

Education Committee Meeting

January 9, 2019

Live Conference Call

10:00 am – 12:00 pm

Aaron Bonck	P	Geoff Urbina		Lawanda Hampton		Rebecca Nichols	P
Ajit Dubey		Gretchen Isaksson		Lindsay Sovde	P	Renee Sinclair	
Alexandra Johnson	P	Heidi MacDonald		Liz Moeller		Rob Moody	
Andre Johnson	P	Holly Conti	P	Lucy Lu		Robbi Steadman	
Andrew Pittelkau	P	Jack Broyles		Luke Schneider		Sandi Roberts	P
Beth Wright Co-Chair	P	Jan Hawn	AB	Malinda Okerlund		Sara Lane	P
Brad Posenjak	P	Jana Brown	P	Marc Greenough		Sarah Meyers	
Caitlin Caldwell		Jason Link		Mari Ripp		Scott Lester	P
Carmen Hayter		Jerica Pascoe	P	Maria Ryan		Scott Loos	
Carol Moore		Jill Dunn	P	Matt Schoenfeld		Scott Prickett	
Cathy Mulhall		Jim Nelson		Matt Zehnder	P	Sheila Danielson	P
Catrina Galicz	P	John DeFrancisco		Michelle Hughes		Sheila Gall	
Chris Bateman		Joseph Wolfe		Mickie Cooper		Sherrie Ard	P
Dale Hough	P	Josiah Close		Mike Bailey, CPA		Sherri Gordon	P
Dan Legard	P	Juanita Smart		Nicholas Lee		Staci Ashe	P
David Olson	P	Jubilee Vigna		Niles Kostick	P	Stacie Tellers	P
Debbie Booher Co-Chair	P	Julie Addington		Noah Crocker	P	Sue Cronk	
Debbie Dearing		Kathleen Onih		Nora Mitchell	P	Sue Luhman	P
Denise Nguyen	P	Kathy Streissguth		Paul Jarvis		Suzette Smith	
Denise Pearce		Katie Maguire	P	Pete Sullivan	P	Tage Aaker	P
Doug Extine	P	Kelly Boswell		Peter Becker		Tanya Holden	P
Duncan Brown	P	Kelly Collins, CPA		Philip Mendoza		Theresa Juel	P
Eva Lindgren		Ken Smith	P	Rainey Schide	P	Thomas Teopfer	
Francisco Autran		Kevin Lorentzen	P	Rebecca Harder	P	Toni Nelson	P

Welcome – Deb Booher, Beth Wright Co-Chairs of Education Committee

Roll Call

Previous Meeting Minutes

- Approved
Motion made by Dale Hough, seconded by Sandi Roberts

2019 Conference Discussion/Schedule

- Reviewed Track Schedule and Session content for conference

Discussion about changing things up and not having some of the same topics as last year.

Some good ideas were presented:

- How to make training programs internally in your organization
- How to write policies and procedures
- Email and other correspondences best practices
- Steps to do to further your career
- Technology topics
- Roles of the internal auditor
- Communicating with and Presenting to Council – how to make your point
- Writing a good staff report or agenda bill

Coordinators are needed. Beth will send out email with listing of topics and track/slots openings for committee members to volunteer to work on finding speakers and coordinating sessions.

Discussion was talked about possibility of smaller sub-committees for individual tracks. This would provide a better venue for discussion and drilling down into topics. Caution was given about the jeopardy of creating silos and lack of coordination within the group.

Discussion about looking at last years sessions and attendance numbers to decide about topics and class choices. Caution was again given since you can have a bad class that was heavily attended as well as a very good class with low numbers depending on the time of the day, the session choices in other tracks, regulations, etc. Year to year it constantly changes.

- Reviewed timelines for Committee Members
 - Session topics for each track are due by the end of February.
 - All Coordinators should have their session information entered in to the Session Program by the end of March.
 - Session Information Needed:
 - Session Description
 - Speaker bio and Headshot
 - Session Costs/needs entered

Discussion was had about the concern of a March deadline. Would prefer a June deadline. However, we must have as much of the conference information entered into the system before registration opens. It is understood that there could be emerging issues or last-minute substitutions with speakers. Rainey will discuss with Jubilee about a final deadline for any print documentation.

- Ideas needed for potential Key Note Speakers of which 2 are selected by the committee. Suggestions are being accepted and should be sent to Beth. One is usually technical and the other uplifting. There was discussion about if an economist was really wanted. Doug Extine referred Michelle Girard from Fox Business and she would only charge for travel. The budget is anywhere between 15,000 to 20,000 for both days combined.

Note: One was forwarded from Theresa Juel – Todd Hunt, Business Humorist. He was at a previous conference, not sure when. Conference Solutions will facilitate the contract(s).

Update on 2018-19 non-conference schedule

- The California service had done the webinars for free this year on a trial basis. They would like to move forward sharing the costs with Washington. Moving forward, Craig needs to go to the board for approval to pay WFOA's share for participation. California started the process, which is not dependent on Washington joining. The board will discuss in detail and determine if the cost is feasible. Debbie stated they are hoping for Oregon to join in with Washington and California.

- The new software from CVENT run by MRSC is live. Registrations which are ready have been opened and ready for business. More sessions will be opened as detailed are finalized.
 - Upcoming Classes
 - Grants
 - Issaquah – January 28 (29 registered)
 - Port Orchard – January 29 (14 registered)
 - Additional Classes will be set for next Fall (October)
 - BARS
 - Cash
 - Spokane – Feb 22 - Open
 - Burlington – Feb 27 – Open
 - Kelso/Vancouver area – Opening soon, securing location
 - Tri-Cities – March – securing date
 - Tumwater – Oct 9 – Open
 - GAAP
 - Bellingham/Mt Vernon – May 8 – Can look for other locations farther south on the I-5 corridor.
 - Ellensburg – May 9 – Open
 - Vancouver – Oct 16 – Open
- Discussion was had about the location of the BARS classes and if we could have one closer to the Seattle area. SAO said since a coordinator was yet to be found we could move the Bellingham class down closer to North Seattle.
- Other possibilities – any possible coordinators or ideas for speakers??
 - Department of Retirement
 - Department Revenue for property tax calculation; Debbie has a contact.
 - Jan Hawn from City of Renton, is looking into a class for everyday ethics for the non CPA. She is working with a potential speaker for both the conference and non-conference.
 - Fleet Management – Sandi Roberts had offered Ken Mathews may be able to do Fleet Management Training. Beth Wright also has talked to Nanci Lien, City of Olympia about teaching a fleet management class. Debbie will see if they can coordinate all together.
 - Capital Assets – Recording, Retiring and Replacing – Jana Brown will work with Sherrie Ard to see about the availability of Kristen Harris to do an all day class on Capital assets.
 - Next meeting, February 13, 2019 - Teleconference

2nd ROLL CALL

MEETING ADJOURN at 11:50am