



Executive Board Meeting

Pursuant to the Governor's Proclamation, the meeting was held remotely.

Thursday, March 18, 2021

1. CALL TO ORDER

President Hallengren-Sawyer called the WAPRO Executive Board meeting to order at 10:08 am on Thursday, March 18, 2021.

Members Present [by Phone]:

Jenny Hallengren-Sawyer, President
Tyler Entrekin, Treasurer
Luara Baseler, Director

Karen Horowitz, Director
Brian Lewis, Director
Matthew Jaeger, Director

2. APPROVAL OF MEETING MINUTES

Motion: Treasurer Entrekin moved to approve the February 18, 2021, Executive Board meeting minutes.

Second: Director Lewis seconded.

Action: Motion carried unanimously.

3. TREASURER'S REPORT

Treasurer Entrekin described the Treasurer's Report as follows:

The balance in Columbia checking is \$218,896.95
Undeposited funds (such as checks) \$200.00
Total Accounts Receivable is: - \$85.00
Prepaid expenses \$10,320.00
Total Assets are \$229,331.95

Treasurer Entrekin informed the Board that the 2020 taxes were filed.

Motion: Director Baseler moved to approve the March 18, 2021, Treasurer's report.

Second: Director Jaeger seconded.

Action: Motion carried unanimously.

4. COMMITTEE REPORTS

The Executive Board went over the reports for each committee:

A. COMMUNICATIONS COMMITTEE

Director Lewis reported that the committee is working on getting the newsletter out by April 1, 2021. The committee would like having a LinkedIn account for discussion however this is not something that the Board is in favor of currently. The committee would like to streamline the job board postings. Director Lewis will reach out to AMI to discuss options to improve the current process.

B. POLICIES AND PRACTICES COMMITTEE

Director Baseler indicated they are working on FAQ's and this will be a resource for members with questions. They will be meeting again next week.

C. CERTIFICATIONS COMMITTEE

Director Horowitz advised the committee is continuing to review new courses and add them to the approved course list along with reviewing certification applications.

Director Horowitz and AMI will continue to work together on request for certification extensions through September 1st, 2021.

Director Horowitz and the Certifications Committee are submitting two new certification and four recertifications for approval by the Executive Board as follows:

Certification:

Carol Moore
*Deana Dean

Recertification:

Mindy Broman
Katie Ingram
Korinne Henry
Terri Wright

- Member Deana Dean submitted her application and used 1 hour in category E, which expired December 31, 2020. The Board agreed to a provisional approval however the member should take a course to replace the expired one within the next six months.

Motion: Treasurer Entrekin moved to approve the above one certification, one provisional certification, and four recertifications of named members to be certified as set forth above.

Second: Director Jaeger seconded.

Action: Motion carried unanimously.

D. TRAINING AND DEVELOPMENT

Director Jaeger will be searching for a new Chair for the committee. Prepping for Spring Conference.

Spring Conference will be two half days on Wednesday May 19th and Thursday May 20th from 8:00 am – 12:00 pm. The first day will be a guest speaker and the Case Law/Legal update and the second day will focus on the break outs. Case Law/Legal Updates panel is confirmed:

- Ramsey Ramerman, City of Everett
- Morgan Damerow, Attorney General's Office
- Jennifer Steele, Attorney General's Office

The Spring Conference fee was discussed and the Board agreed to \$60.00 for WAPRO Members and \$85.00 for non-members.

Motion: Treasurer Entrekin moved to approve the Spring Conference fee for members at \$60.00 and non-members at \$85.00.
Second: Director Baseler seconded.
Action: Motion carried unanimously.

5. OTHER BUSINESS

2021 Spring Conference will be May 19, 2021; registration will be open in March 2021.

Megan from AMI joined briefly to discuss the Lynnwood Convention Center Contract that will be signed tomorrow. The spring 2022 conference will be scheduled for May 12, 2022.

6. ADJOURNMENT

President Hallengren-Sawyer adjourned the meeting at 11:08 am.

Respectfully submitted by:
JamieLynn Estell

***Mission:** The Washington Association of Public Records Officers (WAPRO) is a non-profit corporation founded to provide education in support of the Public Records Act and to provide a forum for public records officers and those involved in responding to public records requests.*