



## **WFOA – BOARD MEETING MINUTES**

**Virtual**

**July 14-15, 2022**

### **July 14, 2022**

President Jack Broyles called the meeting to order at 8:06am, welcoming Board members and guests.

**Present:** Jack Broyles, **Dan Legard, Stacie Tellers, Sandi Roberts, Mickie Cooper, Dale Hough,** Michelle Murray, **Nicole Muegge, Camille Tabor,** Bret Brodersen, **Debi Dahlstrom, Eric Lowell,** Kelly Collins, **Staci Ashe, Debbie Booher**

**Absent:** Beth Wright

### **President Jack Broyles**

- Update Board Member Contact List: Need to update Kelly Collins, Nicole Muegge, and Eric Lowell's information
- 2022 Calendar Review through September
- Honorary Membership discussion of Sandi Langdon and Forest Smith. Jack will reach out to Craig for a written request for Forest and Jan Hawn for a written request for Sandi Langdon. Once those are received, we will conduct an email vote.
- Resolution to acknowledge and thank the members of LCC 2022, Mickie will have the resolutions ready at the same time we conduct the email vote on the Honorary Membership.
- GFOA Conference, Jack talked about the conference, Dale talked about the good classes on Ethics and Equity and Inclusion classes, Dan talked about the meeting how organizations are struggling with membership and getting outside help, Chris Morrill was at that meeting and talked about Equity and Inclusion, Mickie stated that GFOA has great classes although WFOA is more catered to us, it was nice to network and trade ideas. Next year their conference is Portland. Dale thanked the Board for allowing him and Violet to attend this conference as last year was virtual. Michelle was glad she attended and thought the classes were not as detailed as she hoped. Stacie stated it was nice to be in person and got some ideas for the 2023 conference, she also agrees with the training being broader as this is for the entire country. Stacie also talked about it being in Texas and they were fully open and was nice not to have to provide proof of vaccination. Discussion ensued about whether we would need to have proof of vaccination. Sandi stated it was her first time and was a little overwhelmed when you walk into class and there are 6,000 people. Sandi appreciated that we provide breakfast and quality lunch at our conference. Jack talked about food will be an ongoing issue.

### **President Elect, Dan Legard**

- 2022 Conference Update, Dan will let Nicole give the update. Dan has extended invitations to the other state boards and has received some RSVPs. Dan would like Stacie, Sandi and Mickie to partner with the distinguished guests. Dan talked about the need to work through the logistics of the transition on Wednesday and other things like the appreciation

dinner, just want to make sure everything is coordinated.

- Discussion ensued about the last string of emails regarding Issaquah and how we should handle it if he shows up at the conference.
- 2023 Board Retreat - Dan's intent for the retreat to be in April and to talk about member engagement and membership drive, not having a facilitator to save money. January's meeting will be virtual. Stacie stated we may need to have more time that just two four-hour sessions as we do the budget at the January meeting. Sandi talked about having the executive board do a preview on the budget so it will not take as long.
- CSMFO webinars, the question came up about us paying for our membership to attend the California webinars. Dan has attended a couple of their webinars and researched if we have paid, and we have not. Jack has tried to reach out to the California board and have not had much luck. We have received value in the past, but not much this year. Dan stated he receives emails about the classes and wasn't sure if it is because he was a WFOA member or because he has attended classes, Mickie said when she was at Lake Stevens, she received the emails after attending one of the webinars and now that she is at Mukilteo, she has not received any. Dan stated we should try to reach out to them to continue for 2023. Misty stated they have a new CFO, and Oregon partnered with them too as they were not doing webinars themselves, now everyone is doing webinars. Dan suggested we defer the conversation until Debbie can talk about it. Dale stated it was important to maintain the collaboration and connections.

