) for up to 2 members as long as their agency will cover the rest of the costs



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

- vi. Agreed on \$20K total (10K for board meetings; 10K for conferences)
- g. Legislative – includes WASPC membership and travel required for advocacy on any topics of interest this year; agreed on \$3K
- h. Promotions – None needed
- i. Miscellaneous – Keep at \$100
- j. Office supplies – Includes new banking supplies for new treasurer; agreed on \$200
- k. Postage – Sending out new member pins; agreed on \$100
- l. President's Expenses – WASPC conference in Nov; agreed not to continue attending CLEARS conference; benefit to attending Spring (May) conference to schmooze with vendors as potential sponsors for our 2021 conference; agreed on \$4K
- m. Professional Services – Includes web site hosting, Memberclicks, credit card processing fees, insurance, legal fee, tax services, and Quickbooks; agreed on \$2500
- n. Regional training – Each training costs approximately \$1K each depending on how local it is relative to the presenters; agreed on \$8K
- o. Scholarships – Discussed offering one per regional training (registration fees only; must be member); agreed on \$1K
- p. Training committee – attendance at Eboard meetings for training coordinator; discussed need for training coordinator or other board delegate to attend ("proctor") all trainings to handle meet/greet, registration, etc. Agreed that proctoring should be lumped into the cost of the training; agreed on \$5K
- q. *Motion to approve 2020 budget of \$57,525 made by Lisa. Seconded by Melinda. No discussion. Motion approved.*

Adjourn@ 1550 / Resume @ 1605

16. Approved logo

- a. DOC had re-done logo as part of conference prep in 2015 as version we had was not usable for vendor/printer
- b. Have been using that version of the logo since then
- c. Bylaws state that logo can be altered as needed for publications, etc. as long as it is not significantly altered
- d. Discussion of if the currently used logo is "significantly" altered and if it needs to go to the membership for voting approval
- e. Agreed to send it to membership for approval via the fall general meeting ballot
- f. **ACTION: Put this on the ballot for fall general meeting – Sara**
- g. **ACTION: Update letterhead with logo - Sara**

17. Additional Conference debrief, Survey Monkey results

- a. Request for LEIRA social media
 - i. Facebook page
 - 1. Should be set as a private group with need for approval for membership)
 - 2. Lisa agreed to manage it with help from Janelle



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

3. ACTION: Research creation/management of Facebook page – Lisa/Janelle

- ii. Twitter hashtags (especially during conferences)
- iii. Discussion of forming a Social Media committee to be headed by Lisa
- b. Survey Monkey results
 - i. Attendee survey (38 participants)
 - 1. 70% were very satisfied with the overall conference
 - 2. 94% were satisfied or very satisfied with the catering
 - 3. 91% were satisfied or very satisfied with the speakers
 - 4. 89% were satisfied or very satisfied with the quality of training
 - 5. 86% were satisfied or very satisfied with the amount of training
 - 6. 94% were satisfied or very satisfied with the dates
 - 7. 70% found the conference to have an extremely valuable or very valuable impact on their job performance
 - 8. 93% were likely or very likely to attend a future conference
 - 9. Other recommendations/suggestions included hosting on the West side of the state; instituting a no cell phone policy; providing better assistance for those with disabilities; and having classes on juvenile disclosure, leadership, & workplace civility
 - 10. The majority of agencies were not interested in hosting a training
 - ii. Vendor survey (2 participants)
 - 1. 100% felt they spent a great deal or a lot of time with attendees
 - 2. 100% thought their booth location was useful
 - 3. 100% felt appropriately recognized
 - 4. 100% would sponsor a future conference
- c. Other takeaways (from previous Board debrief)
 - i. Come up with a better workshop on juvenile seals/dismissals
 - ii. Have sponsors speak at the beginning of events/meals
 - iii. Have a designated liaison for trainers/sponsors available at registration
 - iv. Ask future sites about managing climate and AV support
 - v. Set clear expectations instructors (when materials should be ready, etc.)
 - vi. Set clear expectations for proctors – should be in class the entire time and should monitor breaks. Also develop protocols for awarding gift baskets Maybe host agency can provide proctors?
 - vii. Stagger breaks
 - viii. Include option on registration form to list any dietary restrictions
 - ix. Maintain strict policy on not changing class selections after registration
 - x. Discussion on certificates. Suggestions included looking into available options on Memberclicks; having extra blank certificates available; requiring the class evaluation be turned for certificate; sending certificates after the event; requiring a sign-in sheet for each class; awarding certificates in PDF format



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

- xi. Define after-hours networking event better including the level of food that will be provided (appetizers, hors d'ouerves, full meal, etc.)
- xii. Have both water and sodas available as refreshments during breaks
- xiii. Lanyards don't need to be returned
- xiv. Do not have Eboard meeting before conference; potentially have it immediately after (easier/quicker to approve general meeting minutes if everyone is already there)
- xv. Continue with Eboard text message group, but limit hours of use. After 2100, message should be sent to the President only
- xvi. Keep Eboard debrief immediately after conference
- xvii. Provide guidance for participants on gift baskets such as what to include and sample pictures/descriptions

*Motion to adjourn made by Janelle. Seconded by Kirsty. No discussion. Motion approved.
Adjourn @ 1651*

Day 2- January 29, 2020

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 (@ 0900)
- Training Committee Chair - Heather Ging
- Conference Committee Chair - Josh Rees

1. Hotel tour 0800-0835
2. Call to order @ 0837 – Sara
3. Review of yesterday
 - a. Memberclicks conference early bird pricing has been extended through 2-7-20
4. Old business
 - a. **By law amendments for ex-officio (from June 2019 meeting) - tabled**
5. Summer & Fall 2020 Executive Board Meeting locations and dates
 - a. Summer meeting in June in Lacey/Olympia, date TBA based on training (1.5 days)
 - b. Fall meeting in October in Ellensburg, date TBA based on training (1.5 days)
6. 2021 Annual Conference



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

- a. Target dates September 21-23, 2020 for conference and September 23-24, 2021 for E-board meeting
- b. Goal of 250-300 participants
- c. Sponsorships – Chris
 - i. Suggested sponsors: PRI, Correctional Industries, Tyler, Premitium, Axon, Gov/WebQA, NextRequest, WCIA, Veritone, Imagenet, FreeDoc, Seamless, gov; Govdeals, CINTAS, Sirchie, LexisNexis, Uline, Agency360, CrossMatch, PowerDMS, File/Evidence On Q, ImageSource, Mark43, Spillman, Lynn Peavy, QLess, MedProject
 - ii. **ACTION: Scout vendors at WASPC Spring Conference - Sara**
- d. Marketing/Promotions – Heather
 - i. First save the date to be sent by 7/1/20 or as soon as contract is signed
 - ii. Registration to open by 3/1/21
 - iii. Registration to close 8/30/21
- e. Training topics/tracks
 - i. Thriving in the Workplace
 1. Leadership/Career progression (WCIA – Connie Poulson)
 2. Workplace civility (Michelle Bennett)
 3. Resiliency (Marcia Harnden)
 4. Yoga / Self-Care / Mindfulness / Emotional intelligence (Code4NW)
 - ii. Property/Evidence
 1. Retention/destruction (PRI)
 2. Firearms (WSP/ATF)
 3. Sex assault/DNA (WSP)
 4. Accreditation (WASPC/Mike Painter)
 5. Digital evidence (PRI/Axon)
 - iii. Records
 1. PRA Panel (Ramsey Rammerman, Mary Perry, Jeff Myers, Sarah DiVitorio, Kim Petty, Karen Horowitz)
 2. Firearms Panel – mini presentations then panel (WSP/Lynn White, WASPC/Jamie Weimer, DSHS, DOL, agencies)
 - a. NICS
 - b. Criminal history/rap sheets
 - c. Revoking/suspending/replacing CPLs
 - d. Denials
 - e. Surrenders
 - f. Exceptions for military members
 3. All Things Juveniles – court orders, seals (Karen Horowitz)
 4. Accreditation (WASPC/Mike Painter)
 5. ACCESS (WSP)
 6. TAC/Audits/Technical audit (WSP)
 7. NIBRS (WASPC or FBI or PRI)



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

iv. Keynote

1. Discussion of keynote during lunch and duration; suggestion of 15-minute speech at end of lunch (still providing time for networking and sponsor recognition during lunch)
2. Topics
 - a. Who moved my cheese? (Change management)
 - b. Michelle Bennett (topic of her choosing)

v. ACTION Items (members to report back at next E-board meeting)

1. Reach out to Michelle, PRI, Marcia Harnden & Michelle Bennett - Chris
2. Reach out to DSHS, Code4NW – Melinda
3. Reach out to PRA panelists, Karen Horowitz – Jeannie
4. Reach out to WSP-ACCESS section – Ilia
5. Reach out to at WASPC – Joan
6. Reach out to DOL and WSP-Lynn White – Lisa
7. Reach out to WCIA for Connie Poulson – Sara
8. Reach out to WASPC - Cathy
9. Reach out to WSP-Crime lab and ATF - Janelle

Adjourn @ 1000 / Resume @ 1018

f. Review of today's hotel tour

- i. Majority of ballroom would be utilized for food service; doesn't leave a lot of large classroom space
- ii. Rest of available rooms are smaller
- iii. Limited restroom availability
- iv. Last year's largest classes had 75-100 participants
- v. Service at restaurant/room service was a bit slow and inconsistent
- vi. Closest coffee spot is too far away
- vii. Not a lot of outdoor gathering places; not a lot of dining options within walking distance
- viii. Heavy traffic, and many Westside agencies may not put folks up in hotels
- ix. Conclusion: Not suitable

g. Other conference options

ACTION: Research potential sites and report back at June meeting – Josh

- i. Not suitable
 1. Tulalip Casino – bad experience
 2. Marcus Whitman – not on Westside
 3. Lynnwood Convention Center – not connected to a hotel
 4. Wave Hotel in Everett – not big enough
 5. Ocean Shores – too far
- ii. To research (Josh to potentially schedule visits; other members can assist)



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: Iliia Heath ♦ Secretary: Kirsty Jones
♦ Director: Lisa Edlin ♦ Director: Janelle Knight ♦ Director: Melinda Matlock
♦ Ex-Officio: Joan Smith - WASPC

1. Kitsap Conference Center
 2. Greater Tacoma Convention Center
 3. Vancouver (Vancouver PD previously expressed interest in hosting)
 4. Semiahmoo Resort in Blaine
 5. Wenatchee Convention Center
 6. Cedarbrook in SeaTac
- iii. Wishlist
1. Free parking
 2. 150-200 hotel rooms (total, including any overflow hotels)
 3. Ability to cater breakfast/lunch or have breakfast included in room rate
 4. Walkability score
 5. Hospitality suite/president's reception
 6. E-board work room
 7. Ease of access (via air/car)
 8. Temperature control
 9. Wifi capability (Must be free and have a strong connection)
 10. A/V rates
 11. Ballroom/main eating area plus a minimum of 4 breakout rooms each seating 60-80 or more classroom style
 12. Space for at least 12 vendors
 13. Enough restrooms
 14. Coffee shop availability nearby
 15. General ambience/neighborhood vibe
 16. Amenability of local agencies to host
 17. Allowed to bring in outside food/beverage
 18. Sample contract
 19. Experience with larger conferences
 20. Attrition rates
 21. Rooms include mini-fridge and microwave

*Motion to adjourn made by Iliia. Seconded by Jeannie. No discussion. Motion approved.
Adjourn @ 1128*

Topic	Date(s)	POC	Speaker(s)	Location	Host Agency
PRA - Public Disclosure Best Practices (Beginners)	September 22nd	Jeanne	Jeanne Johnson Jacobs	Spokane County Training Center	Spokane County SO
PRA - Advanced Public Disclosure	September 23rd	Jeanne	Ramsey Ramerman	Spokane County Training Center	Spokane County SO
PRA - Public Disclosure Best Practices (Beginners)	August 10th	Jeanne (assist: Janelle)	Jeanne Johnson Jacobs	Snoqualmie City Hall	Snoqualmie PD
PRA - Advanced Public Disclosure	August 11th	Jeanne (assist: Janelle)	Ramsey Ramerman	Snoqualmie City Hall	Snoqualmie PD
PRI - Evidence	Summer	Chris	PRI	Walla Walla	Walla Walla PD
PRI - Building a Model Records Unit	Summer	Chris	PRI	Walla Walla	Walla Walla PD
Evidence	October	Janelle (assist: Ilia, Melinda)	WSP	Ellensburg - Kittias Valley Event Center (Fairgrounds)	Kittitas County SO
All Things Juvenile	June 24th	Jeanne	Karen Horowitz	TBA	Lacey PD
NIBRS/Crime Statistics	October 14th	Julie (assist: Chris)	PRI/Julie Ubert	Lake Stevens	Lake Stevens PD
Workplace Resiliency	TBD	Sara/Heather	Michelle Bennett?	Redmond	Redmond PD

EBoard Meeting	General Meeting	Registration Open	Notes
No	No		
No	No		Ramsey will do in-kind donation of services
No	No		
No	No		Ramsey will do in-kind donation of services
No	No		Either host trainings back-to-back or one in May/June and one in July/August
No	No		
Yes	Yes		Covering guns, DNA and legal updates. Suggest training Tues/Wed, General meeting Wed, and Eboard meeting Thurs/Fri
Yes	No		Room for 40 Attendees only Covering seals, vacates, expungements, court orders, etc. Eboard meeting can be scheduled @ WASPC offices in Olympia
No	No		
No	No		

Blue = Confirmed