



Together We Serve

Washington
Fire Administrative
Support



WFAS BOARD MEETING
WFC Office – Olympia, WA
Friday, June 27, 2008

General Business:

Vice Chair Lori Lord-Albrecht (Bothell) called the meeting to order at 09:00 a.m.

Present: Chair Linda Larsen (Snohomish 26), Vice Chair Lori Lord-Albrecht (Bothell), Secretary/Treasurer Wendy Enyart (Snohomish 26), Education Committee Coordinator Arlene Larson (Woodinville Fire and Life Safety), Western Representatives Venus Mollette (King 20) and Linda Knowles (Cowlitz 5), and Eastern Representative Shannon Hill (Kittitas Valley Fire).

Committee Coordinators present: Vendors Coordinator Kathy Streissguth (Clark 12), Communications Coordinator Lisa Phillips (Redmond Fire), Membership Coordinators Michelle DeLeon (Maple Valley Fire) and Susan Wolf (Vashon Island Fire) and Lucinda Lunstrum (Kittitas Valley Fire)

A quorum was established.

Review and Adopt Meeting Minutes from May 8, 2008:

****Lori Lord-Albrecht moved and Shannon Hill seconded to approve the minutes as presented. Motion passed.**

Financial Report

Discussed current financial reports and how to read them for Chair Linda Larsen's knowledge.

Approval of Expenditures

****Linda Knowles moved and Wendy Enyart seconded to approve the following expenses. Motion passed.**

\$75.57 **Food for Woodinville Workshop**

Discussion was held on Kathy Streissguth and Linda Larsen meeting with Washington Fire Chief's regarding website and other issues. An email will go out after the meeting with the results.

Conference 2008

The 2008 Conference expenses were reviewed.

Conference 2009 (Silverdale)

The signed contracts for the Silverdale Beach Hotel were reviewed.

A tentative schedule was discussed as follows: **Monday:** 8 a.m. – 9:45 a.m., Breakfast/Business Meeting; 10:00 a.m. – 12:00 p.m., The Common Courtesy Coach with Stephanie Horton; 1:30 p.m. – 4:00 p.m., Maybe a State Agency or Department of Revenue. **Tuesday:** 9:00 a.m. – Noon, Mistake Free Grammar and Proofing from Fred Pryor Seminars, Noon - 1:30 p.m., Lunch break, 1:30 p.m. – 4:00 p.m. Continue Mistake Free Grammar and Proofing from Fred Pryor Seminars. **Wednesday:**



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9:00 a.m. – Noon, Minute Taking Made Easy with Rhonda Scharf, Noon – 1:30 p.m., Lunch Break, 1:30 p.m. – 4:00 pm. Continue Minute Taking Made Easy with Rhonda Scharf.

Discussed fee's and costs associated with each speaker:

\$500	The Common Courtesy Coach/Stephanie Horton
\$7,750	Minute Taking Made Easy/Rhonda Sharf
\$3,400	Mistake Free Grammar & Proofing/Fred Pryor

Discussion was held on options for media publications for the conference due to problems with the website and mailings from the 2008 conference.

Discussion was held on possibilities for this years raffle to get more participation, including a potential for a real silent auction section to the event.

It was discussed of creating a scavenger hunt using items to educate participants about the history of the section and what the section has to offer as a way of a fun, ice-breaking game. Also discussed checking into attending a Mariner game.

The Silverdale Beach Hotel is currently being remodeled and we will get an opportunity to check it out in September at the Retreat.

Linda Larsen brought up a proposal from Kathy Amaral regarding a new banner for the section and would like to have it by this conference. Tabled until next meeting in September at the Retreat.

Conference 2010 (Leavenworth)

The proposed contracts for the Enzian Inn were reviewed. It was discussed to lower the amount of rooms to 60 from Sunday through Tuesday and 15-20 on Wednesday. It was also discussed to provide lunch Tuesday and Wednesday as breakfast is provided by the hotel each day a room is purchased.

Banquet will be moved to Tuesday evening.

Discussion was held regarding Hospitality night and where to have it due to constraints with alcohol by the Hotel, which also may be an issue for the Banquet. There is also no confetti allowed in the Hotel

May Fest will be going on in Leavenworth at the same time as the conference, so strongly need to urge participants to book early for rooms.

Arlene Larson asked that if anyone has any educational ideas for this conference to please let her know.

Workshops:

Wenatchee tax Workshop did not happen and will need to be rescheduled as the Instructor did not show. Getting some requests for a workshop near Spokane and it was discussed to split the difference between Wenatchee and Spokane, possibly the Moses Lake area. A few of the previous registrations may need to be refunded. Linda Larsen will contact regarding refund/Moses Lake class.



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Woodinville Tax Workshop was only an hour long and not all questions were answered, but critique was overall favorable.

Kalama Tax Workshop is coming up and Linda Knowles will call Department of Revenue speaker to get forms needed and discuss workshop topics. There are 19 registrations so far for the class.

Fall Workshop (Skyway)

The Workshop is scheduled for Thursday, November 6th with the Board Meeting on Friday, November 7th. No program has been set-up as of yet, but topics discussed were Bidding Processes and Prevailing Wage Laws by the State Auditor and Labor & Industries. Arlene Larson, Venus Mollette and Linda Knowles will work together to plan this workshop. Location may change depending on number of registrations.

Spring Workshop (Ellensburg)

Tentatively scheduled for March 26th – 27th, 2009 with Board meeting on 3/27/09. Topic possibilities discussed were FMLA, Safety, and Creative Team Building. Shannon Hill will work on these ideas and bring more information to the Retreat in September.

Promotional Items

The following promotional items are left over from conferences: Portfolios, key chains, Koozies, and name badges. More sweatshirts from the 2008 conference were ordered and if interested, please email Linda Larsen. Also, Kathy Amaral, Linda Larsen and Lori Lord-Albrecht will be attending the Chief's Conference in Wenatchee in July to promote the Section. They will take some of these items with them for purchase and as prizes.

Committee Reports:

Communications/Membership:

Web page has been updated though we do not have access to it yet.

Michelle DeLeon is resigning from the membership committee and Susan Wolf will now be doing all requests for information through the membership.

A quarterly newsletter template is now available and it was discussed to submit articles about the Section for the Chief's newsletter.

Vendors:

Discussion took place of possible alternate revenue sources with vendors. Kathy Streissguth is working on a letter to send out to vendors regarding donations. A draft of the letter will go out to the Board first for review.

Retreat: September 25, 2008 in Silverdale.

Adjourn:



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The meeting adjourned at 12:30 p.m.

Presented by

Wendy Enyart
Secretary/Treasurer
WFAS