



To: WAPRO Membership

From: Tracy Becht, President

Re: Documents to be considered at WAPRO's Annual Meeting on October 19, 2023

Greetings Membership:

We look forward to having you attend WAPRO's annual conference and membership meeting at the Lynnwood Convention Center.

The attached documents will be for consideration and vote by the WAPRO membership that are attending WAPRO's annual meeting on October 19, 2023. These documents are being sent in advance of the meeting to provide you with adequate time to review them before voting.

The documents attached are as follows:

1. Draft minutes of the 2022 Annual WAPRO meeting;
2. Proposed WAPRO bylaw changes;
3. Treasurer's Report;
4. CPA Report;
5. Proposed 2024 WAPRO Budget; and
6. Election Slate of Officers and Directors.

For your information, we also attach the annual committee reports to provide you with information as to what each of the committees have accomplished in 2023 for its membership and their goals for 2024.

As a result of conducting previous conferences virtually in recent years for our membership, the Board plans to hold the spring conferences in virtual format for the foreseeable future. We understand that many agencies may still have travel restrictions and/or have pared down their budgets. Balancing those membership needs with those that wish to have the ability to network in person with other members of WAPRO to benefit from each other's experience. The WAPRO Board felt that this was the best way to meet the current needs for its membership as a whole. The WAPRO Board also desires to even out the traveling between King and Pierce Counties, so will be alternating the location of the fall conferences. Of course, we welcome any thoughts or suggestions from its membership.

The WAPRO Board looks forward to seeing you at the fall conference in Lynnwood on October 19, 2023.



2023 Annual Business Meeting

Lynnwood Convention Center

3711 – 196th Street SW
Lynnwood

Thursday, October 19, 2023

1. Call to Order – Tracy Becht, President
2. Recognition of Members – Tracy Becht, President
3. Recognition of Certified Public Records Officers – Michael Fulmer, Certifications Director
4. Treasurer's Annual Report – Tyler Entrekin, Treasurer
5. Action Items:
 - Approval of 2022 Annual Meeting minutes – Tracy Becht, President
 - 2022-2023 Financial Review – Tyler Entrekin, Treasurer
 - 2023-2024 Proposed Budget – Tracy Becht, President
 - Bylaws – Tracy Becht, President
 - Board Elections – Karen Horowitz, President-Elect
6. Adjournment



Annual Business Meeting
Tacoma Convention Center
2022 Annual Business Meeting
Thursday, October 27, 2022
11:58 a.m. to 12:12 p.m.

1. CALL TO ORDER

President Jenny Hallengren-Sawyer called the Annual Business meeting of WAPRO to order at 11:58 a.m. on Thursday, October 27, 2022.

Board Members Present:

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

Karen Horowitz, Director
Debbie Hamilton, 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 2021/2022.

3. APPROVAL OF 2021 ANNUAL MEETING MINUTES

Motion: Member Anna Heinrichs moved to approve the minutes of the WAPRO Annual Business Meeting of Thursday, October 19, 2021.
Second: Member Jenn Martin seconded.
Action: Motion carried unanimously.

4. TREASURER'S REPORT

Treasurer Entrekin presented the Treasurer's Report.

\$346,920.91 Checking Account Balance
\$575.00 Undeposited Funds (such as checks)
(265.00) Total Accounts Receivable
10,330.93 Prepaid Expenses
\$357,561.84 Total Assets

The financial review for the FY20-21 has been completed, with no irregularities found.

5. ACTION ITEMS:

A. 2020-2021 FINANCIAL REVIEW

Motion: Member Brenda Bry moved to approve the Treasurer's report.
Second: Member Kayle Cody seconded.
Action: Motion carried unanimously.

B. 2022-2023 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 2022-2023 budget.

Motion: Member Megan Gregory moved to approve the 2022-2023 proposed budget.
Second: Member Anna Heinrichs seconded.
Action: Motion carried unanimously.

C. CERTIFICATIONS AND RECERTIFICATIONS

President Hallengren-Sawyer congratulated the 59 members that received their certifications this year, as well as the 34 members that received their recertifications.

D. BOARD ELECTIONS

Upcoming WAPRO 2021-2022 Board Members:

Officers:

Tracy Becht, President
Karen Horowitz, President-Elect
VACANT, Vice President
Tyler Entrekin, Treasurer
VACANT, Secretary

Directors:

VACANT, Director
Debbie Hamilton, Director
Luara Baseler, Director
Michael Fulmer, Director

Motion: Member Bessie Vaughn moved to accept the slate.
Second: Member Brenda Bry seconded.
Action: Motion carried unanimously.

