



**WFOA – BOARD MEETING**  
**Sun Mountain Lodge - Winthrop**  
**July 15 -16, 2021 - 8:00am- 5:00 pm**

**Present:** Dale Hough, Jack Broyles, Dan Legard, Stacie Tellers, Craig Warner, Sandi Roberts, Michelle Hughes, Nicole Muegge, Beth Wright, Debbie Booher, Mickie Cooper, Kelly Collins, Staci Ashe, Camille Tabor, Eric Lowell, Forrest Smith (via Zoom), Bret Brodersen (via Zoom)

**Absent:**

**Special Guests:** Misty Slagle and Suzanne Hankins, Slagle Management NW (Via Zoom)

**PRESIDENT**

**Dale Hough**

**President Dale Hough called the meeting to order at 8:06 am.**

**Welcome –** Dale welcomed the Board and guests to the meeting and reviewed the proposed agenda.

**Update Board Member Contact List –** The list was updated.

**Calendar Review –** Dale reviewed the calendar.

**Retired Member Rate – membership/conference -** A former member asked if we were offering a reduced conference rate for the annual conference. GFOA has a \$35 membership rate for retired members. OGFOA has a \$50 annual membership fee for retired members (versus \$125). Bret reported that Association of Government Auditors/Accountants has a \$35, versus \$110 regular. Discussion ensued.

**Tabled the reduced conference rate discussion until a later date.**

**Dan Legard moved to add a Retiree membership category to the bylaws; seconded by Mickie Cooper. Passed unanimously. This will be presented at the September 2021 Business Meeting for a vote of the membership.**

**Craig Warner moved to amend the above motion, for the Board to approve adding a Retiree membership category to the bylaws, as presented without moving to the membership at the September meeting, seconded by Jack. Passed unanimously. The Board authorized a \$25 retiree membership rate.**

**Review Multi-State Association Meeting –** CSMFO, Michigan, Michigan GFOA, Colorado GFOA, reached out to OGFOA, WFOA and Alaska GFOA to create a network to share information about our associations. Dale, Dan and Stacie attended the meeting. They all shared some of the information shared in the meeting.

## SECRETARY

Forrest Smith

**April Meeting Minutes** - Forrest presented the April, 2021 board meeting minutes.  
**Bret Brodersen moved to approve the April 2021 Board Meeting Minutes as presented; seconded by Craig Warner. Passed unanimously.**

**Special Meeting Minutes – Craig Warner moved to approve the Special Board Meeting 2021 Board Meeting Minutes as presented; seconded by Debbie Booher. Passed unanimously.**

## PRESIDENT ELECT

Jack Broyles

**2021 Conference Update** - Jack provided a brief update to the Board on the status of the 2021 virtual conference. A new opportunity this year is that we will have a Virtual Happy Hour that shuffles people from one group to another. Early bird registration closes this Friday, July 16<sup>th</sup>. Misty will request MRSC sends an email out today (7/15) reminding people that Early Bird registration ends July 16<sup>th</sup>.

**Insurance Coverage (from April)** - Jack shared with the Board the information regarding insurance coverage for potential cancellation of events.

## 2021 CONFERENCE CHAIR

Michelle Hughes

**Conference Update** – Michelle reported that the Local Committee determined on a registration gift idea. Michelle also brought items they are considering for Board and Special Guest, and Volunteer Appreciation.

## CONFERENCE PLANNING

Misty Slagle

**Review** - Misty provided an update on how the CPE process will work. Sponsors and Exhibitors are getting set up. Pre-conference registration does not ask for specific class. Misty will send an email out to ask what registrants are planning to attend. We will offer the Virtual Happy Hour and an actual in-person meet-ups in Spokane and Tacoma. Michelle will be the point person for Spokane and Jack and Sandi will be the point person in Tacoma. Misty will coordinate location specifics, and food to be available. The dates and times will be finalized later. Sponsors and Exhibitors will be invited to the in-person Happy Hours.

## EDUCATION - CONFERENCE

Beth Wright

**Conference Education** – Beth shared the Conference-At-A-Glance. Most sessions are filled in, looking for a Purchasing Contracting class for pre-conference. A reminder will go out next week to class coordinators to add speaker information.

**VICE PRESIDENT**

**Dan Legard**

**2022-23 Board Meetings Dates & Locations –**

January 19-21, 2022 –	Heathman Lodge, Vancouver, WA
April 20-22, 2022 –	Hotel Windrow, Ellensburg, WA
July 13-15, 2022 –	Great Wolf Lodge, Grand Mound, WA
January 2023 -	TBD
April 2023 -	The Lodge, Richland, WA
July 2023 -	TBD

Icicle Inn, Leavenworth is still interested in hosting us.

**TREASURER**

**Stacie Tellers**

**2021 Q2 Financial Statements** - The Board reviewed the June 30, 2021 quarterly financial reports. Our Keybank account requires us to have an in-person transaction once a year to prevent the account from becoming “dormant”.

**Craig Warner moved to approve the June 30, 2021 quarterly financials as presented. Mickie Cooper seconded. Motion passed unanimously.**

**Insurance** – Insurance premiums are very high right now. Our representative at Arthur J. Gallagher is retiring. They have offered for us to move to another broker, or be serviced by their Gallagher Select, their small business unit. They do not recommend purchasing cybersecurity coverage at this time, due to the extreme increase in premiums. Once rates come back down, they do recommend we pursue event coverage for the annual conference. There was discussion regarding ensuring MRSC has taken measures to secure the data they hold.

**Camille Tabor moved to accept the transition of our insurance to the Gallagher Select unit, seconded by Dan Legard. Passed unanimously.**

**Contracts (New/Changes)** – No new contracts that go beyond the conference that need to be added to the contract list.

**PAST PRESIDENT**

**Craig Warner**

**Nominating Committee** - Craig presented the Nominating Committee's recommendations for the 2022 slate of officers.

President: Jack Broyles  
President-Elect: Dan Legard  
Vice-President: Stacie Tellers  
Treasurer: Forrest Smith  
Secretary: Sandi Roberts  
2023 Local Conference Chair (Spokane): Michelle Hughes  
Education Committee Co-Chair: Debbie Booher  
Professional Development & Sustainability: Bret Brodersen

**Stacie Tellers moved to approve the Nominating Committee's recommendations for the 2021 – 2022 slate of officers for approval by the membership at the annual business meeting. Mickie Cooper seconded the motion. Passed unanimously.**

**Wise Words - Awesome Guidance** – Craig shared his Mom's wise advice "make sure you wear clean underwear, in case you are in an accident." Jack, thanked Craig for the great work he has done for WFOA and appreciates that he is always smiling, no matter what is being dealt with. Craig shared his thoughts and appreciation for WFOA. Dale shared his appreciation also.

## **2020 SPONSOR/CONFERENCE CHAIR**

**Sandi Roberts**

**Sponsorship** – Sandi reported that in addition to the email sent out to all members regarding the conference registration being open, an email was sent to previous sponsors and exhibitors as well as a list of potentials that has been compiled over the last couple of years. We currently have zero Diamond (\$12,500) sponsors; one Platinum (\$7,500); zero Gold (\$5,000); one Silver (\$2,500); zero Bronze (\$1,500); and zero Exhibitors (\$1,000). The Diamond and Platinum sponsors will have their logos in the newsletter, with prime positioning, the other sponsors will have their names in the newsletter. Mickie will find out if we can have a link from their logos in the newsletter to the sponsor's website.

## **2022 CONFERENCE CHAIR**

**Nicole Muegge**

**Conference Update** – Nicole presented the ideas for the logo and explained the thought process behind the ideas. There will be some minor tweaking before it is final.

## **EDUCATION NON-CONFERENCE**

**Debbie Booher**

**Education Committee Schedule** – Debbie shared the schedule of upcoming classes. There are currently no classes scheduled after the annual conference.

**Education Non-Conference** - Debbie provided an update on the number of non-conference webinars we have provided presented since October of 2020. Several agencies that normally do not attend training have attended the webinars.

## **PRESIDENT**

**Dale Hough**

**Contracts - Slagle Management NW** – Dale shared with the Board the contract ends December 31, 2021. The Executive Board has reviewed the proposed new contract. The Board members reviewed the contract.

**Craig Warner moved to approve the Slagle Management NW contract for the next three-year term, seconded by Dan Legard. Passed unanimously.**

**Contracts New Agreement for Board Administrative Support** – Dale proposed an additional contract for administrative services to be performed by Slagle Management NW. Discussion ensued. It was agreed to have Dale continue to work with Misty to determine what the scope of work would be, with the intent for the Board reviewing the agreement at the September 2021 Board meeting. Board members should send ideas to Dale.

## **PRESIDENT**

**Dale Hough**

**Honorary Memberships 2021** – There was a nomination for two Honorary Lifetime Memberships: Jan Hawn and Ade' Ariwoola.

