FileLocal

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Executive Board:

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

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

Regular Meeting

September 22, 2014 - noon

Seattle Municipal Tower Conference Room 4070
Seattle, Washington

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

STANDING ITEMS

1. Call to Order

The meeting was called to order at 12:02 p.m. There was no public comment.

2. Attendance

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

Staff and others: Jamie Carnell, Horace Francis (phone), Lilah Gael, Kjristine Lund, Vanessa Lund, Dawn Overbeck.

3. Approval of Meeting Summary

- On a motion by Susy Haugen, the summary of the July 16, 2014 Executive Board Special Meeting was approved as submitted.

4. Review of Financial Statements

- Horace Francis of Francis & Company reviewed FileLocal's July Financial Statement. Board members suggested improvements to the reports including a clearer presentation of current position vs. expected and the addition of a forecast column.
- ***Jamie will work with Francis & Company to update the financial reporting template.***

5. Action Items

- On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-18 authorizing the chair to execute a contract for legal services with Kenyon Disend.
- On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-19 authorizing the chair to execute an agreement with the City of Seattle for the assignment of staff and provisions of related office space and other support effective through December 31, 2018.

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

- On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-20 approving policies related to the delegation of authorities, communications, electronic signatures, emergencies and finances with the following amendments:
  - Authorizing the Program Manager to make technical updates to the policies such as personnel information.
  - Amending the Emergency Procedures policy to include Board review of security procedures related to the tax portal described in the service provider agreement.
  - Amending the Emergency Procedures policy to add Susy Haugen of the City of Everett in the line of succession.
  - Amending the Fiscal Manual, budget section to be consistent with ILA language (Section 13, Item F).
  - Amending the Fiscal Manual, cash management section, item 6 to reflect that the goal of the cash reserve is to maintain a minimum of 15% of annual budget.

A red-lined version of the amended operations policies will be circulated for Board review.

6. Discussion Items

Program Manager's Report

- Jamie introduced Dawn Overbeck, the interim implementation Project Manager and provided an overview of the project's status.

7. Adjournment

- On a motion made by Jan Hawn, the Board unanimously agreed to adjourn at 1:07 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal