



SOUND CITIES ASSOCIATION

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**SCA Board of Directors**

***Meeting Minutes***

January 15, 2020

**Tukwila Community Center, Conference Room B**

10 AM – Noon

**1) Call to order**

SCA President Leanne Guier called the meeting to order at 10:03 AM. Present were members Dana Ralph, Ed Prince, Amy Ockerlander, Nancy Backus, Leanne Guier, Jan Molinaro, Angela Birney, Mary Lou Pauly, James McNeal, Wendy Weiker, Christie Malchow, Laura Philpot, and staff Deanna Dawson and Leah Willoughby. Absent was member Jeff Wagner.

**2) Welcome and Introductions**

Dawson welcomed all the new 2020 SCA Board of Directors. Each member and staff introduced themselves to the group.

**3) Public Comment**

Guier asked if there were any members of the public present for comment. Hearing none, this portion of the agenda was closed.

**4) Consent Agenda**

**Ockerlander Moved, Seconded by Malchow to approve the consent agenda consisting of the minutes of the November 20, 2019 SCA Board of Directors Meeting ([Link Attachment 1](#)). The motion passed unanimously.**

**5) Conflict of Interest Policy**

Conflict of Interest Policy was passed around for all members of the board to sign. Signed copies were returned to staff, who will file the documents. ([Link Attachment 2](#))

**6) Report of the SCA Board Nominating Committee**

President Guier summarized the nominating committee process; summarized the interviews and process. Guier reviewed questions that were asked, highlighting question added by Backus regarding balance of responsibilities. Dawson reported that this was the first reason that interview questions were included, and hope to continue this element in future nominations.

**7) Election of 2020 Board Officers**

**Guier moved, seconded by Backus to elect Dana Ralph as 2020 SCA President, Ed Prince as Vice President, Jeff Wagner as Treasurer, and Amy Ockerlander as Secretary. The motion passed unanimously.**

**8) President's Report**

Ralph thanked Guier for her work as SCA president for the 2019. Highlights of 2019 Board Accomplishments were provided to group as a handout. Ralph asked that members take time to review the highlights. Ralph shared goal of teamwork and working together as goals for 2020.

## 9) Executive Director's Report

Dawson summarized potential topics for the 2020 SCA Board Retreat, and asked group to review. The January board meeting was not combined with the retreat this year, as it had been in previous years, in order to give more time for topics and discussion at the retreat. This year, there are more new members than returning members; Dawson encouraged members to ask questions when needed, suggest change, and set the tone for SCA.

Members were also asked to review board books, provided as handout and sent by email. SCA Bylaws were updated in 2019. It is a goal in 2020 to update the Board Policies, as well as the Public Issues Committee Policies. Values Statement has been updated since Board Policies: SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership. SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking.

Dawson and Ralph provided background information and expectations of the board.

Dawson: Always assume the best of each other and come ready to work together; open to other viewpoints. Board members are here because they care about their community and care about being the best elected officials. Have the backs of other members and other cities; that is how SCA works. If trust breaks down, it no longer works. "No surprises rule" try to be as transparent as possible.

Things are going on in members' respective cities. The SCA Board has been, and hopes to continue to be, a place of support. Our job as staff is to help you; we want to help you do your jobs well. Dawson encouraged members to reach out to staff whenever they can be helpful; trust with the staff is important.

Ralph: Assume good intent; don't take other point of views personally. Part of building the group is discussion. We don't get to the best decisions without having robust and honest discussion. The best compromise happens when everyone gives a little and gets a little. The board sets the tone for all the member cities; this echoes out to the member cities.

Dawson reviewed Board Policy regarding participation, and stressed the importance of following the guidelines for effective messaging, and the importance of being present and engaged at meetings.

Regarding agendas for board meetings, finance committee will usually be under the consent agenda. January agenda is different, as finance committee has not yet been elected. Agenda each month will always have the City Managers/City Administrators meeting Agenda and PIC Chair Report; may have Events Committee items. Dawson encouraged agenda input.

The 2020 SCA Legislative Agenda was provided to the group as a handout. Dawson encouraged members to bring forward other issues that may become important to them during the year.

## 10) Board Resolution 2020-1 setting Board of Directors Schedule of Regular Meetings

Resolution with meeting schedule was provided to group as a handout. Dawson noted location change, explained the reasons for the change, and asked for any feedback.

**Prince moved, seconded by Birney to approve the Board Resolution 2020-1 setting Board of Directors Schedule of Regular Meetings. The motion passed unanimously.**

#### **11) Treasurer's Report**

- a. Ralph and Dawson reviewed 2019 items, including issues with accounting firm and corrected payroll error. Philpot left during this item before the motion.
- b. Dawson walked group through the December 2019 Financial Reports, including Balance Sheet, Profit & Loss Report, and Accounts Receivable Aging Report. ([Link Attachment 3](#)) 2019 Approved Budget was provided for comparison. Most expenses for 2019 fell under budget, including staffing. Accounting was expectedly over. SCA is in a good place financially.

**Backus moved, seconded by Ockerlander to approve the December 2019 Financial Reports. The motion passed unanimously.**

- c. Dawson reviewed the recommended 2020 Reserves and what constitutes each reserve category, noting that the amounts follow board-designated reserve policies. The amounts are set conservatively, but balanced. Money is available to keep these reserves. ([Link Attachment 4](#))

**Backus moved, seconded by Malchow to approve the 2020 Reserves. The motion passed unanimously.**

- d. 2020 Finance Committee

**Prince Moved, seconded by Ockerlander to appoint Leanne Guier, Nancy Backus, Mary Lou Pauly, and Laura Philpot to the Board Finance Committee. The motion passed unanimously.**

#### **12) Appointment to the Events Committee**

Dawson summarized role and responsibilities of events committee members. Partner level sponsors are also invited to participate. Committee usually meets about four times a year. David Baker, a member of the Leadership Advisory Council, will also attend.

**Prince Moved, seconded by Weiker to appoint Nancy Backus, James McNeal, Christie Malchow, Angela Birney, and Amy Ockerlander to the 2020 Events Committee. The motion passed unanimously.**

#### **13) PIC Chair's Report**

Ralph reported that Christie Malchow was appointed Chair and Bill Boyce was appointed Vice Chair to the Public Issue Committee (PIC). As there was no January meeting of the PIC, Malchow is looking forward to seeing the new faces at PIC at the February meeting. Dawson reminded the group that the Pre-PIC workshop will be a PIC 101, and asked members to please encourage new members to attend.

#### **14) City Administrator's Report**

Dawson reported that Laura Philpot was elected as CM/CA Chair. As Philpot was not present, Dawson reported on the January CA/CM Meeting, noting an update on AWC and a presentation on cyber security.

([Link Attachment 5](#)) Group agreed that cyber security should remain a discussion item, and agreed to return to the discussion at a later time.

**15) Regional Homelessness Committee**

Ralph and Dawson summarized developments with the King County Regional Homelessness Committee to-date. SCA has three seats. There is not currently much detail available in regard to what the committee will look like. Dawson stressed that serving on this committee may be intensive of work, and it will be important that those in the SCA seats are representing the entire organization. Dawson asked for direction. After lengthy discussion, board agreed to appoint at this meeting.

**Malchow moved, seconded by McNeal to appoint Nancy Backus, Angela Birney, and Ed Prince as members to the Regional Homelessness Committee. The motion passed unanimously.**

**16) Discussion Items**

Dawson reviewed discussion items:

- a. Upcoming 2020 Board Retreat Topics  
Andrew Ballard of Marketing Solutions will be facilitating the 2020 Board Retreat. Focus will be level-setting discussions, roles, and goals.
- b. PSRC Executive Board Appointments  
Redmond will have its own seat for 2020. Angela Birney will serve in this seat, and SCA will have a vacancy to fill.
- c. Regional Board and Committee Vacancies  
Children and Youth Advisory Board (CYAB) and King County Flood Control District Advisory Board have one member vacancy and 2 alternate vacancies, respectively. A call for nominations will be sent out soon, and recommendation will go to PIC at the February meeting.
- d. Regional Board and Committee Orientation  
Agenda was reviewed, and members were encouraged to attend. Event will take place regardless of weather.
- e. Newly Elected Officials Orientation  
All members present are able to attend the orientation with the exceptions of Molinaro and Malchow. Reception will be held following the orientation, which has been paid for by sponsorships.
- f. 2020 Event Speakers  
Dawson asked members to pass along any suggestions for speakers at 2020 SCA Networking Events.

**17) For the Good of the Order**

Pauly shared that she will be attending the New Mayors Conference, and invited members to pass along any suggested topics. McNeal encouraged members to share information about MILO meetings with newly electeds in their cities. Birney and Weiker shared that they will be attending the AWC conference.

**18) Adjournment**

Meeting was adjourned at 12:00pm

Upcoming Events/Meetings:

- a. *SCA Regional Board and Committee Appointee Orientation, Wednesday, January 15, 2020, 6:00 – 8:00 PM, SeaTac City Hall*
- b. *SCA Newly Elected Official Orientation, Thursday, January 30, 2020, 2:00 – 4:00 PM, PSRC, followed by reception from 4:00 - 5:30 PM at Ivar's Acres of Clams*
- c. *SCA Board Retreat – Friday, January 31, 2020 – Local 32, Renton*
- d. *SCA Board Meeting – Wednesday, February 19, 2020 10:00 AM - 12:00 PM – Tukwila Community Center*
- e. *SCA Networking Event – Wednesday, February 19, 2020 5:30 – 8:00 PM – Renton Pavilion Event Center*