



WCMA
Washington City/County
Management Association
A State Affiliate of **ICMA**

WCMA Board Meeting Agenda

Friday, March 29, 9:00 am – 11:00 am

Seaside Civic and Convention Center, Seaside OR

[Click here to join the meeting](#)

1. Approval of February 7, 2024 Board Meeting Minutes
2. Proposed WCMA Veterans in Local Government Management Group – Regan Bolli
3. ICMA Update – ICMA President Lon Pluckhahn and ICMA Ethics – Jessica Cowles
4. Board Committee Reports
 - a. Regional Board Responsibilities - Eric Holmes
 - b. AWC/WCMA Partnership – Laura Philpot, Deanna Dawson
 - c. Communications and Member Value – Leslie Harris
 - d. Sponsorship – Rich Huebner
5. Summer Conference Planning – Rich Huebner
6. Membership Update – Stephanie Lucash
7. NWWLA Recruitment (Application Portal Open April 26-May 27) – Stephanie Lucash
8. NWWLA Capstone Project Update – Stephanie Lucash and Laura Philpot
9. Local Government Certificate Program Update – Stephanie Lucash
10. Census of the Profession Update – Stephanie Lucash
11. Public Safety Data Collection Tool Discussion Update – Stephanie Lucash
12. WCMA Board 2024 Nominating Committee – Rich Huebner
13. Emerging Leaders and I-NAPA – Rich Huebner
14. Proposed Joint WCMA/County Administrators Conference in 2025 – Michael Jones
15. Financial Report – Tracy Burrows
16. Senior Advisors - Members in Transition
17. Polish Delegation at WCMA Summer Conference/International Report (Lloyd Halverson)
18. Other Business



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WCMA Board Meeting Minutes

Wednesday, February 7, 2024

12:30 pm – 2:00 pm

AWC Office, Olympia, Washington

Attendees:

Stephanie Lucash, President
Rich Huebner, Incoming President
Laura Philpot, Vice-President
Tracy Burrows, Executive Coordinator
Jon Mauro
Eric Holmes
Katrina Knutson
Brent Kirk
Leslie Harris
Michael Jones
Mike Rizzitiello
Albert Tripp
Tyler Christian
Deanna Dawson
Lloyd Halverson
Andrew Neiditz
Dick Zais

1. **Approval of October 25, 2023 Board Retreat Minutes** – The Board approved the October 25th retreat minutes.
2. **Board Committee reports**

Regional Responsibilities: Eric Holmes reported that the committee recommended that the current districts, which are consistent with the AWC districts, be retained as they are. The focus of the committee's effort is how to activate the districts. The goal is to have each Board member volunteer to cover a district. The responsibilities include reaching out to prospects, connecting the appropriate senior advisor to people who could use their assistance, creating opportunities for people to get together. And Investing time in creating connections. The young professionals group can also be part of reaching out and connecting with members and prospects. The intent is support the networks that already exist and expand them. The Sr Advisors could reach out to Board representatives to make connections as well. Eric will send out a shared document so that Board members can sign up for a particular district.

WCMA- AWC Partnership – Laura Philpot reported that the committee is looking at how to foster better relationships between elected officials and WCMA members. Deanna Dawson stressed coordination, especially on identifying the lead on projects or communications. AWC is interested in collaborating with WCMA on both AWC and WCMA conference sessions so that there is cross-pollination. AWC is exploring having a City Management track at the annual conference. City managers play an important role in the AWC legislative committee as well.

Communications – Leslie Harris reported that the Communications committee is interested in starting lunch and learn webinars on topics of interest. The committee is exploring the potential of the message board function on new website. It may be beneficial to move from google groups to the website message board. WCMA will be completing a salary survey this year as a tool for city managers and city administrators. Leslie would like to convene a small group to review questions and recommend a date for sending the survey out. There was a suggestion that the salary survey include the whole west coast and a note that access to the survey results should be restricted to members only.

3. **Membership:** Stephanie reported that the Board is encouraging package memberships. Membership renewal numbers are tracking well and the packages have been popular. NW Women's Leadership Academy (NWWLA) graduates receive a one-year WCMA membership. The Board discussed the importance of providing an orientation to WCMA so that academy graduates understand of the value of WCMA membership when their one-time membership is up for renewal.
4. **Summer Conference Planning:** Rich Huebner reported that the conference theme is "looking ahead." Denny Heck is tentatively on board to be the keynote speaker. The planning committee is recruiting sponsors. There are established sponsor packages and the flexibility to shape a custom package that works for potential sponsors. WCMA also wants to develop year-long sponsorships for WCMA. Deanna suggested coordinating with sponsors of AWC conferences, and possibly offer joint sponsorship. Rich will send a link to the sponsor spreadsheet – Board members can add potential sponsors as well.
5. **Census of the Profession** – Tripepi Smith is doing a census of the city management profession. The census is going out on Monday. The Census will include smaller cities and towns that do not have an administrator or manager.
6. **Evans School Capstone Project** – The Evans School students are surveying NWWLA graduates and will follow up with focus group meetings. The outcome of the project should help demonstrate the value of the Academy. WCMA is hoping to have at least one of the students that is working on the capstone project come to the summer conference to talk about the survey results.

