



To: WAPRO Membership

From: Tracy Becht, President

Re: Documents to be considered at WAPRO's Annual Meeting on Thursday, October 17, 2024

Date: September 20, 2024

Greetings Membership:

We hope this packet finds you healthy and safe! We are looking forward to having you attend WAPRO's annual conference and membership meeting at the Tacoma Convention Center.

The attached documents will be for consideration and vote by the WAPRO membership that are attending WAPRO's annual meeting on October 17, 2024. 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 2023 Annual WAPRO meeting;
2. Treasurer's Report;
3. CPA Financial Review Report;
4. Proposed 2025 WAPRO Budget; and
5. 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 2024 for its membership and their goals for 2025.

The WAPRO Board is pleased to have served its membership with two PRA101 trainings specifically designed to provide new Public Records Officers with important and foundational knowledge. We encourage you to let us know if you feel new PROs in your area would benefit from an in-person training that would be open to multiple agencies.

The WAPRO Board looks forward to seeing you at the fall conference in Tacoma on October 17.



2024 Annual Business Meeting

Tacoma Convention Center

1500 Commerce Street
Tacoma

Thursday, October 17, 2024

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 2023 Annual Meeting minutes – Tracy Becht, President
 - 2023-2024 Financial Review – Tyler Entrekin, Treasurer
 - 2024-2025 Proposed Budget – Karen Horowitz, President-Elect
 - Board Elections – Tracy Becht, President
6. Gratitude for Opportunity to Serve WAPRO Membership - Tracy Becht, President
7. Adjournment



Annual Business Meeting
Lynnwood Convention Center
3711 – 196th Street SW
Lynnwood
October 19, 2023

1. CALL TO ORDER

President Tracy Becht called the Annual Business meeting of WAPRO to order at 11:46 a.m. on October 19, 2023.

Board Members Present:

Tracy Becht, President
Jenny Hallengren-Sawyer, Vice President
Karen Horowitz, President-Elect
Tyler Entrekin, Treasurer
Samina Mays, Secretary
Allie Copeland, Director
Luara Baseler, Director

2. RECONGITION OF MEMBERS

President Becht 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.

4. TREASURER'S REPORT

Treasurer Entrekin presented the Treasurer's Report.

\$211,893.70 Umpqua Checking Account Balance
\$200.00 Undeposited Funds (such as checks)
\$2,440.00 Total Accounts Receivable
\$2,987.50 Prepaid Expenses
\$150,000 US Treasuries Balance
\$367, 521.20 Total Assets

5. ACTION ITEMS:

A. APPROVAL OF 2022 ANNUAL MEETING MINUTES

Motion: Member Anna Heinrichs moved to approve the minutes of the WAPRO Annual Business Meeting of Thursday, October 27, 2022.
Second: Member Bonnie Voegelé seconded.
Action: Motion carried unanimously

B. 2022-2023 FINANCIAL REVIEW

Treasurer Entrekin shared the results of the Financial Review and that there were no irregularities.

Motion: Member Anna Heinrichs moved to approve the Treasurer's report.
Second: Member Kristie Johnson seconded.
Action: Motion carried unanimously.

C. 2023-2024 PROPOSED BUDGET

President Becht discussed the budget being presented to the membership for approval. For the upcoming year, 2023-2024.

Motion: Member Lacey Gray moved to approve the 2023-2024 proposed budget.
Second: Member Rosalyn Covais seconded.
Action: Motion carried unanimously.

D. CERTIFICATIONS AND RECERTIFICATIONS

President Becht congratulated the members that received their certifications this year, as well as the members that received their recertifications.

E. BYLAWS

Motion: Member Anna Heinrich moved to approve the Bylaws as presented.
Second: Member Patricia Rhoades seconded.
Action: Motion carried unanimously.

F. BOARD ELECTIONS

President-Elect Horowitz presented the upcoming WAPRO 2023-2024 Board Members to the membership for approval:

Officers:

Tracy Becht, President
Karen Horowitz, President - Elect
Bonnie Voegelé, Vice President
Samina Mays, Secretary
Tyler Entrekin, Treasurer

Directors:

Michael Fulmer, Director
Marcie Lammers, Director
Luara Baseler, Director
Allie Copeland, Director

Motion: Member Kristie Johnson moved to accept the slate.
Second: Member Stephanie Rowan seconded.
Action: Motion carried unanimously.

ADJOURN

President Becht adjourned the meeting at 11:59 a.m.

Respectfully submitted by:
Samina Mays

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.*



WAPRO Treasurer's Report
Prepared by Tyler Entrekin, Treasurer
September 19, 2024

Status:

Assets:

- The balance in Umpqua checking is \$241,401.86
 - Undeposited funds (such as checks) \$150.00
 - Prepaid expenses is: \$13,487.50
 - Total Accounts Receivable is: -\$1055.00
 - US Treasuries balance: \$150,000.00
 - Total Assets are \$403,984.36
-
- The FY24-25 Budget draft is completed, and presented to the board for review and approval at the September 2024 board meeting, in preparation to be sent to the membership for our annual business meeting.



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

August 1, 2024

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 2022-2023 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:

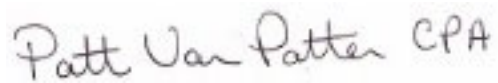
- I inspected each check written during the time period to verify that the dollar amount and the payee agree to and match the information in the QuickBooks general ledgers for WAPRO.
- I traced the electronic check to the invoice to verify payee and dollar amount agree to the invoice amount.
- I traced 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 2024-25

TO: WAPRO Members

FROM: Karen Horowitz, President-Elect

DATE: October 17, 2024

The 2024-25 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.

We have maintained dues for members at \$25 per year, and conference registration fees will remain at current levels into next year. As inflation begins to reduce, we estimate costs will maintain, or increase at a moderate pace in the coming year.

The WAPRO Executive Board continues to focus on opportunities to provide additional smaller scale and regional trainings. The WAPRO Executive Board has also been exploring the possibility of holding a larger conference event in Eastern Washington to benefit additional members as travel to Tacoma or Lynnwood may be burdensome.

Proposed Budget: Fiscal Year 2024-25:

Income

CPRO Application Fees	Based on actual income from prior year	\$4,625
Conference and Training Registration Fees	Assumes normal attendance at conferences	\$155,955
Membership Dues	Assumes 1120 members at \$25 per member	\$32,000
TOTAL INCOME		\$192,580

Expenditures

Administration	Includes costs such as credit card processing fees	\$45,585
Management Services	Based on contract with AMI	\$68,400
Conferences	Assumes cost increases of up to 5%	\$78,595
TOTAL EXPENSES		\$192,580

Action Sought from Membership: Does the WAPRO membership approve the FY2024-25 as proposed?

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2024- 25 Budget
Income							
4000 · Application Income	0	0	0	4,625	0	0	4,625
4050 · Dues Income	0	0	0	32,000	0	0	32,000
4075 · Interest/Investment Earnings In	0	0	0	0	0	0	0
4100 · Miscellaneous Income	0	4,000	0	0	0	0	4,000
4125 · Registration Income	0	96,000	0	0	55,000	955	151,955
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		100,000	0	36,625	55,000	955	192,580
Gross Profit		100,000	0	36,625	55,000	955	192,580
Expense							
5000 · Advertising Expense	0	0	0	0	0	0	0
5025 · Audio Visual	0	7,000	0	0	1,000	0	8,000
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	7,000	0	0	0	7,000
5225 · Management Services	0	0	68,400	0	0	0	68,400
5250 · Meals	1,000	47,000	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	950	0	0	0	2,950
5475 · Telecommunications	0	0	3,000	0	0	0	3,000
5500 · Travel - Staff	1,000	3,000	0	0	0	0	4,000
5525 · Travel - Volunteer	0	3,000	0	0	0	0	3,000
5550 · Venue/Meeting Room Rental	4,000	6,595	0	0	1,000	0	11,595
5600 · Continuing Education	0	0	0	0	0	16,335	16,335
Total Expense	6,300	76,595	91,350	0	2,000	16,335	192,580

2024-2025 WAPRO Executive Board

[pending approval]

Slate submitted to WAPRO Membership for Approval:

Luara Baseler, President-Elect

Tracy Becht, Vice President

Samina Mays, Secretary

Michael Fulmer, Director (position one)

Allie Copeland, Director (position four)

If slate is approved, full WAPRO Board Executive Board membership:

Karen Horowitz, President

Luara Baseler, President-Elect

Tracy Becht, Vice President

Samina Mays, Secretary

Tyler Entrekin, Treasurer

Michael Fulmer, Director (position 1)

Marcie Lammers, Director (position 2)

VACANT, Director (position 3)

Allie Copeland, Director (position 4)

COMMITTEE NAME:

Certification Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Michael Fulmer

Chair: Q'Deene Nagasawa

Committee Members: Sheila Betts, Cassie Salwey, Rachael Hope, Sabrina Absolon, Audrey Houston, and Cynthia Whaley

SUPPORTS THIS PART OF MISSION: Membership and Certification

PURPOSE: The Certification Committee's purpose is to assist WAPRO members with Certification and Recertification and maintain WAPRO's Approved Course List.

HIGHLIGHTS OF COMMITTEE DURING 2023-2024:

- ❖ 52 certification approvals since January 1st, 2024.
- ❖ 39 recertification approvals since January 1st, 2024.
- ❖ Continued to improve the certification process.
- ❖ Successful Spring 2024 WAPRO Conference session on how to become a CPRO resulting in a surge in applications.



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 2023-2024:

Committee conducted a review of the Sample Exemption Key, and it updated 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 2024-2025, 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.



COMMITTEE NAME:

Education Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Alexandra Copeland

[Co-]Chairs: looking for volunteer(s)

Committee Members: Ronda Bliey
Brenda Bryce
Debbie Burke
Derek Corder
Marcie Lammers
Josephina Mesa
Cassie Novak
Bailey Silva
Keri Street
Tess Thompson
Cynthia Whaley
Janice Winnop

SUPPORTS THIS PART OF MISSION:

Provide education in support of the Public Records Act.

PURPOSE:

The purpose of the Education Committee is to engage with the community of public records officers and those involved in responding to public records requests by offering educational opportunities that support both professional and personal development goals. This committee also plays a key role in organizing the biannual conferences and exploring additional educational resources beneficial to the community of public records professionals.

HIGHLIGHTS OF COMMITTEE DURING 2023-2024:

- ❖ 2024 saw the successful return of regional Records 101 classes, with plans to continue into 2025 and beyond. (Interested in hosting a class? Please let us know.)
- ❖ Significant increase in participation observed this year.
- ❖ Number of committee members rose from 5 to 35.
- ❖ Welcoming new members, volunteers, and ideas; consider signing up to participate.
- ❖ Hosted a spring conference with two days of engaging remote content.
- ❖ Fall in-person conference providing valuable networking opportunities.
- ❖ Aiming to host two conferences along with several smaller educational offerings in 2025.

We extend our gratitude to the entire board for their ongoing support and enthusiasm, and we sincerely thank the committed members whose hard work makes all of this possible. Each conference requires several hours of volunteer effort from your peers.



COMMITTEE NAME:

Communications Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Marcie Lammers, Jefferson County Sheriff's Office

Co-Chairs: Molly Guler, Kelso School District, and
Madison Jensen, City of Maple Valley

Committee Members: Courtney Ng, University of Washington
Eldina Jasarevic, Port of Seattle
Fred Chang, WSDOT
Janine Smith, WA Dept. of Health
Cassie Novak, Port of Anacortes
Scheereen Dedman, City of Seattle

SUPPORTS THIS PART OF MISSION:

Providing a forum for public records officers and those involved in responding to public records requests.

PURPOSE:

The Communications Committee's purpose is to maintain meaningful communications and information sharing with WAPRO members. This includes newsletters, job boards, and website updates.

HIGHLIGHTS OF COMMITTEE DURING 2023-2024:

- ❖ Newsletter Items (call for volunteers, designation/renewals, documented humor, training opportunities)
- ❖ Updated job board on WAPRO website
- ❖ Tool Kit survey

GOALS OF COMMITTEE DURING 2025:

- ❖ Restart Transparency News back up again on the website
- ❖ Member Spotlights to introduce members
- ❖ Update website; review and provide recommendations
- ❖ Explore new ways to connect membership
- ❖ Add more members to our committee