#### **Vice President, Stacie Tellers**

- 2023-2024 Board Meeting Dates & Locations, we are unable to contract yet for our locations, September will be in Spokane on Friday at the Convention Center, 3<sup>rd</sup> Thursday and Friday of the months January 17-19, tentative with weather and looking to do virtual, April 17-19 at Suncadia if we can get a good deal, July tentative 17-19 looking at Cedarbrook Lodge with flexibility in the dates.
- Misty brought up the July 2023 at Skamania and changing the dates to M-W or S-T, discussion ensued about the dates, Dan is inclined to do S-T, July 16-18. Misty will go back and contract for S-T.
- Audit Review, Stacie contacted Alison... in April to go over the audit schedule and she appreciated it. Stacie went over the audit and talked about the controls we are creating. In 2020 was our first year going to modified cash so we now have comparative statements, the CPA prepares our financials, and their audit team audits them. Clean opinion.

**Motion to approve the Audited Financial Reports by Dan Legard; seconded by Sandi Roberts. Passed Unanimously.**

- Stacie reviewed the IRS Form 990 and talked about each section, there are a lot of blank pages as we don't have paid employees, artwork, etc.
- Stacie shared her audit lessons learned, send the Treasurer all your contracts so they can be uploaded into file manager as the auditors will need copies of them all. The auditors ask about 18 questions that took about 4 hours to compile.
- Stacie stated Northwest CPA has a lot of staff so they can rotate the staff who work on our reports. Dan stated he has had similar experience with them and reasonably priced. Stacie asked Jack about his experience, he worked with a new person although Alison was always available. Stacie will have them prepare a quote and bring it to the Board.

#### **Treasurer, Sandi Roberts**

- 2022 Financials, Sandi shared that the MRSC is still balancing the June credit card payments and there is \$525 they are trying to assign. The financials are not complete, she did run them through today, also she does not have the KeyBank money market statement

yet. Dale stated the Golf amount should be over \$600, so that could be the \$525. Sandi said that MRSC make the deposits mid-month and end-month, so some of the deposits are in the following month. We reviewed the Budget vs Actual, noting some items should be coded differently, and Sandi will get them updated. We did not take action on the financials as they are not complete at this time.

- Credit Card Status with WaFd is still not up yet, they started with a pilot program a while back that is still not ready.
- Insurance, Stacie advised that this is something that Mickie as the Treasurer will need to take care in the fall. Stacie also added that Jack took care of it this last year due to the transitioning of the board and suggested Mickie, Sandi and herself get together to review the insurance in September.
- Contracts (New/Changes), Sandi listed the contracts she currently has, LeMay – America’s Car Museum, West of the Waterway, Gallucci’s Catering, Kent Rader, Chase Productions - AV, and Michelle Joyce. Misty will be sending over a transportation and catering contract. Dale brought up the need to keep in mind that we have non-conference and other contracts that need to be reviewed. Stacie stated that there is a contract worksheet in the budget document. Discussion about updating the period of contract dates to keep it fresh. Sandi brought up that MRSC’s contract is up at the end of the year and asked who negotiates this contract, Jack stated Dan will bring this to the meeting in September and we will vote on it in January. Stacie stated that October is a busy month for subscription renewals.

#### **Secretary, Mickie Cooper**

- April Board Meeting Minutes Mickie asked for motion to approve the meeting minutes.  
**Motion to accept the April 2022 minutes as presented by Bret Brodersen; seconded Sandi Roberts. Passed unanimously.**
- Special Meeting Minutes Mickie asked for a motion to approve the special meeting minutes.  
**Motion to accept the Special Meeting minutes as presented by Sandi Roberts; seconded Debi Dahlstrom. Passed unanimously.**
- WFOA PowerPoint, Mickie stated she has updated the PowerPoint with everyone’s suggestions and asked if we should assign this to someone to keep it up to date. Stacie stated it is the President Elect’s duties to represent WFOA to the associations and maybe we should look at this being between the president-elect and/or the vice president duties.

#### **Past President, Dale Hough**

- Nominating Committee, Dale asked Jack to discuss the process, Jack stated that according to bylaws the committee comprised of the president, past president, and president elect rely on standing committee chairpersons to determine if they want to be on the exec board, and if their work agrees with time commitment. Dale talked about what positions are up for nomination and presented the slate of Nominees with terms starting 9/2022. There was some discussion on the new chairperson nominees before a motion was made.  
**Motion to accept the slate of nominations as presented by Dan Legard, seconded Camille Tabor. Passed unanimously.**  
**Motion to accept the appointment of Shannon Corin to the Local Government Advisory Committee by Dale Hough; seconded by Bret Brodersen. Passed unanimously.**
- Dale went over the Board Tenure spreadsheet and discussed how the executive positions move up each year.

