



To: WAPRO Membership

From: Karen Horowitz, President

Re: Documents to be considered at WAPRO's Annual Meeting on Thursday, October 16, 2025

Date: September 22, 2025

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 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 16, 2025. 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 2024 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 2025 for its membership and their goals for 2026.

In addition to the Spring and Fall Conferences, the WAPRO Board is pleased to have served its membership with PRA 101 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 Lynnwood on October 16.



2025 Annual Business Meeting

Lynnwood Convention Center
3711 196th St SW, Lynnwood, WA 98036

Thursday, October 16, 2025

1. Call to Order – Karen Horowitz, President
2. Recognition of Members – Karen Horowitz, 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 2024 Annual Meeting minutes – Karen Horowitz,
President
 - 2024-2025 Financial Review – Tyler Entrekin, Treasurer
 - 2025-2026 Proposed Budget – Karen Horowitz, President
 - Board Elections – Luara Baseler, President-Elect
6. Adjournment



Annual Business Meeting
Tacoma Convention Center
October 17, 2024

1. CALL TO ORDER

President Tracy Becht called the Annual Business meeting of WAPRO to order at 12:00 p.m. on October 17, 2024.

Board Members Present:

Tracy Becht, President
Karen Horowitz, President-Elect
Bonnie Voegel, Vice President
Tyler Entrekin, Treasurer
Samina Mays, Secretary
Allie Copeland, Director
Luara Baseler, Director
Michael Fulmer, Director

2. RECONGITION OF MEMBERS

Director Fulmer 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.

3. CERTIFICATIONS AND RECERTIFICATIONS

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

4. TREASURER'S REPORT

Treasurer Entrekin presented the Treasurer's Report.

Umpqua Checking Account Balance: \$241,401.86
Undeposited Funds (such as checks): \$150.00
Total Accounts Receivable: \$-1055.00
Prepaid Expenses: \$13,487.50
US Treasuries Balance: \$150.000
Total Assets \$403,984.36

5. ACTION ITEMS:

A. APPROVAL OF 2023 ANNUAL MEETING MINUTES

Motion: Member Patricia Rose moved to approve the minutes of the WAPRO Annual Business Meeting of Thursday, October 19, 2023.
Second: Member Kirsti Jones seconded.
Action: Motion carried unanimously.

B. 2023-2024 FINANCIAL REVIEW

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

Motion: Member Kristie Johnson moved to approve the Treasurer's report.

Second: Member Courtney Ng seconded.

Action: Motion carried unanimously.

C. 2024-2025 PROPOSED BUDGET

President-Elect Horowitz discussed the budget being presented to the membership for approval. For the upcoming year, 2024-2025.

Motion: Member Terry Gallucci moved to approve the 2024-2025 proposed budget.

Second: Member Kristie Johnson seconded.

Action: Motion carried unanimously.

D. APPROVAL OF SLATE

Motion: Member Jenny Hallengren-Sawyer moved to approve the Slate as presented.

Second: Member Kristi Jones seconded.

Action: Motion carried unanimously.

ADJOURN

President Becht adjourned the meeting at 12:15 p.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 18, 2025

Status:

Assets:

- The balance in Umpqua checking is \$209,352.95
- Undeposited funds (such as checks) \$300.00
- Accounts receivable -\$105.00
- US Treasuries balance: \$246,137.56
- Total Assets are \$455,685.51



Patti Van Patten CPA
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Oconto, WI 54153
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July 25, 2025

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 2023-2024 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:

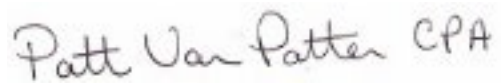
- I inspected each check written during the time period to verify that the dollar amount and the payee agree to and match the information in the QuickBooks general ledgers for WAPRO.
- I traced the electronic check to the invoice to verify payee and dollar amount agree to the invoice amount.
- I traced 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 2025-26

TO: WAPRO Members

FROM: Karen Horowitz, President

DATE: October 16, 2025

The 2025-26 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.

Membership dues have been maintained at \$25 per year. Due to significant increases in costs for facility reservations and food and beverages, a modest increase in conference registration fees has been required. In past years, WAPRO has been able to absorb many cost increases in its operating budget to maintain lower registration costs, but this is no longer fully sustainable. Accordingly, Fall Conference registration fees have increased to \$220.

In the fiscal year ahead, WAPRO will offer a virtual Spring Conference, with a lower registration cost, and an in-person Fall Conference in September 2026 in Wenatchee. The WAPRO Executive Board continues to focus on opportunities to provide additional smaller scale and regional trainings. WAPRO hopes to continue to serve its membership by providing diverse training opportunities.

Proposed Budget: Fiscal Year 2025-26:

Income

CPRO Application Fees	Based on levels from prior years	\$6,000
Conference Registration Fees	Assumes normal attendance at conferences	\$181,955
Membership Dues	Assumes 1280 members at \$25 per member	\$34,536
TOTAL INCOME		\$222,491

Expenditures

Administration	Includes costs such as credit card processing fees	\$27,750
Management Services	Based on contract with AMI	\$76,020
Conferences/Education	Assumes cost increases of up to 8%	\$118,721
TOTAL EXPENSES		\$222,491

Action Sought from Membership: Does the WAPRO membership approve the FY 2025-26 as proposed?

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2025- 26 Budget
Income							
4000 · Application Income	0	0	0	6,000	0	0	6,000
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	2,536	0	0	0	0	2,536
4125 · Registration Income	0	121,000	0	0	60,000	955	181,955
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		123,536	0	38,000	60,000	955	222,491
Gross Profit		123,536	0	38,000	60,000	955	222,491
Expense							
5000 · Advertising Expense	0	0	0	0	0	0	0
5025 · Audio Visual	0	3,500	0	0	1,000	0	4,500
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	76,020	0	0	0	76,020
5250 · Meals	1,000	50,760	0	0	0	0	51,760
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	2,500	0	0	0	0	2,500
5450 · Supplies/Signage	0	2,000	950	0	0	0	2,950
5475 · Telecommunications	0	0	1,500	0	0	0	1,500
5500 · Travel - Staff	1,000	4,000	0	0	0	0	5,000
5525 · Travel - Volunteer	0	4,000	0	0	0	0	4,000
5550 · Venue/Meeting Room Rental	4,000	6,000	0	0	1,000	0	11,000
5600 · Continuing Education	0	0	0	0	0	36,961	36,961
Total Expense	6,300	79,760	97,470	0	2,000	36,961	222,491

2025-2026 WAPRO Executive Board

[pending approval]

Slate submitted to WAPRO Membership for Approval:

Tracy Becht, Vice President

Tyler Entrekin, Treasurer

Amanda Collins, Director (position two)

Kandice Besaw, Director (position three)

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)

Amanda Collins, Director (position 2)

Kandice Besaw, 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 2024-2025:

- ❖ 84 certification approvals since January 1st, 2025, an increase of 32 over this time last year!
- ❖ 56 recertification approvals since January 1st, 2025, an increase of 17 over this time last year!
- ❖ Continued to improve the certification process.
- ❖ Presented at 2025 WMCA Conference on how to become a CPRO



COMMITTEE NAME: Policies and Practices

COMMITTEE MEMBERS:

WAPRO Director:

* Kandice Besaw (*City of Bonney Lake*)

Co-Chairs:

* Cassidy Mueller (*City of Issaquah*)

* Susan Anderson (*Tacoma School District*)

Committee:

* Amber Anderson (*City of Sammamish*)

* Kelly Jensen (*City of Battle Ground*)

* Michelle Terry (*Highline School District*)

* Erin Battersby (*Mercer Island School District*)

* Korinne Henry (*North Kitsap School District*)

SUPPORTS THIS PART OF MISSION: Outreach

PURPOSE:

The committee acts as a crucial hub where members pool their collective knowledge and vast experience. Our main goal is to share the best practices and innovative strategies, ensuring everyone is fully equipped to comply with evolving laws and policies on records retention and production.

2024-2025 COMMITTEE HIGHLIGHTS:

This past year, we made significant progress in strengthening our resources. We meticulously reviewed and revised the Sample Exemption Key, making sure it fully reflects the latest legislative changes and remains a reliable tool.

At the same time, we began a deep dive into the WAPRO Public Records Act (PRA) Toolkit, with the clear aim of updating and significantly improving it to better serve our members' changing needs.

LOOKING AHEAD TO 2025-2026:

Get ready! For 2025-2026, our committee's number one goal is a comprehensive refresh and upgrade of the WAPRO PRA Toolkit. This isn't just a tweak; it's a dedicated effort to create an even more powerful and intuitive resource.

And that's not all. We're also committed to:

- Keeping the exemption log constantly updated with the latest legal insights and changes.
- Providing annual updates for both the WAPRO PRA Toolkit and our handy Frequently Asked Questions (FAQ) section, so you always have the most current and relevant information right when you need it.



COMMITTEE NAME: Training and Development

COMMITTEE MEMBERS:

Jasmine McLaughlin
Kimberly Petty
Michelle Terry
Kimberly Bailey
Cassie Novak
Marcie Lammers
Tessa Thompson
Amanda Collins

Keri Street
Ronda Bliey
Lisa Hal
Debbie Burke
Derek Corder
Josephina Mesa
Jessica Winnop

SUPPORTS THIS PART OF MISSION:

The training committee provides education opportunities in support of the Public Records Act.

PURPOSE:

The committee's purpose is to provide opportunities for education and continued professional development for public records officers and those who interact with the public records act in Washington State. This includes scheduling and facilitating bi-annual conferences as well as other educational opportunities as requested by the membership.

HIGHLIGHTS OF COMMITTEE DURING 2024-2025:

- ❖ Hosted online spring conference and in-person fall conference
- ❖ Assisted in facilitating 2 in-person records 101 sessions
- ❖ Continued our quest for a committee chair

LOOKING AHEAD:

- ❖ 2026 In-person conference at Wenatchee
- ❖ Trying to develop additional small-bite learning opportunities such as single subject online offerings or continued 101 sessions



COMMITTEE NAME:

Communications Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Marcie Lammers, Jefferson County Sheriff's Office
Tracy Becht, WAPRO Vice President

Co-Chairs: Madison Jenson, City of Maple Valley, and
Patricia Rhoades, City of Spokane Valley

Committee Members: Kari Martinez-Bailey, City of Port Angeles
Courtney Ng, University of Washington
Eldina Jasarevic, Port of Seattle
Fred Chang, WSDOT
Cassie Novak, Port of Anacortes

SUPPORTS THIS PART OF MISSION:

To provide a forum for Public Records Officers and those responding to Public Records Requests.

PURPOSE:

The Communications Committee is part of WAPRO's member Outreach mission, working in concert with the Policies and Practices Committee, which is also organized under Outreach. The committee exists to maintain current and meaningful communications and information sharing with WAPRO's membership. This is done through the organization's website and through quarterly newsletters and other push communications.

HIGHLIGHTS OF COMMITTEE DURING 2024-2025:

- ❖ Newsletter Items (call for volunteers, designation/renewals, documented humor, training opportunities)
- ❖ Revival of Member Spotlight
- ❖ Future Outreach Ideas

GOALS OF COMMITTEE FOR 2025-2026:

- ❖ Revive Transparency News
- ❖ Consider Website Enhancements
- ❖ Explore Networking Opportunities