NPIP
159 Basin Street SW PMB #206 | Ephrata, WA 98823 | www.npip.org

Board of Directors
March 25, 2026, 10:00 a.m.
MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on March 25, 2026, at 10:09 a.m.

ITEM 1: INTRODUCTION & ROLL CALL

Board Member Name:	Representation Member Entity:	Board Position:	Attendance:
Amber Johnson	Spokane Neighborhood Action Partners	At Large 1 - Treasurer	Present
Karl Johanson	Disability Action Center NW Inc.	At-Large 3	Present
Julie Vess	Stanwood Camano Area Foundation	Provisional At-Large 4 - Secretary	Present
Madelyn Carlson	People for People	Region 3	Present
Mike Heinisch	Kent Youth and Family Services	At-Large 2 - President	Present
Susan Kingsbury-Comeau	Mt. Si Senior Center	Provisional Region 1	Present - ZOOM
David Harrison	Fusion	Region 1	Present
VACANT		Region 4	
VACANT		Region 2	

Clear Risk Solutions:
Becca Kirsch
Carla Stortz - ZOOM
Claire Hanberg
Dana Burke
Elizabeth George - ZOOM
Frank Andrus
Grant Sutherland - ZOOM
Liz Ralston
Michael Riche
Rabita Huq
Rachel Hufman
Rick Templeton
Sarah McDonnell
Taylor Montgomery

Guests:
Tom Venable – Methow Housing Trust
Eric Erickson – CDM Services

President Heinisch welcomed all in attendance and noted that a quorum was present.

ITEM 2: PUBLIC COMMENT
None.

ITEM 3: CHANGES TO THE AGENDA
Johanson moved to move the Action Items section ahead of Board/Staff Communications to accommodate scheduling conflicts. Carlson seconded the motion. There being no further discussion the motion carried with no opposition.

ITEM 4: COMMITTEE REPORTS
STANDING COMMITTEES:
ITEM 4(A) – Fiscal & Renewal Committee (Johnson-Chair, Kingsbury-Comeau, Vess, Johanson):

a) Fiscal-Quarterly Summary (A/R, write-offs, bank transfers, vouchers) – Johnson reported that the quarterly financial summary was updated with recent information. Investment funds have been transferred. Supporting materials were included in the meeting packet.
b) Preliminary Renewal Budget – Johnson reported that the committee reviewed the preliminary budget recommendation and recommended approval as proposed.

c) Preliminary Renewal Report Recommendation - Johnson reported that the committee reviewed the preliminary renewal report and recommended binding coverage as proposed. Both recommendations were forwarded as action items later in the meeting.

ITEM 4(B) – Executive Committee (President: Heinisch, Secretary/Vice President: Vess, Treasurer: Johnson, Past President: Johanson):

i. Board Self-Evaluation – Heinisch provided a recap of the board self-evaluation discussion held during the earlier workshop. The discussion was constructive, with emphasis on clear communication between staff and the board when pacing or content may be unclear. There was also discussion surrounding the unique staff/board relationship and potential opportunities to involve pool members in committee work to support engagement and future board succession. It was suggested that the pool's mission, vision, and values be included in meeting packets or agendas going forward.
ii. Goals for 2026-2027 - Heinisch presented the proposed goals for 2026–27 that were planned during the workshop earlier. The board discussed the initiatives and noted alignment with the pool's mission and vision.

OTHER COMMITTEES:
Legislative Committee (Johanson, Carlson, Heinisch):

i. Legislative Update – Carlson reported that session and bill updates are being monitored through weekly updates from lobbyists. The short legislative session has concluded, and no meetings or direct interactions occurred during this period.
ii. Save Human Services – Heinisch provided a brief summary of the name change of Campaign for 20 to Save Human Services. He also asked those who signed in support to resign under the new name. After brief discussion it was decided that NPIP would sign again as well.
iii. Affordable Housing Budget Proviso - Johnson reported that a separate capital budget allocation was approved to assist housing providers with installing sensors for risk mitigation. There was brief discussion regarding this topic and the budgetary funds set aside that may help nonprofits.

Board Governance Committee (Carlson, Johnson):

i. Board Elections Update – Montgomery reported on the final number of votes and the election results, which were presented for board approval later in the meeting.
ii. Board Provisional Director Recommendation - Carlson reported that the committee has met several times with Tom Venable who is interested and eligible to be appointed as a provisional director. She reported that they have also met with Eric Erickson who will be eligible at an upcoming meeting for appointment.
iii. Officer Elections Nominations - Carlson presented the committee's nomination recommendations for the upcoming term proposing Julie Vess as President, Susan Kingsbury-Comeau as Vice President and Amber Johnson as Treasurer.

ITEM 5: CONSENT AGENDA

Heinisch noted that all files listed under the annual review are part of the ongoing annual review process, including documents added throughout the year. He invited board members to request removal of any item for further discussion prior to approval. It was noted that the Confidentiality Statement requires an update to the wording. Amber Johnson moved to approve the consent agenda as presented. Julie Vess seconded the motion. No one opposed the motion and as all were in favor, the motion passed.

