



**September 2019 Board Meeting  
Yakima Convention Center, Yakima, WA  
September 20, 2019**

**President Craig Warner called the meeting to order at 12:06 PM, September 20, 2019.**

**Board Members Present:** Craig Warner, Dale Hough, Jack Broyles, Dan Legard, Stacie Tellers, Jana Brown, Forrest Smith, Sandi Roberts, Michelle Hughes, Camille Tabor, Beth Wright, Debbie Booher, Mickie Cooper, Kelly Collins, Staci Ashe

**Absent:** Toni Nelson, Bret Brodersen

**PRESIDENT**

**Craig Warner**

Craig welcomed the new Board Members and congratulated all returning Board Members as well as Board Members who moved into their new positions on the WFOA Board.

Craig expressed his thanks Forrest and the Local Conference Committee for a great conference. The 2019 Yakima Conference preliminary registered attendee count (excluding vendors and speakers) is 799. A great turnout for the eastside. The board briefly held a debriefing of the conference, followed up by sound advice from Craig, "Always try to find something different!"

**Board Member Contact Information –**

Craig announced that he will be sending all the Board Members the annual contact information update document via email. He requested that the Board Members complete the document and return it for updating of our contact list.

**2020 Board Meeting Information –**

The 2020 Board Meeting dates were reviewed and presented as follows:

<b><i>January 15-17, 2020</i></b>	<b><i>Willows Lodge, Woodinville</i></b>
<b><i>April 15-17, 2020</i></b>	<b><i>Icicle Village, Leavenworth</i></b>
<b><i>July 15-17, 2020</i></b>	<b><i>Great Wolf Lodge, Grand Mound</i></b>
<b><i>September 25, 2020</i></b>	<b><i>Tacoma Convention Center, Tacoma</i></b>

Craig announced that the 2020 budget documents will be distributed to the Board prior to the January 2020 meeting. All Board Members responsible for budget sections will need to update their respective areas for discussion and approval of the 2020 budget at the January 2020 meeting.

### **LOCAL Program Advisory Group –**

Craig announced the receipt of communication from the Office of the State Treasurer requesting the appointment from WFOA to the LOCAL Program Advisory Group. This group will provide advice to the Treasurer's Office in regards to the LOCAL debt program. The group will meet approximately twice a year and it is a 2-year appointment term. The Board discussed the appointment of a sitting Board Member, following the same process as the appointment to the Treasurer's LGIP Advisory Committee.

**Motion by Dale Hough, President Elect, to approve the appointment of Jana Brown, Past President, to the LOCAL Program Advisory Committee; seconded by Mickie Cooper, Member Communications & Scholarship Chair. Motion passed unanimously.**

### **Conference Planning RFP –**

Craig began the discussions regarding the significant costs related to conference planning and management. The Board discussed the performance of Conference Solutions, the current conference planning company. WFOA and Conference Solutions current contract consists of management of the convention center and hotel contracts for the 2020 Tacoma Conference and 2021 Spokane Conference. The current proposed contract from Conference Solutions for conference management of the 2020 conference is significant and as discussed in prior Board meetings, cost prohibitive.

Conference Solutions has communicated with Sandi Roberts, 2020 Conference Committee Chair, regarding the start of the 2020 planning.

The Board reviewed and discussed the conference planning proposal and quote received by Slagle Management NW, LLC. Misty Slagle, co-founder and owner of the company, has been the management of the Oregon Finance Officers Association conferences for several years and has a depth of knowledge and experience of our profession and needs. The Board discussed how best to move forward with securing a contract with Slagle Management NW, LLC, as well as discussions regarding MRSC for resuming the conference registration role and the remaining contract with Conference Solutions.

**Motion by Jana Brown to authorize Craig Warner to negotiate a contract for conference management services with Slagle Management NW, LLC; consult legal counsel and negotiate a termination of the Conference Solutions contract; and speak with and negotiate with MRSC regarding the resumption of the registration services for the conference; seconded by Dan Legard. Passed unanimously.**

### **VICE PRESIDENT**

**Jack Broyles**

The 2<sup>nd</sup> Quarter Financials were not available. Jack Broyles, Vice President, will send copies via email to the board at a later date. Will review and add to the January Board meeting for approvals.

## **TREASURER**

**Dan Legard**

Dan presented the draft July 2019 meeting minutes for approval.

**Motion by Sandi Roberts to approve the July board meeting minutes; seconded by Dale Hough. Passed unanimously.**

## **EDUCATION**

**Beth Wright/Debbie Booher**

### **2019/2020 Education Committee Schedule –**

The meeting schedule was posted at the table during the conference. The live meeting on October 9<sup>th</sup> at the Tacoma Convention Center will need to be rescheduled. Sandi will work with the convention center and the education committee chairs to set up a new date in October.

### **Technology Discussion –**

Beth Wright and Debbie Booher, Education Committee Co-Chairs, discussed the technology issues related to the projectors used during the conference the last few days. Discussion regarding the cost of the facilities projectors verse purchasing new projectors occurred. Generally the facilities provide AV staff and support in the cost of the rentals. The Board agreed that the cost is generally worth the professional technical support, however the need is there for projectors during both conference and non-conference trainings. The Education Committee Co-Chairs will evaluate the rental rates and purchase costs and bring this information to the January meeting for further discussion.

### **Non-Conference Training Update –**

Debbie provided an update on the remaining 2019 non-conference classes.

## **MEMBER COMMUNICATION & SCHOLARSHIP**

**Mickie Cooper**

### **Newsletter Due Dates –**

Mickie Cooper, Member Communication & Scholarship Chair, informed the Board that newsletter articles are due to her by October 20, 2019. Mickie provided a brief overview of the types of articles generally published in the Fall newsletter.

### **Membership –**

Craig discussed the MRSC information received from Toni Nelson, MRSC Representative, regarding the membership. Membership is currently down almost 200 members when compared to last year. The Board discussed possible reasons for the decline in membership as well as options to communicate and promote the association to new members.

### **Member Survey –**

The Board discussed the conference survey. Conference Solutions will send the traditional survey, the Board should receive the results of the survey for discussion at the January meeting.

The Board also discussed a separate survey to obtain information regarding the member's expectations of future conferences, such as activities, location, meals, etc. Craig and Mickie will look into this survey option and report back to the Board.

**Scholarship Update –**

Mickie approved 11 scholarships for members to attend the WFOA Conference, for a total of \$5,380.

The scholarship fund earned \$690 this week from the sale of prior WFOA conference goods.

**Meeting adjourned at 1:08pm to Willows Creek Lodge, Woodinville for the January 15-17, 2020 board meeting.**

**Respectfully submitted,**

**Stacie R. Tellers**  
**Secretary**

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