**Jack Broyles moved that we grant Honorary Lifetime Memberships to the Jan Hawn and Ade' Ariwoola, seconded by Michelle Hughes. Passed unanimously.**

**Mickie Cooper moved to have conference registrations for Honorary Membership honorees be waived for the 2021 Annual Conference, seconded by Dan Legard. Passed unanimously.**

## **PROF. RULES & OPS STANDARDS**

**Bret Brodersen**

**LGAC Update** – Bret presented the update of the Local Government Advisory Committee.

**GASB Update** – Bret presented an update on the GASB Statements.

**WA State & Federal Legislature Updates** – Bret presented updates on the Long-Term Care and other State and Federal legislation.

## **MEMBER COMMUNICATIONS & SCHOLARSHIP**

**Mickie Cooper**

**Newsletter** - Mickie shared that the news articles are due August 15<sup>th</sup>:

- President's Message

- Local Conference Chair Message

- Non-Conference Opportunities

- Past-President – Nominations

- Professional Rules and Operations

- SOA information

- Secretary: Annual Meeting

- Article regarding the Audited Financials (if approved on 7/16)

- Scholarship availability

**Social Media postings** – Mickie has a member who has volunteered to do posting on Facebook for WFOA. Several items were recommended for posting.

**Scholarships Review** – Mickie reported that no applications for scholarships have been received. An article reminding members that scholarships are available will be included in the newsletter.

**Website Analytics** – Mickie is going to be taking a Google Analytics report. She shared the usage reports for the WFOA website.

**Website Refresh** – Mickie talked with Debi Dahlstrom regarding proposed changes to the website. We will need to contract out for someone to do a lockdown to create a "Members Only" area. Some agencies charge for non-members to post jobs on their website. Dale requested that we do a review to confirm all links work.

Mickie and Debi will provide a training to Board members in October on how to navigate the website and FileManager. Additionally, they will also provide a refresher in March or April.

**Sponsor Articles in Newsletter** – Mickie reported that AWC has the option to submit an article for this upcoming newsletter.

**Meeting dismissed, resuming Friday, July 16, 2021 at 8:00 am.**

**Friday July 16, 2021 President Dale Hough called the meeting to order at 8:07 am.**

## **PROFESSIONAL DEVELOPMENT & SUSTAINABILITY**

**Camille Tabor**

**Program Update** – Camille reported that five internships have been awarded. Three out of four scholarships have been awarded. There is a candidate that is being considered for the Excellence Award, but per the bylaws there was a question as to whether this person is eligible. Discussion ensued.

**Dan Legard moved to Award the WFOA Award of Excellence to Duane Davidson, seconded by Mickie Cooper. Passed with a majority vote, with one nay.**

Camille presented an opportunity to let a student, who was not able to receive an internship, attend the conference with their mentor. After discussion, it was determined to allow this student to attend the 2021 Virtual Conference, through the college outreach program. Prior to the live conference in Tacoma, the committee will develop a program to provide an opportunity for students to attend the conference.

## **MRSC**

**Eric Lowell**

**Update** - Eric shared the changes and retirements in staff at MRSC.

**Membership Reports 2020 & 2021** - Eric shared the membership statistics.

## **STATE AUDITOR**

**Kelly Collins**

**Update** – Kelly reported that SAO continues to be remote, allowing clients to determine if they want a live audit or remote. SB5432 was passed, requiring agencies sharing Category 3 and 4 data to have a security agreement in place. SAO is putting these agreements in place for all clients. SAO will be increasing their billing rates by \$3.00, after not having an increase in multiple years. SAO is offering free Lease training, and a link to the recordings will be posted on the WFOA website under Training.

## **STATE TREASURER**

**Staci Ashe**

**Update** – Staci reported that the Treasurer's Office continues to be mostly remote. Washington State was the first State to receive ARPA funds. She provided updates on the State's credit rating, recent refinancing and separately managed accounts.

**VICE PRESIDENT**

**Dan Legard**

**Audit Review – follow up from April** – Dan presented the Audit report, which was very good.

**Jack Broyles moved to approve the Audited 2020 Financial Reports results, seconded by Camille Tabor. Passed unanimously.**

Dan received quotes for the 2021 and 2022 audits, with a slight rate increase. Both Dale and Dan reported they Northwest CPA Group was great to work with.

**Debbie Booher moved to approve the contract with Northwest CPA Group, PLLC, for 2021 and 2022, per the quote dated July 14, 2021, seconded by Nicole Muegge. Passed unanimously.**

**TREASURER**

**Stacie Tellers**

Stacie reported that a vote of the membership is not required in the bylaws for the Board to establish a “retiree” category rate for membership.

**OTHER BUSINESS**

**All**

**WFOA Annual Report Idea** – This topic was tabled, per Dale.

**New member Welcome Letter/Packet** – This item was tabled, per Dale.

**Adjourn to 2021 Virtual Conference in Sept – Thursday, September 23, 2021 8:30 AM**