

**WASHOE COUNTY EMPLOYEES ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES**

**NOVEMBER 9, 2011**

**Present:** John Andrews, Barry Brode, Rocky Badolato, June Davis, David Kelly, Stacey Jackson, Diane Machen and Tracy Sanders

**Absent:** Lori Delano, Penny Rasmussen and Ron Sauer

**Staff Present:** Michelle Budd, Administrative Assistant

---

**CALL TO ORDER:** 5:20 p.m.

**WELCOME TO NEW MEMBERS**

Stacey welcomed the new Board Members and discussed confidentiality and the importance of supporting all Board decisions once they are made.

**APPROVAL OF MINUTES FROM OCTOBER 12 MEETING**

On motion by Diane, seconded by Rocky, which motion duly carried, the minutes were approved with the following corrections: Change the "her" to "he" on page two under Negotiation Committee, and change the wording on page three under Association Minutes and Content to read, "Any confidential information will not be posted."

**AUDIT REPORT**

Beth Kohn discussed the draft of the recent audit.

- She has no issues with the audit and considers it a clean audit.
- She pointed out that WCEA is bringing in about \$172,000 in dues and spending about \$200,000. Even though revenues are down, she thinks expenses are reasonable and not due to bad management, but due to loss of membership.

Diane asked if our assets are too high, and Beth said no. It is critical to have extra reserves because an arbitration could cost \$25,000. The extra reserves allow WCEA to be financially prepared to help members.

Stacey postponed the acceptance/rejection of the audit until the Board has a chance to read it over.

## **TREASURER'S REPORT**

Tracy reported the following account balances as of November 9, 2011:

- Frontier Financial Money Market \$111,422
  - Wells Fargo Advisors Cash Account \$139,239
  - Wells Fargo Advisors Investment Account \$54,083
  - Wells Fargo Checking \$2,300
- She transferred \$20,000 from the Wells Fargo Advisors cash account into the checking account today.

On motion by Diane, seconded by Barry, which motion duly carried, the Treasurer's Report was approved.

## **EXECUTIVE DIRECTOR'S REPORT**

The Board reviewed the report; noting that contacts were up this month.

On motion by Diane, seconded by Barry, which motion duly carried, the Board approved the Executive Director's Report.

## **CORRESPONDENCE**

- An offer was received from a pen company soliciting pens with the WCEA logo for 39 cents each. The Board agreed to decline the offer at this time.
- An event newsletter was received regarding a symposium in Las Vegas for \$900 per person related to hiring new employees. No action.

## **COMMITTEES**

### **Negotiation Committee**

David advised the Board that the next negotiation meeting with the County has not been set. The County says we are at meeting number six, but we are actually at meeting five because the first meeting should not count as an official meeting because it was only to discuss the ground rules. There will be an all-association meeting held Monday, November 14, 2011 at 5:30 p.m. David stressed the importance of a good turnout and reminded everyone to send out reminder emails on Friday and Monday.

### **All Committees**

David suggested having more information available to members regarding the various committees in the County. He suggested posting committee meeting calendars on the website and asking committee members to keep the Board up to date by speaking at monthly Board meetings or by emailing updates.

## **OLD BUSINESS**

### **Dues Increase**

The Board decided to post the decision to repeal the vote increasing dues on the website to inform members.

**Bylaws Update**

Deferred until next meeting.

**Implementation committee update**

Deferred until next meeting.

**Lease**

Tracy, Lori, Michelle and Carla will look at three possible lease locations next week. Once they have pricing on these locations, they will contact Meadow Wood Crown Plaza to see if it is willing to price match in order to keep WCEA as a tenant.

**Employment Contract Update**

Stacey read the draft of Carla's employment contract to the Board. Tracy advised that the contract needs to include information about Carla's contribution to Ameriprise Financial. The Executive Directors Duties & Responsibilities portion of the contract also needs to be updated. Rocky, Lori, Stacey and Diane formed a committee to work on this update.

On motion by June, seconded by Rocky, Carla's contract will be revised and postponed until next month.

**Discount Solicitation Letter**

A draft of the solicitation letter was presented, and Michelle will email it to the Board for further suggestions or corrections.

**Membership Cards**

Tracy and Penny checked into buying a laminator to use for the membership cards and found that laminating sheets are too expensive. John offered to check the cost of using the laminator at the library. It was decided that all members be issued a membership card with a one year expiration date. The cards can be used to receive discounts in the community or as identification to get into WCEA meetings.

**Investment Policy**

Tracy will send a copy of the Investment Policy to the new Board Members. After review, the Board will decide on a financial plan in which some of the investments may need to be updated. The Board will send suggestions and comments to Tracy by December 1, 2011. Diane would like to have the new investment plan ready by the first of the year. Rocky suggested setting up a special meeting to handle this large issue.

**NEW BUSINESS****INC Educational Session**

Deferred until next meeting.

**INFORMATIONAL ITEMS**

Board Members will send newsletter information to Tracy by November 23, 2011, and she will post the next newsletter by December 1, 2011. She plans to post newsletters quarterly.

**Meeting adjourned 6:45 p.m.**