

Education Committee Meeting

February 14, 2018

Live Conference Call

10:10 am – 11:00 am

Welcome – Mickie Cooper

Roll Call

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

Previous Meeting Minutes

- No response to the question – any changes

Update on non-conference schedule

- Adding more classes on the website today
 - Thank you to everyone that has helped!
- Need coordinators for grant classes
 - March 26th Lynwood
 - Conversation regarding the Lynwood Convention Center

- They were in the process of signing the contract (without food choices) and another group was given the room
 - Alderwood Water & Wastewater Facility is an option
 - Parking might be an issue but staff is accommodating
 - Mickie has done a walk-through of the facility before – can accommodate up to 60 participants
 - Free facility, would need to do lunch catering
 - Sara at MRSC can email out information for any date or location change
 - Grants Class 3/26/18 - Does the date on this class need to be bumped back? Beth will check with SAO about going to Burlington. Renee Sinclair will investigate a location if SAO is okay with it being changed to Burlington
- Need coordinator for beginning Government cash basis class
 - Classes will be different this year – split between cash and GAAP
 - Beginning Government Cash – Toni Nelson has agreed to teach
 - Need coordinators for Tacoma May 15th and Yakima May 16th
 - Carmen can help coordinate the Yakima class
 - BARS Cash Basis September 27th in Tri Cities
 - Dan Legard will check on potential location
- Sara has been working on the Team Building classes and dates
 - Should there be 3 topics in 6 hours OR 3 stand-alone classes
 - Janaki Severy (located in North Seattle) will be approached about undertaking live webinars (we do have the technology to do them)
 - The vendor used in the past has done a good job of set up, including a walk-through of the room a week before
 - Webinar participants can ask questions
 - Classes would be conflict resolution/team building/customer service (3 webinars)
- Other ideas
 - Unclaimed property all day or combine with excise taxes
 - Fleet Management – need presenter (maybe Ken with Pierce County)
 - Contract Management
 - Public Presentation/Public Speaking
 - Past classes have been well attended (Michael Bushnell?)
 - Intermediate and Advanced Accounting classes needed
 - Intermediate - Negative feedback on Sue & Tom
 - Advanced - Greg Allison great feedback
 - Any other ideas for non-conference classes?
 - Always need coordinators
 - Carmen will help with webinars

2018 Conference Discussion – rooms

- Room assignments have not yet been completed
- No room numbers yet
- Should be completed by next meeting

2018 Conference Discussion – tracks and track coordinators

- Need volunteers to help Nora with the budget track
 - Email will be sent to the roster to participate in the budget track if not one volunteers
 - Philip & Renee said they will assist
- All other track coordinators are good to go
- Tuesday – GASB update
 - 4 hours or all day?
 - Niles has secured a speaker – 4 hours pre-conference and 2 hours during conference
- Tuesday – payroll track
 - Jana stated that Shelia with AWC was going to contact Summit Law
 - We will follow up with Sheila
- Wednesday – Budget Track – Mickie will email Nora Philip & Renee’s info
- Wednesday – IRS Track – Jack is not getting a response from Cheryl at the IRS and questioned if we should have a stand by CPA firm to teach
 - Jack will continue to reach out to the IRS
- Keynote speaker – next two weeks Mickie and Beth will have a speaker list narrowed down to about four and Mickie will send out an email and asked everyone to respond by email with their top two votes
- Sara has sent out an email regarding potentially available sessions for the Management & Leadership – discussion ensued, the group likes the choices as presented
- Carmen and Sarah have been communicating with two presenters for the Finding Balance track
 - Deborah Enos – nutrition & healthy lifestyle – she was the presenter in 2015 and well received
 - Brady is working on class descriptions for ergonomic work and organization skills
 - Nora has references for project management and time management
 - Sarah has researched vendors for organizational skills
 - One vendor – organization of papers, 5 p’s of paper, floating paper problems
 - The second, creating a helpful center, how procrastination affects productivity
 - Sarah asked for feedback on the topics, consensus was they look good – since they all are good she should assess the speakers to make their choices

Announcements

- None noted

Other items for Discussion

- None noted

Second roll call

- See table above

Adjournment

11:00 am