



Education Committee Meeting March 10, 2016

10:00 am – 11:30 pm

City of North Bend, WA

- 1) Welcome – Called to order by Jack at 10:00 am
- 2) Introductions and roll sheet distributed
- 3) Note taker – Jack Broyles
- 4) February 11, 2016 meeting minutes were reviewed and accepted
- 5) **Conference Update:** Mickie was called and participated by telephone as she was unable to attend in person:
 - a. Committee decided they would ask Eva Lindgren if she would change her presentation day and time in order to accommodate the investment track.
 - b. Mickie was waiting to hear from the Local Conference Committee to see if their Keynote speaker wanted two break-out sessions that are being held out for them.
 - c. Sessions: need class name, description, speaker by April 30
 - d. Mickie will provide the “official” sessions report for the next Ed committee meeting.
 - e. Discussion of recording expenses in sessions:
 - i. Need details of travel costs – hotel/airfare/etc.
 - ii. Meals needed – particularly preconference, as preconference meals are only made based on number registered.
 - iii. Will conference fee be waived?

- iv. Speaker fee if applicable. Also, if there is a speaker fee and the speaker is presenting multiple sessions, divide the fee by the number of sessions.
 - v. If WFOA providing lodging, number of nights needed. Cost is not needed as they will stay at WFOA negotiated rate. On this, Jana suggested recording \$100 per night anyway to ensure all costs are captured. If WFOA is providing lodging, Ed committee needs data ASAP to get to local conference committee.
 - vi. Waiver Policy – There is a “check box” in sessions for comped registration. Mickie will provide comp codes, email her for them.
- f. Handouts need to be provided by the end of August for the Guidebook vendor.
 - g. Discussion of how to handle projector issuance. Jack indicated that he did not think presenters should have to worry about projectors, it is the responsibility of the first moderator of the day to pick-up a projector and the responsibility of the last moderator of the day to return it.

6) **Non-Conference Update:** Jack gave the following updates:

- a. Discussion of spring classes. Attendance very strong this spring, particularly with the grants training and with Friday Harbor!
- b. Department of Commerce has requested a special grants training for their staff. Felicia DenAdel from the State Auditor’s office indicated she would be willing to offer it, but it would count toward one of the six classes agreed to for 2016. Jack was concerned that Commerce, as a pass-through entity, was wanting training that was beyond the scope of the current class. Jack would discuss with Commerce to try and determine their needs. Jack would also discuss with WFOA board to determine their thoughts on having this class count as one of the six. Board members were initially concerned that the class should be open to WFOA as well as commerce if it was going to be one of the six.
- c. Cristy Raske and Alexandra Johnson gave a brief discussion of the Beginning Governmental Accounting class that SAO is developing. It is intended to be held before the September conference.
- d. Jack working with Greg Allison for the autumn 2016 advanced seminars. Greg has agreed to come out and Jack will get dates firmed up.
- e. There was a discussion of webinars. WFOA directors want to increase the number of offerings, but, as in past years, getting someone to present and/or to identify topics has been a continuing challenge. Some possible topics were identified:
 - i. Discussion of LEOFF 1 time loss
 - ii. Payroll issues
 - iii. Contract/procurement classes
 - iv. Cost allocation plans

Jack will work to attempt to identify presenters for webinars. Please contact Jack directly if you or someone you know would be willing to present.

7) Announcements

- a. Jack discussed the possibility of changing the Ed Committee meeting days as Mickie sometimes has board meeting conflicts. Jack will prepare a quick survey.

8) Other items for discussion

- a. None

9) Adjourn – 11:30 am. No host lunch followed.