

Education Committee Meeting

February 13, 2019

Live Conference Call

10:00 am – 12:00 pm

Aaron Bonck		Geoff Urbina		Lawanda Hampton		Rebecca Nichols	
Ajit Dubey		Gretchen Isaksson		Lindsay Sovde		Renee Sinclair	
Alexandra Johnson	x	Heidi MacDonald		Liz Moeller		Rob Moody	
Andre Johnson		Holly Conti	x	Lucy Lu		Robbi Steadman	x
Andrew Pittelkau	x	Jack Broyles		Luke Schneider		Sandi Roberts	x
Beth Wright	x	Jan Hawn	x	Malinda Okerlund	x	Sara Lane	x
Brad Posenjak		Jana Brown		Marc Greenough	x	Sarah Meyers	
Caitlin Caldwell	x	Jason Link		Mari Ripp		Scott Lester	x
Carmen Hayter		Jerica Pascoe				Scott Loos	
Carol Moore	x	Jill Dunn		Matt Schoenfeld	x	Scott Prickett	x
Cathy Mulhall		Jim Nelson		Matt Zehnder		Sheila Danielson	x
Catrina Galicz	x	John DeFrancisco		Michelle Hughes		Sheila Gall	
Chris Bateman		Joseph Wolfe		Mickie Cooper		Sherrie Ard	x
Dale Hough	x	Josiah Close		Mike Bailey, CPA		Sherri Gordon	
Dan Legard	x	Juanita Smart		Nicholas Lee		Staci Ashe	x
David Olson		Jubilee Vigna		Niles Kostick	x	Stacie Tellers	
Debbie Booher	x	Julie Addington		Noah Crocker		Sue Cronk	
Debbie Dearing		Kathleen Onih		Nora Mitchell	x	Sue Luhman	
Denise Nguyen	x	Kathy Streissguth		Paul Jarvis	x	Suzette Smith	
Denise Pearce		Katie Maguire	x	Pete Sullivan	x	Tania Holden	
Doug Extine		Kelly Boswell		Peter Becker		Theresa Juel	
Duncan Brown	x	Kelly Collins, CPA		Philip Mendoza	x	Thomas Teopfer	
Eva Lindgren	x	Ken Smith	x	Rainey Schide	x	Toni Nelson	x
Francisco Autran		Kevin Lorentzen	x	Rebecca Harder	x		0

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

Roll Call – Performed by CGalicz

Previous Meeting Minutes

- Approved
Motion made by Dale Hough seconded by Andrew P / Toni N

Meeting Date in April will be Live meeting April 3 in North Bend – Changed from initial scheduled date

2019 Conference Discussion/Schedule

- 2019 Conference Discussion/Schedule – Sessions as of Friday only 2 people added classes in sessions. Please update titles & speakers & room assignments
- Andrew w/ AWC & Sherrie A w/ SAO asking for sessions access (Sara Lane – needing updated log in from email change) – note watch junk email from initial access emails. Tip – if struggling, try another browser before getting log in data updated.

- Reviewed timelines for Committee Members
 - Reiterated – that session topics for each track are due by the end of February.
 - Reiterated that – 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
- Reviewed Track Schedule and Session content for conference
- Pre conference
 - Payroll Track – Pre conference –Sheila from AWC will be coordinating this track. Andrew will check with Sheila to see where she is at.
 - Investments – Moving forward smoothly – Stacie to finalize at end of month
 - Ethics – Nile w/ SAO – Confirmed for 4 hours
 - GASB update – can't do both pre-conference & conference – will just present at conference per Niles w/ SAO
 - Ken Smith – Central Washington – Internal Audit presentations? Potentially a pre-conference session topic?
 - Cash / BARS – Good to go Alexandra J w/ SAO
 - GFOA Certification – Who is heading this effort? Used to be Ade
- Conference
 - SAO – Niles – SAO for all 3 days has 12 hours of conference time to fill – currently has over 12 hours on the table now, how should we manage the extra/ Just cut or can this fill an empty spot? Sound like general sessions would be a great option to use these extra hours SAO has available
 - Budget – 3/5 classes confirmed. Working to confirm topics / speakers for 2/5
 - Banking – TBD – Awareness is high – coordination to come & will be easy to wrap up
 - Utilities – Scott Lester – Coordination team brainstormed and is hammering out details. Should be wrapped up in the next few weeks. Need clarification on number of slot – 4 or 5? Verified full 5 sessions to fill – per Debbie / Beth.
 - Legislative – 4/5 topics verified. Working to confirm all but 1 speaker.
 - Will work with Sheila to support payroll sessions
 - Lean – Jan & Sara coordinating. 3 topics / speakers lined up
 - Tax Track – Jack found CPA to support this effort. Working on cost.
 - Small entities – Toni N – All 5 sessions lined up – just need to update the website
 - Leadership –
 - Morning – Communications w/ Council)(Rob Moody) and Inclusion
 - Planning for 3 items w/ Jan Hawn
 - Fighting Fraud Friday
 - 2 sessions / repeat sessions to accommodate all attendees versus a full 2 hours session to keep from competing w/ other sessions, like the general session

- Risk Management – 2 sessions – lined up with topics & speakers. Will be getting set up in session. Needs instructions resent
- General Sessions
 - Wednesday – 2 open (10:10 & 3:50) – looking for ideas ... Maybe SAO / Niles extra efforts can support these open spots. Eva is willing to do “helpful hints for Financial Statements” or grants training to fill these slots
 - Economist – Speaker has been decided on. Working w/ Michelle for a potential panel set up versus a single person. We will vote / give blessing next meeting. Renee needs contact by March 15th ... maybe look to extend this date and committee to have top 2 picks by March meeting.
- Updated At a Glance & Room assignments will be sent out again.

Update on 2018-19 non-conference schedule

- WFOA Board meeting – agreed to join California with webinars. Offered as no cost to attendees; however, also no CPE provided since we’re not paying for the classes. Working to get a list of webinar dates / times. Will re-evaluate next year.
- CVENT – Up and running for registration. Tracking attendee’s bug worked through. If issues, 1st try another browser.
- Grants – 2 classes offered / already happened (capacity was 50 – can increase to 75). 4 classes offered October / November timeframe. Please coordinate WFOA classes with SAO classes.
 - Katie – Tacoma / Federal way area willing to coordinate
 - Eva willing to coordinate in Chehalis / Centralia area
 - Issaquah – List of attendees needed for evals & CPE sheets – WIP
- BARS – all coordinated & open for registration
 - Cash
 - Spokane – Feb 22 - Open
 - Burlington – Feb 27 – Open
 - Kelso/Vancouver area – Open
 - Tri-Cities/Kennewick – March 26 - Open
 - Tumwater – Oct 9 – Open
 - GAAP
 - Lynnwood Convention Center – May 8 – Open
 - Ellensburg – May 9 – Open
 - Vancouver – Oct 16 – Open
- Other?
 - Ethics? Non-conference opportunity? Not looking good so far
 - Beginning & Intermediate Accounting – struggle with getting strong presenters for a full day
 - Fleet Management – City of Olympia (Nancy Lien) – Willing to present – Planning to move this forward – working on curriculum, venue and dates
 - Department of Retirement
 - Department Revenue for property tax calculation; Debbie has a contact.
 - Capital Assets – Recording, Retiring and Replacing – Jana Brown is working on this. Class being offered at WPTA so speaker she was hoping is not available.
 - Next meeting, March 13, - Teleconference

2nd ROLL CALL Performed by CGalicz

MEETING ADJOURN at 10:55am