7. **AWC legislative committee feedback** – The first meeting of the AWC legislative committee is scheduled for May. Eric Holmes asked the Board to send him ideas to bring to that committee meeting.
8. **WADEPS** – Intro and Dr. Makin’s request for a time to brief city/county managers and administrators. The briefing would present the work on a study of police-community relations and particularly use of force issues. The Board agreed to schedule meeting with Dr. Makin and include Adam Lincoln.
9. **Emerging Leaders Committee** – Rich Huebner is working with this group and is drafting by-laws.
10. **Evans School Certificate program** – Representatives from the Board will meet with the Evans School in the spring to review the initial curriculum. This is a 15 credit certificate program that can go toward credits for an MPA degree from the Evans School.
11. **ICMA updates:** The ICMA Governance task force is looking at the regional structure within ICMA. There may be some shifts in the regions. ICMA is also focusing on veteran participation in the profession and potential for establishing relationships with Tribal administrators. Board members shared their successful initiatives with veteran’s service agencies work that is being done to strengthen tribes relationships. Gig Harbor has a robust relationship with Puyallup Tribe. Their joint agreements for funding creek restoration and acknowledging tribal rights to traditional plant food sources provide a good case study in strong relationships. Many counties have veteran’s outreach services. Trying to expand to all counties. The South Sound Community Military Partnership is an active group coordinating services and addressing concerns.
12. **Sr Advisor Update:** The Senior Advisors reported transitions in Des Moines, DuPont (new city administrator), Yakima, and Tukwila. Dick Zais noted that his memo to the Yakima City Council makes a strong case for professional city management.
13. **International** – Lloyd Halverson reported on the 20th anniversary of the Polish Sister Cities relationship with Camas and WCMA. There continues to be a strong, diverse partnership. Lloyd noted that there will be several, very impressive representatives from Poland at the WCMA summer conference.
14. **Finance report:** Tracy Burrows reported that the WCMA year-end financials show a small deficit of \$1,585 attributable to larger than expected conference expenses. The Board discussed strategies for the next conference, including increasing the fee for the conference. Conference fees have been static for several years, while costs for food and beverage service have gone up significantly.

WCMA Membership Report, March 2024

Number of Members

Year	February	March	June	August
2020	118		144	156
2021	94		136	172
2022	129		149	195
2023	135	180		194
2024	140	208		

WASHINGTON CITY/COUNTY MANAGEMENT ASSOCIATION

Statements of Activities
YTD Actual as a Percentage of Yearly Budget
For the Year Ended December 31, 2023

REVENUES	Actual 12/31/2023	Yearly Budget	YTD Budget %	Notes
Membership Dues	38,560	35,000	110.2%	
Summer Annual Conf-meals/reg	48,584	35,000	138.8%	
Conference Sponsorships	55,780	40,000	139.5%	Included \$280 from pie in the face donations
ICMA Senior Advisor Reimbursement	3,031	3,750	80.8%	
NW Women's Leadership Academy	38,000	30,000	126.7%	
Total Revenues	183,955	143,750	128.0%	
EXPENSES				
Summer Annual Conference	79,065	45,000	175.7%	
Board of Directors Meetings	838	1,000	83.8%	
Senior Advisors	7,237	7,500	96.5%	
ICMA Student Chapter (UW Evans School)	2,000	2,000	100.0%	
Scholarships	5,466	5,500	99.4%	
Awards Programs	1,678	1,800	93.2%	
International Contingency	2,544	1,500	169.6%	
Travel Support-ICMA Conference	838	2,000	41.9%	
Women's Leadership Academy	31,538	26,000	121.3%	
ICMA Professional Management Fund	1,000	1,000	100.0%	
ICMA Coaching Program	1,000	1,000	100.0%	
Professional Services	41,661	43,700	95.3%	
Office Supplies	347	1,000	34.7%	
Insurance	1,425	1,500	95.0%	
Bank Service Charge	5,008	2,500	200.3%	
State and City Taxes	1,402	750	187.0%	
Total Expenses	183,048	143,750	127.3%	
EXCESS REVENUES (EXPENSES)	907			
Add Beg. Balance on 01/01/23	\$82,956			
Ending Balance on 12/31/23	83,863			