

Board Members:
Darren Brugmann
Lynn Moody
Darlene Riley
Larry Stuckart
Bill Eby
Karl Johanson
Madelyn Carlson

BOARD MEETING – Sit Down
Cave B Resort, Quincy, WA
April 12, 2011 at 10:00 a.m.

MINUTES

The Non Profit Insurance Program Board of Directors conducted its April Sit Down on Tuesday, April 12, 2011 at 10:08 a.m.

ITEM 1: INTRODUCTION & ROLL CALL

PRESENT WERE:

Board Members

Madelyn Carlson, People for People
Bill Eby, Neighborhood House
Karl Johanson, Council on Aging & Human Services
Lynn Moody, Hopelink
Darlene Riley, Paratransit Services
Larry Stuckart, Spokane Neighborhood Action Partners

Canfield Staff

Frank Andrus
Darlene Brooks
Jim Cherf
John Crawford
Becky Holt
Ryan Holterhoff
Eric Homer
Rachel Huffman
Dave Kosa
Stefanie Lowry
Dollie Lutz
Sarah McDonnell
Phil Riche
Nathan Svetich
Rick Templeton
Brian Turnbull

ABSENT WERE:

Darren Brugmann, Senior Services of Snohomish Co. (excused)

ITEM 2: PUBLIC COMMENT

No comments offered.

ITEM 3: CHANGES TO THE AGENDA

The following changes were made to the Agenda:

- Delete Items 6(A)(i) - Annual Contract Review and Approval – Personal Services Agreement
- Delete Item 6(A)(ii) - Memorandum of Understanding and Addendum
- Delete Item 6(B)(i) - 2011-2012 Renewal Approval
- Delete Item 6(B)(ii) - Approve Proposed Budget
- Add Item 6C – Second Addendum to Memorandum of Understanding – Action Item
- Add Item 7C – Executive Committee Update to Board on Canfield's Annual Evaluation
- Add Item 7D - IRS Letter / Update
- Add Item 7E – Discussion Regarding Recognition to Board

ITEM 4: COMMITTEE REPORTS

ITEM 4(A) – Fiscal Committee: The fiscal committee recommended that Income Statement, Balance Sheet, and Voucher #10-11-11, dated 4/5/11 be approved by the board. (i) Darlene Riley noted that the Independent Schools premium was added to the 10-11 Budget via Amendment. There was brief discussion regarding the amended numbers. Motion to approve proposed budget amendment as presented made by Darlene Riley, second by Karl Johanson; motion carried.

Darlene Riley reported to the full board that the financials submitted to SAO were reviewed on March 14, 2011 with the Fiscal Officer and staff prior to submission. Brian Turnbull asked if any board members would like to attend the SAO Entrance Conference on 4/14/11 at 2:00 p.m. in addition to Darren Brugmann and Darlene Riley, both participating via conference call. Karl Johanson said he would join. Darlene Riley also requested that Canfield arrange to have Rich Moore call in, if possible.

ITEM 4(B) -- Legislative Committee: Eric Homer gave a brief report on the bill recently stopped in Olympia and noted that Waypoint Consulting is still on retainer for NPIP. He reported that OFM, SAO, and OIC have all committed to an interim study of the bill. He notified the board that CIAW's Chairman of the Board has dedicated one half day at the CIAW retreat for a legislative meeting between lobbyists for all pools and representatives from all boards. Staff noted that Darren Brugmann will be in attendance and Larry Stuckart notified the board that he would also attend this meeting. There was discussion regarding the effectiveness of the Lobbyists for NPIP and the Public Entity Pools and how the interim will be used to establish the legislative goals of NPIP.

ITEM 4(C) – Claims Administration Committee: Dave Kosa reported that the Online Claims form is available to receive claims for General Liability, Property, and Auto. Kosa reported that it is not being utilized by NPIP members or brokers yet. There was discussion with the board on the marketing efforts made to notify brokers this is available and the board requested staff reach out to the brokers to ensure they know this service is available. Darlene Brooks asked for clarification from the board as to whether this will be required. The board reported that they would like this to be utilized as much as possible in an effort to streamline the claims submission process.

ITEM 5: CONSENT AGENDA

The Consent Agenda for April 12, 2011 consisted of the following:

- A. Approval of 3/18/11 Meeting Minutes
- B. Voucher Approval (Date 4/5/11, 10/11-11, \$187,209.31)
- C. Income Statement
- D. Balance Sheet

The Consent Agenda was approved as presented. Motion by Darlene Riley, second Madelyn Carlson; motion carried.

ITEM 6: ACTION ITEMS

ITEM 6 (B)(iii) Approve 2011-2012 Meeting Calendar. Add to the calendar an April 25, 2011 meeting to discuss 2011-2012 renewal and budget. There was discussion on the board retreat dates for 2012 and it was decided to move the retreat from Mon-Wed (April 23-25) to Wed-Fri (April 25-27), making the meeting date April 27, 2012. Darlene Riley moved to approve the calendar with these changes, second Bill Eby; motion carried.

ITEM 6(C) – Second Addendum to Memorandum of Understanding. The draft prepared at the board's request of the Second Addendum to MOU was reviewed in detail and discussed amongst all board members. There was discussion on the NPIP Association; the seed money originally given to NPIP Association from NPIP would be listed on the Second Addendum to document the original intent. Darlene Riley confirmed that the Addendum is intended

to take effect immediately. Each board member approved the Second Addendum individually. Motion to approve the Second Addendum to the Memorandum of Understanding, with afore mentioned changes, was made by Darlene Riley, second by Bill Eby; motion carried.

ITEM 7: BOARD/STAFF COMMUNICATION

ITEM 7(A): (i) A brief summary was given of the 2011 NPIP Conference and Annual Meeting by Eric Homer. (ii) March 30, 2012 NPIP Conference is at the Davenport in Spokane, board had brief discussion and was happy NPIP was able to get this facility for the conference. (iii) NPMC Conference in Seattle is September 18-20, 2011. All board members are interested in attending, but no decision was made as to who will go. Lynn noted that those representing NPIP should wear NPIP polo shirts.

ITEM 7(B): Brian Turnbull provided a premium report to the board and there was brief discussion on the total premium.

ITEM 7(C): Darlene Riley reported to the board that the Executive Committee has received Canfield's response to their annual evaluation. The Executive Committee will review and report back to the full board.

ITEM 7(D): Brian Turnbull reported that the IRS sent a letter formally informing NPIP of the \$14,000 return they'll be receiving since they declined to rule in the private letter ruling. Darlene Riley requested the status of the tax return for NPIP. Brian Turnbull reported that it is in process of being prepared by Larry Shores and once completed, it will be reviewed with the board for board decision on whether to file one year or all years with IRS. Karl Johanson expressed his readiness to resolve this issue and requested that staff ensure there is no unnecessary delay.

ITEM 7(E): Eric Homer discussed the idea to determine whether it is allowable to give the board members' nonprofit organization a premium credit for the time spent away from their organization on NPIP. He noted that it may not be allowable.

ITEM 8: UPCOMING CONFERENCES/MEETINGS:

There board was reminded of the meeting set for 2011-2012 renewal on April 25, 2011. Time and Location will be communicated by staff when a facility is secured. The next fiscal committee conference call is May 20, 2011 at 10:00 a.m.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,



Sarah McDonnell



Lynn Moody, Vice Chair