- Dale reviewed the WFOA Board Positions spreadsheet and talked about the expiring appointments. Bret said he will accept another term on the LGAC committee. Jerica is up at the end of the year, and we will need to reach out to her to see if she would like to continue being on the LGAC committee and if not, we need to start looking for a new appointee. Dan Legard said he will continue as the appointee for LGIP. It was noted that Jana Brown is no longer with the City of Olympia, but rather with Inter City Transit and we need to update her information.
- Dale asked that everyone keep their eyes open for new talent to bring on to the board in the future.
- 2023 Past Presidents Luncheon Dale stated that he and Jack will look at this since it has been three years since we've had one in person.

#### **Deferred Conversation about California webinars**

- Dan talked about the previous conversation about California and their webinars that was deferred until we could get Debbie's input and whether we want to continue or not. Debbie stated that we have had issues contacting anyone from California and that she is not getting the webinar notifications anymore. She believes the lack of communication came with the change in officers. Debbie has not had much feedback from our membership as to whether they are good or bad, that California is not offering many free webinars, most of them have a cost and she is not sure we are getting value for our money. Dan stated we haven't paid anything so far this year. With California attending our conference in September, we can connect with them and ask them about this.

#### **2022 Conference – Tacoma, Nicole Muegge**

- Conference Update Nicole stated from a registration perspective she is a little concerned about the numbers. 417 people have registration for the conference, with the early bird registration ends tomorrow. We need 160-200 registrations over the next month to month and a half for the numbers. She is hoping that the sponsorship and exhibitors will increase also. Dan looked at 2019 numbers and looks like we could expect 100 late registrations. Misty stated MRSC is supposed to be sending out a reminder email to anyone who has not registered that the early bird ends tomorrow. Jack asked how many we budgeted for and Misty stated 600. Stacie asked how many registrations for pre-conference there are so far, and Misty stated 97. Misty thinks we will see more register later as they see what is going on with COVID. Discussion about those that show up and want to attend, Misty advised that we should shut off registration on the website on a certain date and then have anyone who wanted to register contact her or Suzanne, this way they can work on the badges without missing a last-minute registration. Kelly suggested that we identify what the protocols, vaccination requirements will be and let everyone know so there are no surprises when people arrive at the conference. Misty stated she would work on something and get it updated to the website. Dale stated at GFOA they provided masks and sanitizing stations, it maybe something we would want to do as well, although it may be an additional expense. Misty said she would see if this would be something the conference center will be providing.
- The appreciation dinner planning is complete, and the wellness event registration only has 109 people who have committed via registration, with about 100 who are unsure. Nicole said this is making it hard for ordering the shirts and there was discussion on how to handle the distribution of the shirts. Dan stated at the Kennewick conference they had a list and the volunteers handed them out according to the list. For those that did not register, they were told they did not get a shirt, but they could check back on Friday to see if there were any left over.

- So far conference preparation is moving along, and the hotels are filling up.

### **2022 Conference Planning – Misty Slagle**

- Misty stated that another email will be sent out from MRSC today notifying both registered and non-registered members of the early bird deadline tomorrow. Drafts of the tickets and invitations for the events were shared. Reaching out for exhibitors/vendors and sponsors.

**Meeting was adjourned at 11:51am, resuming Friday, July 14th, 2022, at 8:00am.**

### **July 15th, 2022**

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

**Present:** Dan Legard, Stacie Tellers, Sandi Roberts, Mickie Cooper, Dale Hough, Michelle Murray, Nicole Muegge, Camille Tabor, Bret Brodersen, Debi Dahlstrom, Eric Lowell, Kelly Collins, Staci Ashe, Debbie Booher

**Absent:** Jack Broyles, Beth Wright

### **Education – Conference, Debbie Booher for Beth Wright**

- Debbie reported that Beth is working on filling out the moderator portion of the At A Glance and getting the appreciation dinner invite list together. All pre-conference classes are completed, and on the website, they are working on the contract for the general session speaker and are currently on target. Misty stated we need to get the rooms assigned. Debbie stated they will do an email blast asking for volunteers. There was some discussion about the Conference Schedule that is on the website, it does not include the pre-conference and does not automatically update. Debbie and Debi will work to get a pdf of the schedule with pre-conference and conference on the website.
- Dan Legard asked when sessions would be closed, Misty stated they do not have a date set yet, although it will be soon as they need to get the guidebook done. Debbie shared that Beth wants to close sessions mid-August so the presentations could be uploaded.

### **2022 Sponsorships, Michelle Murray**

- Michelle said she has been sending out emails and she did pick up quite a few business cards from GFOA conference. Misty stated she would be happy to help email the new contacts. Dale asked Michelle if she needed any other help and Michelle asked if there was a list of the sponsors from the last time we were in Tacoma. Sandi stated she had one for 2021 and will send Michelle the list she has.

### **2023 Conference - Spokane, Michelle Murray**

- Stacie shared the logos for the 2023 conference. She shared the black and white for use in advertising and for swag, then the draft color version, which will just be for digital purposes only, mainly for the website. Stacie talked about the cozies she picked up at the GFOA conference, how much she liked them, and Misty has found one they will hand out this year as the “Save the Date” item. Stacie thought they will hand them out on Friday. Dan asked if it would be better to hand them out at the Thursday business meeting. Stacie agreed that would be better. Michelle stated that so far, it is a small committee with a lot of talent, and she is actively recruiting more.

### **Education Non-Conference, Debbie Booher**

- Debbie reviewed the 2022 non-conference schedule and the number of classes with attendees over the past five years. Debbie discussed the need for leadership classes, and she has reached out to a few people to teach it.
- Coordinator Incentives, Debbie discussed what we offered before going to all webinars and she would like to remove the \$150.00 voucher since they are already getting two free registrations. After much discussion, it was decided for the live classes to still offer the \$150.00 voucher, just changing it so it is only good to redeem towards attendance at the next conference.

### **Professional Rules & Op Standards, Bret Brodersen**

- LGAC Update, Bret talked about the preliminary changes to the BARS manual. The next LGAC meeting will be on 10/15, with another on 12/7.
- GASB Update, Bret went over the 2022 reporting items: Leases, Omnibus, Libor, Component Units. Statements 99 to 101 have 2023 implementation dates, and there is an exposure draft out for reviewing concept statement 7 and comments due September 7<sup>th</sup>. Stacie reported that her latest information on the Big 3 will be for a 2026 date with implementation in 2027 in stages.

### **Member Communications & Scholarship, Debi Dahlstrom**

- Debi stated the Summer Newsletter did not get out until July 7<sup>th</sup> as MRSC was short staffed and the deadline for the next newsletter will be August 15<sup>th</sup>.
- Scholarship Report there are 7 scholarship applications so far for the conference.
- Debi reached out Metova about website analytics, job board update, and the website refresh work we would like to have done. They stated it would be about 8 hours at \$150 per hour (\$1,200). We could do the payment option for the jobs and could lock down parts of the website with the Pro version at a cost of \$150 per year. Debbie asked about the membership list on the website, and it was decided that the list needs to be updated monthly and possibly more often during conference registration due to the scholarship requests. Dale stated we may want to put this in the MRSC contact as a deliverable.
- Debi asked about "Sponsor Articles" in the newsletter and Dale said we talked about this a few meetings ago and would like to open it up for discussion. Dan said he likes having this tied to a certain level of sponsorship. Misty stated that Oregon lets anyone write an article for their newsletter although it cannot be a sales pitch.
- Debi asked about the look of the newsletter, she likes how GFOA does theirs and wanted input about changing WFOAs. It was agreed it would be nice and maybe more people would read it if we made the change. Debi added that if we do go with this change that we would need pictures to go along with the articles.

### **Professional Development & Sustainability, Camille Tabor**

- Camille reported they have awarded 1 student scholarship and 2 internships so far. The committee is still waiting on information for the fall careers fairs, hoping they will be in person as the virtual fairs were not that great.
- Camille stated there will be 6 students attending the conference, with 4 on Wednesday and 2 on Thursday. She will be sending the list to Misty and Nicole.
- Camille has ordered the Excellence Award trophy. Camille asked about pictures for the slide presentation, she believes we have a picture of Sadie and asked if this will be a part of the slides, Dan confirmed yes, and Kelly said she would find a current picture of Sadie to send to Dan for the slide presentation. Camille stated she would have her husband take

a picture of the trophy once it arrives and send it to Dan. She also shared the final draft of the award announcement and will send it the Dan for signature.

