

**Law Enforcement and Emergency Services Video Association
International, Inc.
Membership Meeting
October 22, 2023 – 5:300 pm (Eastern)
LEVA Symposium
Portland, Maine**

On Wednesday, October 25, 2023, Chairperson Callinan called the meeting to order at 5:300 pm Eastern.

Board members present:

Director – Jessica Callinan

Director – Ali Murray (Teams Meeting)

Director – Roy Dunkelbarger

President – Christi Noebel

Executive Vice President – Keith Mancini

Additional LEVA Staff

Executive Director - Jan Garvin

Deputy Executive Director – Troy Lawrence

Executive Secretary – Susan Krawczyk

Introductions of Board and Staff: Callinan

Introduction of Curriculum Committee: Salmon

Salmon introduced the Committee members and explained the responsibilities of the Curriculum Committee. The committee approves all classes and training. Each class is vetted to see that it meets LEVA's values and training objectives.

Introduction of Certification Committee: Ruano

Ruano introduced the committee members. The responsibility of the committee is to process certification renewals and conduct assessments for CFVAs each year.

Introduction of Ethics Committee: Noebel

No one from the Ethics Committee was present. Noebel explained the responsibilities of the committee. CFVTs and CFVAs as well as members are required to follow LEVA's Code of Conduct which can be found on the LEVA website. The Ethics Committee reviews ethic complaints. They don't make a decision on the complaint but provide guidance on the best way to handle the situation.

Financials: Krawczyk and Lawrence

Financials were broken down into two areas. Krawczyk discussed where LEVA has been and current financials. Lawrence discussed the future. COVID affected LEVA's bottom line. LEVA was able to keep the doors open by transitioning to online training. Currently due to some changes in travel and increasing tuition costs, LEVA's finances are improving. When the accountant completes LEVA's federal tax return, we will have a better picture of where we stand. Lawrence discussed the importance of budgets. Since COVID we have had 36 in person classes. 19 of those made a profit. LEVA will establish a minimum profit for each class. Looking at replacing lab computers in the near future. LEVA would like to,

in the future, be able to waive the tuition and pay for the travel for volunteers to attend the Symposium.

Board of Director Accomplishments: Callinan

Had to develop a hiring and training process to replace Garvin and to train the individual taking his place. Developed a shadowing schedule.

Received training on how to read spreadsheets, financial documents and educated on basics of 501(c)3 non-profit.

Purchased Microsoft 365 licenses - Lawrence

Centralizing all LEVA documents and records on SharePoint.

Transferred LEVA's emails to Microsoft and was able to discontinue the old server. Email addresses will be standardized for the job function and not the person which will add continuity to the position and will be able to access historical emails. In the future will be conducting meets with Teams instead of Zoom. Licensing for software discounted education rate for Photoshop and Adobe. Some products are donated by the vendors.

Social Media – Mancini and Ellis

Audit/survey was completed on LEVA's social media. Made changes based on recommendations. Facebook account was updated to a "page" instead of "account" based on Facebook policies. Instagram was deleted. Standardized things. Discussed more things for spouse or plus one to do while at Symposium. LEVA will only be sending and posting necessary information in emails or on the website. Please give us your feedback on the QR code survey. Feedback from those that had already taken the survey pointed out that earlier emails with symposium information such as weather, restaurants, and things to do were extremely helpful. It was pointed out that all LEVA directors, staff, and committee's emails are on the LEVA website.

Board of Director Projects for 2024: Callinan

Survey Deadline November 3, 2023. All responses will be reviewed before our 4th Quarter Board Meeting and questions answered. Some plans will be put into action to give you more volunteer opportunities.

The website needs a facelift and redesign. Will be a long-term project that we are working on. If anyone is interested in volunteering, please let us know.

Lab Assistant: Garvin

Lab assistants are needed in LEVEL 1 and LEVEL 1 to assist the instructors. All expenses are paid. Classes are good for networking and as a refresher. If you want to be a lab assistant. Send Garvin an email and he will forward you a survey where you can weigh your proficiency on the tools that LEVA uses. This will help LEVA pair you up with the proper class. Also, lab assistants receive credit for training hours. Lab assistants can receive a maximum of 20-hours toward certification renewal. Forward all suggestions for classes to Garvin. Will be building a database of all lab assistants and their locations. To keep travel costs down lab assistants may be chosen from the general area of the training location.

Questions about Acceptable Training for Recertification

Ruano stated all LEVA classes, and all training classes/seminars/workshops attended at the LEVA Symposium count towards your renewal certification. LEVA will approve up to 30 hours of computer/mobile training like Cellebrite and Magnet. LEVA will also recognize training from Udemy, LinkedIn, Coursera, etc. as long as they fall under the categories listed on the LEVA website. If you have any questions, contact certification@leva.org. If you attend a conference or symposium and they give you a certification, include a list of the sessions with a description. This can be a photo or copy of the programs presented so we can review if the training is acceptable. A question was asked about participation at SWGDE. No that does not count. Another question was asked about the 40 hours during 1 or 2 years. Recertification requires 80 hours over a 3-year period. All requirements can be found on the LEVA website. LEVA tries to send out email reminders, but they often get caught in spam filters and sent to wrong emails. It is your responsibility to keep up with your certification renewal.

Recognized first time Symposium attendees.

Thanked Baker for bringing the RCB Police article written by LEVA member Blake Sawyer.

Floor Opened for Questions

Minerva Tineo addressed the issue that all Board members should be voted on by the organization. Callinan explained that LEVA's Article of Incorporation states that members cannot vote. However, this can be changed in the future. LEVA is currently in a major transition stage. There are goals that LEVA has for the future such as updating the By-Laws to plain English, writing some procedure, some policies and guidelines for future committees. Also to start outlining what a voting process would look like. LEVA understands that members would like to be involved in the selection process of the directors. We need people to do the work. This year we didn't have any members that were nominated or nominated themselves for the expiring positions. Tineo stated that people are nominated but they don't think they have a chance. She also stated for LEVA to grow as a community elections need to be held.

MT Brown asked a question concerning the survey and about the boarding for certification of analyst. He felt that the boarding seemed to be comparison centric and would exclude other analytical functions. Noebel explained that was not the case. That the survey question was just to get an opinion and gather information. Ruano further clarified the question, stating that it may be the perception, but not the reality. As long as it's an analytical case and it's clear through the mentor that it is appropriate to be boarded, then it will be boarded.

Jimmy Schoering asked that the committee have people that have the right experience to appropriately evaluate analytical cases.

MT Brown asked if there could be a location where the minutes of the Board as well as the committees' minutes be posted as a form of transparency to the membership. Callinan addressed that with the redesign of the website, LEVA will have a member only section that will contain this type of information. If you need a copy of the minutes just email the request to LEVA's Executive Secretary. It was also pointed out the LEVA's By-Laws are located on the LEVA website the explains the organization make up and procedures. It also tells you have to

request the minutes. You just need to request them.

Henri de la Haije from the Dutch National Police wanted to know why most of the training is in the United States. Lawrence addressed the question. Most of the training is held in the US because most of LEVA's members and instructors are from the US. Our lab equipment is here. When we travel overseas, we have the added cost of international travel and shipping. In the past, the majority of classes that LEVA conducted overseas have lost money. With the new minimum number of students required to make a profit, training overseas tuition may need to increase. LEVA will continue to provide training internationally. LEVA is currently adjusting their online classes to accommodate international students.

Minerva Tineo addressed the group again and asked if she was the only one who felt that everybody should be entitled to vote. Lawrence asked for the audience's approval by raising their hands. Overall, the majority of the audience raised their hands in approval. Callinan reiterated that BoD is aware and in favor of allowing members to vote. It may not happen in 2024.

Blake Sawyer asked since the BoD is asking for people to become involved, what opportunities are out there. Callinan stated that she would like to see future committees to help with conference events, first time attendees, and seeks out additional vendors. Committees to assist the certification committee with the recertification process and a committee that helps out with lab assistants. Current opportunities that will be open in the near future include the certification and ethics committees. Mentors are needed for certification. To be a mentor you must have been a CFVT for a minimum of 3 years. Lab assistant surveys will be going out looking for volunteers.

Scott Kuntz commented that with the redesigning of the website these positions be listed on the website and you can volunteer there. He also discussed the importance of lab assistants and encouraged volunteers to apply.

In addition to the audience, 24 members viewed the meeting live online.

With no further questions or business to discuss the meeting was adjourned by Callinan at 6:42pm

Susan Krawczyk
Executive Secretary

Minutes approved: