



PCCFOA

Pierce County Clerks' & Finance Officers' Association

Thursday, June 27, 2024

Noon - 2:00 p.m.

Hosted by Josh Stecker, City of Gig Harbor

AGENDA

Lunch and Business Meeting

- A. Call to Order
- B. Welcome and Introductions
- C. Approval of April 17, 2024, Meeting Minutes
- D. Approval of the June Treasurer's Report
- E. Paid Educational Options For A 2024 Meeting
- F. Other Discussion Items
- G. Onboarding Training
- H. Next Meeting: August 21, 2024 – City of Buckley
- I. Adjournment

MEETING WILL BE HELD AT:

City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
In the Community Rooms

HYBRID OPTION:

Zoom Link:

<https://us06web.zoom.us/j/7118479102?pwd=RHZqZlVyWDdwZGIQSHFmbVVINmg1Zz09>

Meeting ID: 711 847 9102

Passcode: 980939

Please RSVP with Sadie Schaneman@ schanemans@cobl.us

Lunch is BYOL (Bring Your Own Lunch)- Panera and Jimmy Johns will deliver



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PCCFOA Meeting Minutes
April 17, 2024 – 12:00 PM
Sumner City Hall, 1104 Maple St., Sumner, WA 98390

Members present: Michelle Converse (Sumner), Sadie Schaneman (Bonney Lake), Hannah Scholl (Auburn), Brodie Rota (Fife), Denise Johnson (Pierce County), Debbie McDonald (Bonney Lake), Treva Zumek (Buckley), Jessica Clark (Buckley), Kandice Besaw (Bonney Lake)

a. Call to Order

President Schaneman called the meeting to order at 12:07 PM.

b. Welcome and Introductions

Members took turns introducing themselves.

c. Approval of February 21, 2024 Meeting Minutes

Jessica Clark moved to approve the February 21, 2024 meeting minutes as presented. Seconded by Treva Zumek. Voice vote was taken and carried 9-0.

d. Approval of the April Treasurer's Report

President Schaneman reviewed the April 2024 treasurer's report. Treasurer, Treva Zumek noted the previous balance should read "March 2024", not "October 2023" (the dollar amount is correct). Debbie McDonald moved to approve the April 2024 treasurer's report with the stated correction. Seconded by Hannah Scholl. Voice vote was taken and carried 9-0.

e. Scholarship Committee Report

Kandice Besaw reviewed scholarship applications approved for 2024. Kandice discussed outreach efforts and various communication platforms for promoting PCCFOA and the scholarships it provides. Kandice discussed updates/revisions to the application and noted the committee would like to review the allocated budget amount. The committee will share additional information and ideas at a future business meeting.

f. Paid Educational Options for a 2024 Meeting

This items was postponed to a future business meeting.

g. Other Business Items

President Schaneman shared information about a more efficient and secure way to share and archive PCCFOA documents, records, and resources. Microsoft 365 business basic includes SharePoint for an annual fee of approx. \$72.00 a year. Kandice Besaw made a motion to authorize Treasurer Treva Zumek to set up a Microsoft 365 account for PCCFOA. Motion seconded by Debbie McDonald. Voice vote was taken and passed 9-0.

h. Roundtable Discussion

Michelle Converse began a discussion about police department records and charging fees for various types of records; group discussion ensued. President Schaneman opened the floor for open discussion. Members discussed various platforms for virtual meetings, PRR software, agenda management software, council/board/commission meeting logistics, upcoming ballot measures, contract management, and operating hours/work schedules of the various agencies present.

i. Next Meeting

President Schaneman reminded the group that the next meeting is scheduled for June 27, 2024, hosted by the city of Gig Harbor.

j. Adjournment

With no objection, President Schaneman adjourned the meeting at 1:35 PM.

Sadie Schaneman, President

Brodie Rota, Secretary



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Treasurer's Report

June 2024

Previous balance April 2024	\$9,413.87
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Credits:

2024 Membership Dues(Fife)	35.00
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Total	<u>35.00</u>
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Debits:

Total	<u>0.00</u>
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Ending balance April 8, 2024	<u>\$9,448.87</u>
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