- Camille talked about the difficulty in getting submissions from the membership and is asking the Board to look for potential nominees. Misty asked for the link to the application so she can add it to the Guidebook app.

#### **MRSC, Eric Lowell**

- Eric reviewed the Membership Report, through the second quarter there are 745 registered members. Camille asked for a stacked bar chart as it would show the totals.
- Eric asked what MRSC could do better. Sandi stated that mailing out the statements timelier. Eric will check on this as they only have one person going into the office once a week. Debbie asked about the email address clarifications, Eric stated that currently the receptionist email goes to the entire finance team that way there is coverage in case someone is out. Dale stated we will be going over the contract in the next few months and reaching out to MRSC. Debbie asked about getting access to Cvent, especially for Misty during the conference registration. Misty stated she would like to be able to pull the reports she needs rather than having to ask someone at MRSC every time she needed a report.
- Dale talked about how he was able to register his boss who is not a member with the membership rate. He then went in and registered his boss as a member. Camille stated she also registered for the conference at the membership rate before registering for membership. Eric stated they will look into this issue.

#### **State Auditor, Kelly Collins**

- Kelly reported on the new secure share and is transitioning entities over to it. She stated the update on the Rural tax was due to legislative changes. With House Bill 1329 OPMA requirements SAO will be working with MRSC on updating the OPMA information and educating the smaller entities.
- With all the federal dollars that have been received, SAO is focusing on single audits until September and looking at pushing out some of the accountability audits from 2 to 3-year audit periods.
- Kelly talked about the staff turnovers and the COLA they received in July which will affect the hourly rates they charge that will be effective January 2023. SAO has signed up for as an exhibitor at the conference and will have quite a few people there since it is in Tacoma this year.
- Dan asked about auditors being onsite this year. Kelly stated each auditor will have the conversation with each client and will most likely be a hybrid, it will depend on what makes sense to get the work done timely and efficiently.

#### **State Treasurer, Staci Ashe**

- Staci updated they are still working a hybrid schedule with some shared desks and required to come in twice a month. New chief operating officer Tammie Nuber started last week.
- July 1st along with the LGIP statements, a memo was sent out to highlight the investment track classes for the WFOA Conference. Also included was information about the treasurer speaking, the economic, and information to help spread information about helping with WFOA. OST will also have a booth at the conference.
- The Washington Future Fund Committee is meeting regularly. The budget proviso will fund a study to review socioeconomic disparities and the impact of wealth inequities on the lives of Washingtonians that will help. Which will help evaluate and develop models to address rural and racial inequities. The Washington Future Fund would invest a specific

dollar amount for every child born under apple health care to provide economic opportunity for about 40,000 children a year throughout Washington.

- In June, the Treasurer approved a series of refunding bonds, saving more than \$4.3 million in debt service costs on bonds that have been originally issued to finance a portion of the State Route 520 Bridge Replacement and HOV Program. Since 2020, the refinancing of eligible debt has resulted in savings of over one-third of a billion dollars.
- Next week the debt team will be issuing approximately \$366 million in legislatively authorized new bonds.
- Camille asked about the potential recession talk at the treasurer's office. Staci reported the LGIP is still doing really well and has had high balances, even with seeing participants withdrawing funds. Interest rates are continuing to rise and there will be another raise of 75 bps at the end of this month. She also shared that Jim Rosenkoetter is definitely a great person to chat with about the market. That anyone can reach out to him, or questions can be emailed directly to Staci, and she will get answers.

President Elect Dan Legard thanked Past President Dale Hough for his leadership and friendship over the years, as this is his last board meeting. Dan wanted to let him know he will be missed and how important he has been to the organization.

**Adjourned at 10:40am to 2022 Tacoma LIVE! Conference in September – Board meeting immediately following Conference Friday Sept 16th @ noon**