



**Wednesday, January 22, 2025**  
**Noon - 2:00 p.m.**  
**Hosted by Brodie Rota, City of Fife**

## **AGENDA**

### **Lunch and Business Meeting**

- A. Call to Order
- B. Welcome and Introductions
- C. Approval of August 21, 2024, Meeting Minutes
- D. Approval of the October and December Treasurer's Report
- E. Scholarship Committee Report
- F. Other Discussion Items
  - a. Bimonthly vs Quarterly Meetings
  - b. Membership Fees
  - c. Education Committee
  - d. Host Cities 2025 Meetings
  - e. Any Other Items
- G. Education Training (Holiday Edition)
  - a. Door prize and Raffle
  - b. Jeopardy
  - c. Price is right
- H. Election of Officers and Appointments to Committees
- I. Next Meeting: TBD – City of TBD
- J. Adjournment

**MEETING LOCATION:**

City of Fife  
5411 23<sup>rd</sup> St E  
Fife, WA 98424

**PARKING:**

Plenty of free parking  
around building

**LUNCH:**

Taco Bar

**Please RSVP with Sadie Schaneman@ [schanemans@cobl.us](mailto:schanemans@cobl.us) by 1/17/2025 so we can have a head count for the activities.**



# PCCFOA

Pierce County Clerks' & Finance Officers' Association

**PCCFOA Meeting Minutes**  
**August 21, 2024 - 12:00 PM**  
**City of Dupont - City Council Room**  
**1700 Civic Drive - Dupont, WA 98327**

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**Members present:** Sadie Schaneman (Bonney Lake), Kandice Besaw (Bonney Lake), Debbie McDonald (Bonney Lake), Michelle Converse (Sumner), Hannah Scholl (Auburn), Treva Zumeck (Buckley), Marci Miess (Dupont), Karri Muir (Dupont), and Kathy Linnemeyer (Yelm).

**a. Call to Order**

President Sadie Schaneman called the meeting to order at 12:00 PM.

**b. Welcome and Introductions**

Members took turns introducing themselves.

**c. Approval of June 27, 2024, Meeting Minutes**

Treva Zumeck moved to approve the June 27, 2024; meeting minutes as presented. Seconded by Debbie McDonald. Voice vote was taken and carried 9-0.

**d. Approval of the August Treasurer's Report**

Hannah Scholl moved to approve the August 2024 treasurer's report as presented. Seconded by Treva Zumeck. Voice vote was taken and carried 9-0.

**e. Approval of the August Scholarship Committee Report**

Karri Muir moved to approve the August 2024 scholarship committee report as presented. Seconded by Kathy Linnemeyer. Voice vote was taken and carried 9-0.

Member Kandice Besaw reviewed the report, asked for feedback regarding the scholarship flyer that was emailed in June and spoke about potential changes in membership dues for 2025.

Due to a limited budget, member Marci Miess thanked the committee for awarding her a scholarship, which made it possible for her to attend training.

**f. Other Discussion Items**

President Schaneman reviewed the PCCFOA SharePoint site discussion from the

prior meeting. Treva will continue work to set up the site and discuss progress made at the next meeting.

Other group discussion included a follow-up on a previously approved paid training class that is currently being put together and the possibility of forming an education committee.

**g. Round Table Discussion on Public Disclosures**

Members discussed and shared their viewpoints, including:

- How to manage repeat and first amendment requestors.
- Conducting brainstorming Zoom calls.
- Benefits and drawbacks of various redacting and records management programs, such as GovQA, NextRequest, Civicplus, etc.
- Fee schedules and their application in conjunction with records requests.

**h. Next Meeting**

President Schaneman noted the city of Fife will be hosting the next meeting on October 16, 2024.

**i. Adjournment**

With no objection, President Schaneman adjourned the meeting at 1:28 PM.

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Sadie Schaneman, President

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Brodie Rota, Secretary



# PCCFOA

Pierce County Clerks' & Finance Officers' Association

## Treasurer's Report

August 2024

Previous balance August 2024	\$8,068.87
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### Credits:

2024 Membership Dues (Fircrest)	20.00
WCIA Speaker Sponsorship for Nov. Training	500.00
Training registration (Buckley & Bonney Lake)	100.00
<b>Total</b>	<b><u>620.00</u></b>

### Debits:

Microsoft 365 Business Basic	77.90
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<b>Total</b>	<b><u>77.90</u></b>
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Ending balance September 2024	<b><u>\$8610.97</u></b>
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# PCCFOA

Pierce County Clerks' & Finance Officers' Association

## Treasurer's Report

December 2024

Previous balance September 2024	\$8,660.97
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### Credits:

November Training Registrations ( <i>Puyallup, Quincy, Olympia &amp; Forks</i> )	275.00
November Training Registrations ( <i>Gig Harbor, Auburn, Chelan, Port Townsend &amp; Woodway</i> )	375.00
<b>Total</b>	<b><u>650.00</u></b>

### Debits:

Aperture EQ (Nov. Training Instructor)	3400.00
Reimbursement for Dec. Mtg. Supplies	86.89

<b>Total</b>	<b><u>3486.89</u></b>
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Ending balance November 2024	<b><u>\$5,824.08</u></b>
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# PCCFOA

Pierce County Clerks' & Finance Officers' Association

**TO:** PCCFOA President and Committee  
**FROM:** Kandice Besaw, *City of Bonney Lake*  
**COMMITTEE:** Scholarship Committee  
**DATE:** December 18, 2024

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## **SCHOLARSHIPS FOR 2024:**

Three scholarships have been awarded so far for 2024:

- Marci Miess, \$650 for PD III lodging package.
- Kandice Besaw, \$750 for PD 1 registration.
- Meagan Olds, \$300 WMCA Municipal Financial Boot-camp.
  - Balance of: \$800.00 for 2024

## **2024 ACTIVITIES/EVENTS/REQUESTS:**

- Update and "potential" revise requirements and formating of the current scholarship application.
  - Cutoff date for scholarships: Must receive 3 weeks prior to event, but no later than March 30<sup>th</sup> every year.
  - Allowing yearly submission, opposed to every two.
  - Create a scholarship tracking form for committee.
  - Create scholarship reimbursement request form for committee.
  - Ask for meeting commitment with scholarships.

*We encourage everyone to share information about the PCCFOA with fellow clerks and Financial Officers.*



# PCCFOA

Pierce County Clerks' & Finance Officers' Association

## ROLL CALL – PCCFOA Executive Committee E-Mail Votes

*For Ratification at Bi-Monthly Meeting*

Date: October 16, 2024

Name	Made Motion	Second Motion	Aye	Nay
President Sadie Schaneman			X	
Vice President Hannah Scholl			X	
Secretary Brodie Rota	OUT			
Treasurer Treva Zumeck	X		X	
Immediate Past President Nicole Schunke		X	X	

Motion: To allow PCCFOA to utilize the money set aside for speakers and room reservation in the 2024 Budget for the December PCCFOA meeting.

Vote: 4-0