Reminder to put on your calendars the Spring WAPRO conference will be virtual in May 2023. Date is still to be determined. The Fall WAPRO conference will be Thursday, October 19, 2023, at the Lynnwood Convention Center in person.

ADJOURN

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

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.*

WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS

BYLAWS

ARTICLE 1 - NAME

Section 1. The Association shall be known as the "WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS" and hereinafter will be referred to as "WAPRO". WAPRO is a non-profit corporation established in the state of Washington.

ARTICLE II – PURPOSE

The purpose of WAPRO is primarily educational. Its goal is to benefit public records officers or those performing or engaged in supporting the function of a public records officer on behalf of state or local agencies within the state of Washington as defined by the Public Records Act by providing the following:

- A. Hold meetings and workshops of such members for the discussion of common problems and issues;
- B. Aid and benefit all members and their represented agencies by such discussions, workshops and forums, resulting in greater knowledge and expertise;
- C. Formulate recommendations on common records problems and interpretations of laws affecting such agencies;
- D. Provide a forum to allow the members to associate together for the purpose of maintaining and encouraging friendly and cooperative relationships among public records officers, and those performing or engaged in supporting the function of a public records officer on behalf of state or local agencies within the state of Washington as defined by the Public Records Act; and
- E. Establish and maintain a closer and more cooperative relationship between state and local agencies and other interested bodies involved with interpreting or administering statutes, rules and regulations affecting the handling and disposition of public records.

ARTICLE III - MEMBERSHIP

Section 1. Membership Classes: The following membership classes are hereby established:

- A. Active Member
- B. Affiliate Member
- C. Associate Member
- D. Honorary Member

Section 2. Membership classes defined.

- A. Active Members: Active members are Public Records Officers and those performing or engaged in supporting the function of Public Records Officers and whose duties include, but not limited to the processing, tracking, monitoring and disposition of public records requests, and records management functions. Active members in good standing (annual dues paid) shall have full voting privileges.
- B. Affiliate Members: Any private individuals, non-government employees and business representatives (such as attorney, corporate representative) that seek to assist in the accomplishments of the objectives of WAPRO may, upon payment of annual dues, be an Affiliate member without voting privileges.
- C. Associate Members: Any former Active member, upon payment of annual dues, may be an Associate member without voting privileges.
- D. Honorary Members: Retired past presidents of WAPRO shall automatically become Honorary members, without voting privileges, upon retirement from public employment in the State of Washington. Other Honorary members may be designated by the Executive Board. No annual dues shall be required for Honorary membership.

The President shall announce names of new Honorary members to the membership at the annual meeting.

- E. Members in Transition: Any Active Member of WAPRO who has resigned or has been removed from their position with a State or local agency may retain their status as an Active Member through the conclusion of their currently paid annual membership or 90 days, whichever comes first. Thereafter, membership in WAPRO may be continued under another appropriate member class.

Section 3. Determination of Membership Classification: The Executive Board shall have the power to determine any classification of membership.

ARTICLE IV - OFFICERS/ DIRECTORS/TERMS

Section 1. Officers and Terms: The officers of WAPRO shall be President, President-Elect, Vice-President, Secretary, and Treasurer. The President, President-Elect, Secretary and Treasurer shall each serve two-year terms and be elected during the regular annual election of their respective year by a majority vote of the Active members voting EXCEPT THAT that office of President shall not be subject to election. The Vice-President shall serve a one-year term and shall be elected annually by a majority vote of the Active members voting. The President-

Elect shall automatically assume the office of President at the annual meeting following the end of the President's two-year term, or if there is a vacancy in the office of President prior to that time. In the year of a bylaws change that modifies the length of terms of office, the election shall proceed per the current bylaws. Upon membership approval of the bylaws change, the newly elected officers' terms will change to conform to the new bylaws.

Section 2. Directors and Terms: The Directors shall consist of four (4) members who each serve a two-year term, with the term of two Director positions ending in alternating years.

Section 3. Executive Board: The Officers and the Directors together shall be known as the Executive Board. The Officers alone are known as the Executive Committee.

Section 4. Eligibility for Office: Only Active members and Affiliate members of the Association in good standing shall be eligible to hold office therein. If, while serving as an officer or Director, an Active or Affiliate member becomes disassociated from the position which qualified him/her for WAPRO Active or Affiliated membership, the member may₇ retain their status as an Executive Board member₇ upon an affirmative majority vote of the Executive Board₇ through the conclusion of their currently paid annual membership or up to 90 days, whichever comes first.

Section 5. Vacancy/Removal

- A. Vacancy: EXCEPT as provided for in Section 1 of this Article, a vacancy in any office shall be filled for the unexpired portion of the term of such office by a majority vote of the Executive Board. The process to be followed by the Executive Board for filling a vacancy shall be as followed in accordance with Article V – Elections to and Nominations for Office.
- B. Removal: Officers or Directors may be removed by a two-thirds majority vote of the Executive Board at a regular or special Board meeting for the following reasons: neglect of duty, malfeasance in office or other just cause, or for three or more unexcused absences from regular Board meetings during his or her term of office. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations to the President, or the President-Elect in the case where the President resigns.

ARTICLE V - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1: Candidate Identification Process: The Executive Committee will issue a call for candidates in order to identify members who are interested in filling any vacant Executive Board positions.

Section 2. Acceptance of Candidates: Each person interested in being considered as a candidate for an Officer or Director position shall submit a Declaration of Candidacy, a candidate statement, and a letter of support from his/her supervisor to the President-Elect by the deadline set by the Executive Committee. If such documentation is not provided as required, there shall be no acceptance of candidacy.

Section 3. Nominations:

- A. For vacancies that occur before a term has been completed, the Executive Committee shall review candidate submission materials, consider the vacant position(s) and present a written proposal of nomination for each vacant position to the Executive Board no later than 15 days after the filing deadline for filling such vacancies. The Executive Board will vote to approve the nominations for filling the remainder of the term.
- B. For vacancies that occur naturally, as terms end, the Executive Committee shall review candidate submission materials, consider the vacant positions, and develop a slate of nominations to present to the Executive Board for acceptance no later than 45 days after the filing deadline. Once the Executive Board takes action to accept the slate of nominees, the slate shall be presented to membership for a final vote.

Section 4. Election of Officers:

- A. For vacancies that occur before a term has been completed, the Executive Board shall meet as soon as practical at a regular or special meeting, or conduct a special meeting via e-mail or teleconferencing, for the purposes of voting to fill the vacancy for the unexpired term, and the membership shall be notified of the results. If the vote is conducted by e-mail or teleconference, the Executive Board shall ratify its action at the next regular Board meeting.
- B. For vacancies that occur naturally, as terms end, the Board shall vote to accept the slate of nominations from the Executive Committee prior to forwarding the slate to the full membership for final action, which may occur either at the annual business meeting or via an electronic vote that occurs prior to, but in the same month as the annual business meeting. Once officers and members are selected, membership will be notified.

ARTICLE VI - DUTIES OF OFFICERS AND DIRECTORS

Duties of the Officers and Directors shall be performed as established by the Executive Board and kept as an addendum to these bylaws, as may be updated from time to time.

ARTICLE VII - MEETINGS

Section 1. Rules of Order: The most current edition of "Robert's Rules of Order Newly Revised" shall apply at any meeting of the Association where parliamentary rules or procedures are involved.

Section 2. Annual Meeting: The annual business meeting of the Association shall be held in the fall of each year at a time and place to be designated by the Executive Board. In the event of a declared emergency and it is deemed that an in-person meeting is unsafe, the annual business meeting may be held virtually. ~~Written notice~~ Notice of such meeting shall be provided to each member not less than twenty days prior to the date of the meeting and may be in electronic or written form.

Section 3. Executive Board Meetings: Meetings of the Executive Board shall be held from time to time by order of the President, but not less than one time ~~in~~ either virtually or in person per fiscal year, or upon written request by any five members of the Executive Board, directed to the President. Notice of the time, place and purpose of the meeting shall be given by the President to each Executive Board member at least seven days prior thereto. Five members of the Executive Board shall constitute a quorum for the transaction of business.

Section 4. Executive Committee Meetings: Meetings of the Executive Committee shall be held from time to time by order of the President, but not less than one time either virtually or in person per fiscal year. Notice of the time, place and purpose of the meeting shall be given by the President to Executive Committee members at least seven days prior thereto. Three members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 5. Special Meetings: Special meetings of the Association may be called by the President at any time or by 10 percent of the Active members, provided those members make request to the President in writing stating the specific purpose for the meeting. The President shall honor the request within ten days. Notice of special meetings shall be given by mail or e-mail to all members no less than twenty (20) days prior to the date of the meeting. The notice shall state the date, time, place, and purpose of the special meeting. Twenty-five percent of the Active members shall constitute a quorum at a special meeting.

Section 6. Committee Meetings: Committees shall meet no less than one time per WAPRO fiscal year. The committee chairperson shall be responsible for arranging all meetings. Committee meetings may be conducted virtually, via teleconferencing, ~~e-mail~~, or in person.

ARTICLE VIII - VOTING

All Active members in good standing shall be eligible to vote. A "member in good standing" is an Active member whose dues are fully paid at the time of ballot distribution or of the vote itself when no ballot is used.

ARTICLE IX - DUES

Section 1. Dues shall be payable within sixty (60) days of receipt of invoice or notification via e-mail.

Section 2. Each year the Executive Board will review the annual dues to determine sufficiency for the cost of operation of the Association. If a change in the annual dues amounts is determined necessary, the Executive Board shall present such proposal for a membership vote at the annual meeting.

ARTICLE X - BUDGET AND AUDIT

Section 1. Budget: The President-Elect, with the advice of the Executive Board, shall prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

Section 2. Financial Review: The Executive Board shall require an annual review of the financial records and accounts of the Association.

The Treasurer shall organize the financial review and work with its contracted management business (the "Business") to prepare financial records for the financial review. The results of this financial review process shall be reviewed and approved by the Executive Board and presented to the membership and approved at the annual meeting.

Section 3. Fiscal Powers: The Executive Board may authorize expenditures in addition to budgetary items approved by the members of the Association in a sum not to exceed \$500 or in any event not to exceed available funds in the Association in any one fiscal year. In the event of a temporary absence of or temporary inability of the Treasurer to perform the duties of the office, the President shall designate a backup Treasurer to assume the duties of Treasurer.

ARTICLE XI - REPORTING

Section 1. Committee Reports: Chairpersons of standing and special committees shall present written and/or oral reports to the Executive Board monthly via committee liaisons. They shall also prepare an annual summary report for the general membership, to be made available at the annual meeting. Written committee reports shall be filed and posted online by the Business and retained for reference.

Section 2. Treasurer's Report: An annual financial report of income and expenditures shall be presented to membership at the annual meeting.

ARTICLE XII - FISCAL YEAR

The fiscal year for said Association shall be December 1 to November 30.

ARTICLE XIII – AMENDMENT

These bylaws may be amended by a [two-thirds] vote of the attending voting members at any annual meeting of the Association provided that notice of any proposed amendment setting forth the particular change or changes proposed shall have been provided to the Active members at least twenty days prior to the annual meeting at which the vote on such proposed amendment is to be taken.

Approved: 10/28/2009

Amendments Approved: 10/20/2011; 10/17/2013; 10/16/2014~~;~~ 10/25/2018

Addendum – Officer and Director Duties



WAPRO Treasurer's Report
Prepared by Tyler Entrekin, Treasurer
September 21, 2023

Status:

Assets:

- The balance in Umpqua checking is \$211,893.70
- Undeposited funds (such as checks) \$200.00
- Prepaid expenses is: \$2,987.50
- Total Accounts Receivable is: \$2,440.00
- US Treasuries balance: \$150,000.00
- Total Assets are \$367,521.20

The accountant has completed the financial review process for fiscal year 2021-2022, and no irregularities were found. The letter will be included with the fall business meeting materials for our members.

WAPRO-Washington Assoc. of Public Records Officers

Balance Sheet

As of August 31, 2023

Aug 31, 23

ASSETS

Current Assets

Checking/Savings

Umpqua Bank - 0942 211,893.70

Total Checking/Savings 211,893.70

Accounts Receivable

Accounts Receivable 2,440.00

Total Accounts Receivable 2,440.00

Other Current Assets

Prepaid Expenses 2,987.50

Undeposited Funds 200.00

US Treasuries 150,000.00

Total Other Current Assets 153,187.50

Total Current Assets 367,521.20

TOTAL ASSETS 367,521.20

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 61.13

Total Accounts Payable 61.13

Other Current Liabilities

Prepaid Registrations 2,740.00

Total Other Current Liabilities 2,740.00

Total Current Liabilities 2,801.13

Total Liabilities 2,801.13

Equity

Unrestricted Net Income 352,164.18

Net Income 12,555.89

Total Equity 364,720.07

TOTAL LIABILITIES & EQUITY 367,521.20

WAPRO-Washington Assoc. of Public Records Officers
Profit & Loss Budget vs. Actual
December 2022 through August 2023

	Dec '22 - Aug 23	Budget	% of Budget
Income			
EDUCATION			
Fall Conference Registration	-672.84	121,500.00	-0.55%
Spring Conference Registration	52,447.49	52,000.00	100.86%
Total EDUCATION	51,774.65	173,500.00	29.84%
MEMBERSHIP			
Application Income	6,359.70	4,625.00	137.51%
Dues Income	31,958.60	28,000.00	114.14%
Total MEMBERSHIP	38,318.30	32,625.00	117.45%
Total Income	90,092.95	206,125.00	43.71%
Gross Profit	90,092.95	206,125.00	43.71%
Expense			
ADMINISTRATIVE.			
Bank/Credit Card Processing Fee	6,158.43	5,000.00	123.17%
Continuing Education	3,931.33	28,825.00	13.64%
Insurance	1,598.00	4,000.00	39.95%
Legal/Audit/Taxes	6,360.00	5,000.00	127.2%
Management Services	45,000.00	60,000.00	75.0%
Postage and Mailing	12.18	1,000.00	1.22%
Printing/Duplicating	208.41	1,000.00	20.84%
Supplies/Signage	202.21	1,000.00	20.22%
Telecommunications	1,770.88	2,000.00	88.54%
Total ADMINISTRATIVE.	65,241.44	107,825.00	60.51%
BOARD OF DIRECTORS.			
Gifts and Awards (BOD)	225.98	300.00	75.33%
Meals (BOD)	990.88	2,000.00	49.54%
Venue/Meeting Room Rental (BOD)	2,049.62	4,000.00	51.24%
Total BOARD OF DIRECTORS.	3,266.48	6,300.00	51.85%
EDUCATION.			
Fall Conference			
Audio Visual (F)	0.00	14,000.00	0.0%
Insurance (F)	0.00	4,000.00	0.0%
Meals. (F)	0.00	44,000.00	0.0%
Printing/Duplicating (F)	0.00	9,000.00	0.0%
Speaker Expenses (F)	0.00	1,000.00	0.0%
Supplies/Signage (F)	-45.48	2,000.00	-2.27%
Travel - Staff (F)	0.00	3,000.00	0.0%
Travel - Volunteer (F)	0.00	3,000.00	0.0%
Venue/Meeting Room Rental (F)	10,330.93	10,000.00	103.31%
Total Fall Conference	10,285.45	90,000.00	11.43%
Spring Conference			
Audio Visual (S)	0.00	1,000.00	0.0%
Venue/Meeting Room Rental (S)	953.69	1,000.00	95.37%
Spring Conference - Other	-2,210.00	0.00	N/A

WAPRO-Washington Assoc. of Public Records Officers
Profit & Loss Budget vs. Actual
December 2022 through August 2023

	Dec '22 - Aug 23	Budget	% of Budget
Total Spring Conference	-1,256.31	2,000.00	-62.82%
Total EDUCATION.	9,029.14	92,000.00	9.81%
Total Expense	77,537.06	206,125.00	37.62%
Net Income	12,555.89	0.00	100.0%



Patti Van Patten CPA
PO Box 493
Oconto, WI 54153
360-271-0167
pattivanpatten@gmail.com

August 28, 2023

RE: Agreed Upon Procedures for WAPRO

Dear WAPRO Board;

I obtained the following information from Association Management Inc. to complete the agreed upon procedures for the 2021-2022 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 during the period
3. Approved Budget
4. All the paid invoices and supporting documents during the period.

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.

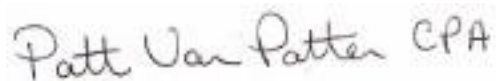
I did not audit or review your financial statements.

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 dark ink that reads "Patti Van Patten CPA". The signature is written in a cursive, flowing style.

Patti Van Patten CPA



Proposed Budget for Fiscal Year 2023-24

TO: WAPRO Members

FROM: Tracy Becht, President

DATE: October 19, 2023

The 2023-24 budget is being presented to membership in accordance with Article X, Section 1 of the Washington Association of Public Records Officers (WAPRO) Bylaws, which requires 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.

We have maintained dues for members at \$25 per year, and conference registration fees will remain at current levels into next year. Increased costs due to inflation have been absorbed by our decreased expenditures for the Spring conference, which will be virtual.

The WAPRO Executive Board shall be meeting in early December, 2023, to focus on providing smaller scale trainings with a specific focus, which may be in either virtual format or in-person trainings for our membership. The WAPRO Executive Board has also been exploring the possibility of holding one annual conference in Eastern Washington so as to spread out the traveling time of our membership in a more equitable way.

Proposed Budget: Fiscal Year 2023-24:Income

CPRO Application Fees	Based on actual income from prior year	\$4,625
Conference Registration Fees	Assumes normal attendance at conferences	\$172,000
Membership Dues	Assumes 1120 members at \$25 per member	\$28,000
TOTAL INCOME		\$204,625

Expenditures

Administration	Includes costs such as credit card processing fees	\$52,725
Management Services	Based on contract with AMI	\$68,400
Conferences	Assumes cost increases of up to 5%	\$83,500
TOTAL EXPENSES		\$204,625

Action Sought from Membership: Does the WAPRO membership approve the FY2023-24 as proposed?

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2023-24 Budget
Income							
4000 · Application Income	0	0	0	4,625	0	0	4,625
4050 · Dues Income	0	0	0	28,000	0	0	28,000
4075 · Interest/Investment Earnings In	0	0	0	0	0	0	0
4100 · Miscellaneous Income	0	0	0	0	0	0	0
4125 · Registration Income	0	120,000	0	0	52,000	0	172,000
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		120,000	0	32,625	52,000	0	204,625
Gross Profit		120,000	0	32,625	52,000	0	204,625
Expense							
5000 · Advertising Expense	0	0	0	0	0	0	0
5025 · Audio Visual	0	14,000	0	0	1,000	0	15,000
5050 · Bank/Credit Card Processing Fee	0	0	6,000	0	0	0	6,000
5125 · Gifts and Awards	300	0	0	0	0	0	300
5150 · Graphic Design	0	0	0	0	0	0	0
5175 · Insurance	0	4,000	4,000	0	0	0	8,000
5200 · Legal/Audit/Taxes	0	0	5,000	0	0	0	5,000
5225 · Management Services	0	0	68,400	0	0	0	68,400
5250 · Meals	2,000	46,000	0	0	0	0	48,000
5325 · Postage and Mailing	0	0	1,000	0	0	0	1,000
5350 · Printing/Duplicating	0	3,000	1,000	0	0	0	4,000
5375 · Speaker Expenses	0	1,000	0	0	0	0	1,000
5450 · Supplies/Signage	0	2,000	1,000	0	0	0	3,000
5475 · Telecommunications	0	0	2,000	0	0	0	2,000
5500 · Travel - Staff	0	3,000	0	0	0	0	3,000
5525 · Travel - Volunteer	0	3,000	0	0	0	0	3,000
5550 · Venue/Meeting Room Rental	4,000	5,500	0	0	1,000	0	10,500
5600 · Continuing Education	0	0	26,425	0	0	0	26,425
Total Expense	6,300	81,500	114,825	0	2,000	0	204,625

2023-2024 WAPRO Executive Board Slate

[pending approval]

Officers:

Tracy Becht, President

Karen Horowitz, President - Elect

Bonnie Voegele, Vice President

Samina Mays, Secretary

Tyler Entrekin, Treasurer

Directors:

Michael Fulmer, Director

Marcie Lammers, Director

Luara Baseler, Director

Allie Copeland, Director



COMMITTEE NAME: Certification Committee

COMMITTEE MEMBERS:

WAPRO Director:

Michael Fulmer (interim Karen Horowitz)

Chair:

Q'Deene Nagasawa

Committee Membership:

Sabrina Absolon, Sheila Betts, Rachael Hope, Audrey Houston, Jasmine McLaughlin and Cassie Salwey

SUPPORTS THIS PART OF MISSION: Membership and Certification

PURPOSE: The Certification Committee's purpose is to administer WAPRO's Certified Public Records Officer (CPRO) program. This includes a review of application materials, approved course list maintenance, program change recommendations and coordination of communications about the program.

HIGHLIGHTS OF COMMITTEE DURING 2022-2023:

- ❖ Strengthened open government by increasing staff qualifications and training, and by promoting and ensuring the robustness of the WAPRO certification requirements.
- ❖ Processed over 45 new certifications & 36 recertifications.
- ❖ Collaborated and identified issues to improve the curriculum review process.
- ❖ Established curriculum of core courses to be completed for certification and recertification.
- ❖ Provided standards for training and development of core competencies and skills.
- ❖ Supported the WAPRO Training Committee by identifying areas where additional training opportunities were desired by the WAPRO membership.
- ❖ Reviewed and approved new courses to be added to the approved course list.

LOOKING AHEAD:



- ❖ Continue to enhance and recognize professional achievements of public records officers.
- ❖ Further identify and promote quality training and development opportunities for public records officers.
- ❖ Continue to identify and seek out training opportunities to initiate approved course list review, approval, and publication.



COMMITTEE NAME: Policies and Practices

COMMITTEE MEMBERS:

WAPRO Director:

Luara Baseler (Spokane County Sheriff's Office)

Co-Chairs:

Tammy Mueller (City of Issaquah)

Susan Anderson (Tacoma Public Schools)

Committee:

Erin Battersby (Mercer Island School District)

Michelle Mueller (Mercer Island School District)

Korinne Henry (North Kitsap School District)

Michelle Terry (Highline School District)

Ruby Peters (Mercer Island School District)

Gretchen Garrett (City of Issaquah)

Kelly Jensen (City of Longview)

SUPPORTS THIS PART OF MISSION: Outreach

PURPOSE: This committee leverages the collective knowledge and experience of members to share best practices used to comply with existing laws and policies on records retention and production.

HIGHLIGHTS OF COMMITTEE DURING 2022-2023:

Committee conducted a review of the FAQs to make sure that they were up to date. After they completed the FAQ review, the committee turned its attention to the Sample Exemption Key, and it is in the process of updating it to reflect recent changes in the law. The Committee is also taking a deeper look at the Toolkit with a focus to update and improve it for our members.

LOOKING AHEAD:

In 2022-2023, the committee's main task is to update the WAPRO PRA Toolkit.

- ✦ The committee will continue its on-going review and update of the Sample Exemption Key

- ✚ In updating the Toolkit, the committee should determine whether it wants to post example agency PRA policies as part of the Toolkit. It was part of the original Toolkit but was not included in the last Toolkit revamp.
- ✚ Both the Toolkit and the FAQ updates should occur on an annual basis.



2022-2023 WAPRO COMMITTEE REPORT

COMMITTEE NAME

Communications Committee

COMMITTEE MEMBERS

WAPRO Liaison Director: Debbie Hamilton

Committee Chair (Co-Chairs): Molly Guler & Debbie Hamilton

Committee Members: Courtney Ng, Eldina Jasarevic, Mark Kifowit, Fred Chang, Marcie Lammers, Molly Guler, Debbie Hamilton, and Tracy Brecht.

COMMITTEE REPORT

WHICH PART OF THE WAPRO MISSION DOES THIS COMMITTEE SUPPORT? Outreach

PURPOSE: The Communications Committee's purpose is to work in concert with other committees as well as the board to provide current and meaningful communication and informative sharing with WAPRO's members.

HIGHLIGHTS OF THE COMMITTEE DURING 2022-2023

- Outlined dates to ensure quarterly newsletters
- Updated and defined responsibilities for newsletter items
- Met monthly to create a strong system of communication moving forward
- Created a survey to gather member feedback regarding the WAPRO website and newsletters
- Kept the public disclosure job board current and easily accessible.

LOOKING AHEAD TO 2023-2024

- Begin looking at survey data to improve communication
- Continue to build robust content for upcoming newsletters
- Brainstorm new communication possibilities that stay within legal guidelines

COMMITTEE NAME

Education Committee

COMMITTEE MEMBERS

WAPRO Director: Alexandra Copeland

Committee Chair: Keri Street

Committee Members: Derek Corder, Matt Jaeger, Josephina Mesa, Megan Schoenfelder

COMMITTEE REPORT WHICH PART OF THE WAPRO MISSION DOES THIS COMMITTEE SUPPORT?

Outreach & Education

PURPOSE: The Education Committee's purpose is to work in concert with the WA Pro Community to foster educational events which further WA Pro's educational mission. These include the bi-annual conferences and any applicable updates throughout the year.

HIGHLIGHTS OF THE COMMITTEE DURING 2022-2023

- Two conferences

LOOKING AHEAD TO 2023-2024

- Contingent on membership a one-day event on the East side of the state
- One in-person conference in fall
- One remote conference in spring