



Wednesday, July 16, 2025
Noon - 2:00 p.m.
Hosted by Hannah Scholl, City of Auburn

AGENDA

Lunch and Business Meeting

- A. Call to Order
- B. Welcome and Introductions
- C. Approval of May 1, 2025, Meeting Minutes
- D. Approval of July 2025, Treasurer's Report
- E. Scholarship Committee Report
- F. Education Committee Report
- G. Other Discussion Items
 - a. Host Cities For Meetings (2025 October and 2026 January)
 - b. Auction To Raise Funds
 - c. WMCA Donation Level
 - d. Any Other Items
- H. Education Training – Training for the Trenches: Practical Skills for Day-to-Day Success: The types of hands-on, front-line training that would most support daily responsibilities Round Table
- I. Next Meeting: October 15, 2025 – City of TBD
- J. Adjournment

MEETING LOCATION:

Postmark Center for the
Arts
20 Auburn Avenue
Auburn, WA 98002

PARKING:

12 free parking spots
behind the building – then
street parking spots (see
map)

LUNCH:

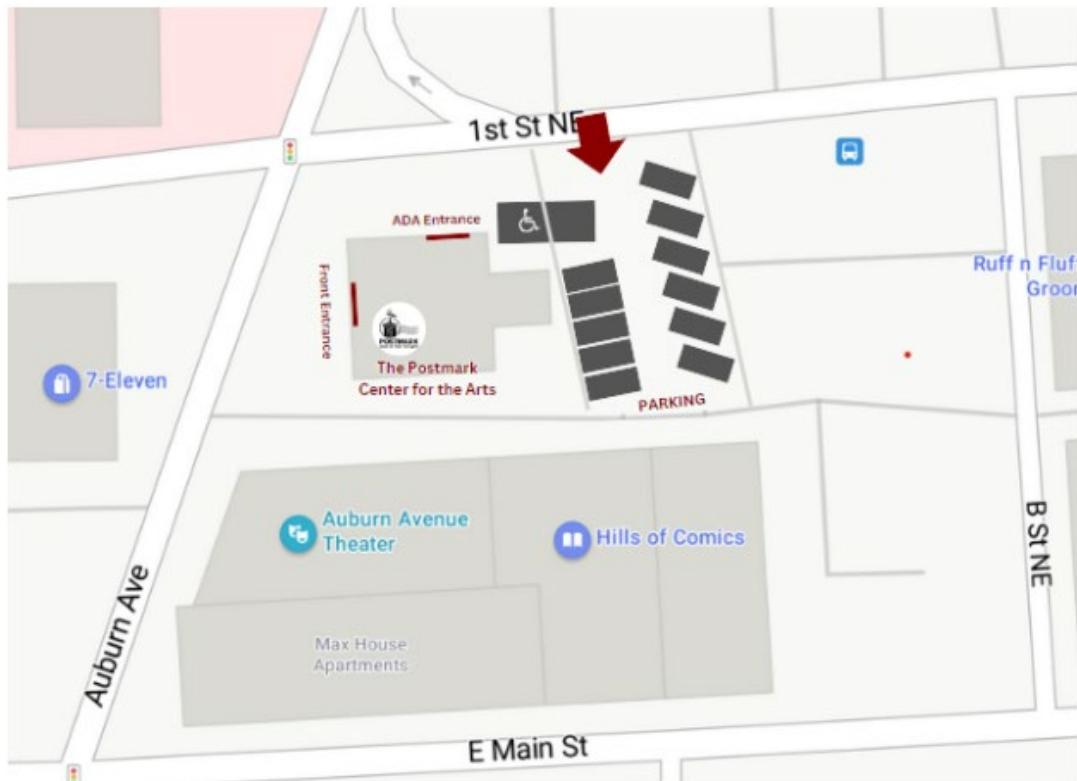
Bring Your Own

Please RSVP with Sadie Schaneman@ schanemans@bonneylake.gov.

For the July meeting we are going to hold it at:

Postmark Center for the Arts
20 Auburn Avenue
Auburn, WA 98002

There are 12 free parking spots located behind the building – then various street parking spots.





