WAPRO Washington Association of Public Records Officers

To: WAPRO Membership

From: Karen Horowitz, President

Re: Documents to be considered at WAPRO's Annual Meeting on Thursday, September 10, 2026

Date: August 13, 2026

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 Wenatchee Convention Center.

The attached documents will be for consideration and vote by the WAPRO membership that are attending WAPRO's annual meeting on September 10, 2026. 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 2025 Annual WAPRO meeting;
2. Treasurer's Report;
3. CPA Financial Review Report;
4. Revised 2025-2026 Budget;
5. Proposed 2026-2027 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 2026 for its membership and their goals for 2027.

The WAPRO Board is excited to have partnered with MRSC for a refresh of our member toolkit. Please stay tuned for further announcements as the toolkit is updated and additional resources are shared.

The WAPRO Board looks forward to seeing you at the fall conference in Wenatchee on September 10.

2026 Annual Business Meeting

Wenatchee Convention Center
121 North Wenatchee Avenue, Wenatchee, WA 98801

Thursday, September 10, 2026

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 2025 Annual Meeting minutes – Karen Horowitz, President
    - 2024-2025 Financial Review – Tyler Entrekin, Treasurer
    - 2025-2026 Revised Budget – Karen Horowitz, President
    - 2026-2027 Proposed Budget – Karen Horowitz, President
    - Board Elections – Luara Baseler, President-Elect
6. Outgoing President's Remarks – Karen Horowitz, President
7. Adjournment

Annual Business Meeting
Lynnwood Convention Center
October 16, 2024

1. CALL TO ORDER

President Karen Horowitz called the Annual Business meeting of WAPRO to order at 12:10 p.m. on October 16, 2025.

Board Members Present:
Karen Horowitz, President
Luara Baseler, President-Elect
Tracy Becht, Vice President
Tyler Entrekin, Treasurer
Samina Mays, Secretary
Allie Copeland, Director
Kandice Besaw, Director
Michael Fulmer, Director

2. RECONGITION OF MEMBERS

President Horowitz 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.

CERTIFICATIONS AND RECERTIFICATIONS

Director Fulmer 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: $209,352.95
Undeposited Funds (such as checks): $300.00
Total Accounts Receivable: $-105.00
US Treasuries Balance: 246,137.56
Total Assets $455,685.51

Financial review reported no irregularities.

5. ACTION ITEMS:

A. APPROVAL OF 2024 ANNUAL MEETING MINUTES

Motion: Member Melissa Tuttle moved to approve the minutes of the WAPRO Annual Business Meeting of Thursday, October 19, 2024, as amended.
Second: Member Roslyn Covais seconded.
Action: Motion carried unanimously, as amended.

B. 2023-2024 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 Angela Hoover seconded.
Action: Motion carried unanimously.

C. 2025-2026 PROPOSED BUDGET

President-Elect Horowitz discussed the budget being presented to the membership for approval. For the upcoming year, 2025-2026.

Motion: Member Patricia Rhoades moved to approve the 2025-2026 proposed budget.
Second: Member Anna Heinrichs seconded.
Action: Motion carried unanimously.

D. APPROVAL OF SLATE

Motion: Member Aubrielle Sheitz moved to approve the Slate as presented.
Second: Member Kellianne Cutright seconded.
Action: WAPRO Vice President Becht abstained. Motion carried by majority.

ADJOURN
President Horowitz 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
August 13, 2026

Status:

Assets:

- The balance in Columbia checking is $289,688.94
- Undeposited funds (such as checks) $3,895.00
- Prepaid Expenses $1,813.75
- Accounts receivable -$105.00
- US Treasuries balance: $246,137.56
- Total Assets are $541,430.25

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

February 11, 2026

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 2024-2025 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:

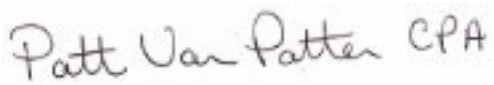
- I inspected each check written during the time period to verify that the dollar amount and the payee agree to and match the information in QuickBooks general ledgers for WAPRO.
- I traced the electronic check to the invoice to verify payee and dollar amount agreed to the invoice amount.
- I traced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



Patti Van Patten CPA

WAPRO Washington Association of Public Records Officers

Revised Budget for Fiscal Year 2025-26

TO: WAPRO Members

FROM: Karen Horowitz, President

DATE: August 13, 2026

The Washington State Legislature passed changes into law, which required collection of sales tax on our conferences for Fall 2025, and Spring 2026. Moving forward, this requirement has been removed in Washington State. However, WAPRO is still required to pay sales tax on our Fall 2025 and Spring 2026 collected revenues. The Board has thoroughly evaluated our estimated taxes due to the Washington Department of Revenue, and the total paid for both Conferences is $19,706.60.

This revised budget for Fiscal Year 2025-2026 reflects the usage of reserves to pay for the tax expenses, which were not covered in the original Fiscal Year 2025-2026 budget.

Revised 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	$32,000
Transfer from Reserves	Used to pay taxes to Dept of Revenue	$19,707
Interest/Investment Earnings	U.S. Treasury Holdings for Reserves	$2,536
TOTAL INCOME		**$242,198**

Expenditures

Administration	Includes costs such as credit card processing fees	$47,457
Management Services	Based on contract with AMI	$76,020
Conferences/Education	Assumes cost increases of up to 5%	$118,721
TOTAL EXPENSES		**$242,198**

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

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2025-26 Revised 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	2,536	0	0	0	0	2,536
4100 · Miscellaneous Income	0	0	0	0	0	0	0
4125 · Registration Income	0	121,000	0	0	60,000	955	181,955
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
4175 · Transfer from Reserves	0	0	19,707	0	0	0	19,707
Total Income	0	123,536	19,707	38,000	60,000	955	242,198
Gross Profit	0	123,536	19,707	38,000	60,000	955	242,198
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	26,707	0	0	0	26,707
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	117,177	0	2,000	36,961	242,198

WAPRO Washington Association of Public Records Officers

Proposed Budget for Fiscal Year 2026-27

TO: WAPRO Members

FROM: Karen Horowitz, President

DATE: August 13, 2026

The 2026-27 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 for members and $250 for non-members.

In the fiscal year ahead, WAPRO will offer a virtual Spring Conference, with a lower registration cost, and an in-person Fall Conference in Tacoma. 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 2026-27:

Income

CPRO Application Fees	Based on levels from prior years	$6,000
Conference Registration Fees	Assumes normal attendance at conferences	$185,000
Membership Dues	Assumes 1280 members at $25 per member	$32,000
TOTAL INCOME		**$223,000**

Expenditures

Administration	Includes costs such as credit card processing fees	$35,750
Management Services	Based on contract with AMI	$76,020
Conferences/Education	Assumes cost increases of up to 5%	$111,230
TOTAL EXPENSES		**$223,000**

Action Sought from Membership: Does the WAPRO membership approve the FY 2026-27 budget as proposed?

	Board of Directors	Fall Conference	General Administration	Membership	Spring Training	Other Trainings	FY2026-27 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	0	0	0	0	0	0
4125 · Registration Income	0	125,000	0	0	60,000	0	185,000
4150 · Sponsorship/Partnership Contrib	0	0	0	0	0	0	0
Total Income		125,000	0	38,000	60,000	0	223,000
Gross Profit		125,000	0	38,000	60,000	0	223,000
Expense							
5000 · Advertising Expense	0	0	0	0	0	0	0
5025 · Audio Visual	0	16,000	0	0	1,000	0	17,000
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	6,000	0	0	0	10,000
5200 · Legal/Audit/Taxes	0	0	9,000	0	0	0	9,000
5225 · Management Services	0	0	76,020	0	0	0	76,020
5250 · Meals	1,000	54,000	0	0	0	0	55,000
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	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	8,000	7,255	0	0	1,000	0	16,255
5600 · Continuing Education	0	0	0	0	0	12,475	12,475
Total Expense	10,300	96,755	101,470	0	2,000	12,475	223,000

2025-2026 WAPRO Executive Board

[*pending approval*]

Slate submitted to WAPRO Membership for Approval:

Luara Baseler, President

Alexandra Copeland, President-Elect

Karen Horowitz, Vice President

Candidate needed, Secretary

Michael Fulmer, Director (position 1)

Samina Mays, Director (position 4)

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

Luara Baseler, President

Alexandra Copeland, President-Elect

Karen Horowitz, Vice President

Candidate needed, Secretary

Tyler Entrekin, Treasurer

Michael Fulmer, Director (position 1)

Amanda Collins, Director (position 2)

Kandice Besaw, Director (position 3)

Samina Mays, Director (position 4)

COMMITTEE NAME:

Certification Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Michael Fulmer

Chair: Vacant

Committee Members: Cassie Salwey, Rachael Hope, Sabrina Absolon, Audrey Houston, Tess Thompson, Andrea Taylor, Kristal Dunn, and Lindsey Victor

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 2025-2026:

- 55 certification approvals since January 1st, 2026
- 41 recertification approvals since January 1st, 2026
- Continued to improve the certification process.

WAPRO Washington Association of Public Records Officers

COMMITTEE NAME: Policies and Practices

COMMITTEE MEMBERS:

WAPRO Director:
* Kandice Besaw *(City of Bonney Lake)*

Co-Chair(s):
* Susan Anderson *(Tacoma School District)*

Committee:
* Brandy Legomina *(City of Lacey)*
* Cassidy Mueller *(City of Issaquah)*
* Kelly Jensen *(City of Battle Ground)*
* Lauren Cowles *(Benton-Franklin Health Dist.)*
* Tammy Sunderlin *(P.S. Regional Fire Authority)*
* Casey Bergman *(Community Integrated Health)*
* Erin Battersby *(Mercer Island School District)*
* Korinne Henry *(North Kitsap School District)*
* Michelle Terry *(Highline School District)*

SUPPORTS THIS PART OF MISSION: Outreach

PURPOSE:

The purpose of the Committee is to serve as a proactive resource for our members by maintaining, reviewing, and refining our foundational guidelines and tools. We are dedicated to ensuring that our policies remain relevant, legally sound, and practically effective. By bridging the gap between governance and practical execution, the committee ensures our members have clear structures and reliable resources they need to succeed.

COMMITTEE HIGHLIGHTS:

The committee has enjoyed a fantastic period of growth. We recently welcomed new, highly credible members who bring invaluable expertise to our team. As we continue to evolve, we maintain an open-door philosophy and always welcome new members who are passionate about contributing to our mission.

Over the past year, the committee has remained dedicated to streamlining resources, addressing member feedback, and ensuring our foundational documents remain robust, accessible, and practical for everyone we serve.

LOOKING AHEAD:

For the **2026–2027** term, our key priorities include:

- **RSC Toolkit Collaboration:** Partnering closely with the RSC to revamp and modernize our toolkit, resolve navigation issues, and execute our updated project timeline.
- **Legislative Monitoring & Response:** Staying updated on important legislative changes and leveraging our members' expertise to effectively respond to proposed laws.
- **Sharing Best Practices:** Gathering and sharing proven strategies to help our membership successfully navigate and comply with existing laws and policies.

COMMITTEE NAME: Training and Development

COMMITTEE MEMBERS:

- Angela Hoover
- Ingrid Boswell
- Janet Chapman
- Debbie Burke
- Patricia Rhoades
- Ronda Bliey
- Derek Corder
- Josephina Mesa
- Amanda Collins
- Jessica Winnop
- Kari Martinez-Bailey

SUPPORTS THIS PART OF MISSION:

The training and development 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 2025-2026:

- ❖ Hosted online spring conference and in-person fall conference
- ❖ Assisted in facilitating 1 in-person records 101 sessions
  - Additional still to be scheduled for the remainder of the year
- ❖ Continued our quest for a committee chair

LOOKING AHEAD:

- ❖ Trying to develop additional small-bite learning opportunities such as single subject online offerings or continued 101 sessions

WAPRO Washington Association of Public Records Officers

COMMITTEE NAME:

Communications Committee

COMMITTEE MEMBERS:

WAPRO Liaison Director: Amanda Collins - WAPRO Director, Intercity Transit

Co-Chairs: 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
Bradlee Powell, City of Seattle
Andrea Becker, Department of Health

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 2025-2026:

- Website Content Updates (FAQs, Committee Pages, Outdated Information)
- Marketing Materials (Banner and Brochure)
- Newsletter Items (call for volunteers, designation/renewals, documented humor, training opportunities)

GOALS OF COMMITTEE FOR 2026-2027:

- Continue Website Content Updates and Consider Enhancements
- Explore Networking Opportunities