The Consent Agenda consisted of the following:

a) Voucher #25/26-08 (January)
b) Voucher #25/26-09 (February)
c) Voucher #25/26-10 (March)
d) Minutes 1/2026
e) New & Lost Member – 3Q
f) Write-Offs

g) Non-Renewal and Cancellation Report
h) Annual Review
   i. Ad Hoc Committee Member Policy
   ii. Advisory Board Member Policy & Job Description
   iii. Broker of Record Agreement
   iv. Bylaws – Adopted 8.12.24
   v. Check Signer Policy
   vi. Claims Administration Policy 200-150-050
   vii. Conflict of Interest Policy WAC 200-150-080
   viii. Conflict of Interest Statement
   ix. Confidentiality Statement
   x. Criteria for Public Policy Involvement/ Advocacy
   xi. Data Retention & Info Security Policy
   xii. Discipline Policy
   xiii. Diversity, Equity, and Inclusion Statement
   xiv. Equipment Allowance Board Policy
   xv. Financial Plan Policy 200-150-037
   xvi. Investment Advisory Agreement
   xvii. Investment Policy
   xviii. Investment Policy Statement (IPS)
   xix. Job Description and Commitment Form (Board)
   xx. Logo Use Agreement
   xxi. Meeting Operating Procedures
   xxii. Mission, Vision, and Core Values
   xxiii. Officer Duties
   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

ITEM 6: ACTION ITEMS

i. **Officer Elections** – Carlson moved to elect officers for the upcoming year per committee recommendation: Julie Vess (President), Susan Kingsbury-Comeau (Vice President), and Amber Johnson (Treasurer), Harrison seconded the motion. Motion carried with no opposition.
ii. **Election Results** – Kingsbury-Comeau moved to approve the board election results as presented and Calrson seconded the motion. As there was no discussion and no opposition, the motion passed.
iii. **Add Action Item for Board Appointment -** Carlson moved to add an agenda item to appoint Tom Venable as a provisional director for the NPIP Board of Directors and Johnson seconded the motion. There was no further discussion, and none opposed so the motion carried.
iv. **Board Director Appointment –** Carlson moved to appoint Tom Venable as Provisional Director for Region 3 on the NPIP Board. Harrison seconded the motion. With no further discussion and none opposed, the motion passed.

v. **Preliminary Budget** – Kingsbury-Comeau moved to approve the preliminary budget recommendation as presented by staff and Vess seconded the motion. Motion carried with no opposition.

vi. **Preliminary Renewal Report** – Johanson moved to approve the preliminary renewal report recommendation as presented. Venable seconded the motion. With all in favor and none opposed the motion passed.

vii. **Authorization for Funds Transfer Policy Update** – Kirsch reported that the policy update clarifies that bank sweep transfers occur automatically and are approved as part of bank statement review. Carlson moved to approve the update and Vess seconded. There being no further discussion and no opposition, the motion passed.

ITEM 7: BOARD/STAFF COMMUNICATION

viii. Claims Auditor Update – Montgomery reported that the NPIP claims audit was finalized and staff had already met with the auditor. A draft report was provided in the meeting packets but overall the audit went well with minimal obstacles.

ix. Small Nonprofits – McDonnell updated the board that the project was still moving and staff is looking at some carrier options. At the moment determining next steps and building a book of accounts to present to carriers is staff focus. The need is to figure out the best product to offer along with criteria and thresholds.

x. Health and Welfare Update – McDonnell reported that there is a growing relationship with WCIF and staff will work with them to figure out the best course of action. A timeline was also provided in the meeting packet.

xi. RFPs Timing – McDonnell provided the timeline for RFPs again and suggested keeping current contractors through for the next term before revisiting. She reminded the board of other priority projects that staff is currently working on. After brief discussion the board agreed to table the RFPs timeline at this time.

xii. Retention Update – McDonnell reviewed the list of members currently on notice and emphasized that staff should be consulted before outreach. Not all listed members are expected to leave, and retention efforts are underway.

xiii. Communications Analytics Update – Hanberg reviewed analytics included in the packet and provided a summary of engagement initiatives related to messaging, tone, and design.

xiv. Quarterly Goals Update – Montgomery reported that quarterly goals remain on track. A post-claims checklist has been completed and will be sent for design.

xv. Workshop Directives – Montgomery provided a brief recap of workshop takeaways.

xvi. FY 2026–27 Calendar – Montgomery reviewed the proposed calendar, highlighting full board meetings and retreats. Staff is exploring options to consolidate travel and adjust meeting timing, including a shorter fall retreat. Board feedback was requested. There was brief discussion surrounding the fall meeting date. Staff will reevaluate and come back at the summer meeting with more dates.

xvii. New Committee List – Montgomery reviewed updated committee assignments following the workshop. Monthly meetings are planned for the Broker/Member Connection Committee and will be scheduled in the coming weeks.

xviii. Spring Conferences – Montgomery reported that NPIP will attend NAWA in-person conferences on May 11 (Tacoma) and May 15 (Spokane). McDonnell will present during NAWA virtual sessions on May 6. The CRS Member Education Summit is scheduled for June 16, and board participation is encouraged. More communication surrounding the Member Education Summit will be sent out for scheduling, including times and locations for a board dinner the night before.

xix. Other/Misc – None.

ITEM 8: UPCOMING MEETINGS/CONFERENCES

a) Fiscal Committee – April 13, May 11, June 15
b) Executive Committee Meeting – April 13, May 11, June 15

ITEM 9: EXECUTIVE/CLOSED SESSION

None.

MEETING ADJOURNED

There being no further business, the meeting adjourned at 11:47 am.

Respectfully submitted,

Taylor Montgomery

Michael Heinisch, President