PCCFOA

Pierce County Clerks' & Finance Officers' Association

PCCFOA Meeting Minutes

May 1, 2025 - 12:00 PM

City of Bonney Lake –Suite 200 Conference Room

9002 Main St. E., Bonney Lake, WA 98391

Members present: Sadie Schaneman (Bonney Lake), Kandice Besaw (Bonney Lake), Dan Vessels Jr. (Puyallup), Marci Miess (DuPont), and Karri Muir (DuPont).

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 January 22, 2025, Meeting Minutes

Karri Muir moved to approve the January 22, 2025; meeting minutes as presented.

Seconded by Kandice Besaw. Voice vote was taken and carried 5-0.

D. Approval of the April Treasurer's Report

Karri Muir moved to approve the April treasurer's report as presented. Seconded by Kandice Besaw. Voice vote was taken and carried 5-0.

E. Approval of the April Scholarship Committee Report

Karri Muir moved to approve the April 2025 scholarship committee report as presented. Seconded by Marci Muir. Voice vote was taken and carried 5-0.

Member Kandice Besaw reviewed the report, she explained the new updated forms and that there is no regular item on the Treasurer Report for scholarships. Without having any revenue coming in, PCCFOA is spending more on scholarships than annual dues that is coming in.

Members discussed to see how much revenue can possibly be made on educational trainings and possibly adding a line for next year's budget.

F. Approval of the April Education Committee Report

Karri Muir moved to approve the April 2025 scholarship committee report as presented. Seconded by Marci Muir. Voice vote was taken and carried 5-0.

President Schaneman explained no one has volunteered for the Education Committee except Kandice Besaw so far. Dan Vessels Jr. volunteered to be on the committee.

Kandice Besaw went over some educational trainings she has been researching and explained which ones PCCFOA could charge for and some will be able to get a certificate towards CMC/MMC points.

Discussion occurred on having the Attorney General do a 101 Public Records Act training on August 13, 2025, and charging \$50 for members and \$75.00 for non-members and explain the \$75 can be exchanged for membership and the \$50 charge so that the next educational training would be discounted for them. Dupont will research possibly hosting the training.

Dan Vessels Jr. offered to do a website ADA training that PCCFOA could charge for.

G. Other Discussion Items

a. Host Cities 2025 Meetings (July and October)

President Sadie Schaneman explained that Auburn volunteered to host for July and Yelm volunteered to host also.

Kandice Besaw moved to approve changing to quarterly meetings.

Seconded by Debbie McDonald. Voice vote was taken and carried 7-0.

b. How To Bring In Revenue

President Sadie Schaneman explained the decrease in funds and having no revenue being brought in. Kandice Besaw has researched building a website to be able to advertise and possibly getting more members to join.

Discussion occurred on having 2 of the quarterly meetings be bigger educational trainings instead of business, to be able to offer more valuable trainings. Possibly having a virtual auction on the website and being able to pay for trainings thru the website.

Dan Vessels Jr. moved to approve spending \$350.00 for a website and have Kandice Besaw get it set up. Seconded by Karri Muir. Voice vote was taken and carried 5-0.

c. PCCFOA Secretary

President Sadie Schaneman explained no one has volunteered to be the Secretary. Marci Meiss volunteered to be the Secretary.

d. Any Other Items

There was no other discussion.

H. Education Training – Round Table On Ways To Save Money For Budgeting

Members discussed and shared their viewpoints, including:

- Cutting back on legal fees for reviewing notices
- Only do the bare minimum for posting notices to papers
- Moving to Tacoma Weekly (free paper) as the official paper
- Not printing agendas and packets-using QR codes or buying Council iPads
- Printing business cards in house
- Printing name plates on card stock

I. Next Meeting

President Schaneman noted the City of Auburn will be hosting the next meeting on July 16, 2025.

J. Adjournment

With no objection, President Schaneman adjourned the meeting at 1:23 PM.

Sadie A. Schaneman, President



PCCFOA

Pierce County Clerks' & Finance Officers' Association

Treasurer's Report

July 2025

Previous balance April 2025	\$5,499.08
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Credits:

Annual Dues (Bonney Lake)	20.00
Annual Dues (<i>Pierce Transit & Auburn</i>)	45.00
Training Registration (<i>Olympia, Auburn, and Poulsbo</i>)	295.00
Annual Dues (<i>Fife</i>)	25.00
Training Registration (<i>DuPont</i>)	40.00
Training Registration (<i>Black Diamond, Fife, Gig Harbor</i>)	355.00

Total	<u>780.00</u>
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Debits:

Website Purchase	376.18
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Total	<u>376.18</u>
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Ending balance July 2025	<u>\$5,902.90</u>
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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: July 16, 2025

SCHOLARSHIPS FOR 2025:

- So far, one scholarship for 2025 has been given out:
 - ❖ Sadie Schaneman, \$695 for PD IV.
 - *Leaving a balance of \$105*

2025 ACTIVITIES/EVENTS/REQUESTS:

- The education committee does not have a fixed budget.
 - ❖ To raise money, we want to hold an online auction and are investigating "Zeffy."
 - ❖ The education committee would receive a portion of any money donated/raised.
- To raise money for scholarships and education, we would like to suggest decreasing the WMCA's yearly \$1k gift to \$300. Our current expenses are more than our revenue.

Take action! An inch of movement will bring you closer to your goals than a mile of intention.



PCCFOA

Pierce County Clerks' & Finance Officers' Association

TO: PCCFOA President and Committee
FROM: Kandice Besaw, *City of Bonney Lake* and Dan Vessels, *City of Puyallup*
COMMITTEE: Education Committee
DATE: July 16, 2025

EDUCATION FOR 2025:

We have 2 classes scheduled.

- AGO-PRA: August 13th (*So far 10 signed up*)
- ADA: September 16th (*So far 8 signed up*)

We created and launched the website and Facebook page.

- www.pccfoa.com / facebook.com/pccfoa
 - ❖ We hope to eventually move to Wild Apricot if we begin to increase our membership and raise money.
 - ❖ Currently, efforts are being made to take payments online.

2025 CLASSES/COURSES/IDEAS:

- Since this committee is new, we are currently in the early stages of development and are open to any suggestions for educational classes and/or courses. Thus far, a few ideas include:
 - Spreadsheets
 - AI's future
 - Grant applications
 - PC Auditor

See attachment for all suggestions submitted so far.
- The education committee does not have a fixed budget.
 - ❖ To raise money, we would want to hold an online auction. We are considering "Zeffy."
 - * Does anyone have anything they would like to contribute to the auction?
- We would like to suggest reducing the yearly \$1k gift to WMCA to \$300. We currently spend more than we make.

EDUCATION COMMITTEE - TRAINING IDEAS

- AI - Invite the Orting Mayor to speak as he is doing a lot of research in this area.
- Spreadsheets - *Bonney Lake was lined up to do.*
- Starting a Social Committee - *Boney Lake could speak to this.*
- Refresher from the Attorney Gen office (*Currently scheduled for Aug 2025*).
- How have you cut costs? Everyone shares and maybe learn something new (*Round Table*)
- Parliamentary procedure - Invite Tisha Gieser and Emilia Sanchez (*If within budget can schedule for Sept/Oct 2025*).
- Selfcare - Can't help others if you're not helping yourself.
- Training/Connection games and techniques to pass on to "unsettled" departments.
- Budget - What to do when it's that time of year.
- Onboarding new Mayor and/or Councilmember(s) - Tips and Tricks.
- How to apply for grants and win.
- Digital Archives - Invite someone to come talk about the ins/outs, pros/cons, tips/tricks.
- ADA Compliance
- Steps and tips for obtaining your CPRO, CMC, MMC.
- Jurassic Parliament (*Currently speaking with*)

- Watch other Council meetings (*from other jurisdictions that are not members*) like really bad ones, and take notes on what was wrong and how to prevent some of those issues.

EDUCATION COMMITTEE - TRAINING IDEAS

- All working together to create a basic training for staff on Public Disclosures.
- Working together on how to train your Councilmembers.
- What to know about budget cycles and sending the budget to Council.