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

July 27, 2015

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 July 27, 2015, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:02 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), Susan Ramirez (Tacoma alternate, phone), and Glen Lee

Board Members Absent: Andy Cherullo (Susan Ramirez attended in his place)

Staff and Guests: Jamie Carnell, Ezra Hodge, Dawn Overbeck, Laurie McVay, David Linehan (phone), Robert Fuller, Troy Lucas (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Susy Haugen and seconded by Glen Lee, the board approved the May 26, 2015, meeting summary unanimously.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions about the May or June Financial Statements. Jamie Carnell noted she will be meeting with Francis & Co on a monthly basis to review the financials prior to them being submitted to the Board for review.

*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.

5. **OTHER BUSINESS:** July 2015 Soft Launch Go/No Go

A. **City of Seattle**: Jamie reviewed the Go/No Go Decision Report for the City of Seattle (included in the meeting packet). All of the issues that resulted in a NO GO vote in May have been addressed. Results and summaries from each decision factor were reported as completed.

Bob Fuller noted there are no critical defects and that the City of Seattle IT is good to go. He reminded the cities and FileLocal to remain diligent over the first 90 days of the launch.

The only concern still open regards the payment cap. FileLocal is working on increasing the cap to two million.

The Board agreed to a "Go". The City of Seattle will launch at 9:00 a.m. on Tuesday July 28, 2015.

6. **ADJOURNMENT**

On a motion made by Jan Hawn and seconded by Susy Haugen, the Board adjourned at 12:22 p.m.

Respectfully Submitted,



Susy Haugen
Secretary, FileLocal