



**JANUARY 2019 BOARD MEETING
and RETREAT
Suncadia Resort, Cle Elum, WA
January 23rd and 25th, 2019**

The January Board meeting began at 12:00 pm on Wednesday, January 23, 2019. The Board's biennial planning retreat was held on Thursday, January 24, 2019, and the regular Board meeting was continued and concluded on Friday, January 25, 2019. The Board's planning retreat was led by Todd Cutts, an outside professional facilitator. A separate report from Mr. Cutts will be provided.

President Warner called the meeting to order at 1:00 pm, January 23, 2019.

Present: Craig Warner, 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: Brad Posenjak

President Warner explained that the agenda would be organized differently for the January Board meeting due to the biennial planning retreat that will be held on Thursday and in an effort to minimize costs. The Board will review all items requiring action to begin the Board meeting on Wednesday, with the exception of the 2019 budget. This will ensure that all action items are addressed in the event the Board is unable to complete the full agenda before noon on Friday.

September 20, 2018 Business Meeting Minutes

The minutes from the September 20, 2018 Annual Business Meeting were presented by Jack Broyles.

A motion was made by Dale Hough to accept the minutes as presented. Dan Legard seconded. Motion passed unanimously.

September 21, 2018 Board Meeting Minutes

The minutes from the September 21, 2018 Board Meeting were presented by Dan Legard.

A motion was made by Sandi Roberts to accept the minutes as presented. Forrest Smith seconded. Motion passed unanimously.

September 30, 2018 Financial Statements

Dale Hough presented the 2018 financial reports for the 9 months ended September 30, 2018, noting that conference activity, including registration, had not been recorded yet as it had not been received

from Conference Solutions as of this date. September financial statements were not available at the September 21, 2018 Board meeting and therefore need to be approved.

In summary:

September 30, 2018	Budget	Actual	Variance
Total Income	\$617,550	\$164,601	\$(452,949)
Expense	\$756,050	\$123,140	\$632,910
Net Income (Loss)	\$(138,500)	\$41,461	\$179,961

At the conclusion of September, 2018, total assets were \$493,485.66, including \$429,835.66 in the checking and money market accounts. There were no liabilities as of September 30, 2018, resulting in total equity of \$493,485.66.

A motion was made by Jana Brown to accept the September 30, 2018 Financial Statements as presented. Dan Legard seconded. Motion approved unanimously.

December 31, 2018 Financial Statements

Dale Hough presented the 2018 financial reports for the year ended December 31, 2018, including all detail for all transactions.

In summary:

2018	Budget	Actual	Variance
Total Income	\$617,550	\$651,970	\$34,420
Expense	\$756,050	\$711,863	\$44,187
Net Income (Loss)	\$(138,500)	(\$59,893)	\$78,607

Dale discussed a few of the budget variances in more detail with the Board:

- Total Conference Income of \$469,337 for the year exceeded the 2018 budget of \$404,500 by \$64,837, due primarily to conference registration being higher than initial budget projections.
- Total Non-Conference Income of \$109,250 for the year represented roughly 80% of the 2018 budget of \$137,000, or a variance of \$27,750. However, there were some challenges during 2018 that are not likely to reoccur, so 2018 results are not indicative of a need to budget differently for this item in 2019.
- Despite Total Non-Conference Income not meeting budget projections, overall Total Income was \$34,420 higher than the amount included in the 2018 budget.
- Total Conference Expenses of \$530,462 exceeded the 2018 budget of \$524,800 by only \$5,662. Dale pointed out that actual conference expenses exceeded conference income by \$61,125, which was better than expected considering the conference budget reflected an overall loss of \$120,300 for the year due to the addition of a contracted conference/event manager.
- Total Non-Conference Education and Training Expenses of \$45,889 were \$26,111 less than the 2018 budget of \$72,000.
- Total Office and General Administrative Expenses of \$84,002 were \$8,698 less than the 2018 budget of \$92,700. Dale noted that Bank of America had reduced merchant fees by half for non-conference registration items, resulting in \$4,500 of budget savings for that line item.

- Total Other Conference expenses of \$11,615 were \$2,435 lower than the 2018 budget of \$14,050.
- Total Scholarship/Internships expenses of \$39,895 were \$12,605 lower than the 2018 budget of \$52,500. Dale noted that there was savings in the internship program line items because only 6 of the 7 available \$5,000 internship awards available were utilized in 2018. One of the approved applicants failed to implement the program at their entity.
- The final Net Loss for 2018 was \$59,893 compared to a budgeted loss of \$138,500, or a positive variance of \$78,607.
- Total assets as of December 31, 2018 were \$392,131.15, including \$366,378.15 in the checking and money market accounts. Total assets decreased by \$59,893.40 during the year. There were no liabilities as of December 31, 2018, resulting in \$392,131.15 in ending equity. This ending equity balance was in compliance with WFOA's fund balance policy to have at least one-half the costs of the annual conference costs plus two months of operations reserved.

Discussion ensued amongst the Board. The general consensus of the discussion was that 2018 was a success considering it was the first year of hiring a 3rd party conference/event manager (Conference Solutions) and that the Board went into 2018 planning for a loss because of this. The Board also discussed that 2018 results were very consistent with 2017 results, aside from the added expense for conference management.

A motion was made by Jana Brown to accept the 2018 Financial Statements as presented. Forrest Smith seconded. Motion approved unanimously.

WFOA Bank Signature Cards

Jack Broyles presented information on signature cards for discussion. WFOA has two bank accounts with Key Bank and Bank of America requiring new signature cards after Board approval via resolution. Signers will be the Vice-President, Treasurer and Secretary. Jack indicated that with Board approval, he will coordinate the new signature cards.

A motion was made by Jana Brown to approve Dale Hough (Vice-President), Jack Broyles (Treasurer) and Dan Legard (Secretary) as authorized signers on WFOA's bank accounts. Sandi Roberts seconded. Motion approved unanimously.

2019 MRSC Services Contract

Craig Warner presented a draft contract with MRSC for 2019. Under the terms of the draft agreement, the total paid to MRSC for 2019 would be \$15,250, or \$1,293.75 per month. This is an increase of \$43.75 per month compared to 2018, or 3.5%. Also, the set aside amount included for conference support in 2018 of \$3,200 is now removed.

Craig discussed a few of the key considerations for the 2019 contract:

- Under the terms of the new agreement, MRSC will post non-conference classes within 2 days of notification, rather than 5.
- MRSC has moved to CVENT for its registration platform. This new system seems to have some limitations, including its functionality related to one person registering multiple individuals and e-mailing invoices/receipts for individuals that choose to pay by check.
- With conference registration now coordinated through Conference Solutions, WFOA has two separate databases for member registration/non-conference classes and conference, which is not ideal.

Discussion ensued amongst the Board about long-term solutions for registration services. Craig indicated that a more comprehensive review of WFOA's needs from a third-party is needed and that the Board could discuss this further at the April or July quarterly meeting.

Dale Hough asked for a modification to the agreement to make deposits weekly, rather than the end of the month. In addition to improving cash flow, having the deposits completed in a more timely fashion would make the WFOA Treasurer's responsibilities less difficult. Craig indicated that he would propose this modification with MRSC.

Jack Broyles made a motion to approve the agreement with MRSC for 2019, with the modification to collect and deposit registration fees for member dues and non-conference classes on a weekly basis. Mickie Cooper seconded the motion. Motion approved unanimously.

CSMFO Webinars

Craig Warner provided a brief overview of the California Society of Municipal Finance Officers (CSMFO) webinar program. In 2018, WFOA began a pilot program to allow WFOA members to participate in CSMFO webinars on finance topics. The program seemed to be a success and expanded the education offerings WFOA is able to provide to its members. Craig has been in discussion with CSMFO about continuing this program in the future. CSMFO has indicated it would be willing to allow OGFOA (Oregon), WFOA (Washington) and AGFOA (Alaska) to continue participating in these webinars for \$10,000, which will be allocated based on each group's total membership. This works out to approximately \$7,000 for WFOA. There will likely be 10-12 webinars in 2019, with about half being specific to municipal finance topics unique to California and the other half being universally applicable. Craig raised several points for discussion:

- Do we want to continue this program at a cost of \$7,000 annually?
- Would WFOA charge its members for each webinar they participate in? If so, how do we administer the separate registration process that would be required?
- Do we want to offer CPE for these classes? CSMFO has indicated they are not willing to take on this additional administrative responsibility.
- If we do not implement a separate registration process and provide CPE, how do we ensure only members are receiving this benefit?

Jana Brown raised the point that WFOA raised its membership dues by \$25 for 2019. Adding the CSMFO webinar series at no charge to WFOA members would be a great opportunity to demonstrate the value of WFOA membership.

Kelly Collins raised the point that WFOA does need to consider whether or not these webinars would compete against WFOA's other non-conference training opportunities.

Board discussion ensued on these topics including whether or not it would be feasible for WFOA to provide CPE credits on its own, since CSMFO is not willing to do so.

The Board consensus was to provide Craig with authority to enter into an agreement with CSMFO for this program. There would be no charge to WFOA members in 2019 and the Board will revisit this after one year. CPE will also not be available in 2019.

Jana Brown made a motion to authorize Craig Warner to enter into an agreement with CSMFO for WFOA to participate in their webinar program. Dale Hough seconded the motion. Motion approved unanimously.

LOCAL GOVERNMENT ADVISORY COMMITTEE (LGAC)

Craig Warner provided an update on the status of WFOA's six appointed representatives on the LGAC. Sridhar Krishnan's term expired December 31, 2018, leaving a vacancy. A replacement will need to be identified. Craig would like to identify a nominee for approval by the April Board meeting, prior to the next LGAC meeting in May.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP) ADVISORY COMMITTEE

Craig Warner provided an update that Dan Legard's current term on the LGIP Advisory Committee is set to expire at the end of April, 2019. Dan indicated his willingness to continue to represent the Board on the Committee.

Jana Brown made a motion to reappoint Dan Legard to the LGIP Advisory Committee. Mickie Cooper seconded the motion. Motion approved unanimously.

PROFESSIONAL DEVELOPMENT & SUSTAINABILITY COMMITTEE (PDSC) CHAIR

Craig Warner reminded the Board that Sadie Armijo had notified the Board in September of her inability to continue as the PDSC Chair due to her responsibilities in her new position as the Director of State Audits for the Washington State Auditor's Office (SAO). Craig thanked Sadie on behalf of WFOA for her leadership and for her numerous accomplishments and the progress that the Committee has made during her time as the Chair. Craig indicated that Sadie has identified a replacement for her, which is Camille Tabor of Snohomish Fire District #7. Camille serves on the PDSC and has expressed a willingness to lead the Committee. Camille would be appointed until the next annual election takes place at the WFOA Business Meeting, at which point she could be nominated again for approval by WFOA membership. Sadie will remain active on the Committee.

Jack Broyles made a motion to appoint Camille Tabor to replace Sadie Armijo as the Chair of the Professional Development & Sustainability Committee. Sandi Roberts seconded the motion. Motion approved unanimously.

PRESIDENT-ELECT

Craig Warner notified the Board that Brad Posenjak had resigned his position as WFOA President-Elect for personal reasons. Craig indicated to the Board that this was not expected, and that the Executive Board had met to discuss this prior to the start of this Board meeting. More discussion will occur regarding how to best fill this vacant position and likely a recommendation will be made at the April Board meeting. Brad will be missed on the Board and all of his past contributions to WFOA are appreciated.

WFOA Audit Contract

Craig Warner provided the Board with an update on WFOA's annual audit. Northwest CPA Group, PLLC has provided a quote for a new 3-year agreement to complete WFOA's annual audit and preparation of the 990 tax return for 2018, 2019, and 2020. The quote is as follows:

- \$5,425 per year to complete the annual financial statement audit
- \$1,050 per year to complete WFOA's form 990
- Additional consulting services would be at \$145 per hour (if needed)

Dan Legard made a motion to approve hiring Northwest CPA Group to complete WFOA's annual financial statement audit and preparation of the form 990 for 2018, 2019, and 2020. Beth Wright seconded the motion. Motion approved unanimously.

President

Craig Warner

Craig routed a new board member contact list, which will be provided to the entire Board once it's updated.

Craig discussed the need for a consistent policy for conference registration fees for individuals that are being nominated for honorary membership at the conference. Discussion amongst the Board ensued. The consensus of the Board was that conference registration and meals for individuals being nominated for honorary membership, as well as their spouse or significant other, would be free for the day of the business meeting. If that individual wishes to attend the full conference, they are eligible to receive a scholarship.

Dan Legard will work on a proposed modification to the WFOA Policy Manual for this item for review at the April Board meeting.

President-Elect

Craig Warner provided an update on the work that has been done to secure sites for 2020 Board meetings. At this point, the only site under contract is for the January Board meeting, which will be held January 15-17 at the Willows Lodge in Woodinville, WA. Sites and dates for the April and July Board meetings have not been finalized at this point.

Craig discussed that the President-Elect is the head of the Nominations Committee. This will be considered as part of the plan on how to move forward with the vacant President-Elect position.

Craig also discussed the various regional associations WFOA needs to be involved with in some capacity. It is important for WFOA to continue to have a presence and try to attend at least one regional meeting. This is facilitated by the President-Elect under WFOA by-laws.

The Board agreed that this is a priority. Toni Nelson indicated that she can help by covering the Eastern Washington Finance Officers Association (EWFOA) meeting.

Jack Broyles raised a question about WFOA's ability to provide financial support to regional associations based on a recent request from the SWFOA for financial assistance to cover lodging and travel expenses for speakers at their events. Board discussion ensued. The consensus of the Board was that providing financial assistance to regional associations for requests such as this is not something WFOA should

pursue. Instead, regional associations can pursue these opportunities as a non-conference training event and volunteer to be the site coordinator. This allows for the program to be offered to all of WFOA's membership, rather than just the regional association.

Vice President

Dale Hough

Dale Hough provided a reminder of the remaining 2018 Board meeting dates and locations:

April 17-19 Clearwater Resort, Suquamish WA
July 17-19 Quinault Beach Resort, Ocean Shores WA
September 20 Yakima, WA (Annual Conference)

Conference Solutions Update

Jubilee Vigna (Via Phone)

The Board held a conference call with Conference Solutions to discuss the first year of their conference management contract. Jubilee Vigna of Conference Solutions provided a financial overview of the conference and provided her perspective on options to improve upon 2018 results.

The Board and Conference Solutions discussed a registration matrix to assist Conference Solutions and future WFOA Board Members and volunteers working on the annual conference by clarifying protocol for certain registration issues primarily centered around who receives complimentary event registration during the conference. In prior years, this has been left up to the President and Local Conference Chair (Committee). As a result, consistent decisions have not been made from year to year. Once this matrix is finalized, Dan Legard will propose incorporating it into the WFOA Policy Manual at the April meeting.

A brief discussion followed on conference refunds. The Board clarified that attendees that no-show for the conference are not eligible for refunds. Those that request a refund prior to the conference, but after the deadline established to request a refund, will continue to be evaluated on a case by case basis by the Board President and the Conference Chair, which is currently the practice.

The conference call with Conference Solutions was completed. Craig Warner shared with the Board that Conference Solutions has requested an extension to their current contract, which currently runs through 2019 and includes site selection services for the 2020 and 2021 conferences. Conference Solutions would like to extend the contract two years through 2021 and add site selection for 2022 and 2023.

Jana Brown and Carrie Lewellen were asked to provide the Board with their thoughts on how Conference Solutions performed in 2018. Board discussion ensued on this topic.

After Board discussion regarding the Conference Solutions contract, Craig Warner suggested that a Board Committee be assembled to review the Conference Solutions contract prior to April so that the Board can be prepared to take action on this matter at that time.

Past President

Jana Brown

Jana Brown requested that each Board Member provide her with at least 3 names to contact or make 3 new connections with potential future WFOA leaders.

The Board will need to begin planning for the sunset of the PFO program in 2020, including further communication with membership about the sunset date.

Jana notified the Board that the Past Presidents' luncheon will be held in April this year in conjunction with the Board meeting. The lunch will be held at the Clearwater Casino Resort in Suquamish on Wednesday, April 17th.

Jana encouraged Board Members to approach calls they receive from vendors as an opportunity to promote WFOA conference sponsorship or exhibitor opportunities.

Secretary

Dan Legard

Dan Legard provided an update to the Board. He will be bringing back proposed updates to the WFOA Policy Manual at the April Board meeting.

Dan also provided an update on WFOA's insurance renewal for 2019. The Board works with AJ Gallagher Risk Management Services for business liability and Directors/Officers liability insurance coverage. The Directors/Officers policy is for 2018-2019, so only the business liability policy was up for renewal in 2019. The premium for the business liability policy has not changed for several years. Based on these factors, a decision was made to renew this policy for 2019. Further analysis will be done during the year to evaluate any potential policy changes for future years.

2019 Sponsorship Chair

Carrie Lewellen

Carrie Lewellen provided an update on 2019 sponsorship activity. To date, sponsors have committed a total of \$67,000, which is more than what had been received at this point in 2018.

2019 Conference

Forrest Smith

Forrest Smith provided an update on the 2019 conference. He reported that the committee is planning for State elected officials to speak during lunch on Wednesday to help free up time on Thursday for the business meeting. In the past, there has not been a program during Wednesday's lunch. The committee is also considering a welcoming breakfast for new members on Wednesday.

2020 Conference

Sandi Roberts

Sandi Roberts is beginning the conference planning and has started to establish the local committee. As this is the 65th annual conference, conference themes involving a sapphire are being considered. Other ideas include the Roaring 20's or 2020 vision since the conference will be held in 2020. Several great ideas for the conference are being considered.

The Board discussed opportunities to assist first time attendees get acclimated at the conference. Several ideas were discussed, including providing more information up front during the registration process for these members and implementing a program similar to GFOA where volunteers are assigned to help a group of first time attendees at the conference.

Legislative & Professional Standards

Stacie Tellers

Stacie Tellers provided a report to the Board that included the following:

- Discussion (Responding to GASB) Forums – LGAC would like to see WFOA sponsored forums intended to facilitate discussion on proposed GASB accounting and reporting standards to allow members to prepare response letters to GASB. The forums could be done in partnership with

MRSC, AWC, SAO and other regional associations with WFOA taking the lead. The Board's consensus is to explore this proposal further at the April Board meeting, with the clarification that forums would be planned and sponsored and facilitated by WFOA, but WFOA would not be expected to develop technical information or educational materials for the forums.

- 2018 Roundtable summary – 14 events across the state, 465 attendees, 344 entities.
- 2019 BARS Update – Launch expected in early February with expanded functionality and reflects recent GASB standards and BARS clean-up.
- LGAC Membership – One of WFOA's six positions on LGAC is open and will need to be filled by LGAC's spring meeting. This can be addressed at the April Board meeting.
- GASB Update - An overview of statements that become effective for 2018 (3), 2019 (4) and 2020 (2) was presented. An exposure draft of the implementation guide for GASB 84 Fiduciary Activities has been issued with comments due 2/28/19. An exposure draft on the implementation guide for GASB 87 Leases is expected in the 2nd quarter of 2019. Future guidance on several items is expected later in 2019 as well.
- Legislative Update – An update was provided on the 2019 legislative session. The state's budget shortfall is estimated to be between \$1-\$4 billion for the 2019-2021 biennium. An overview of state budget challenges and major fiscal issues was provided.

The January, 2019 board meeting resumed at 8:00 a.m. on Friday, January 25th.

2019 Budget

Jack Broyles

Jack Broyles presented an initial 2019 WFOA Budget. A great deal of discussion ensued amongst the Board regarding modifications that should be made, including the following material items:

- Non-Conference Education & Training – Set 2019 BARS and Grants training revenue at 2018 actual amounts. This appears conservative when comparing to 2017 activity. The Board discussed that our contract with SAO is for 4 grants classes, but we need to review size limitations with SAO.
- Office & General Administrative Revenue – 2019 membership revenue were modified to reflect the increase in membership dues that was implemented this year.
- Conference Expenses – 2019 conference/event planning reflects an increase based on the contracted rate for Conference Solutions.

Forrest Smith discussed options to reduce overall conference expenses through changes in meal options/availability, entertainment, and keynote speakers. The Board consensus was to move to a continental breakfast all 3 days of the conference, which allowed for a reduction of approximately \$20,000 to the conference catering budget.

The Board discussed that the cost of food and beverage service continues to rise each year. Difficult decisions will have to be made in the future to maintain reasonable registration fees.

- Non-Conference Expenses:
 - \$7,000 was added to the budget for participation in CMSFO webinar program as a pilot in 2019.
 - The budget for quarterly board meetings in 2019 reflects the cost of a facilitated retreat, which occurs every other year. The Board discussed several options to minimize quarterly Board meeting costs.
 - Scholarships for Continuing Education – The budget for this item was not fully utilized in 2018. Sadie Armijo proposed a modification to the program to make it specific to

scholarships for governmental accounting classes. A decision was made to set the budget at \$10,000 as requested.

- Internship program – An initial request was made to increase the number of internships available from 7 to 11. After lengthy discussion, the budget was set to \$40,000, which is an increase of \$5,000 over the 2018 budget and allows for an additional internship in 2019.
- MRSC Services – reduced from 2018 to reflect 2019 contract terms.
- Other Conferences – Reduced overall when compared to 2018, primarily due to location of out of state conferences attended by the President, President Elect, and Conference Chair.

After making the modifications outlined above, the final proposed budget was as follows (summarized):

2019 Proposed Budget	
Conference Revenue	\$442,608
Non-Conference Education & Training	\$121,875
Office & General Administrative (Other) Income	<u>\$102,700</u>
Total Revenue	<u>\$667,183</u>
Conference Expenses	\$501,061
Non-Conference Education & Training Expenses	\$57,600
Office & General Admin Expenses	\$155,975
Other Conference Expenses	<u>\$11,500</u>
Total Expenses	<u>\$726,136</u>
Net Loss	<u>\$(58,983)</u>

The Board discussed at length the net loss budgeted for 2019 and that this was anticipated for the first few years after hiring a conference management company. The budgeted net loss for 2019 still allows the Board to meet its fund balance policy of maintaining an ending fund balance of at least half of the budgeted conference expenses plus 2 months of operating expenses. However, 2019 will likely be the last year that the Board can budget a net loss of this magnitude and utilize reserves to meet this policy requirement.

Additional discussion ensued amongst the Board regarding the proposed 2019 budget, including the need to be proactive in planning for the impacts to WFOA and its membership from any future downturn in the economy. The Board also discussed the need to explore all options to reduce costs before we ask membership to pay more for membership dues or the annual conference.

Forrest Smith made a motion to approve the 2019 budget. Dale Hough seconded the motion. Motion approved unanimously.

Member Communication/Scholarship

Mickie Cooper

Mickie Cooper reported that Brent Myrick has accepted a new job and therefore has stepped down as WFOA’s webmaster. Jana Brown informed the Board that Debi Dahlstrom from Pierce County has volunteered to take over.

Mickie notified the Board that newsletter articles are due February 15th. It was suggested that Board members review past newsletters in the file directory to generate ideas for articles. Mickie also indicated that she will work on developing “minimum requirements” for newsletter items as a reference for everyone in the future.

Mickie reviewed the scholarship report for 2018. There were 19 requests in 2018. Most were to attend the WFOA annual conference. One of the requests was for an accounting 201 course. At this time, there are 2 requests for 2018 that were approved but the applicants have not submitted documentation to receive the scholarship award. Craig Warner suggested sending a letter to the individuals notifying them that they have 30 days to submit, or the scholarship will be forfeited. In the future, language should be added to the application form indicating applicants have 60 days to submit for reimbursement.

To date in 2019, there has only been one scholarship application.

Mickie inquired about committee meetings. None have occurred since she became the Chair. The Board discussed that the nature of the position has changed with the addition of the Professional Development and Sustainability Committee. It was suggested that Mickie review and update the charter for the Member Communication/Scholarship Committee.

Professional Development & Sustainability Sadie Armijo

Sadie Armijo reported on 2018 activity for the Professional Development & Sustainability Committee:

- 7 internships given (9 applicants).
- Five scholarships were awarded.
- Attended 13 career fairs, 3 speaking engagements, 5 career events, 2 high school events, 5 community college events, and 7 university events.
- Completed a recognition policy with Board feedback incorporated. This program is likely to start in 2020 when the PFO program sunsets.

Sadie reported on Committee ideas/goals for 2019:

- Work with GFOA on a partnership to share their scholarship and student chapter information.
- Develop a job shadowing program and opportunities with WFOA members.
- Create new handouts and giveaways to promote internship program and grant opportunities at career fairs.
- Revamp the scholarship program into grants for attending governmental accounting classes.
- Find & recruit more committee members, particularly from the east side of the state.

Education Non-Conference Debbie Booher

Debbie Booher presented the non-conference report. All SAO classes have coordinators and locations are booked. There will be a total of 6 SAO grants classes, with 4 of them being in the fall timeframe. SAO will also conduct 8 BARS classes throughout the state from February through October. Other non-conference classes being explored are beginning governmental accounting, advanced governmental accounting, fleet management, and a Department of Revenue property tax levy class.

Debbie inquired about whether or not refunds can be issued for a non-conference registration fee when a replacement attendee is identified. WFOA would authorize a refund in this scenario. Other refunds would be processed in accordance with the existing refund/cancellation policy.

Craig Warner stated that he will notify CSMFO of WFOA's decision to participate in their webinar program. He will provide Debbie's name as the point of contact for WFOA moving forward.

A question was raised about whether WFOA had any planned webinars for 2019. WFOA intends to continue looking for webinar opportunities, but none are planned at this time.

Education - Conference

Beth Wright

Beth Wright discussed the current status of the 2019 conference education tracks. The Office of the State Treasurer has helped to coordinate Michelle Girard as an economist for the keynote presenter on Thursday of the conference. She comes highly recommended and is willing to speak at the conference for just the reimbursement of her costs to attend. Beth asked the Board to provide any other keynote speaker ideas to her for Wednesday or Friday.

Craig Warner introduced the idea of one hour and fifteen minutes sessions for future conferences. The CSMFO conference utilizes this length of session and it reduces the number of speakers required at the conference, while also allowing those that present a little more time to go further in depth on their topic. This also allows for 1.5 CPE credits per session. The idea will be revisited at a future board meeting.

MRSC

Toni Nelson

Toni Nelson informed the Board that MRSC is in the process of updating its strategic plan. WFOA Past-President Mike Bailey has joined MRSC in a part-time role, but there are ongoing discussions about options for the future.

Toni also updated the Board that MRSC is evaluating the question about whether or not it is a public agency subject to the Public Records Act (PRA). The Board inquired about WFOA's records that are held by MRSC and whether or not they could also be subject to the PRA. Toni will follow-up with information on the WFOA records MRSC is currently maintaining.

STATE AUDITOR REPORT

Kelly Collins

Kelly Collins presented the 2018 annual SAO report. In summary, the format of the report is very similar to 2017. State Auditor Pat McCarthy places a high emphasis on communication and telling the story of good government and being more visual in SAO communications. The first few pages of the report provide an overview and statistics of all SAO audits conducted, opposed to previous years when statistics reflected information on audit reports. Page 4 summarizes performance audit highlights for the year, while the final page provides information on key fraud and whistleblower reports.

Kelly reported that SAO's new website would be going live within the next few weeks and that she would report back to the Board in April on this topic.

Toni Nelson asked about notification when the new website goes live, as many agencies link to SAO's website from their own site. Kelly indicated that coordination efforts are already underway but that she would follow-up on this question with the implementation team.

Finally, Kelly reported that the SAO Performance Center had been renamed the Center for Government Innovation.

Staci Ashe provided an update on a few of the 2019 legislative priorities from the Office of the State Treasurer (OST). The First item is related to the Public Works Board – HB 1285/SB 5307. This legislation would add the State Treasurer (or designee) to the Public Works Board. The Treasurer hopes to revitalize infrastructure funding provided through the Board that is critical for local governments. The second bill proposal from OST is HB 1284/SB 5306 and would allow local governments to contract with OST to manage longer term fixed income investments in separately managed portfolios. OST is currently running a pilot for this program with Pierce County and would like to expand the program to make it available to all local governments.

Staci also reported that there is still legislation being proposed to create a State Bank, which OST remains concerned about. A survey conducted by the group commissioned to complete a study under 2018 legislation had a limited response. Many of the services identified by the respondents to the survey as needs are already available through OST or other resources.

Finally, Staci reported that OST is Treasurer’s Office is launching a K-12 financial literacy program in response to a mandate that schools offer financial education resources to students. OST is working with other state agencies and communities to enhance financial literacy, starting with the migrant and military communities. OST is interested in the Board’s support and thoughts about the program.

Discussion ensued amongst the Board about the program. One question raised was how this program compares with existing programs that have been implemented by other state agencies, such as the Washington Society of Certified Public Accountants (WSCPA). Staci indicated that the program is just beginning and will provide more information to the Board in April.

President Warner adjourned at 11:45 AM to Clearwater Resort in Suquamish, WA. for the April 17-19, 2019 board meeting.

Respectfully submitted,

Dan J. Legard

WFOA Secretary