FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

# Executive Board Meeting Summary

**March 28, 2016**

**SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070**
**SEATTLE, WA**

Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

KEY: Underlined text indicates actions/decisions.
*Bold/italicized* text indicates follow up items.

## Standing Items

**1. CALL TO ORDER**

The January 25, 2016, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:07 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

**ROLL CALL**

Board Members Present: Andy Cherullo (phone), Susy Haugen (phone), Jan Hawn (phone), and Glen Lee

Staff and Guests: Jamie Carnell, Laurie McVay, Horace Francis (phone), David Linehan (phone), Danielle Larson (phone), and Troy Lucas (phone)

**2. PUBLIC COMMENT**

There were no public comments.

**3. APPROVAL OF MEETING SUMMARY**

On a motion made by Jan Hawn and seconded by Susy Haugen, the board approved the January 25, 2016, meeting summary.

**4. REVIEW OF FINANCIAL STATEMENT**

Horace Francis summarized the January and February financial statements. There were no questions or comments

**5. ACTION ITEMS**

A. **Resolution FL 2016-02, Officer Elections**: David Linehan reviewed the rules noted in the bylaws that govern the terms and election of Executive Board officers. Jan Hawn, who was nominated as Chair, informed the Board that she is unable to serve as the Chair. After discussing options for moving forward with the Agency legal counsel, it was agreed that the nomination slate approved at



*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

the January 25 meeting would be voted on. On a motion made by Glen Lee and seconded by Susy Haugen the resolution was passed unanimously. Officer seats will be held as follows:

| Seat | Name | Term Duration |
|---|---|---|
| Chair | Jan Hawn | Two years |
| Vice-Chair | Susy Hagen | Two years |
| Secretary | Laurie McVay, Non-Board Member | Indefinite |
| Treasurer | Horace Francis, Non-Board Member | Indefinite |

It is understood that Jan Hawn will resign as Board Chair on April 1 and Susy Haugen, Vice-Chair as of April 1, will assume the Chair seat. At the May 16 Executive Board meeting, a new Vice-Chair will be elected to replace Susy, who will hold the seat for the two-year term.

B. **Resolution FL 2016-03, Contract 3102 Assignment**: Jamie Carnell summarized the resolution, noting that amendment negotiations to the Ramware contract will begin once Contract 3102 has transferred to the Agency. On a motion made by Susy Haugen and seconded by Jan Hawn the resolution was passed unanimously.

C. **Resolution FL 2016-04, IT Security Policies**: Jamie Carnell reviewed the background on the policy development. The IT Security Policies apply to the FileLocal Agency and calls out specific responsibilities for the Cities and Vendors. As three cities have launched it is imperative that we establish security policies without further delay. On a motion made by Glen Lee and seconded by Jan Hawn the resolution was passed unanimously.

D. **Resolution FL 2016-05, 2015 Financial Statement**: Horace Francis reviewed the 2015 annual financial statement, which must be filed with the Washington State Auditor's Office no later than May 30, 2016. On a motion made by Susy Haugen and seconded by Jan Hawn the resolution was passed unanimously.

**6. DISCUSSION ITEMS:**

A. **2016 Legislative Session and Next Steps**: Jamie Carnell updated the Board on the 2016 Washington State Legislative Regular Session. House Bill 2959 was adopted in the regular session. The final bill calls for the Department of Revenue to manage and staff the development of a report to the legislature regarding tax and system alignment among Washington cities that collect B&O taxes.

**7. ADJOURNMENT**

The meeting of the Executive Board adjourned at 12:33 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal