



WINTER BOARD MEETING

Suquamish, WA

January 28-29, 2016

President Carmen Hayter called the meeting to order at 8:00 AM, January 28, 2016.

Board Members Present: Carmen Hayter, Adé Ariwoola, Jana McQuade, Craig Warner, Brad Posenjak, Jan Hawn, Dale Hough, Angela Golden, Dan Legard, Jack Broyles, Mickie Cooper, Stacie Tellers, Dan Speigle, Kelly Collins, Marcie Klobucher

Board Members Not Present: R.J. Stevenson, Jim McIntire

PRESIDENT

Carmen Hayter

Updated board contact list.

Local Government Audit Committee terms expire for John Payne and Brad Posenjak. There are currently 4 appointees from cities and 3 from counties. Adé said the nomination committee met and recommends Christine Smith from City of Vancouver to fill the spot of John Payne and Brad Posenjak from Chelan County to renew his term. It was suggested that Brad serve one year of his second term and then the board find another member to replace him.

Motion by Jan Hawn to accept LGAC committee nominations; seconded by Dale Hough. Motion passed unanimously.

Reviewed annual operating calendar. Moved the placement of "Annual Audit" from March to April to reflect when the audit is typically completed.

Reviewed the Goals and Objectives from the 2015 board retreat. *Goal #1, Strengthen the long-term educational mission of WFOA by more actively engaging volunteers in Education Committee programs* – The education committee had good participation at Education Committee conference call (49 participants). Still the education committee receives most of its volunteer work from current and prior board members. *Goal #2 Promote skills to enable members to develop staff within the profession and grow a sustainable workforce* – Following the September conference a workforce sustainability committee was initiated and since then there have been 2 teleconferences. Kelly Collins is heading up the committee and putting together a list of career fair opportunities. Now the workforce sustainability committee needs to get the list out to regional members to attend the fairs on behalf of WFOA. The committee would like to see position descriptions for entry level accountants to show interns what they need. Kelly said the SAO attends the career fairs already and can provide information about the WFOA internship program until WFOA develops a workforce sustainability board position. SAO is willing to partner internship resources with WFOA. The workforce sustainability committee, in coordination with Sandy Langdon, will put together an internship reorganization proposal for a future board meeting. The board agreed that Kelly can move forward as the lead on the committee. *Goal #3 Encourage development of leaders to sustain and improve the WFOA* – WFOA needs to work more diligently to

VICE PRESIDENT

Jana McQuade

Jana will start planning the 2018 board meeting locations now that the 2017 board meeting locations are set.

Discussion was held regarding the WFOA website and the hacking/virus situation from 2015. Jana and Mickie met with Clocktower Media, WFOA's website developer, after Clocktower was acquired by another company. They appear to be a proven company and now have a different representative who should be able to provide better response time. Jana and Mickie inquired of Clocktower regarding several issues: webpage job listings have no scrolling capability, cost of \$300; when deleting users in WordPress the admin should attribute the prior user content to "WFOA"; when searching in sessions users would like the ability to go back to search results, cost of \$150; detect duplicate training sessions based on URL, cost of \$300; create a new functionality for tracking the session coordinator/moderator/speaker, cost of \$900; create a capability similar to the "Merge Session speakers tool" for coordinators and moderators, cost of \$300; clean up the coordinator and moderator listings, cost of \$75; add image upload option for speakers in training sessions, cost of \$600; have Clocktower spend one hour per month to provide website maintenance and install updates, cost of \$150; purchasing blocks of website support at 20 hours would be a cost of \$2,850 (5% discount); the current amount of data storage needed will move us from \$49.99/month to \$79.99/month. There is a need for a data storage policy and further research into where and how WFOA should store files. There also needs to be follow-up on a records retention policy for CPE documentation. Dan Speigle requested an update to the website that would automatically delete job postings after their expiration date.

An overview of the WordPress admin website was provided. Jana demonstrated how the file manager works and how it is different from the website files. She also demonstrated how "Pages" work to edit the WFOA website. Jana requested that Jack provide a generic training webpage for the WFOA website so the non-conference training can have its own page.

MRSC

Marcie Klobucher

Since 2016 is the third year in a 3-year contract, nothing major needed to be addressed. Marcie gave an overview of the MRSC partnership for the new board members. Because of the amount of work at the 2015 conference, MRSC ended up about \$8,000 over budget from the unexpected work. MRSC performed additional unexpected duties at the conference that were not provided before. To stay in line with the contract, MRSC may have to say no to requests at future conferences. Growth of WFOA has also increased the RegOnline fees. Marcie and Sandra will be looking at the 2016 work load to determine what changes may need to happen for the next three year contract.

MRSC and SAO are working on a public records project, but will have more information as the project progresses.

TREASURER

Craig Warner

The proposed 2016 budget was presented and the board reviewed each line item. After several minor adjustments to the proposed budget, the total expense budget came to \$606,931 and the total revenue budget came to \$590,775.

Motion by Jana McQuade to accept the 2016 budget; seconded by Jan Hawn. Motion passed unanimously.

SECRETARY

Brad Posenjak

The minutes from the September 17, 2015 business meeting were presented.

Motion by Jan Hawn to accept September 17, 2015 business meeting minutes as presented; seconded by Dale Hough. Motion passed unanimously.

The minutes from the September 18, 2015 board meeting were presented.

Motion by Dale Hough to accept September 18, 2015 board meeting minutes as presented; seconded by Craig Warner. Motion passed unanimously.

A board resolution to amend the Bank of America signature authority was presented.

Motion by Adé Ariwoola to approve the Bank of America signature authority board resolution; seconded by Jan Hawn. Board resolution passed unanimously.

A board resolution to amend the Key Bank signature authority was presented.

Motion by Adé Ariwoola to approve the Bank of America signature authority board resolution; seconded by Jan Hawn. Board resolution passed unanimously.

The general liability and directors and officers insurance policies have been renewed. The board discussed whether or not WFOA could have any liability for an entity obtaining a virus from the WFOA website. Marcie will look into determining if cyber liability insurance is needed and follow up at the April board meeting.

2015 WFOA website analytics were presented.

Brad is leaning toward returning to Tacoma for the 2020 Conference because it should probably be on the west-side that year. Hotels in Bellevue are too expensive, but Seattle could be another possibility.

PAST PRESIDENT

Jan Hawn

WFOA received a judgement against the gift clock vendor. The next step is to go to the company's banks for recovery of funds, but thus far, this has not been successful. Another option would be to issue a default against the banks, but this is not typically successful. If that is not successful, the next step would be for WFOA to go after the individual. This would require additional legal expenses.

The past presidents lunch will be planned separately from the board meeting this year because the board meeting locations and venues are not conducive to incorporate the past presidents lunch.

GFOA has best practices for school district budgeting and Jan has been working with Mike Bailey, GFOA, and the Bellevue School District to roll this out. WFOA will be a recognized sponsor at these meetings, but will not incur any cost.

MEMBER COMMUNICATION/SCHOLARSHIP

Dan Speigle

The current scholarship program process was explained. Since there are ways that Dan can check to verify that a person registered and physically attended the conference, scholarship awardees will not have to show proof of attendance. However, they will still need to submit hotel invoices if they want reimbursement for lodging. Starting in 2016, Dan will delay awarding repeat scholarship winners until the first time applicants have all been processed. This will give priority to first-time scholarship applicants. It was also decided that WFOA will allow an applicant to receive scholarships two years in a row but then take a year off. Dan will incorporate that change into the Scholarship Committee charter to be adopted at a later meeting.

There were 24 scholarships processed in 2015.

Newsletter articles due by February 12th.

LEGISLATIVE & PROFESSIONAL STANDARDS

Stacie Tellers

The committee needs more members so Stacie asked if anyone on the board knows of potential members.

Stacie has been contacted by Serena Dolly at AWC who would like to have a partnership between legislative advocacy groups. AWC would like information on how certain legislation affects members, but are not asking WFOA to take positions on legislation. It was also noted that this is not just a partnership focused on cities, but much of the legislation overlaps to other government organizations. Stacie will write a newsletter article with Serena.

Stacie presented a GFOA CAFR award for LOTT Clean Water Alliance. Brad will contact GFOA to change the award presentation contact to Stacie.

Mike Bailey sent an email concerning a state budget proposal that will sweep funds from the SAO's performance audit function. This will hurt the Local Government Performance Center and beneficial IT Audits that the SAO provides local governments.

Motion by Adé Ariwoola to authorize a member of the legislative committee to write a letter to legislature opposing a bill of funding cuts to the state auditor performance audit; seconded by Jack Broyles. Motion passed unanimously.

The letter should address how the cuts would affect the LGPC services that benefit WFOA members.

Kelly mentioned that HB 2148 didn't pass last year but automatically came back this year. There was initially no interest, but the SAO just found out the bill is going straight to executive committee at beginning of February. This bill would allow governments to use private CPA's for financial and single audits as well as create an appeals process for debated audit results.

NON-CONFERENCE TRAINING

Jack Broyles

Non-conference training is off to a good start for 2016 with a few new coordinators. An overview of speakers and locations for 2016 classes was presented. As always, there are many ideas for classes, but no ideas for presenters. There are demands for more grants classes and grant webinars but the SAO presenters have limited time. A GASB 68 webinar was completed last week with 208 registered

attendees. Debra Burleson did a great job presenting the webinar. The education committee will work with SAO to explore hands-on GASB 68 workshops.

Jack will clean out non-conference training surveys on Survey Monkey that are older than 2 years.

CONFERENCE TRAINING

Mickie Cooper

The 2016 conference schedule was reviewed. There are seven pre-conference tracks and only one half-day class is not filled in yet. The regular conference class schedule has only three uncommitted class spots. The Wednesday keynote speaker will be expensive.

Last year's conference had a presenter that wanted to arrive an extra day early. There is an expectation that WFOA will pay for a presenter's lodging from Monday through Friday, but WFOA will remain flexible for case-by-case requests.

2015 CONFERENCE

Dale Hough

Over 900 people were involved with the 2015 conference. The conference facility was adequate. The conference committee learned that sound quality is very important to get setup properly. There were 42 exhibitors and WFOA did not charge on a tiered rate. Craig secured 20 sponsors which brought in around \$70,000. Dale is already locking down sponsors for 2016 and already has received responses from four sponsors. The tap-and-go attendance badges were a new feature at the conference and the Guidebook app was used again. There were charging stations available near the exhibitors and it appeared that many people made use of them. The charging station could be a feature exhibitors would like to sponsor. WIFI connectivity was difficult at the center because there were three separate WIFI zones that all needed to be connected. There may be more effective methods to deliver the individual class surveys. The conference center food was great.

2016 CONFERENCE

Angela Golden

The 2016 conference committee has met a couple times so far. The theme is "Power of the past force of the future." Don't have a logo design yet, but one of the committee member spouses is working on it. Two different routes are being considered for the wellness walk. The Downriver golf course is reserved and T-shirts are being designed. The roof terrace at convention center will be used for the first-timers reception. Angela is working with the convention center to get an amendment on the contract for extra rooms. There is a list of possible speakers for the keynote. Hotel blocks are reserved and starting to fill up. There are a couple other conferences in Spokane the same week as the WFOA conference. These might book up nearby hotel rooms.

2017 CONFERENCE

Dan Legard

The 2017 conference committee is currently in the learning phase. Dan spent an hour on the phone with Dale recently, which was overwhelming and helpful. He has recruited 10-15 committee members in the Tri-Cities area already. Dan will try to have a committee meeting soon so he can start delegating responsibilities.

STATE AUDITOR REP

Kelly Collins

Kelly addressed questions that were brought up by the executive committee. The SAO hired a new employee in the performance center for training and WFOA wondered how this might affect the WFOA-SAO training partnership. Kelly said they are currently working on an information presentation for newly elected and she does not see that as competition for WFOA training. The short informational videos will not replace full BARS classes offered through WFOA. Training concerns with one of the SAO trainers are being addressed and there are plans to incorporate other employees so they can get experience training as well.

The “2015 Snapshot: Local Government Audits” report was presented.

The “Attestation Engagements: GASB 68 Census Data” report was presented.

The “Special Report, Local Governments: Increased Transparency and Accountability” report was presented. Local government compliance with filing financial information has dramatically increased over the past few years. The local government road trip training was successful. There is now an interactive website using Tableau to view data on entities and their filing status.

The SAO Audit Connection newsletter will come out next week. One article will be a GASB update that could also be used for the WFOA newsletter. Moody’s released an announcement that entities may have their rating downgraded if they do not have current filings. SAO is trying to clean up their website to reduce the number of steps it take to file online.

SAO has increased billing rates to give pay increases to retain staff. During budget cuts they had to combine some audit teams but now they are working to split some teams back out to be more effective and build capacity.

There have been cyber security issues that are putting the cyber security subject into the forefront of State Auditor IT audits.

CLOSING FOLLOW UP

Carmen Hayter

Dale, Craig, Angela, and Adé will work to update conference budget account details. Newsletter articles are due to Dan Speigle on February 12th. The workforce sustainability committee needs to get WFOA flyers from Sandy to take to career fairs.

Adjourn to Quincy, Washington for the April 20-22, 2016 board meeting.

Respectfully submitted,

**Brad Posenjak
Secretary**