SOUND CITIES ASSOCIATION
38 Cities. A Million People. One Voice.

SCA Finance Committee

April 28, 2026
11:30 AM
Virtual
https://us02web.zoom.us/j/88296241318?pwd=1bE3nfhxa5a1DoO4Uace1DGdjaZbeD.1
To dial in: 822 5179 3957 **Meeting ID:** 882 9624 1318 **Password:** 550909

1) Call to Order — Thomas McLeod, Treasurer

2) Public Comment

3) Approval of Minutes of March 24, 2026 Meeting — Attachment 1

   Recommended Action: *Approval of the minutes of the March 24, 2026 Finance Committee Meeting*

4) Review and approval of January 2026 and February 2026 Financial Reports — Attachments 2-6

   Recommended Action: *Recommendation of the January 2026 and Financial Reports, consisting of the January 2026 Balance Sheet and January 2026 Profit & Loss Report; and the February 2026 and Financial Reports, consisting of the February 2026 Balance Sheet and February 2026 Profit & Loss Report*

5) Member City Dues Update — Attachment 7

6) Sponsorship Update — Attachment 8

7) Staff Transportation Expenses Policy — Attachment 9

   Potential Action: *Recommendation to the SCA Board of Directors the approval of the updated Staff Transportation Expenses Policy within the SCA Personnel Policies*

8) Other Updates

9) For the good of the order

10) Adjourn

SOUND CITIES ASSOCIATION

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DRAFT SCA Finance Committee Minutes
March 24, 2026
11:30 AM
Virtual

1. As SCA Treasurer Thomas McLeod called the meeting to order at 11:34 AM. Present were members Dana Ralph, Sean Kelly, and Tola Marts, and SCA staff Leah Willoughby and Robert Feldstein. Absent was member Scott MacColl.

2. Treasurer inquired whether anyone from the public wished to give comment. Hearing none, this portion of the agenda was closed.

3. Treasurer McLeod asked for any questions or concerns regarding the draft minutes of the November 25, 2025 SCA Finance Committee Meeting.

It was moved and seconded to approve the minutes of the November, 2025 SCA Finance Committee Meeting. The motion passed unanimously.

4. Treasurer McLeod asked for any questions or concerns regarding the financial reports of November 2025 and December 2025. Chief Operating Officer Leah Willoughby and Executive Director Robert Feldstein gave brief notes on the reports. Following discussion, the Committee took the following action:

It was moved and seconded to approve the November 2025 and December 2025 Financial Reports, consisting of the November 2025 Balance Sheet and the November 2025 Profit & Loss Report; and the December 2025 Balance Sheet and December 2025 Profit & Loss Report. The motion passed unanimously.

5. Executive Director Robert Feldstein and Chief Operating Officer Leah Willoughby briefed the Committee on an outstanding invoice from a former Member City and asked for direction regarding the bad debt. Following discussion, the Committee took the following action:

It was moved and seconded to recommend to the Board of Directors approval of bad debt write off for member dues invoice of non-returning member. The motion passed unanimously.

6. SCA Chief Operating Officer Leah Willoughby summarized invoices paid and outstanding for 2026 Member City Dues. There were no actions to report.

7. SCA Chief Operating Officer Leah Willoughby summarized invoice sponsor invoices paid since the last meeting of the board, invoices sent since the last meeting of the committee, and sponsorship payments expected and outstanding. Executive Director Robert Feldstein reported on new and potential future sponsorships. There were no actions to report.

8. Executive Director Robert Feldstein provided the committee with a brief update on the progress of researching and establishing a new employee retirement program to replace the previous pension program SCA is no longer eligible to participate in. Staff asked for any feedback and recommendations. There were no action items to report. Staff will continue to update the Committee and the Board.

9. Executive Director Robert Feldstein and Chief Operating Officer Leah Willoughby provided overview of proposed updates to the staff transportation expenses policy within the SCA Personnel Policies. This item will return for discussion and possible action at the next meeting of the Committee.

10. There were no other updates.

11. There were no items for the Good of the Order.

12. Treasurer McLeod adjourned the meeting at 12:17 PM.

Balance Sheet | SOUND CITIES

As of Jan 31, 2026

	Total
1110 HomeStreet Bank	215,374.39
1120 HomeStreet Bank - Money Market	727,133.72
1130 PayPal Bank	0.00
Total Bank Accounts	**$942,508.11**
Total Accounts Receivable	**$603,173.92**
1140 Investments - Time Value	347,358.55
1145 Accrued Interest Receivable	0.00
1499 Undeposited Funds	193,284.91
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	**$540,643.46**
Total Current Assets	**$2,086,325.49**
Total 1400 Fixed Assets	$0.00
Total Fixed Assets	**$0.00**
Other Long-term Assets	0.00
Total Other Assets	**$0.00**
Total Assets	**$2,086,325.49**
Total Accounts Payable	**$21,804.34**
2200 HomeStreet Credit Card	6,671.46
Total Credit Cards	**$6,671.46**
2300 Accrued Payroll	15,263.76
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	**$0.00**
2150 SDI	0.00
2405 FUTA	40.49
2410 SUI	1,443.88
Total 2415 FIT, SS, Medicare - 941	**$7,563.85**
2420 L&I	695.59
2425 WA Paid Family & Medical Leave	-103.87
2426 WA Cares	421.44
2439 Temporary Retirement Holdings Payable	56,511.14
2440 DCAP / FSA Payable	0.00
2445 DRS DCP Payable	0.00
2450 Medical/Dental/Vision/Life Ins	108.69
2460 Accrued Vacation Pay	17,535.07
2470 w/held Supplemental Life	8.46
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	**$89,956.74**
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	**$0.00**
2600 Deferred Revenue	0.00
Total Other Current Liabilities	**$105,220.50**
Total Current Liabilities	**$133,696.30**
Total Liabilities	**$133,696.30**
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	0.00
Total 3100 Board Designated Reserves	**$590,854.00**
3200 Board Designated Contra	-590,854.00
3999 Opening Bal Equity	0.00
3300 Fund Balance (Prior Years)	1,039,295.26
Net Income	913,333.93
Total Equity	**$1,952,629.19**
Total Liabilities and Equity	**$2,086,325.49**

Profit & Loss Report by Month - SOUND CITIES

January 1-31, 2026

	Jan 2026	Total	Budget	Remaining	% Remaining
1010 Member Dues	988,900.00	988,900.00	988,900	0	0.00%
1020 Membership/Sponsorships	0.00	0.00	90,000	90,000	100.00%
1030 Registration/Dinners income	0.00	0.00	22,500	22,500	100.00%
1040 Interest Income	862.67	862.67	15,600	14,737	94.47%
1150 CC Points Redeemed Credit	0.00	0.00	500	500	100.00%
Total Income	**989,762.67**	**$989,762.67**	**1,117,500**	**127,737**	**11.43%**
Gross Profit	**989,762.67**	**$989,762.67**	**1,117,500**	**127,737**	**11.43%**
Total 5100 Salaries	**50,240.62**	**$50,240.62**	**692,892**	**642,651**	**92.75%**
5210 Taxes-FUTA	70.58	70.58	270	199	73.86%
5220 Taxes-SUTA	938.33	938.33	6,834	5,896	86.27%
5230 Taxes - FICA, Medicare - 941	3,979.40	3,979.40	51,398	47,419	92.26%
5240 Taxes - L & I	24.25	24.25	1,746	1,722	98.61%
5250 Taxes-FMLA	0.00	0.00	4,578	4,578	100.00%
Total 5200 Payroll Taxes	**5,012.56**	**$5,012.56**	**64,826**	**59,813**	**92.27%**
Total 5310 Pension/Retirement Contributions	2,865.43	$2,865.43	38,600	35,735	92.58%
5320 Medical/Dental/Vision/Life Ins	5,227.20	5,227.20	98,227	93,000	94.68%
5330 Professional Development	0.00	0.00	9,000	9,000	100.00%
5345 ED Car Allowance	250.00	250.00			
5346 Staff Travel Expenses	101.82	101.82			
Total 5340 Travel Reimbursement	**351.82**	**$351.82**	**11,000**	**10,648**	**96.80%**
5350 PFML – Employer Paid Employee Share	416.46	416.46	0	-416	
Total 5300 Staff Benefits	**8,860.91**	**$8,860.91**	**156,827**	**147,966**	**94.35%**
Total 5000 Staff	**64,114.09**	**$64,114.09**	**914,545**	**850,431**	**92.99%**
6100 Rent	2,853.58	2,853.58	34,255.00	31,401.42	91.67%
6200 Office Insurance	0.00	0.00	900.00	900.00	100.00%
6310 Copier/Printer Lease & Maint	243.40	243.40	3,700.00	3,456.60	93.42%
6320 Outside Printing & Publication	234.43	234.43	2,400.00	2,165.57	90.23%
Total 6300 Printing and Publication	**477.83**	**$477.83**	**$ 6,100.00**	**$ 5,622.17**	**92.17%**
6420 Website Design/Hosting	567.00	567.00	6,800.00	6,233.00	91.66%
6430 IT Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
6440 Software/Subscriptions	1,585.39	1,585.39	8,500.00	6,914.61	81.35%
6450 Incidental IT Consulting	0.00	0.00	2,500.00	2,500.00	100.00%
Total 6400 IT	**2,152.39**	**$2,152.39**	**$ 23,800.00**	**$ 21,647.61**	**90.96%**
6500 Cell Phone Service	235.66	235.66	4,000.00	3,764.34	94.11%
6600 CC, Banking & Other Fees	107.03	107.03	500.00	392.97	78.59%
6700 Accounting Fees	0.00	0.00	16,800.00	16,800.00	100.00%
6800 Legal Fees	668.25	668.25	10,000.00	9,331.75	93.32%
6900 Office Supplies / Misc.	83.81	83.81	3,000.00	2,916.19	97.21%
Total 6000 Office / Overhead	**6,578.55**	**$6,578.55**	**$ 99,355.00**	**$ 92,776.45**	**93.38%**
7100 Food/Beverage/Rentals	2,800.00	2,800.00	40,000.00	37,200.00	93.00%
7200 Event Pmts Processing Fee	0.00	0.00	1,200.00	1,200.00	100.00%
Total 7000 Event Expenses	**2,800.00**	**$2,800.00**	**$ 41,200.00**	**$ 38,400.00**	**93.20%**
8110 D&O Insurance	0.00	0.00	2,200.00	2,200.00	100.00%
8120 Cyber Security Insurance	0.00	0.00	700.00	700.00	100.00%
Total 8100 Liability Insurance	**0.00**	**$0.00**	**$ 2,900.00**	**$ 2,900.00**	**100.00%**
8200 Awards / Recognition	0.00	0.00	2,500.00	2,500.00	100.00%
8300 Retreats/Mtgs/Conf/Dues/Events	2,332.84	2,332.84	12,000.00	9,667.16	80.56%
8400 Consultants/Special Projects	24.42	24.42	20,000.00	19,975.58	99.88%
Total 8000 Board / Org Development	**2,357.26**	**$2,357.26**	**$ 37,400.00**	**$ 35,042.74**	**93.70%**
9000 Contingency Fund	0.00	0.00	25,000.00	25,000.00	100.00%
Total Expenses	**75,849.90**	**$75,849.90**	**$ 1,117,500.00**	**$ 1,041,650.10**	**93.21%**
Net Operating Income	**913,912.77**	**$913,912.77**			
Investment returns	-668.84	-668.84			
Processing Fees Recouped	90.00	90.00			
Total Other income	**(578.84)**	**$(578.84)**			
Other Expenses					
Net Other Income	**(578.84)**	**$(578.84)**			
Net Income	**913,333.93**	**$913,333.93**			

Balance Sheet | SOUND CITIES ASSOCIATION

As of Feb 28, 2026

	Total
1110 HomeStreet Bank	245,099.21
1120 HomeStreet Bank - Money Market	1,027,377.15
1130 PayPal Bank	2,621.31
Total Bank Accounts	**$1,275,097.67**
Total Accounts Receivable	**$368,437.83**
1140 Investments - Time Value	348,012.71
1145 Accrued Interest Receivable	307.08
1499 Undeposited Funds	51,573.35
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	**$399,893.14**
Total Current Assets	**$2,043,428.64**
1400 Fixed Assets	
Total Fixed Assets	**$0.00**
Other Long-term Assets	0.00
Total Other Assets	**$0.00**
Total Assets	**$2,043,428.64**
Total Accounts Payable	**$16,293.15**
2200 HomeStreet Credit Card	3,880.58
Total Credit Cards	**$3,880.58**
2300 Accrued Payroll	16,235.87
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	**$0.00**
2150 SDI	0.00
2405 FUTA	40.49
2410 SUI	2,396.52
Total 2415 FIT, SS, Medicare - 941	**$7,613.02**
2420 L&I	802.74
2425 WA Paid Family & Medical Leave	313.06
2426 WA Cares	657.15
2439 Temporary Retirement Holdings Payable	59,275.70
2450 Medical/Dental/Vision/Life Ins	-327.71
2460 Accrued Vacation Pay	17,535.07
2470 w/held Supplemental Life	25.38
2499 Payroll Corrections	173.01
WA SUI Employer	1,150.69
Total 2400 Payroll Liabilities	**$98,083.11**
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	**$0.00**
2600 Deferred Revenue	0.00
Total Other Current Liabilities	**$114,318.98**
Total Current Liabilities	**$134,492.71**
Total Liabilities	**$134,492.71**
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	0.00
Total 3100 Board Designated Reserves	**$590,854.00**
3200 Board Designated Contra	-590,854.00
3999 Opening Bal Equity	0.00
3300 Fund Balance (Prior Years)	1,039,295.26
Net Income	869,640.67
Total Equity	**$1,908,935.93**
Total Liabilities and Equity	**$2,043,428.64**

Profit & Loss Report by Month | SOUND CITIES

January 1-February 28, 2026

	Feb 2026	YTD Total	Budget	Remaining	% Remaining
1010 Member Dues		988,900.00	988,900	0	0.00%
1020 Membership/Sponsorships	27,500.00	27,500.00	90,000	62,500	69.44%
1030 Registration/Dinners income	4,415.00	4,415.00	22,500	18,085	80.38%
1040 Interest Income	1,478.19	2,340.86	15,600	13,259	84.99%
1150 CC Points Redeemed Credit	250.00	250.00	500	250	50.00%
Total Income	**33,643.19**	**$1,023,405.86**	**1,117,500**	**94,094**	**8.42%**
Gross Profit	**33,643.19**	**$1,023,405.86**	**1,117,500**	**94,094**	**8.42%**
Total 5100 Salaries	**52,425.86**	**$102,666.48**	**692,892**	**590,226**	**85.18%**
5210 Taxes-FUTA	0.00	70.58	270	199	73.86%
5220 Taxes-SUTA	952.64	1,890.97	6,834	4,943	72.33%
5230 Taxes - FICA, Medicare - 941	3,992.66	7,972.06	51,398	43,426	84.49%
5240 Taxes - L & I	24.25	48.50	1,746	1,698	97.22%
5250 Taxes-FMLA	0.00	0.00	4,578	4,578	100.00%
Total 5200 Payroll Taxes	**4,969.55**	**$9,982.11**	**64,826**	**54,844**	**84.60%**
Total 5310 Pension/Retirement Contributions	2,875.03	$5,740.46	38,600	32,860	85.13%
5320 Medical/Dental/Vision/Life Ins	5,227.20	10,454.40	98,227	87,773	89.36%
5330 Professional Development	0.00	0.00	9,000	9,000	100.00%
5345 ED Car Allowance	250.00	500.00			
5346 Staff Travel Expenses	448.66	550.48			
Total 5340 Travel Reimbursement	**787.26**	**$1,139.08**	**11,000**	**9,861**	**89.64%**
5350 PFML – Employer Paid Employee Share	417.80	834.26	0	-834	
Total 5300 Staff Benefits	**9,307.29**	**$18,168.20**	**156,827**	**138,659**	**88.42%**
Total 5000 Staff	**66,702.70**	**$130,816.79**	**914,545**	**783,728**	**85.70%**
6100 Rent	2,853.58	5,707.16	34,255.00	28,547.84	83.34%
6200 Office Insurance		0.00	900.00	900.00	100.00%
6310 Copier/Printer Lease & Maint	243.40	486.80	3,700.00	3,213.20	86.84%
6320 Outside Printing & Publication	346.66	581.09	2,400.00	1,818.91	75.79%
Total 6300 Printing and Publication	**590.06**	**$1,067.89**	**$ 6,100.00**	**$ 5,032.11**	**82.49%**
6420 Website Design/Hosting	567.00	1,134.00	6,800.00	5,666.00	83.32%
6430 IT Equipment	10.99	10.99	6,000.00	5,989.01	99.82%
6440 Software/Subscriptions	1,081.63	2,667.02	8,500.00	5,832.98	68.62%
6450 Incidental IT Consulting		0.00	2,500.00	2,500.00	100.00%
Total 6400 IT	**1,659.62**	**$3,812.01**	**$ 23,800.00**	**$ 19,987.99**	**83.98%**
6500 Cell Phone Service	266.63	502.29	4,000.00	3,497.71	87.44%
6600 CC, Banking & Other Fees	34.90	141.93	500.00	358.07	71.61%
6700 Accounting Fees		0.00	16,800.00	16,800.00	100.00%
6800 Legal Fees	364.50	1,032.75	10,000.00	8,967.25	89.67%
6900 Office Supplies / Misc.	86.31	170.12	3,000.00	2,829.88	94.33%
Total 6000 Office / Overhead	**5,855.60**	**$12,434.15**	**$ 99,355.00**	**$ 86,920.85**	**87.49%**
7100 Food/Beverage/Rentals		2,800.00	40,000.00	37,200.00	93.00%
7200 Event Pmts Processing Fee	163.53	163.53	1,200.00	1,036.47	86.37%
Total 7000 Event Expenses	**163.53**	**$2,963.53**	**$ 41,200.00**	**$ 38,236.47**	**92.81%**
8110 D&O Insurance		0.00	2,200.00	2,200.00	100.00%
8120 Cyber Security Insurance		0.00	700.00	700.00	100.00%
Total 8100 Liability Insurance		**$0.00**	**$ 2,900.00**	**$ 2,900.00**	**100.00%**
8200 Awards / Recognition	599.39	599.39	2,500.00	1,900.61	76.02%
8300 Retreats/Mtgs/Conf/Dues/Events	1,910.17	4,243.01	12,000.00	7,756.99	64.64%
8400 Consultants/Special Projects	1,831.54	1,855.96	20,000.00	18,144.04	90.72%
Total 8000 Board / Org Development	**4,341.10**	**$6,698.36**	**$ 37,400.00**	**$ 30,701.64**	**82.09%**
9000 Contingency Fund		0.00	25,000.00	25,000.00	100.00%
Total Expenses	**77,062.93**	**$152,912.83**	**$ 1,117,500.00**	**$ 964,587.17**	**86.32%**
Net Operating Income	**(43,419.74)**	**$870,493.03**			
Investment returns	-273.52	-942.36			
Processing Fees Recouped		90.00			
Total Other income	**(273.52)**	**$(852.36)**			
Other Expenses					
Net Other Income	**(273.52)**	**$(852.36)**			
Net Income	**(43,693.26)**	**$869,640.67**			

A/R Aging Summary Report

SOUND CITIES ASSOCIATION

As of Apr 24, 2026

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon	6,000.00					6,000.00
City of Auburn				64,309.45		64,309.45
City of Kirkland C				78,403.68		78,403.68
EMC Research			500.00			500.00
Jenoptik Smart Mobility Solutions		6,000.00				6,000.00
Lumen	6,000.00					6,000.00
Microsoft	6,000.00					6,000.00
PSE		6,000.00				6,000.00
Waste Management			6,000.00			6,000.00
TOTAL	**18,000.00**	**12,000.00**	**6,500.00**	**142,713.13**		**$179,213.13**

2026 Member City Dues Invoicing and Payments

Municipality	Invoiced	Payment Date	Method	Payment Recieved
Algona	$ 2,672.22	1/20/2026	check	$ 2,672.22
Auburn (part)	$ 64,309.45			
Beaux Arts Village	$ 248.39	1/20/2026	check	$ 248.39
Bellevue	$ 80,126.40	3/10/2026	check	$ 80,126.40
Black Diamond	$ 5,957.40	1/12/2026	check	$ 5,957.40
Bothell (part)	$ -			
Burien	$ 42,723.40	1/20/2026	check	$ 42,723.40
Carnation	$ 1,858.93	1/5/2026	check	$ 1,858.93
Clyde Hill	$ 2,479.91	2/10/2026	check	$ 2,479.91
Covington	$ 17,756.01	1/5/2026	check	$ 17,756.01
Des Moines	$ 26,874.39	1/5/2026	check	$ 26,874.39
Duvall	$ 7,059.14	3/3/2026	check	$ 7,059.14
Enumclaw (part)	$ 10,736.94	1/5/2026	check	$ 10,736.94
Federal Way	$ 80,126.40	1/27/2025	check	$ 80,126.40
Hunts Point	$ 364.58	1/12/2026	check	$ 364.58
Issaquah	$ 33,300.53	2/10/2026	check	$ 33,300.53
Kenmore	$ 19,646.99	2/20/2026	check	$ 19,646.99
Kent	$ 80,126.40	4/14/2026	check	$ 80,126.40
Kirkland	$ 78,403.68			
Lake Forest Park	$ 10,977.32	1/12/2026	check	$ 10,977.32
Maple Valley	$ 23,509.09	1/20/2026	check	$ 23,509.09
Medina	$ 2,335.68	2/10/2026	check	$ 2,335.68
Mercer Island	$ 20,712.67	1/27/2026	check	$ 20,712.67
Milton (part)	$ 1,314.07	1/12/2026	check	$ 1,314.07
Newcastle	$ 11,121.54	1/27/2026	check	$ 11,121.54
Normandy Park	$ 5,492.66	2/17/2026	check	$ 5,492.66
North Bend	$ 6,882.86	2/10/2026	check	$ 6,882.86
Pacific (part)	$ 5,801.15	3/16/2026	check	$ 5,801.15
Redmond	$ 66,008.13	2/3/2026	check	$ 66,008.13
Renton	$ 80,126.40	2/17/2026	ACH	$ 80,126.40
Sammamish	$ 54,870.56	1/5/2026	check	$ 54,870.56
SeaTac	$ 26,433.70	2/17/2026	check	$ 26,433.70
Shoreline	$ 51,072.57	1/5/2026	check	$ 51,072.57
Skykomish	$ 132.21	2/3/2026	check	$ 132.21
Snoqualmie	$ 11,658.39	1/5/2026	check	$ 11,658.39
Tukwila	$ 18,397.02	2/3/2026	check	$ 18,397.02
Woodinville	$ 11,265.77	1/27/2026	check	$ 11,265.77
Yarrow Point	$ 905.43	1/20/2026	check	$ 905.43
Total	**$ 963,788.38**			**$ 821,075.26**
Outstanding				$ 142,713.13

2026 Sponsorship Payment Tracking

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	April 2026	$ 6,000.00		
Regional Associate Member	AWC	February 2026	$ 500.00	March 2026	$ 500.00
Regional Associate Member	EMC Research	February 2026	$ 500.00		
Regional Associate Member	Gordon Thomas Honeywell	February 2026	$ 500.00	March 2026	$ 500.00
Partner	Jenoptik	March 2026	$ 6,000.00		
Regional Associate Member	KC Dept of Assessments	February 2026	$ 500.00	February 2026	$ 500.00
Regional Associate Member	King County Elections	February 2026	$ 500.00	April 2026	$ 500.00
Regional Associate Member	King County Library Systems	February 2026	$ 500.00		
Regional Associate Member	Langton Public Affairs	February 2026	$ 500.00	February 2026	$ 500.00
Partner	Lumen	April 2026	$ 6,000.00		
Partner	Marketing Solutions	n/a	$ -	In-Kind	$ -
Partner	Microsoft	April 2026	$ 6,000.00		
Partner	Port of Seattle	February 2026	$ 6,000.00	March 2026	$ 6,000.00
Partner	Puget Sound Energy	March 2026	$ 6,000.00		
Partner	Seattle King County Realtors	February 2026	$ 6,000.00	March 2026	$ 6,000.00
Partner	Sound Transit	April 2026	$ 6,000.00	April 2026	$ 6,000.00
Partner	Waste Management	February 2026	$ 6,000.00		
Totals			**$ 57,500.00**		**$ 20,500.00**

To Be Invoiced 2026

Sponsorship Level	Sponsor/Entity	Invoice	Amount to Invoice
Regional Associate Member	4Culture	September 2026	$ 500.00
Partner	Boeing	June 2026	$ 6,000.00
Regional Associate Member	Cedar Grove	August 2026	$ 500.00
Partner	Comcast	March 2026	$ 6,000.00
Regional Associate Member	Foster Garvey	March 2026	$ 500.00
TBD	Republic Services	February 2026	TBD
Partner	Seattle Metro Chamber	June 2026	$ 6,000.00
Event - Summer Social	TBD		$ 2,500.00
Event - Fall	TBD		$ 2,500.00
Event - Annual Mtg	TBD		$ 2,500.00
Totals			**$ 27,000.00**

In-Progress Potential Sponsors

Sponsor/Entity	Most Recent Contact
University of Washington	4/20/2026
Alaska Airlines	4/23/2026
Verizon	4/20/2026
Ziply Fiber	4/21/2026
EZEE Fiber	4/17/2026
Kaiser Permanente	4/21/2026
King County Housing Authority	4/28/2026
Monument Advocacy	4/20/2026
Ceis, Bayne, & East	4/20/2026

2025 Sponsorship Payments

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Regional Associate Member	4Culture	September 2025	$ 500.00	August 2025	$ 500.00
Partner	Amazon	March 2025	$ 6,000.00	August 2025	$ 6,000.00
Event Sponsorship	Amazon	August 2025	$ 2,500.00	October 2025	$ 2,500.00
Regional Associate Member	AWC	February 2025	$ 500.00	March 2025	$ 500.00
Partner	Boeing	April 2025	$ 6,000.00	Novmeber 2025	$ 6,000.00
Event Sponsorship	Boeing	April 2025	$ 2,500.00	Novmeber 2025	$ 2,500.00
Regional Associate Member	Cedar Grove	August 2025	$ 500.00	August 2025	$ 500.00
Partner	Comcast	March 2025	$ 6,000.00	March 2025	$ 6,000.00
Event Sponsorship - Annual Mtg	Comcast	March 2025	$ 2,500.00	March 2025	$ 2,500.00
Regional Associate Member	EMC Research	February 2025	$ 500.00	February 2025	$ 500.00
Regional Associate Member	Foster Garvey	March 2025	$ 500.00	March 2025	$ 500.00
Regional Associate Member	Gordon Thomas Honeywell	February 2025	$ 500.00	February 2025	$ 500.00
Regional Associate Member	KC Dept of Assessments	February 2025	$ 500.00	March 2025	$ 500.00
Regional Associate Member	King County Elections	February 2025	$ 500.00	March 2025	$ 500.00
Regional Associate Member	King County Library Systems	February 2025	$ 500.00	February 2025	$ 500.00
Regional Associate Member	Langton Public Affairs	February 2025	$ 500.00	February 2025	$ 500.00
Partner	Lumen	March 2025	$ 6,000.00	March 2025	$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Partner	Microsoft	March 2025	$ 6,000.00	March 2025	$ 6,000.00
Partner	Port of Seattle	February 2025	$ 6,000.00	June 2025	$ 6,000.00
Partner	Puget Sound Energy	February 2025	$ 6,000.00	April 2025	$ 6,000.00
Partner	Republic Services	February 2025	$ 6,000.00	March 2025	$ 6,000.00
Partner	Seattle King County Realtors	February 2025	$ 6,000.00	March 2025	$ 6,000.00
Partner	Seattle Metro Chamber	February 2025	$ 6,000.00	December 2025	$ 6,000.00
Partner	Sound Transit	March 2025	$ 6,000.00	June 2025	$ 6,000.00
Partner	Waste Management	February 2025	$ 6,000.00	March 2025	$ 6,000.00
Totals			**$ 84,500.00**		**$ 84,500.00**

At the March 2026 meeting, the SCA Finance Committee discussed proposed changes to the Staff Transportation Expenses Policy within the SCA Personnel Policies. At the guidance and direction of the Committee, staff discussed policy change implications with the full SCA staff. The proposed change is included for possible action at the April 2026 meeting. The summary, draft, and original policy are included below. No additional changes have been added since the information included with the March 2026 meeting materials.

Summary of Changes in Draft Updated Policy

The proposed revision updates the policy to better reflect hybrid work arrangements and evolved operational practices since the original policy was written and adopted. Its purpose is to create greater clarity, consistency, and equity in how travel and mileage reimbursement is applied.

Rather than changing whether commuting is reimbursable, the revision clarifies how "commuting" is defined by establishing a daily "required work location." This approach ensures the policy is applied fairly whether an employee is working from the office or remotely on a given day.

1. **Definition of "required work location" added**
   The organization determines the employee's work location for each day based on operational needs and schedules. Examples clearly defined:
   - Required office day – office is the work location
   - Designated remote day – employee's home is the work location
   - Voluntary office attendance – office becomes the work location

2. **Clarifies when "commuting" applies**
   - The draft policy continues to treat commuting as non-reimbursable.
   - Commuting is defined as travel undertaken to report to the employee's required work location for that day.

3. **Other Administrative Updates**
   - Updates language for clarity and modernization, including approval authority and reimbursement documentation requirements.

Agenda

Revised – draft

511 BUSINESS TRAVEL EXPENSES

Employees who are operating private vehicles while conducting SCA business must possess a valid driver's license and must maintain insurance meeting the State's minimum liability standards. Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director

SCA will reimburse employees for reasonable business travel expenses incurred while preforming approved work-related assignments.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SCA. Employees are expected to limit expenses to reasonable amounts.

For purposes of travel and mileage reimbursement, an employee's required work location for a given day is determined by the organization based on operational needs and established schedules. On days when employees are required to report to the office, the office is the employee's work location for that day. On designated remote-work days, the employee's home is the employee's work location. When an employee voluntarily works from the office on a day they are not required to do so, the office is the employee's work location for that day.

Mileage reimbursement is available for required work-related travel, other than commuting. Employees will be reimbursed at the mileage rate set annually by the Federal IRS. For the purposes of this policy, commuting is defined as travel undertaken for the purpose of reporting to the employee's required work location for that day and is not reimbursable.

Mileage reimbursement must be supported by appropriate documentation, including dates, destinations, and business purpose, and is subject to review.

Employees should contact the organization's designated approving authority for guidance regarding approval requirements, procedures for travel arrangements, expense reporting, reimbursement of specific expenses, or other matters related to business travel.

Misuse of this business travel expenses policy, the submission of inaccurate or unsupported expense reports, can be grounds for disciplinary action, up to and including termination of employment.

Agenda

Original:

511 BUSINESS TRAVEL EXPENSES

SCA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the SCA office. All business travel must be approved in advance.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SCA. Employees are expected to limit expenses to reasonable amounts.

Employees, who are operating private cars while on SCA business, must have in their possession a valid driver's license and be insured to the State's minimum liability standards. Employees will be reimbursed at the mileage rate set annually by the Federal IRS. In the event of an accident, the employee's insurance will be primary accident coverage. Daily commute transportation expenses between the employee's residence and SCA office is a personal obligation of the employee and is not reimbursable by SCA. All other miles driven on official SCA business are reimbursable. Employees may be reimbursed for actual miles driven between SCA's office and the remote meeting location, or the employee's residence and the meeting location, whichever is shortest.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director

When travel is completed, employees must submit completed travel expense reports within 30 days to ensure reimbursement. Reports should be accompanied by receipts for all individual expenses.

Employees should contact the Executive Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Agenda