FileLocal

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# Executive Board Special Meeting Summary
# December 15, 2014

**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 December 15, 2014, meeting of the FileLocal Executive Board was called to order at 12:07 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower Conference in Seattle, Washington.

### Roll Call

Board Present: Chris Bacha (phone), Jamie Carnell, Andy Cherullo (phone), Lilah Gael, Susy Haugen (phone), Ezra Hodge, Sara Lane (phone, for Jan Hawn), Danielle Larson (phone), Glen Lee, Vanessa Lund, Kjris Lund.

## 2. Public Comment

There was no public comment.

## 3. Approval of Meeting Summary

On a motion made by Susy Haugen, the board unanimously approved the September 22, 2014, meeting summary.

## 4. Review of Financial Statement

An overview of the October Financial Statement was given and there were no questions. The November and December Financial Statements will be discussed during the Special Meeting in January.

## 5. Action Items

A. Resolution FL2014-21 Budget: On page 11, the carry forward for 2015 was adjusted due to underspending of the budget. On a motion made by Susy Haugen, the Board unanimously approved the 2015 budget.

B. Resolution FL2014-22 Operations Policies: A new Public Disclosure Policy and revised Travel Policies were introduced to be included in the Operating and Fiscal policies. The Public Disclosure policy is consistent with the State of Washington Public Records. The Public Disclosure policy was approved as written by the Executive Board. For the travel policy, the Board asked for changes to the language are needed to indicate identify Board Members as staff during travel. Additionally, the Board asked for

specific vendor names to be removed, and some additional grammatical corrections were also asked for. On a motion made by Susy Haugen, the resolution passed as amended.

**6. Discussion Items**

A. Program Manager's Report
   i. Good progress has been made with respect to portal design and implementation. The final flight items are being fixed and the launch schedule is being finalized. The Executive Board will be given an update on implementation at the special meeting in January.
   ii. An overview of the 2015 work plan was given to the Executive Board, and the proposed schedule was reviewed.
   iii. Meetings with the Cities' Public Information Officers and Intergovernmental Groups will reconvene next year as FileLocal moves closer to launch and during the legislative session.

**7. Adjournment**

On a motion made by Glen Lee, the Board adjourned at 12:35 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal