FileLocal

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Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

January 25, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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: Susy Haugen (phone), Jan Hawn (phone), and Glen Lee

Staff and Guests: Jamie Carnell, Laurie McVay, Ezra Hodge (phone), and David Linehan (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 December 14, 2015 and January 19, 2016, meeting summaries unanimously.

4. REVIEW OF FINANCIAL STATEMENT

Jamie Carnell noted potential uses of the 2015 carry over funds would be brought to the Board.

5. ACTION ITEMS

A. Resolution FL 2016-01, 2016 Meeting Schedule: The 2016 meeting schedule was reviewed by Jamie Carnell. Due to scheduling conflicts of at least two board members, the May 23rd meeting will be rescheduled and the published

*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.

schedule will be updated. On a motion made by Glen Lee and seconded by Susy Haugen the resolution was passed unanimously.

6. OTHER BUSINESS:

A. **Executive Board nominations**: Section 5.2 of the FileLocal bylaws state the Chair and Vice-Chair shall serve for a two year term. Effective April 1, 2016, biannual elections shall be held for those seats. Section 5.7 and 5.8 allow for non-Board Members to be appointed to the Secretary and Treasurer seats. By unanimous vote of the Board, the following nominations were passed:

Seat	Name	Motioned by	Seconded by
Chair	Jan Hawn	Glen Lee	Susy Haugen
Vice-Chair	Susy Hagen	Glen Lee	Jan Hawn
Secretary	Laurie McVay Non-Board Member	Glen Lee	Susy Haugen
Treasurer	Horace Francis Non-Board Member	Glen Lee	Jan Hawn

7. ADJOURNMENT

On a motion made by Glen Lee and seconded by Jan Hawn, the Board adjourned at 12:32 p.m.

Respectfully Submitted,



Susy Haugen
Secretary, FileLocal