FileLocal

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Executive Board Meeting Summary

May 28, 2020

CONFERENCE CALL

Executive Board:

Susy Haugen,
City of Everett

Toni Call, Chair
City of Bellevue

Beth Anne Wroe
City of Des Moines

Lindsey Vaughn
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee, Chair
City of Seattle

Andy Cherullo, Vice-Chair
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The 05-28-20 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:06 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone), Beth Ann Wroe (phone) Sharon Fuller (phone) for Susy Haugen, Lindsey Vaughn (phone), Kari Roller, (phone) for Jan Hawn, and Glen Lee (phone)

Staff and Guests: David Linehan (phone), Kevin Fitzpatrick (phone), Wendy Thomaston (phone) and Julie Panick (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Toni Call and seconded by Glen Lee, the board approved the 04-17-20, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the April 2020 and March 2020 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2020-06: Draft Budget 2021-2025

a. Kevin Fitzpatrick reviewed the resolution. There were no questions or comments.

i. Motion to accept: Toni Call
ii. Motion seconded: Sharon Fuller
iii. Supermajority vote: Passed

*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.

VOTE FL2020-06	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller (for Jan Hawn)
YES	Seattle	Glen Lee
Absent	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. January 2020 Postmortem

Kevin Fitzpatrick reviewed the primary issues experienced during the January 2020 filing period and updated the status of work being done He stated that Avenu has formed a project team to address these issues and in addition he now meets with Avenu bi-weekly.

Kevin stated there are lots of changes in the Q'3 release. In response to a question from Kari Roller, Kevin stated that we are going to fully test before implementing these changes.

B. April Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. There were no comments or questions.

G. New Cities Update

Des Moines and Snoqualmie are on-track for Q'2 implementation. Kent will join FileLocal in 2021. Kevin has a follow-up call with Kent planned in June. There were no questions or comments.

H. Vendor Warrants

Program Manager expenses include $400 for the FileLocal Domain and the mileage expenses for quarterly city and new city meetings. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Toni Call and seconded by Glen Lee the meeting the Executive Board adjourned at 11:47 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal