FileLocal

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**Executive Board:**

Jamie Thomas
City of Auburn

Michael Chandler
City of Bellevue

Jeff Friend
City of Des Moines

Heide Brillantes
City of Everett

Paula Painter, Chair
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell, Vice-Chair
City of Seattle

Andy Cherullo, Chair
City of Tacoma

# Executive Board Meeting Summary

**March 20, 2025**

**700 5TH AVE, ROOM 4096**
**TEAMS CONFERENCE CALL**
**SEATTLE, WA**

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

## Standing Items

**1. CALL TO ORDER**

The 03-20-25 Washington Multi-City Business License and Tax Portal Agency (FileLocal) meeting was called to order at 11:04 a.m. and conducted by Teams meeting.

**ROLL CALL**

Board Members Present: Michael Chandler (phone), Jeff Friend (phone), Heide Brillantes (phone), Paula Painter (phone), Lindsey Vaughn (phone), Kristin Trivelas for Kari Roller (phone), Joseph Cunha for Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick
John Costello (phone), David Linehan (phone), and Horace Francis (phone)

**2. PUBLIC COMMENT**

There were no public comments.

**3. APPROVAL OF THE 11-06-24 MEETING SUMMARY**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the board approved the 11-06-24 meeting summary.

**4. REVIEW OF FINANCIAL STATEMENTS**

Scott Hitchcock summarized the February 2025 financial statements and cash status. Labor costs are slightly higher due to new labor contracts. There were no questions or comments.

*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. DISCUSSION ITEMS:**

A. Operational Performance Report

Scott Hitchcock reviewed the Operational Performance Report. There were no questions or comments.

B. Vendor Warrant List

Scott Hitchcock reviewed the 4th Quarter Vendor Warrant List. There were no questions or comments

**6. ADJOURNMENT**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the meeting of the Executive Board adjourned at 11:25 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal