



**BOARD MEETING**  
**April 10, 2024 10:30am**  
**Davenport Historic Hotel, Spokane, WA**

- DIRECTORS**
- Amber Johnson**  
At-Large 1
- Becky Semmler**  
Region 1
- Susan Kingsbury-Comeau**  
Discretionary  
Region 1
- Jenny Collins**  
Region 2
- Julie Vess**  
Discretionary At-Large 4
- Karl Johanson**  
President  
At-Large 3
- Madelyn Carlson**  
Region 3
- Joshua Mayer**  
Region 4
- Mike Heinisch**  
Treasurer/  
Secretary  
At-Large 2

- |  |                    |
|--|--------------------|
| <b>1. INTRODUCTION AND ROLL CALL</b>                             | Discussion         |
| <b>2. GUEST COMMENT</b>  | Discussion         |
| <b>3. CHANGES TO THE AGENDA</b>                                  | Discussion         |
| <b>4. COMMITTEE REPORTS</b>                                      | Discussion         |
| <i>Standing Committees:</i>                                      |                    |
| FISCAL & RENEWAL COMMITTEE (Heinisch - Chair, Johnson, Johanson) | Discussion         |
| a. Fiscal Quarterly Summary                                      |                    |
| b. Recommendation: Budget (prelim)                               |                    |
| c. Recommendation: Renewal Report (prelim)                       |                    |
| d. Tax Update  |                    |
| EXECUTIVE COMMITTEE (Johanson, Semmler, Heinisch)                | Discussion         |
| a. Board self-evaluation   |                    |
| b. Goals for 24/25   |                    |
| c. Segregation of Duties   |                    |
| <i>Other Committees:</i>   |                    |
| LEGISLATIVE COMMITTEE (Johanson, Carlson, Heinisch)              | Discussion         |
| a. Lobbyist Report   |                    |
| BOARD GOVERNANCE COMMITTEE (Carlson, Johnson, Semmler)           | Discussion         |
| a. Elections   |                    |
| <b>5. CONSENT AGENDA</b>   | <b>Action Item</b> |
| a. Voucher #23/24-09 (Feb)                                       |                    |
| b. Voucher #23/24-10 (Mar)                                       |                    |
| c. Minutes 2/2024  |                    |
| d. Special Meeting Minutes 3/2024                                |                    |
| e. New & Lost Members – 3Q                                       |                    |
| f. Non-renewal and cancellation report                           |                    |
| g. Annual Review   |                    |
| i. Ad Hoc Committee Member Policy                                |                    |
| ii. Advisory Board Member Policy & Job Description               |                    |
| iii. Broker of Record Agreement                                  |                    |
| iv. Bylaws – Adopted 3.13.23                                     |                    |
| v. Claims Administration Policy 200-150-050                      |                    |
| vi. Conflict of Interest Policy WAC 200-150-080                  |                    |
| vii. Conflict of Interest Statement                              |                    |
| viii. Confidentiality Statement                                  |                    |
| ix. Criteria for Public Policy Involvement / Advocacy            |                    |
| x. Data Retention & Info. Security Policy                        |                    |
| xi. Diversity, Equity, and Inclusion Statement                   |                    |
| xii. Equipment Allowance Board Policy                            |                    |
| xiii. Financial Plan Policy 200-150-037                          |                    |
| xiv. Investment Advisory Agreement                               |                    |
| xv. Investment Policy  |                    |
| xvi. Investment Policy Statement (IPS)                           |                    |
| xvii. Job Description and Commitment Form (Board)                |                    |



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- xviii. Logo Use Agreement
- xix. Meeting Operating Procedures
- xx. Membership Agreement & Resolutions Collections
- xxi. Mission, Vision, Core Values
- xxii. Officer duties
- xxiii. Policy - Authorization for Funds Transfer
- xxiv. Professional Services Agreement
- xxv. Reimbursement Policy
- xxvi. Resolution 16/17-B – Member Removal
- xxvii. Resolution 17/18-A- Treasurer/Fiscal Officer RCW
- xxviii. Resolution 22/23-A – Officer Titles
- xxix. Resolution 22/23-B – Committee Structure and Role
- xxx. Resolution 22/23-C – Board Structure
- xxxi. Resolution 23/24 – Updated Authorized Investment Signers
- xxxii. Self Eval for Board Process
- xxxiii. Termination Provisions Policy 200-150-036
- xxxiv. Third Party Administrator Contract Policy 200-150-038
- xxxv. TPA (Administrator) Evaluation Process
- xxxvi. Write off & Waiver policy

**6. BOARD/STAFF COMMUNICATION**

Discussion

- a. Workshop Recap
- b. Communications Update
- c. Meeting calendar 24/25
- d. Renewal Update
- e. Retention Update
- f. Committee List Review
- g. New Coverage Agreement Status
- h. Other/Misc.

**7. ACTION ITEMS**

- a. Budget (Preliminary)
- b. Renewal Report (Preliminary)
- c. Segregation of Duties
- d. RFP/RFQ Extension
- e. Election Results
- f. Lobbyist Contract

**Action Item**  
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**8. UPCOMING**

Discussion

- a. All Board - August 19, 2024, Location: ?
- b. Fiscal committee: May 12, June 10, July 8

**9. EXECUTIVE/CLOSED SESSION**

Discussion