



**Wednesday, April 17, 2024**  
**Noon - 2:00 p.m.**  
**Hosted by Michelle Converse, City of Sumner**

## **AGENDA**

### **Lunch and Business Meeting**

- A. Call to Order
- B. Welcome and Introductions
- C. Approval of February 21, 2024, Meeting Minutes
- D. Approval of the April Treasurer's Report
- E. Scholarship Committee Report
- F. Paid Educational Options For A 2024 Meeting
- G. Other Discussion Items
- H. Roundtable Discussion
- I. Next Meeting: June 27, 2024 – City of Gig Harbor
- J. Adjournment

**Please invite any colleges from Special Purpose districts, other non-members, and other organizations you feel would benefit from attending.**

### **MEETING WILL BE HELD AT:**

City of Sumner  
1104 Maple St  
Sumner, WA 98390

Parking is street parking or at the old Red Apple Grocery parking lot diagonally from City Hall

Please RSVP with Sadie Schaneman@ [schanemans@cobl.us](mailto:schanemans@cobl.us)

***Lunch is BYOL (Bring Your Own Lunch)***



# PCCFOA

Pierce County Clerks' & Finance Officers' Association

## PCCFOA Business Meeting Minutes

February 21, 2024 – 12:00 PM

**City of Auburn, 25 W. Main Street, Auburn, WA 98001**

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**Members present:** Kathy Linnemeyer (Yelm), Stephanie Dice (Yelm), Marci Miess (DuPont), Michelle Converse (Sumner), Sadie Schaneman (Bonney Lake), Shawn Campbell (Auburn), Hannah Scholl (Auburn), Brodie Rota (Fife)

**a. Call to Order**

President Sadie Schaneman called the meeting to order at 12:15 PM.

**b. Welcome and Introductions**

Members took turns introducing themselves.

**c. Approval of February 15, 2023, October 18, 2023, and December 19, 2023 Meeting Minutes**

Shawn Campbell moved to approve the February, October, and December meeting minutes as presented. Seconded by Kathy Linnemeyer. Voice vote was taken and carried 8-0.

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

President Schaneman reviewed the February 2024 treasurer's report. Hannah Scholl moved to approve the February treasurer's report as presented. Seconded by Shawn Campbell. Voice vote was taken and carried 8-0.

**e. Approval of the 2024 Budget**

President Schaneman reviewed the 2024 budget. Shawn Campbell moved to approve the budget as presented. Seconded by Kathy Linnemeyer. Voice vote was taken and carried 8-0.

Shawn Campbell discussed the idea of PCCFOA sponsoring an education/training class for PCCFOA members for free or at a reduced cost. Consensus received from the group to move forward with the idea.

**f. Scholarship Committee Appointments**

President Schaneman began a discussion regarding restarting the scholarship

committee to review scholarship applications. Sadie and Shawn reviewed the purpose and responsibilities of the scholarship committee. Shawn Campbell moved to appoint Kandice Besaw and Kathy Linnemeyer to the scholarship committee. Seconded by Stephanie Dice. Voice vote was taken and passed unanimously, 8-0.

**g. 2024 Meeting Schedule**

Discussion occurred about the 2024 meeting schedule. Suggestion received to change the June date from June 19<sup>th</sup> to June 27<sup>th</sup> due to a conflict. Sadie noted she would check with Gig Harbor to see if that date worked for them. Sadie noted a volunteer is still needed for the December date. A discussion occurred about the possibility of hybrid meetings.

**h. PCCFOA Membership Dues**

Reminder from President Schaneman that PCCFOA member dues are due by the end of February.

**i. WMCA and What It Is**

Shawn Campbell PCCFOA member and WMCA Immediate Past President gave a presentation on the Washington Municipal Clerks Association. Shawn provided an introduction to WMCA and discussed connections with IIMC, IIMC Region X, WMCA, and other WA regional groups. Shawn explained the different roles between state, intra-state, global, and regional organizations. Shawn reviewed the governing board, governing document, purpose, mission statement, and certification programs for each group. Shawn discussed WMCA opportunities, resources, benefits, and connections with other Washington groups.

**j. Next Meeting**

President Schaneman reminded the group that the next meeting is scheduled for April 17, 2024 in the city of Sumner.

**k. 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

April 2024

Previous balance October 2023	\$8,838.87
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### Credits:

2024 Membership Dues (Bonney Lake & Auburn)	175.00
2024 Membership Dues (Steilacoom, DuPont, Buckley And South Prairie)	120.00
2024 Membership Dues (Eatonville, Yelm, Edgewood (Puyallup, Lakewood, and Gig Harbor)	180.00
2024 Membership Dues (Pierce County)	80.00
<b>Total</b>	<b><u>555.00</u></b>

### Debits:

<b>Total</b>	<b><u>0.00</u></b>
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Ending balance April 8, 2024	<b><u>\$9,393.87</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 and Kathy Linnemeyer, City of Yelm

**COMMITTEE:** Scholarship Committee

**DATE:** April 17, 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 Bootcamp.

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

- Our committee is getting ready to take on the task of promoting PCCFOA and the scholarships it provides. We are investigating a wide range of communication channels, such as email and social media.
- We would like to make some updated revisions and take another look at the requirements and format of the scholarship application.
- We would like to review the budgeted amount that has been allocated to the scholarship committee. Our goal is to significantly inspire and motivate more people to pursue career-related higher education.

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