



PCCFOA

Pierce County Clerks' & Finance Officers' Association

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 Zumeck (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 Zumeck. 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 Zumeck 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 Zumeck 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 A. Schaneman

Sadie A. Schaneman, President