



JULY 2020 BOARD MEETING
Zoom Meeting
July 16, 2020 1:00pm - 5:00pm
July 17, 2020 8:00am - 12:00pm

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, Bret Brodersen, Mickie Cooper, Kelly Collins, Toni Nelson, Staci Ashe

Absent: Toni Nelson (absent day 2)

Special Guests: Misty Slagle and Suzanne Hankins (absent day 1), Slagle Management NW

PRESIDENT

Craig Warner

Craig Warner, President, called meeting to order at 8:34am.

Welcome – Craig welcomed the Board to the meeting.

Calendar Review – The Board reviewed the annual calendar. The Board discuss the auditor contract. The Board will need to review in 2021 the audit contract, which ends with the Fiscal Year 2020 audit. Craig reminded the Board that we generally seek a multiple year contract.

Honorary Membership – Brief discussion, at this time there are no known retirements or nominations for honorary membership.

PRESIDENT ELECT

Dale Hough

Future Board Meetings – The following dates and locations for 2021 Board meetings:

- January 20-22, 2021 – The Heathman, Vancouver
- April 21-23, 2021 – Hotel Windrow, Ellensburg
- July 14-16, 2021 – Sun Mountain, Winthrop

The Board asked about possible cancellations of the January 2021 location. Jack will contact the Heathman to discuss either cancellation of the January 2021 dates or the possibility of moving the dates to January 2022, dependent on the waivers of the cancellation fees. Jack will inform the Executive Board of the result.

January 2021 is the scheduled to be the board retreat. The Board discussed that a major topic for the retreat is the member survey. The Board agrees that it is important that the member survey is completed this year after the 2020 Annual Conference. It is especially important for the Board to address recommendations and issues brought up by the membership regarding the continued outfall of

the pandemic and how we might address these items in 2021 and beyond. The Board will discuss the best approach to the survey review process at the September meeting. The Board agreed that the normal retreat facilitation and extra day is not necessary during the current situation. The most important topic will be the survey results, which will be included on the regular meeting agenda.

VICE PRESIDENT

Jack Broyles

2022 Board Meeting Dates and Locations – Tentative locations, no dates yet:

Not determined for January, possibly The Heathman, Vancouver if the January 2021 meeting contract needs to be moved to 2022.

Lodge in Kennewick in April

Spokane location in July

At this time the Board is hesitant to enter into additional contracts and will discuss in-person meetings during the September meeting. The Board agreed it is best to be cautious at this time as we are not sure when in-person meetings will be feasible.

Financial Audit Update – The audit is pending documentation requests from the auditor to the education committee chairs. The auditor has not been working on the audit since the new October 15 deadline for the 990 filing was announced, due to the pandemic. The Board will have an opportunity to review the audit at the September meeting, if the documents are ready at that time.

TREASURER

Dan Legard

2020 2nd Quarter Financial Statements – The board reviewed the 6/30/2020 quarterly financial reports.

Stacie Tellers, Secretary moved to approve the 6/30/2020 quarterly financial reports. Sandi Roberts, 2020 Conference Committee Chair seconded the motion. Passed unanimously.

Bank Signature Cards/Resolution – The Board discussed the issues experienced in the last resolution and signature card process and WFOA's banking needs. The Board discussed banking solution options. Jack Broyles, Dan Legard, Stacie Tellers, and Forrest are tasked with this evaluation and will report back to the Board at a future meeting.

SECRETARY

Stacie Tellers

April 2020 Board Meeting Minutes – The board reviewed the April 2020 board meeting minutes.

May 2020 Board Meeting Minutes – The board reviewed the May 2020 board meeting minutes.

Jana Brown, Past President moved to approve the April and May 2020 board meeting minutes. Beth Wright, Education Committee Co-Chair seconded. Passed unanimously.

Board Resolutions – The Board reviewed the four proposed resolutions for presentation to the membership at the 2020 annual meeting to be scheduled for September 2020.

Dale Hough, President Elect moved to approve the proposed resolutions to put forth to the general member for membership approval. Dan Legard, Treasurer seconded the motion. Passed unanimously.

Annual Business Meeting – Discussion of the annual business meeting will be held later in the meeting, along with the conference updates.

PAST PRESIDENT

Jana Brown

Nominating Committee Update – Jana presented the Nominating Committee’s recommendations for the 2020-2021 slate of officers.

Stacie Tellers, Secretary moved to approve the Nominating Committee’s recommendations for the 2020-2021 slate of officers for approval by the membership at the annual business meeting. Forrest Smith, 2019 Conference Committee Chair seconded the motion. Passed unanimously.

Words of Wisdom – Jana discussed the Google analytics access and the importance of reviewing the website hits and use. The Board will evaluate access and ensure we don’t lose that access, with Mickie leading the support. Jana also reminded the Board to stay in contact Debi, our website support person.

PROFESSIONAL RULES AND OPERATIONAL STANDARDS

Bret Brodersen

LGAC Update – Bret provided an update on the LGAC. Discussed the proposed LGAC Bylaw edits and membership changes. The Board discussed the reduction of WFOAs representation from 6 to 3, understanding that two of the six current position’s terms expire at the end of 2020. There are two positions that expire at the end of 2021. It was confirmed that those two positions would be able to remain on the committee until the end of their term. It was also discussed that the Board ensure the PROS Chair is represented on the LGAC. Bret, as the current PROS Chair, will act as the Board liaison with WFOA members who serve on the committee and will serve as the communicator to those members as necessary.

GASB Update - Bret updated the Board on the recent updates from GASB. He noted that the SAO has updated their website regarding the GASB delays standard that was issued in light of the pandemic.

WA State & Federal Legislature Updates – Washington State Legislature special session still not scheduled. There was discussion from the Board regarding the CARES Act funding and the dates and rules around those monies.

MEMBER COMMUNICATION & SCHOLARSHIP

Mickie Cooper

Newsletter - Mickie Cooper informed the Board that newsletter articles are due to her by August 5, 2020. President, Conference Chair, and Education Chair messages are generally included in the Aug/Sept newsletter. Scholarship updates, SAO articles, and PROS Chair updates are also included. Nominating Committee recommendations and photos need to be included in order for the membership to read about the slate of officers that will be presented for vote. Also need to put a notice out for the annual business meeting.

Mickie discussed the fee for the refresh of the newsletter. Steve, our newsletter support person, said it would be approximately \$500 to reformat the newsletter. Beth stated she has a person who would be interested in supporting the newsletter for the same fee WFOA is currently paying. Toni stated the MRSC could also provide support if the Board would like to look at that as an option for the 2021 conference. The Board requested samples of Beth’s person’s work for the Board to consider. Further discussion is schedule for the September meeting.

Scholarship Update – Mickie provided an update on scholarship activity. There were four WFOA members who submitted GFOA conference scholarship requests, two were approved, and one ended up

attending the virtual conference and will receive the approved scholarship funds. The Board discussed the draft scoring worksheet for the issuance of future scholarship awards. The Board proposed edits and commented on the proposed draft. Mickie to incorporate the revisions and provide an update at the next meeting.

Website Information – Discussion of website occurred. Mickie will remove the State Auditor message regarding the annual filing deadline.

MRSC UPDATE

Toni Nelson

Membership Update –Toni provided membership numbers. The first and second quarter numbers continue to be down from the prior year comparative quarter numbers. There is concern about the decline in membership, especially during the continuing pandemic. The Board discussed options to provide incentive for people to sign-up as members. The Board also recognizes that the conference registration has not opened at this time and non-conference training has been stalled, which also leads the Board to believe that is part of the reduction in membership.

STATE AUDITOR’S OFFICE

Kelly Collins

SAO Update – Kelly shared that SAO and local governments had a successful annual filing season, even with the multiple deadline extensions. The July 1, 2020 extension was the final legislative approved extension. 90.8% of local governments filed by the 7/1 deadline, great results in light of the situation. Messaging has been posted regarding the CAFR and Single Audit deadlines. Additional messaging and outreach regarding CARES Act, in conjunction with the State is coming.

STATE TREASURER’S OFFICE

Staci Ashe

Office of the State Treasurer (OST) Update – Staci provided updates to the Board regarding the Treasurer’s Office remote work and that it is “operations as normal” even though staff continue teleworking. The Office performed a Certificate of Participation (COP) sale, all virtually. Cash management has worked to increase their automated deposits to state agencies during this time as well. Participation in the SMA program has increased. A special session seems unlikely at this time, it appears the Governor and leadership are intending to wait until January to reconvene. The revenue forecast will be priority discussion in the next session. The State Bank additional studies has been deemed unnecessary.

Meeting dismissed at 4:26pm resuming Friday, July 17, 2020.

Friday, July 17, 2020 meeting called to order at 8:02am.

PRESIDENT

Craig Warner

Honorary Membership update – The Board discussed the honorary membership process to ensure the Board was aware of how honorary membership works.

PAST PRESIDENT

Jana Brown

Past President Zoom Happy Hour – Jana discussed the zoom happy hour meeting she scheduled for the Board and the past presidents.

2020 CONFERENCE CHAIR

Sandi Roberts

2020 Conference Update - Sandi Roberts provided the following updates to the Board on the 2020 conference:

- Whova (virtual conference vendor) selected and was paid \$3,000 to start the conference set-up
 - The Board previewed the Whova landing page
- Zoom will be used for the delivery platform, working to get accounts set-up
- Discussion occurred regarding the various conference giveaways and gifts being researched
- Guidebook vendor contract moving from 2020 to 2021 conference
- Annual business meeting – unique Zoom link, Thursday 9/24, 8:30-9:50. Present resolutions, honorary memberships, Board presentation, awards, and vote for 2020-2021 slate of officers as well as special guest comments
- Discussed registration process for attendees, sponsors, and vendors
- Discussed communication needs regarding registration, sponsors, exhibitors, and speakers
- Conference pricing was discussed

CONFERENCE EDUCATION

Beth Wright

Conference Update - Beth gave an update on the conference sessions.

- Went from 80 live sessions to 40 in 4 concurrent, live tracks
- Several recorded for CPE sessions are being scheduled
 - The speaker will be available during the viewing to answer questions from participants
There will also be tracking for the participants in order to earn the CPE
 - The Board discussed options for the survey and CPE tracking for the recorded sessions
- Several recorded not for CPE sessions will also be available
- Slagle Management NW team will develop a “How-to-use” the software service and make it available prior to the conference for the attendees
- Details on process, due dates, CPE tracking, etc. will be communicated at the next education committee meeting.

NON-CONFERENCE EDUCATION

Debbie Booher

Non-Conference Training Update:

Future Webinars – Software/Services – Debbie is looking into webinar services and provided an update on the combination of eLearning, registration, and CPE tracking software. She is continuing to work with Slagle Management and MRSC the best solutions for overall webinar solutions.

The preferred solution proposed is a combination of GoToWebinar and LC Vista, in working with MRSC for registration support. GoToWebinar pricing \$199/month for Pro package. The Board discussed the options and advised Debbie to move forward with GoToWebinar. The Education committee approved budget is sufficient and no additional approvals are needed for this direction.

Debbie proposed a webinar topic and the speaker has his own webinar solution, which allows WFOA to offer a webinar in August. The Board discussed that this is a good option for a webinar and fairly easy to get going since the speaker is providing their own service. The Board discussed pricing options for member and non-members. Webinar price for this course: One hour class \$35/member, \$50/non-member. Two-hour class \$50/member, \$75/non-member.

PROF. DEVELOPMENT & SUSTAINABILITY

Camille Tabor

Program Update – Camille Tabor provided an update on the committee’s work. Internships are going strong. College events are still limited and the committee continues to discuss recruiting for the Fall and next year, all dependent on the current situation.

Excellence Award (Presentation at Conference) – Camille contacted award recipient to inform them of the award. She is working on coordinating the presentation of the award to the recipient during the annual business meeting. The committee has chosen a plaque and engraving options.

2019 CONFERENCE CHAIR

Forrest Smith

2020 Sponsorship update - Forrest is working with Slagle Management on the flyer, as soon as it is complete he will communicate the sponsorship opportunities available in the virtual conference.

2021 CONFERENCE CHAIR

Michelle Hughes

2021 Conference Update – Michelle discussed that planning has been slow due to the pandemic. Debbie reminded the Board that one of the entertainer contracts was moved from the 2020 conference to the 2021 conference. Sandi also stated that the Guidebook 2020 contract has also been moved to 2021’s conference.

The Board discussed continuing to plan for an in-person conference while keeping in mind the unknown situation with the continuing pandemic. Planning for the back-up of a potential virtual conference, ensuring contracting and commitments are made with this in mind.

PRESIDENT

Craig Warner

September Board Meeting – The Board discussed the traditional Board meeting following the conference. Dale will evaluate dates and options for the September meeting and let the Board know.

President Craig Warner adjourned the Board meeting to the September 24, 2020 annual business meeting via virtual platform at 10:54am.

Respectfully submitted,

Stacie R. Tellers
Board Secretary