MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on November 15, 2018, at 10:00am.

ITEM 1: INTRODUCTION & ROLL CALL

<table>
<thead>
<tr>
<th>Board Member Name</th>
<th>Representation Member Entity</th>
<th>Board Position</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Johnson</td>
<td>Spokane Neighborhood Action Partners</td>
<td>Vice Chair &amp; At-Large 1</td>
<td>Present</td>
</tr>
<tr>
<td>Cheryl Hamilton</td>
<td>Educational Opportunities for Children &amp; Fam.</td>
<td>Area 2</td>
<td>Absent - Excused</td>
</tr>
<tr>
<td>Darlene Riley</td>
<td>Paratransit Services</td>
<td>Chair &amp; Area 1</td>
<td>Present</td>
</tr>
<tr>
<td>Jon Andrus</td>
<td>Senior Life Resources</td>
<td>Alternate</td>
<td>Absent - Excused</td>
</tr>
<tr>
<td>Karl Johanson</td>
<td>Catholic Charities of Spokane</td>
<td>Area 4 Representative</td>
<td>Present</td>
</tr>
<tr>
<td>Madelyn Carlson</td>
<td>Disability Action Center – NW, Inc</td>
<td>Fiscal Officer &amp; At-Large 3</td>
<td>Present</td>
</tr>
<tr>
<td>Mike Heinisch</td>
<td>People for People</td>
<td>Area 3</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>Kent Youth and Family Services</td>
<td>At-Large 2</td>
<td>Present</td>
</tr>
</tbody>
</table>

Clear Risk Solutions:
Becky Holt
Brian Turnbull
Byron Riche
Claire Hanberg
Eric Homer
Rhonda Ross
Rick Templeton
Sarah McDonnell
Taylor Montgomery

Guests:
None

Chair Riley welcomed all in attendance and noted that a quorum was present. Heinisch moved to approve excused absences, Johanson seconded. None opposed and the motion passed.

ITEM 2: PUBLIC COMMENT
None

ITEM 3: CHANGES TO THE AGENDA

ITEM 4: COMMITTEE REPORTS

STANDING COMMITTEES:
ITEM 4(A) – Fiscal Committee (Johanson-Chair, Andrus, Heinisch):

i. Summary Document. McDonnell gave a brief report regarding items discussed in the Fiscal Committee meetings, including the Write-Off Report, Balance Sheet, Bank Statements, Vouchers, and Accounts Receivable. There are no concerns at this time.

ii. Tax Update. The Fiscal Committee reported that the committee reviewed and approved the financials prior to the meeting. McDonnell explained that the amount budgeted for tax liability is roughly...
$140,000 short. The large bottom line last year impacted tax liability and as this year is the first year the tax reform hits the bottom line is still taxable. It was agreed to continue to pre-pay the full budgeted amount for the upcoming year.

iii. Final Audit Report Review. The audit went well and any minor timing issues were easily fixed. This year the audit was communicated thoroughly between staff, the auditors, and the board.

ITEM 4(B) – Executive Committee (Riley, Johanson, Johnson): The staff evaluation was completed by the Executive Committee and given to staff with no questions or concerns. Staff was accepting of the evaluation and it is completed for the year.

OTHER COMMITTEES:
Legislative Committee (Johanson, Carlson, Hamilton): There was brief discussion regarding the legislative report given to the board by Majken Ryherd with Waypoint Consulting. Ryherd also explained the status of the WSBA Bill and the working pieces involved. The Board still plans to set up meetings after the first of year, with those who are newly seated in the Legislative.

Board Recruitment Committee (Carlson, Riley, Johnson): With an alternate position open, the committee will work with staff to start recruiting. Succession planning is underway to be strategic about strengths the Board could benefit from.

ITEM 5: CONSENT AGENDA

The Consent Agenda consisted of the following:
A. Voucher #18/19-03
B. Voucher #18/19-04
C. Voucher #18/19-05
D. Minutes 9/13/18
E. New & Lost Members
F. Balance Sheet
G. Income Statement

The Consent Agenda items were reviewed prior to the meeting by all board members. Motion to approve consent agenda by Johnson, the motion was seconded by Carlson and approved by the rest of the board. Motion carried.

ITEM 6: Board/Staff Communication
ITEM 6(A) Workshop Summary:

i. Succession Planning. In workshop, the Board pinpointed the strengths and weaknesses of the current board. With this information and the guidelines provided by staff, the Board plans to use these tools to recruit members for future openings.

ii. Advocacy Projects – 2020 Census. The Board agreed that in order to remain neutral given the upcoming state census, staff will send out a general notice to the membership making them aware that it is underway federally.

iii. Dashboard Platform Status. Staff trained the Board on the dashboard platform presented to them at a prior meeting. The training and dashboard was met with good reviews.

ITEM 6(B) – Multistate Update – Holt reported that staff is working with Munich to get the final details in order. McDonnell added that staff is working to target brokers in Oregon to set up connections before targeting accounts. Strategy is key with brokers who work with nonprofits. Johanson suggested creating a budget line to support any continuing education the TPA might need in order to allow staff to interact in the marketing world in Oregon. To be discussed.
ITEM 6(C) – New Item – Dashboard Summary. There was brief discussion on project focus and reporting on the dashboard. The Board will use it for quick glances at the pool stats between meetings. Staff will work on a timeline to keep information updated.

ITEM 6(D) – Board Member Check-In. There was discussion on how to manage the new paid sick-leave.

ITEM 6(E) – Misc/Other. None.

ITEM 7: ACTION ITEMS

ITEM 8: EXECUTIVE SESSION
Board entered executive session at 10:47am.
Exited executive session at 10:56am

ITEM 9: UPCOMING MEETINGS/CONFERENCES
A) November 27 – Annual Membership Meeting (webinar)
B) February 11, 2019 – Board Meeting, Location TBD
C) April 10-12, 2019 – Board Retreat, Location Canyon River Ranch, Ellensburg, WA
D) April 24, 2019 – Washington Nonprofits Conference, Yakima WA

MEETING ADJOURNED
There being no further business, the meeting was adjourned at 11:11am.

Respectfully submitted,

Taylor Montgomery

Darlene Riley, Chair