



# 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**

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**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*

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Sadie A. Schaneman, President