



REGULAR BOARD MEETING

Alderbrook Resort

10 E Alderbrook Drive

Union, Washington

April 23-24, 2015

President Jan Hawn called the meeting to order at 8:00 a.m. Thursday, April 23, 2015.

Board Members Present: Jan Hawn, Carmen Hayter, Ade' Ariwoola, Jana McQuade, Dan Mason, Craig Warner, Dale Hough, Jack Broyles, Mickie Cooper, Brad Posenjak, Dan Speigle, and Marcie Klobucher, Chuck Pfeil

Guest Present: Kelly Collins

Board Members Not Present: Jim McIntire, Crystal Marchand, Sheri Amundson,

PRESIDENT

Jan Hawn

Justin Marlowe – Cascade Executive Program

Discussion was had about WFOA continued partnership with University of Washington's Evans School of Public Affairs. It was determined to table until we have both parties at the table and discuss the future expectations going forward. Justin Marlowe, Evans School of Public Affairs was to present information about the Cascade Executive Program at this meeting, however his flight was delayed and he wasn't able to make the trip out. WFOA will schedule for Justin to come to the Sept board meeting.

Clock Update

Discussion was held regarding the default of the 2014 Clock order from Brandz Agency. Jan indicated a complaint was filed with the courts in Thurston County, Brandz Agency and/or Beau McKeon will have time to respond and next will be arbitration. Jan will update at the next board meeting.

Annual Calendar Review

Board reviewed annual calendar. The board is working well in light of losing one of the executive board members; we have met most deadlines. MRSC has become the registered agent of WFOA to prevent the issue of the lost mailing issue. The audit date was moved to after April 15th, since in reality it does not begin until after tax season. Otherwise we are on track.

Retreat 2015-2016 Goals/Assignments

Reviewed goals set from the January retreat. Determined some action items to work toward meeting these goals they are the following:

- Prepare newsletter article on the benefits of volunteering as a class coordinator for non-conference training (Jack)
- Review past survey and contact those individual who expressed a desire to get involved (Mickie, Jana, Dan S., Carmen)
- Update Annual Calendar with a task for someone to contact individuals who expressed interest on the survey responses so it isn't missed(Jan)

- Create a *Mentoring Program* to team a new committee member or board member with a “Seasoned” member besides the Chair to help guide, build relationship and encourage further development (All Committee Chairs, President)
- Video Conferencing of Education Committee meetings or more LIVE meetings (Jack and Mickie)
- Shine a Light on Star Performers - Provide some recognition and appreciation by doing “Shout Outs” via newsletters and Facebook posts (All Board, Dan S.)
- Require WFOA Volunteerism of Interns – (Dan S. to follow-up with Sandy Langdon)
- Develop a Charter for a Sustainable workforce program (Carmen and Craig)
- Development of Leadership in WFOA – (Committee Chairs)

Past Presidents Five-Year Forecast

Jan presented a forecasted five year budget compiled by a committee of past-presidents and herself to evaluate WFOA’s financial health and sustainability. The Committee felt WFOA is right on track and operating in a healthy financial position and if continues the current budget at a conservative growth rate will stay in this position. The current amount of fund balance (approx \$350,000) was discussed by board. History was provided of always wanting to have at a minimum the cost of 1 year’s conference on hand plus operation reserves. It was determined there should be a set policy.

Motion by Ade’ Ariwoola to have a policy of one year of conference costs plus two months of operations reserved as a fund balance each year; seconded by Dale Hough. Motion passed unanimously.

Out-of-State Conferences/Learning

Jan shared her experience from visiting the out-of-state conferences. Oregon and California both use some “paid help” to administer the conferences. Discussion was had about the desire to always keep WFOA ran and managed by the volunteered membership; yet the concept of possibly contracting out some administrative help with the conference may be something to consider.

GFOA (Philadelphia) / Piper Jaffray NW Breakfast

Reminder Piper Jaffray NW will be hosting their annual breakfast at GFOA this year in Philadelphia.

Miscellaneous Request

Member contacted Jan with request to list CountyOffice.org on the WFOA resource website as a link. It was determined all county links are available already via the Access WA link already there. No more links will be added. Discussion was had about requests from others and how we must be careful about what we do and don’t add and keeping it work-related resources only, not commercial.

PRESIDENT ELECT

Carmen Hayter

Board Meeting Arrangements

The current meeting logistics were covered and clarified.

Mileage Reimbursement Follow-up

Discussion was held regarding the question about reimbursable rate mileage rate being taxable to the individual. It is true. If WFOA was to pay more than the IRS non-profit charitable rate it would be taxable due to WFOA not having any employees. WFOA travel policy must be adjusted to avoid tax implications



Motion by Ade' Ariwoola to change WFOA Travel Expense Policy to state "The reimbursement rate for WFOA for mileage will be up to the IRS allowable charitable mileage rate"; seconded by Jack Broyles. Motion passed unanimously.

2014 Audit Update

The 2014 Audit is underway, everything needed has been provided. The final report should be ready for the next board meeting.

LGAC Appointment

Debbie Zabel from the City of Toppenish was appointed to LGAC after a large number expressed interest.

2016 Board Meeting Dates

2016 board meeting dates were provided:

January 20-22, 2016	Clearwater Casino	Suquamish, WA
April 20-22, 2016	Cave B	Quincy, WA
July 17-19, 2016 or July 24-26	Great Wolf Lodge	Centralia, WA

(Revised dates Sun-Tues due to availability)

Nominating Committee

As an update to the process: Call for nominations were made, the committee met via teleconference for discussion and the selection will be brought to the board at the July board meeting.

VICE PRESIDENT

Vacant

TREASURER

Ade Ariwoola

2014 Financial Statements

Reviewed the 2014 Financial Statements. Compared the revenues and expenditures to 2013 and determined all was on target.

Motion by Dale Hough to accept the 2014 Financial Statements as amended; seconded by Craig Warner. Motion passed unanimously.

Board reviewed the 1st Quarter 2015 Income Statement preliminary results and discussed processes and policies of claim submittal. Determined existing practice was good.

Bank Statements

It is the desire of the Board to start receiving electronic bank statements via on-line banking services. The Treasurer has been instructed to set this up for all who are authorized to sign on the bank account. Once this is done, the procedure will be updated for identifying two or more board members reviewing the statement, printing out verification and having documentation available for the annual audit. An update will be provided at next board meeting.

Credit Card Fees Analysis

A concern was brought up about the amount paid annually for merchant services. Marcie and Jack will look into alternative services and report back to the board.

SECRETARY

Jana McQuade

Minutes Approval

Jana asked for the January 2015 Board Meeting minutes that were sent out via email to be approved.

Motion by Dan Speigle to approve the minutes as submitted; seconded by Carmen Hayter. Motion passed unanimously.

Proposed Bylaw Amendments

Discussion was had about the group discussions and voting of topics via email and the use of “reply” only and “reply all”. It was suggested there be a requirement of the use of “reply all” for the sake of transparency and if this could be written within the bylaws. How that would be done was up for debate. It was directed to be given more thought and suggestion brought back to the next meeting.

Website Maintenance

A reminder was given to everyone about the File Manager needing everyone’s attention. A review of file organization and naming methodology use was talked about. Also Committees should be updating website with meeting minutes.

PAST PRESIDENT

Dan Mason

Words of Wisdom

- An investment policy and a financial policy exists
- WFOA used to have speakers during lunch. It was discontinued due to the audience not paying attention and talking. It was embarrassing for WFOA and for the speaker. It was discontinued to allow the members the networking opportunity.
- Contact PiperJaffray before ever advertising the GFOA breakfast event. Since it is so large and by invitation, WFOA doesn’t want to overstep.
- 2003 when the change of just inspirational speaker on Friday to session tracks on Friday justifying overnight stay on Thursday night stay. Almost didn’t happen due to board preference. However, the membership did like it. Lesson learned: Listen to the membership, embrace change, and support it, even if you don’t personally agree.
- Legislation- does the organization support or not support bills introduced? Ask yourself questions such as “Does this bill force Local Governments to do something different than now” or “Does it create unfunded mandate, does it create additional revenue or provide greater flexibility?” Does the bill put one group of local governments against another? We should steer clear of these types of bills.

STATE AUDITOR REP

Chuck Pfiel/Kelly Collins

SAO/WFOA Contract

An updated contract was presented with some minor changes to reflect more in line with what has been occurring in regards to non-conference training schedule.

Motion by Jack Broyles to accept the service contract between the State Auditor's Office and WFOA as presented; seconded by Ade' Ariwoola. Motion passed unanimously.

SAO Update

Chuck discussed how the Auditor's office is responding to the Troy Kelley controversy and how Jan Jutte has stepped into the role of State Auditor and that the office and staff continues to function as they should. Members should not notice any changes.

Local Government Performance Center has contracted with MRSC to provide leadership and resources on 5 specific projects including:

- IT security guidance
- Procurement portal for specific governmental type
- Public records compliance for police records
- Utility billing and funding resources
- Performance audit consortium which hopes to establish a symposium /training forum which would be open state wide to local governments.

Chuck announced this was officially his last board meeting and he was officially handing the position over to Kelly Collins to represent the State Auditor's Office. He expressed his appreciation, his enjoyment, his respect for the board and all that is accomplished and the partnership with SAO. The board in turn thanked him for his years of service.

Kelly reported Chuck Pfiel will be receiving the Governor's Award for Leadership in Management, which is an annual award that recognizes managers in state government who demonstrate extraordinary leadership through performance results in the previous year.

Kelly provided the Local Government Transparency Document, SAO is seeing a higher response to annual required filing. 2014 Annual Report was released.

Discussed new engagement letter requirement during audits and who is responsible for signing.

MEMBER COMMUNICATION/SCHOLARSHIP

Dan Speigle

Facebook

The "Likes" are increasing at a slow and steady pace. Would like to do a contest of some sort to encourage more "Likes"

Internship Update

Brief update on past few years of intern program.



Scholarship Status Update

Scholarship update was provided- Requests received: 7 Conference, 2 GFOA, 0 Non-Conference
The early bird rate will be allocated, and \$85/night for hotel for annual conference.

Scholarship Proposal – GFOA Committee

The question was asked if WFOA should fund GFOA committee members when their entity is not willing to provide resources as support. This is not a true scholarship but does the Board want to support this? There are currently three WFOA members serving for GFOA. The question was asked about GFOA support being available? Perhaps we offer 50% up to a specific limit? Ade' suggested if WFOA wants a formal report, it should sponsor the attendee. There appears to be some concern regarding "advertising" the availability. Dan will prepare some possible language for July Meeting.

PSFOA/Regional Association Scholarship Proposal

PSFOA & Southwest WA regional groups requested WFOA take over their scholarship funds due to lack of requests and the time of administration for a small amount due to annual change of board members. They choose to instead direct members to our scholarship program.

Newsletter

All articles for the newsletter are due May 11th.

LEGISLATIVE & PROFESSIONAL STANDARDS

Brad Posenjak

Website Analytics Statistics 1Q 2015

The Google Analytics report for the website was presented for the 1st Qtr – Again Training and Jobs was high for traffic.

WFOA Member Input on HB 2148 – SAO Appeals Process

This Bill would have allowed entities to contract for financial statement audit, which is currently allowed under state law. Second Part requires an appeal process. Lengthy discussion of audit findings and response.

Legislative & Professional Standards Update

Brad provided an update of state bills that are still alive and those that have passed. Federal streamlined sales tax is stalled. Discussion of the SAO "FIT" tool. GASB 72 was issued in February for Fair value measurement and application, provides for more note disclosure. In 2015, five GASB exposure drafts will be issued and three new GASB Standards will be issued GASB 73, 74, and 75.

MRSC

Marcie Klobucher

MRSC Update

MRSC hired another Finance Consultant, since Toni Nelson is so busy. Her name is Christine Holloway and she is an MPA from Evans School of Public Affairs. She will manage the finance web pages and assist with local governmental and finance related inquires.



MRSC has the Conference vendor and sponsorship registration done and open.

NON-CONFERENCE TRAINING

Jack Broyles

Update was provided about 2015 Non-Conference Training – everything is on track, classes have gone well so far and have more scheduled for the fall.

CONFERENCE TRAINING

Mickie Cooper

Update provided for the 2015 Conference Schedule- most of the sessions are filled, there are a few issues with new session program; working with Clocktower Media to resolve. On target for a May 15th open registration.

AWARDS

Sheri Amundson Absent

SPONSORSHIP CHAIR

Craig Warner

2015 Sponsorship update was provided. A “Diamond” sponsorship was added for \$15,000 in celebration of our 60th year. AWC Pooling program is a diamond sponsor; going to inquire with Microsoft about doing the same. Sponsorship page opened yesterday. Title changed to 2015 Sponsorship Chair to eliminate confusion when dealing with vendors and requests.

2015 CONFERENCE

Dale Hough

Conference Update was provided. New Logo was presented (showing a diamond, 60 years of excellence) Hotels are filling fast; Keynote speakers are in place; golf tournament set-up; 40 vender booths at \$1,600 each (all the same); wellness walk route established; electronic CPE tracking is set; registration on site with computer and credit card; budget OK.

2016 CONFERENCE

Crystal Marchand Absent

STATE TREASURER

James L. McIntire Absent

**Adjourn to Skamania, WA for the July 2015 board meeting.
Respectfully submitted,**

**Jana McQuade
Secretary**