

PROPOSED MINUTES OF THE WASHTECH PLANNING COUNCIL

February 13, 2007

Attendees: Marcus Courtney, Barbara Rader, Rick Saling, Nancy Wright, Dan Gillespie,
Bill Montgomery

By phone: Craig Gamble, Ray Holmdahl, Les French

Minutes taken by: Barbara Kempf

Monthly Report (Marcus): Nothing new to report.

Auditing Report: (Ray Holmdahl) We paid for an audit required by CWA international. Peterson Sullivan, CPA firm in Seattle, did the audit. They provide services to non-profits. They work primarily with management but ultimately are responsible to us. Sarbanes-Oxley provisions were used for requirements on Boards, management and auditors.

Three audit adjustments were recommended: reclass some dues out of miscellaneous income, expense some inexpensive software, eliminate a duplicate check.

The report is on a modified cash basis. The last audit was done five years ago. He recommends that we do it more often or at least have a review on off years.

Management was cooperative. He recommended doing cross checks for the various functions but said that for the size of the organization he thinks we did well.

There was discussion about how often we should do either an audit or a review to maintain financial accountability.

Conference Convention Discussion: Loretta created a breakdown of what was spent last year to get an idea of what we want to do this year, about \$13K last year with \$14K budgeted for this year. Since only Marcus will be going to the Legislative conference because we don't have a Legislative chair and CWA customer service conference is every other year, there will be savings there. We will have more money to send more Cingular members to conferences.

General Membership meetings: We've been doing the Spring meeting in March. Marcus suggested having it in April when we could get a congressman to speak, possibly Inslee. There was discussion of whether it should be held in person or online.

Treasurer's Report (Rick): We're balancing overall. We didn't get a CWA subsidy this month. Loretta is checking on it. Some categories are over budget and some are under. We may need to check in a few months to make sure we're on track and won't be hit with anything unexpected. End of the year costs could throw off the balance. There was more discussion about finding more money for Cingular marketing. Members were encouraged to submit proposals for variances in allocation of funds.

Cingular Vice Presidents' Report (Craig): He discussed his proposal for flags for Cingular units. Marcus asked for a sample to show stewards to get their opinions. A move was made to table the idea and discuss it another time.
(Bill) He mentioned that when stewards are moved in March that something to identify stewards would be helpful for visibility.

Communications Committee (Marcus): Monthly newsletter is going well at Cingular. People are getting more active. There is still no response for someone to replace Roberta. Bill met with Dave and Pat about Cingular communications issues and setting the direction of the newsletter.

Education Committee (Barbara R.): She talked about doing a survey of at large members, first a few random members and then more in depth.

Legislative/Political (Marcus): HB 2155, the bill about the Cingular task force. The H1B visa bill will be discussed in March. Adam Smith and a Cantwell staffer will be discussing with us. The COPE drive is involved with scheduling now.

Membership Committee (Dan): He passed around a media kit from KPTK, 1090 AM. He thinks that we need it to get more visibility for WashTech. It would be a sizable investment but we could look at it or something similar to accomplish our goals for increasing membership. He said a smaller investment might be buying a banner or ad space on their site.

Picnic update: He wants a consensus on a location, then he could concentrate on parks in that location. He was delegated to find a place in Lynnwood. He'll report on his findings next meeting.

Technology report (Marcus for Brian): He's been working on the servers, disaster recovery issues, and getting VPN connections for the stewards.

Good of the order: Dan said that Loretta deserves thanks for cleaning up the books.