

**SEPTEMBER 2018 BOARD MEETING**  
**Hilton Vancouver Convention Center, Vancouver, WA**  
**SEPTEMBER 21, 2018**

**President Warner called the meeting to order at noon, September 21, 2018.**

**Board Members Present:** Craig Warner, Brad Posenjak, Dale Hough, Jack Broyles, Jana Brown, Dan Legard, Carrie Lewellen, Forrest Smith, Mickie Cooper, Beth Wright, Stacie Tellers, Kelly Collins, Staci Ashe, Sadie Armijo, Debbie Booher, Sandi Roberts, Toni Nelson.

**Absent (excused):** None

**PRESIDENT**

**Craig Warner**

Craig Warner expressed his thanks to Jana Brown, Past President, for a successful year. He also welcomed all new and returning board members to the meeting. In the near future an e-mail will be circulated to obtain the current contact information for the 2019 board.

Craig also expressed his gratitude to Carrie Lewellen and the local conference committee for an amazing conference. The feedback received all week regarding the conference was very positive.

The 2019 Board calendar was presented as follows:

- January 23-25, 2019      Suncadia, Cle Elum, WA
- April 17-19, 2019      Clearwater Resort, Suquamish, WA
- July 17-19, 2019      Quinault Beach Resort, Ocean Shores, WA

Craig reminded the Board that a facilitated board retreat is conducted every other year at the January board meeting and that the next retreat will be part of the January 2019 meeting. Craig also explained that the format for the January board meeting will be adjusted slightly to help reduce costs and make sure that the Board is still able to accomplish everything on the agenda. The meeting will begin with lunch on Wednesday, January 23<sup>rd</sup> and the Board will begin working through its regular meeting agenda for the remainder of the day on Wednesday. The Board retreat will then be conducted on Thursday, January 24<sup>th</sup>. The remainder of the regular meeting agenda will be completed in the morning on Friday, January 25<sup>th</sup>. Because the schedule is so full, the meeting may conclude later in the day on Friday than normal.

**Retreat Facilitator:**

Craig indicated that he has started the process of selecting a facilitator for the January retreat. Todd Cutts, who facilitated the 2017 retreat, may not be available as he is no longer focusing exclusively on his consulting practice. Craig will inquire with him to find out if he is interested. Craig is also exploring other options and asked the Board to provide him with any suggestions for a facilitator.

**Member Survey:**

Jana inquired about the general membership survey. Craig Warner indicated that a survey will be completed prior to January so that the results can be incorporated into the discussion at the retreat.

The prior survey will be updated and provided to the Board for review prior to it being sent out to the WFOA membership. The target for releasing the survey is late-November or early-December.

It was suggested that a question be added to the survey about education history to establish an alumni list that may be willing to assist the Professional Development & Sustainability Committee at future student events held on or near college campuses.

#### **State Bank Study:**

Craig notified the Board that he had been contacted regarding WFOA's willingness to assist or support the efforts of the Evans School of Policy at the University of Washington, who is part of a project team that has been established under a 2018 budget proviso in the State's capital budget to develop a business plan for a State Bank. Specifically, WFOA has been asked to send out a link to a needs assessment survey to its membership. Craig stated that he is aware of concerns voiced by the State Treasurer and others regarding this project, and believes that it is important for WFOA to remain neutral on the topic and not give an appearance that we are in support or opposition.

Discussion ensued amongst the Board, with several suggestions for how the Board could provide relevant information to the WFOA membership without taking a stance on the State Bank topic. It was also discussed that the State Treasurer's Office is currently completing a study of past studies related to the idea of a State Bank.

After a great deal of discussion, the Board reached consensus that the best approach would be to provide an article on the topic from the State Treasurer's Office in the December newsletter, as well as a link to the needs assessment survey as requested by the Evans School of Policy at the University of Washington.

#### **Other:**

Craig reminded the Board that 2019 budget requests will be needed for review at the January board meeting. Jack Broyles will be sending out a draft budget document with assignments in the near future. Craig would like to spend some additional time while reviewing the 2019 budget in light of some of the rate changes that have been implemented by the Board recently. It is important that members are receiving value for their new membership and conference fees.

#### **VICE PRESIDENT**

**Dale Hough**

Vice-President (formerly Treasurer) Dale Hough presented a financial update to the Board for financial activity through August 31, 2018, including a balance sheet and profit and loss statement with a comparison of actual activity to the 2018 budget. Dale explained that 2<sup>nd</sup> quarter financials were approved at the July board meeting and therefore he will only be providing an update at this time. No formal action will be required from the Board on the financial information presented as a result.

Dale advised that the financial activity in QuickBooks does not reflect conference revenue or expenses yet, as Conference Solutions accounts for this activity separately until the conference is completed and a final reconciliation of activity is completed. The final conference revenue and expenses will be recorded in QuickBooks based on the net check received from, or issued to Conference Solutions.

Dale went on to discuss that Conference Solutions does provide periodic reports on the financial activity for the conference. Using that information and the information in QuickBooks, he prepared a combined profit and loss statement for the eight months ended August 31<sup>st</sup>.

Highlights of the combined profit and loss items discussed were as follows:

- Conference income in total is \$55,980 higher than the 2018 annual budget through August, due primarily to revenue generated through registration, sponsorship and exhibitors.
- Conference expenses were \$10,088 higher than the 2018 annual budget through August, in part due to variable expenses tied to the number of registered conference attendees.
- It was noted that there will likely be more conference expenses in September, but limited new conference revenue.
- Non-conference education/training revenue was lagging behind budget projections through August, with about 3 months remaining in the year.
- Overall, non-conference expenses appear to be lower than expected through August. However, it was noted that additional expenses related to conference scholarships and the internship program would be recognized in the last quarter of the year.

Stacie Tellers inquired about the budget variance as of August 31<sup>st</sup> for the line item associated with MRSC's services. Only \$8,750 in expenses has been recognized against a budget of \$18,200. Jana Brown reminded the Board that a contingency amount had been added to the budget for this line item due to some of the uncertainty associated with the transition to Conference Solutions this year for conference registration and other duties previously completed by MRSC.

Jana noted that one of the challenges during the first year with Conference Solutions was ensuring that everyone received regular financial updates on the conference budget. Jubilee Vigna from Conference Solutions will provide an update on the final conference budget results at the January meeting, at which time further discussion can occur on how best to disseminate information in the future.

## TREASURER

**Jack Broyles**

Treasurer (former Secretary) Jack Broyles presented the minutes from the July 2018 Board Meeting. No additional Board discussion occurred.

**Motion by Dale Hough to accept the minutes as presented. Jana Brown seconded. Motion passed unanimously with three abstentions: Sandi Roberts, Debbie Booher, and Toni Nelson.**

Jack presented the minutes from a special e-mail Board Meeting conducted in August of 2018. No additional Board discussion occurred.

**Motion by Mickie Cooper to accept the minutes as presented. Dan Legard seconded. Motion passed unanimously with three abstentions: Sandi Roberts, Debbie Booher, and Toni Nelson.**

## EDUCATION UPDATE

**Beth Wright/Debbie Booher**

Beth Wright, Education Committee Co-Chair notified the Board that the Education Committee had hoped to hold its next meeting during a site visit in Yakima on October 10<sup>th</sup>. However, it now appears

that the Yakima Convention Center will not be available. As a result, the next meeting will now be a teleconference.

Beth also provided the Board with an update on remaining non-conference training opportunities for 2018, including a BARS class that will be offered at an upcoming Vision Software conference that will not be available to all of WFOA membership. Discussion ensued amongst the Board about past practice regarding this type of arrangement and potential concerns about perceived favoritism from vendors and how the registration fees and speakers costs for the training would be handled. The consensus amongst the Board was that we need to have further conversation about this in the future to be sure that we are consistent in our approach, if we want to offer BARS trainings through vendor conferences at all.

Kelly Collins, State Auditor Representative to the Board, and Beth will coordinate to resolve any immediate issues regarding the upcoming Vision Software conference.

It was noted that Debbie Booher will be the contact for non-conference classes in the future, as Beth will be moving into a new role as the lead for conference education.

## **MEMBER COMMUNICATION & SCHOLARSHIP UPDATE**

**Mickie Cooper**

Mickie Cooper announced that newsletter items will be due from the Board on November 5, 2018.

Jana mentioned that she would like to see a variety of new topics covered in future newsletters. One example would be to have MRSC provide articles on relevant tax or law updates, similar to some of the items contained in their own newsletter. Another example would be articles geared towards WFOA's newest members with basic information about common agencies, acronyms, or finance programs in the State of Washington, such as "What is the LGIP?"

Craig inquired if there were any other matters that needed to be discussed for the good of the order.

Meeting adjourned at 1:05 PM to Suncadia Resort in Cle Elum, WA. for the January 23-25, 2019 board meeting.

Respectfully submitted,

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Dan J. Legard

WFOA Secretary