FileLocal

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Executive Board Meeting Summary
May 27, 2014 – 9:00 AM

Executive Board:

Andy Cherullo, ***Chair***
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

KEY: Underlined text indicates actions/decisions
Bold italicized text indicates follow up items.

1. Call to Order

The May 27 meeting of the Washington Multi-City Business License and Tax Portal Agency (DBA FileLocal) was called to order at 9:00 AM and held in Conference Room 4070 of the Seattle Municipal Tower Conference in Seattle, Washington.

Roll Call

Board Present: 4 - Andy Cherullo (telephonically), Susy Haugen (telephonically), Jan Hawn (telephonically), and Glen Lee. Absent: 0.

Staff and others: Chris Bacha, Marianne Bichsel, Jamie Carnell, Lilah Gael, Vanessa Lund, Kjristine Lund, Paul Thomason.

2. Meeting Summary Approval

On a motion made by Jan Hawn, the board unanimously approved the April 28, 2014 meeting summary.

3. Public Comment

There was no public comment.

4. Actions

Resolution FL2014-14
On a motion by Susy Haugen, the Board unanimously approved Resolution FL2014-14 pertaining to FileLocal's Draft 2015 Budget.

Resolution FL2014-15
Resolution FL2014-15 would approve operating policies related to fiscal policies and disbursements. *Upon discussion the Board asked staff to revise and clarify the policies for action at a future meeting.* ***Staff will present revised policies at the next Operations Committee and Executive Board meetings.***

Resolution FL2014-16
On a motion by Andy Cherullo, the Board unanimously passed Resolution FL2014-16 authorizing payment of an invoice from FileLocal's Legal Counsel.

5. Discussion Items

- The Board reviewed the roster of Executive Board alternates included in the meeting packet.
- Staff presented a summary of Board accomplishments to date and items that will be presented to the Board this fall.
- Jamie highlighted collaboration with the City of Tacoma to ensure project design meets Tacoma's ADA requirements. Upcoming outreach to the City of Bremerton was also discussed.
- Jamie presented an overview of FileLocal implementation and a revised schedule. The revised launch period is February-April 2015.

6. Other Business

Loaned Staff Agreement

Work is continuing on the Loaned Staff Agreement, which will be submitted to FileLocal's legal counsel this week. The exact time for Executive Board review is uncertain, but a special meeting of the Executive Board has been scheduled for this purpose on July 16, 2014.

7. Adjournment

On a motion made by Andy Cherullo, the Board adjourned at 9:40 am.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal