

Education Committee Meeting

November 8, 2017

Live – Conference Call

11:30 am – 12:30 pm

1. *Welcome:* Jana Brown & Mickie Cooper
2. *Roll Call (Education Committee)*

Ade Ariwoola		Gretchen Isaksson		Mari Ripp	X	Sherri Gordon	
Alexandra Johnson		Heidi MacDonald		Michelle Hughes		Staci Ashe	X
Arlington Richards		Holly Conti	X	Mickie Cooper	X	Stacie Tellers	
Beth Wright	X	Ivy Adams	X	Niles Kostick	X	Sue Cronk	
Brad Posenjak		Jack Broyles		Noah Crocker	X	Sue Luhman	
Caitlin Caldwell		Jan Brending		Nora Mitchell	X	Susan Musselman	
Carmen Hayter		Jan Hawn	X	Paul Jarvis (Alex McCann, for)	X	Suzette Smith	
Cathy Mulhall		Jana Brown	X	Paul Yu		Tage Aaker	X
Chase Donnelly	X	Jenna McDonald		Pete Sullivan	X	Tania Holden	
Chun Saul		Jerica Pascoe		Renee Sinclair	X	Thomas Teopfer	X
Dale Hough	X	Jim Nelson		Rita Dady		Toni Nelson	X
Dan Legard	X	Joseph Wolfe		Sandi Roberts			
Dean Rohla		Juanita Smart		Sandy Langdon			
Debbie Booher	X	Kathy Streissguth		Sara Lane	X		
Debbie Dearing		Katie Maguire	X	Sarah Meyers	X		
Debbie Strotz	X	Kelly Boswell		Scott Lester	X		
Denise Pearce	X	Ken Smith		Scott Loos			
Duncan Brown		Luke Schneider	X	Scott Prickett	X		
Eva Lindgren	X	Malinda Okerlund		Sheila Gall			
Geoff Urbina		Marc Greenough	X	Sherri Ard			

3. *Previous Minutes*

- No change to 10/10 meeting minutes.

4. *Education Committee Expectation*

- Jana briefly went over the expectations of being on the Education Committee.

5. **Non-Conference Training**

- Still waiting to hear from SAO on their schedule.
- Ideas for Non-Conference Training opportunities
 - Fund Accounting – people are requesting more classes on this topic. Suggestions were to try to find a speaker from a local college, or someone with extensive experience that could be added to the schedule. Eva Lindgren offered to research some options, as well as Renee Sinclair mentioned she teaches government accounting and would be willing to help. Eva & Renee will work together to figure something out.

- Beginning Accounting – have a lot of new members so there has been some interest in beginning accounting/small cities classes. Eva expressed interest in helping with this as well. Toni & Eva will coordinate and discuss some options.
- Fleet Management – there has been expressed a need or interest on this type of class. It was indicated that Sandi Roberts may have info/lead on someone.
- Purchasing/Contract Training – APWA offers free classes/training. It was discussed whether we should offer classes with them through WFOA or refer interested members to APWA. Toni will touch bases on this, since the previous instructor John Carpita has retired, she will reach out to his replacement.
- Fixed Assets – need for training on this topic, lots of interest in a class to address some issues. Perhaps Christi at SAO? Jana thought she knew of a CPA firm that did classes, she will check into it further.
- Unclaimed Property – DOR usually does their own training, but there is an interest in having them offer a class. Jana has someone in mind that will coordinate with DOR on this.
- Time Management – Nora Mitchel thought WCIA had some training/webinar on this topic. Ivy has some info she will send to Jana & Nora.

6. *2017 Conference Survey*

- Mickie read off some of the survey results for recommendations. If anyone has any info on the suggested topics, please forward them to Beth. The topic of payment for instructors was brought up and it was acknowledged that we do pay for non-conference instructors, but it does have to be discussed to determine value vs. need.
- Eva was curious about the weighted average of the survey. Jana explained it was weighed by Survey Monkey, but we don't focus on the weighted average necessarily, but the comments and suggestions. She indicated that the majority of the members don't respond to the survey, so it's difficult to get good averages.
- Jana expressed value in bringing an ethics class.
- The overall theme from the survey was about technology and wi-fi issues, which were problems with the hotel itself. It was discussed to better educate the members on education access.
- It was discussed that one of the instructors has pushed the envelope a bit on her training topic and this came up on the survey as well. She was given feedback and has agreed to tone it down in the future.
- It was asked if there was a list of people that tapped in/out with their badges. Mickie said she did have that and would send it out again. Jana expressed the need for additional training on the tap in/out process for attendees.

7. *2018 Conference*

- Staci would like to discuss Investment/Banking tract. Facilitation with busses will mean the last session on Wednesday will need to be eliminated, which means losing a 1 hour session. That additional hour can be picked up on Friday or if any additional slots are available on Thursday. It was mentioned that the attendance for the last class on Wednesday is typically pretty low anyway, so this may not be an issue.



- The new hotel will not be completed in time for the conference, so we will be in a time crunch to get people to/from hotels.
 - Wellness Walk will most likely be along the waterfront by the convention center.
 - Conference Schedule will be basically the same, with the exception of the exclusion of the last class on Wednesday.
 - The conference schedule, rooms, etc will go out in January.
 - Keynote Speakers
 - Any ideas, please send to Mickie, she and Beth will get together in January to narrow the list down. Please get your ideas/suggestions to them by 1/5 so they can discuss at the February meeting and have something firmed up by March.
 - Jubilee from the Conference Center will be handling all contract negotiations for the speakers. This has not been done before, so this is a first.
 - Expenses
 - Please be sure to get speaker expenses in asap
 - Jana requested a list of all possible education topics, speakers, coordinators, etc, sort of a “Topic At a Glance” for non-conference training in an Excel format that could then be uploaded to Google Docs, Drop Box, or other available options.
 - Debbie Booher has heard from a few people that would be able to facilitate some training in the Poulsbo area.
8. *Announcements:* None.
9. *Adjourned.*