



TO: WAPRO Membership
FROM: Jenny Hallengren-Sawyer, President
RE: Documents for WAPRO's Virtual Annual Meeting on October 19, 2021

Greetings Membership:

We hope this packet finds you healthy and safe! The attached documents will be for consideration and vote by the WAPRO membership at its annual meeting on October 19, 2021. These documents are being sent in advance of the meeting to provide you with adequate time to review them before voting using raised hands on the Zoom format of the annual meeting.

The documents attached are as follows:

1. Draft minutes of the 2020 Annual WAPRO meeting;
2. Treasurer's Report;
3. Proposed 2022 WAPRO Budget; and
4. Election Slate of Officers and Directors.

In the next few weeks we will be sending out the conference information with the annual committee reports to provide you with information as to what each of the committees have accomplished in 2021 for its membership and their goals for 2022.

The future is an unknown as to whether we will be able to gather in person for the WAPRO Spring conference, but one way or another; we will continue to provide you with quality education in 2022.

The WAPRO Board looks forward to the fall conference on October 19, 2021.



2021 Annual Business Meeting

Held via Zoom
Tuesday, October 19, 2021

1. Call to Order – Jenny Hallengren-Sawyer, President
2. Recognition of Members – Jenny Hallengren-Sawyer, President
3. Recognition of Certified Public Records Officers – Karen Horowitz, Certifications Director
4. Approval of 2020 Annual Meeting Minutes – Jenny Hallengren-Sawyer, President
5. Treasurer’s Annual Report – Tyler Entrekin, Treasurer
6. Action Items:
 - a. 2019-2020 Financial Review – Tyler Entrekin, Treasurer
 - b. 2021-2022 Proposed Budget – Jenny Hallengren-Sawyer, President
 - c. Board Elections – Jenny Hallengren-Sawyer, President
7. Adjournment

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.*



Annual Business Meeting
Due to COVID-19 Pandemic
the 2020 Annual Business Meeting was
Held Virtually via Zoom
Thursday, October 15, 2020
11:52 AM to 12:03 PM

1. CALL TO ORDER

President Jenny Hallengren-Sawyer called the Annual Business meeting of WAPRO to order at 11:52 a.m. on Thursday October 15, 2020.

Board Members Present:

Jenny Hallengren-Sawyer, President
Cynthia Whaley, Vice President
Tyler Entrekin, Treasurer
Tracy Becht, Secretary

Karen Horowitz, Director
Brian Lewis, Director
Bonnie Voegele, Director
Luara Baseler, Director

2. RECONGITION OF MEMBERS

President Hallengren-Sawyer thanked all the WAPRO Members for their membership, as well as all the Committee members that have volunteered their time and efforts to WAPRO and its membership during 2019/2020.

Additionally, President Hallengren-Sawyer provided recognition of Sheila Friend Gray, President of WAPRO prior to her passing earlier in 2020. President Friend Gray was remembered for all of her hard work, integrity and dedication to education and providing opportunities for Public Records Officers in Washington. A moment of silence was observed in her honor.

3. APPROVAL OF 2019 ANNUAL MEETING MINUTES

Motion: Member Patricia Rhoades moved to approve the minutes of the WAPRO Annual Business Meeting of Thursday, October 10, 2019.
Second: Member Glenn Whitbede seconded.
Action: Motion carried unanimously

4, TREASURER'S REPORT

Treasurer Entrekin presented the Treasurer's Report.

\$217,238.85	Checking Account Balance
150.00	Undeposited Funds (such as checks)
(210.00)	Total Accounts Receivable
<u>13,640.00</u>	Prepaid Expenses
\$235,818.85	Total Assets

Additionally, Treasurer Entrekin indicated that the prepaid expenses represent deposits at the conference locations for two of the WAPRO conferences that will be held over to 2021. Treasurer Entrekin also provided a 2019-2020 financial review.

5. ACTION ITEMS:

A. 2019-2020 FINANCIAL REVIEW

Motion: Member Don Jewett moved to approve the Treasurer's report.
Second: Member Marielena Sanchez seconded.
Action: Motion carried unanimously.

B. 2020-2021 PROPOSED BUDGET

President Hallengren-Sawyer discussed the budget being presented to the membership for approval. For the upcoming year, regional training will be returning and provision for it has been included in the 2019-2020 budget.

Motion: Member Marielena Sanchez moved to approve the 2020-2021 proposed budget.
Second: Member Kaylee Code seconded.
Action: Motion carried (Aye 99%/Nay 1%)

A member asked as to why the proposed budget total income was \$233,470 and expenditures was \$240,445. Treasurer Entrekin indicated there was an error in calculations of the expenditures and it should be \$233,470, the same as the income.

C. CERTIFICATIONS AND RECERTIFICATIONS

President Hallengren-Sawyer congratulated the 38 members that received their certifications this year, as well as the 20 members that received their recertifications.

D. BOARD ELECTIONS

Upcoming WAPRO 2019-2020 Board Members:

Officers:

Jenny Hallengren-Sawyer, President
Tracy Becht, President-Elect
Debbie Hamilton, Vice President
Tyler Entrekin, Treasurer
JamieLynn Estell, Secretary

Directors:

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

Motion: Member Kaylee Code moved to accept the slate.
Second: Member Kirsty Jones seconded.
Action: Motion carried unanimously.

ADJOURN

President Hallengren-Sawyer adjourned the meeting at 12:03 p.m.

Respectfully Submitted by:
Tracy Becht

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2021-2022 WAPRO Executive Board Slate

Officers:

Jenny Hallengren-Sawyer, President

Tracy Becht, President-Elect

Vacant - Vice President

Tyler Entrekin, Treasurer

JamieLynn Estell, Secretary

Directors:

Karen Horowitz, Director

Luara Baseler, Director

Matthew Jaeger, Director

Debbie Hamilton, Director



Proposed Budget for Fiscal Year 2021-22

DATE: October 19, 2021
TO: WAPRO Members
FROM: Jenny Hallengren-Sawyer, President

The 2021-22 budget is being presented to membership in accordance with Article X, Section 1 of the Washington Association of Public Records Officers (WAPRO) Bylaws, which require a budget to be established based on estimated income and expenditures for the Association in the ensuing fiscal year. A detailed budget summary is included on the following page.

WAPRO’s primary expenditures and source of income will come from conferences in support of education on the Public Records Act. We have maintained dues for all members at \$25 per year. Savings realized in administrative costs are being used to offset expected increases in conference costs for next year, while maintaining registration costs at the same level as in prior years. This, in combination with our strong financial position will enable us to continue providing access to education on the Public Records Act that is affordable to our members.

In the fiscal year ahead, we will continue to focus on educational opportunities to serve more members in various ways and provide meaningful training for all members regardless of how long they have worked in the field.

Proposed Budget: Fiscal Year 2021-22:

Income

Account Interest	Unchanged	\$170
CPRO Application Fees	Based on actual income from prior year	\$3,450
Conference Registration Fees	Assumes normal attendance at conferences	\$210,000
Membership Dues	Assumes 701 members at \$25 per member	\$17,525
TOTAL INCOME		\$231,145

Expenditures

Administration	Includes costs such as credit card processing fees	\$33,230
Management Services	Based on contract with AMI	\$60,000
Conferences	Based on projected costs increases of up to 10 percent	\$137,915
TOTAL EXPENSES		\$231,145

Action Sought from Membership: Does the WAPRO membership approve the FY2021-22 as proposed?

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2021 Budget
Income							
4000 · Application Income	0	0	0	3,450	0	0	3,450
4050 · Dues Income	0	0	0	17,525	0	0	17,525
4075 · Interest/Investment Earnings In	0	0	170	0	0	0	170
4100 · Miscellaneous Income	0	0	0	0	0	0	0
4125 · Registration Income	0	122,500	0	0	87,500	0	210,000
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		122,500	170	20,975	87,500	0	231,145
Gross Profit		122,500	170	20,975	87,500	0	231,145
Expense							
5000 · Advertising Expense	0	0	0	0		0	0
5025 · Audio Visual	0	14,000	0	0	4,000	0	18,000
5050 · Bank/Credit Card Processing Fee	0	0	3,000	0		0	3,000
5075 · Database Management	0	0	0	0		0	0
5100 · Dues/Subscriptions	0	0	0	0		0	0
5125 · Gifts and Awards	300	0	0	0		0	300
5150 · Graphic Design	0	0	0	0		0	0
5175 · Insurance	0	3,000	2,000	0	3,000	0	8,000
5200 · Legal/Audit/Taxes	0	0	4,300	0		0	4,300
5225 · Management Services	0	0	60,000	0		0	60,000
5250 · Meals	1,500	36,740	0	0	40,150	0	78,390
5275 · MemberClicks Transaction Fees	0	0	0	0		0	0
5300 · Miscellaneous Expense	0	0	0	0		0	0
5325 · Postage and Mailing	0	0	300	0		0	300
5350 · Printing/Duplicating	0	8,400	300	0	6,825	0	15,525
5375 · Speaker Expenses	0	100	0	0	100	0	200
5400 · Speaker Honorarium	0	0	0	0		0	0
5425 · Storage	0	0	0	0		0	0
5450 · Supplies/Signage	0	1,000	105	0	1,600	0	2,705
5475 · Telecommunications	0	0	1,700	0		0	1,700
5500 · Travel - Staff	0	2,000	0	0	2,000	0	4,000
5525 · Travel - Volunteer	0	2,000	0	0	2,000	0	4,000
5550 · Venue/Meeting Room Rental	3,000	5,500	0	0	5,500	0	14,000
5600 · Continuing Education	0	0	16,725	0	0	0	16,725
Total Expense	4,800	72,740	88,430	0	65,175	0	231,145

WAPRO-Washington Assoc. of Public Records Officers
Budget FY2021-2022

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2021 Budget
Income							
4000 · Application Income	0	0	0	3,450	0	0	3,450
4050 · Dues Income	0	0	0	17,525	0	0	17,525
4075 · Interest/Investment Earnings In	0	0	170	0	0	0	170
4100 · Miscellaneous Income	0	0	0	0	0	0	0
4125 · Registration Income	0	122,500	0	0	87,500	0	210,000
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		122,500	170	20,975	87,500	0	231,145
Gross Profit		122,500	170	20,975	87,500	0	231,145
Expense							
5000 · Advertising Expense	0	0	0	0		0	0
5025 · Audio Visual	0	14,000	0	0	4,000	0	18,000
5050 · Bank/Credit Card Processing Fee	0	0	3,000	0		0	3,000
5075 · Database Management	0	0	0	0		0	0
5100 · Dues/Subscriptions	0	0	0	0		0	0
5125 · Gifts and Awards	300	0	0	0		0	300
5150 · Graphic Design	0	0	0	0		0	0
5175 · Insurance	0	3,000	2,000	0	3,000	0	8,000
5200 · Legal/Audit/Taxes	0	0	4,300	0		0	4,300
5225 · Management Services	0	0	60,000	0		0	60,000
5250 · Meals	1,500	36,740	0	0	40,150	0	78,390
5275 · MemberClicks Transaction Fees	0	0	0	0		0	0
5300 · Miscellaneous Expense	0	0	0	0		0	0
5325 · Postage and Mailing	0	0	300	0		0	300
5350 · Printing/Duplicating	0	8,400	300	0	6,825	0	15,525
5375 · Speaker Expenses	0	100	0	0	100	0	200
5400 · Speaker Honorarium	0	0	0	0		0	0
5425 · Storage	0	0	0	0		0	0
5450 · Supplies/Signage	0	1,000	105	0	1,600	0	2,705
5475 · Telecommunications	0	0	1,700	0		0	1,700
5500 · Travel - Staff	0	2,000	0	0	2,000	0	4,000
5525 · Travel - Volunteer	0	2,000	0	0	2,000	0	4,000
5550 · Venue/Meeting Room Rental	3,000	5,500	0	0	5,500	0	14,000
5600 · Continuing Education	0	0	16,725	0	0	0	16,725
Total Expense	4,800	72,740	88,430	0	65,175	0	231,145



Patti Van Patten CPA
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Oconto, WI 54153
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pattivanpatten@gmail.com

August 23, 2021

RE: Agreed Upon Procedures for WAPRO

Dear WAPRO Board;

I obtained the following information from Association Management Inc. in order to complete the agreed upon procedures for the 2019-2020 fiscal year.

1. Copies of Bank Statements and reconciliation as well electronic copies of all the checks written during the period.
2. The recap statements for each deposit and the deposit slips from December 1, 2019, through November 30, 2020.
3. Approved Budget
4. All the paid invoices and supporting documents from December 1, 2019, through November 30, 2020.

Procedures Followed:

I inspected each check written during the time period to verify that the dollar amount and the payee agree to and match the information in the QuickBooks general ledgers for WAPRO.

I traced the cancelled check to the invoice to verify payee and dollar amount agree to the invoice amount.

I traced the invoice to the general ledger to verify that it was posted to the correct general ledger account, and that they support the overall mission of the organization.

I traced the deposit recap statement amount for each deposit to the general ledger bank account to verify amounts agree.

I traced the total from the deposit to the general ledger to verify the deposits have been posted to the correct income account.

I traced the total deposit amount on the deposit recap to the monthly bank statement to verify the amount deposited agrees to the bank statement.

Compared actual expenditures and income with the annual budget.

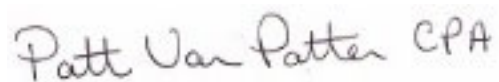
I did not audit or review your financial statements.

Findings

I did not find any discrepancies during the detail review. WAPRO systems continue to provide control over and documentation to support the overall effectiveness of their accounting records.

My engagement cannot be relied upon to disclose errors and irregularities, including fraud or defalcations that may exist. However, I will inform the appropriate level of management of any material errors, and any irregularities unless they are clearly inconsequential, that comes to my attention.

Sincerely,

A handwritten signature in cursive script that reads "Patti Van Patten CPA".

Patti Van Patten CPA