

Agenda

Executive Board Meeting

Friday June 27th 2014 • 9:00-12:00 pm
1E-118, Bellevue City Hall, WA

Consent Items

Approval of May 19th, 2014 Executive Board Meeting Minutes (attached)

Executive Director's Report

1. Brief comments on Master Builder's meeting

Strategic Issues, Planning and/or Action Items

1. 2015-16 Budget (120 minutes) Goal: provide enough budget direction that the Executive Board is willing to approve the budget on consent
 - a. Introduction to the Budget Information (Brenda Cooper and Rick Berman)
 - b. Fiscal Policies (Rick Berman)
 - i. **Motion:** Approve recommended changes to the fiscal policies
 - c. Review Budget Workbook and recommended budget (Rick Berman)
 - d. Provide budget direction (All)
 - i. Provide direction on MBP choice of options one or two
 - ii. Provide direction on any recommended changes to portal budgets as presented. Including proposed marketing funding (new this meeting)
 - iii. Provide direction in Open Data investment
 - iv. Other open budget discussion items?
2. Preparation for new Executive Director (60 minutes)
 - a. Review Executive Director draft work plan and suggest changes
 - b. Review onboarding plan
 - c. Other open discussion

Performance Reporting (written report only)

1. Contracts and Agreements
 - a. Subscriptions
 - i. Newcastle - GJT
 - b. Recent Contacts
 - i. King County re MBP at MasterBuilders
 - c. Contracts
 - i. Completed Pacifica Law contract for legal services

- ii. Completed Clark Nuber contract for financial services
- d. Accounts Receivables
 - i. None

Other Information (written report only)

- 1. Program status reports (attached)

Pending Work (written report only)

- 1. Operations Board Liaison Roles and Responsibilities

Meeting Minutes

Executive Board Meeting

Monday May 19th 2014 • 10:00 – 11:30 pm
1E-112, Bellevue City Hall, WA

Executive Board Attendees: Bob Larson, Snoqualmie (By Phone); Toni Cramer for Brad Miyake, Bellevue; Mike Kaser for Noel Treat, Mercer Island; Kurt Triplett, Kirkland (By Phone); Peter Troedsson for Bob Stowe, Bothell.

Operations Board Attendees: PJ Rodriguez (Co-Chair), Snoqualmie (By Phone); Rick Berman (Co-Chair), Bellevue; Brenda Cooper, Kirkland.

Committee Chairs and Other Staff: Neil Watts (MBP Chair), Renton; Neelam Sharma, eCityGov; Kim Dowden, eCityGov; Daryn Brown (NWM Co-Chair), Bothell (By Phone); Zorba Conlen (NWM Co-Chair), Bellevue.

Call to Order & Consent Items

The meeting was called to order at 10:05am by Toni Cramer.

Approval of April 28th, 2014 Executive Board Meeting Minutes

A **Motion** was moved by Mike Kaser, seconded by Peter Troedsson and favored by all.

Approval of Clark Nuber contract as Alliance Financial Services Vendor

A **Motion** was moved by Mike Kaser, seconded by Peter Troedsson and favored by all.

Strategic Issues, Planning and/or Action Items

1. Recruitment for Director Position

Toni mentioned that Tracy Jones has accepted the offer as the new Executive Director for the Alliance and her start date will be June 30, 2014.

2. 2015-16 Budget

1. Introduction to the Budget Information – Brenda Cooper

Brenda said that the purpose of the meeting was to get the Board familiar with the budget for all the portals and clarify any questions the Board might have before it goes into a final draft. The intent is to get the budget approved by July. She also requested specific direction on MBP options (1 or 2) and said that general direction on other portals was fine but not necessary. Brenda also mentioned that Tracy Jones will not start in time to make a significant impact to this budget; she will arrive after it is prepared and shortly before it is adopted. Because jurisdictions need final numbers for their own budgets, this plan was generally accepted. There was no formal action.

2. Review portal requests

Rick presented the workplan and the investments handout for 2015 and 2016 for NWP, NWM, GJT and SPP applications; and also 2015, 2016 and 2017 for MBP.

1. MyParksandRecreation.com work plan and investments
 2. NWProperties work plan and investments
 3. NWMaps work plan and investments
 4. GovJobsToday work plan (no investments)
 5. Shared Procurement Portal work plan (no investments)
 6. Mybuildingpermit.com Preferred (new) option for work plan and investments.
3. Budget next steps discussion - Rick Berman and Brenda Cooper
- Some discussion occurred about what benefits will MPR application bring to the Alliance after investing more money. The general consensus was to leave the application the way it is; only maintain it and; not invest more money at this time.
- The NWP team is interested in marketing, mobile solution and enhancements. Rick offered a suggestion to have a yearly retreat for this team instead of expecting regular meetings.
- Zorba mentioned that the NWM has an active team who meets monthly and is interested in marketing this application.
- No new investments were requested for the GJT application.
- The group discussed the MBP Original Alternative 1 and Alternative 2 and Kurt asked Alliance staff to bring back both of the alternatives for more discussion. The next steps are that Brenda Cooper and Rick Berman will prepare an “Executive Director’s Recommended Budget” and bring that to the Operating Board, who will react to it. The recommended budget and the Operating Board reaction will go to the Executive Board. This is line with new ILA.
- Rick will prepare budget folders very similar to the work that he did last year.

Adjournment

- Mike Kaser moved a **Motion** to adjourn the meeting at 11:30am, Bob Larson seconded and all were in favor.