

To: NWSRA Executive Committee
From: Tracey Crawford, Executive Director
Re: **Board Action Items**
Date: January 17, 2023

This is a follow-up to the meeting that we had on Friday, January 13, 2023.

Governance, Policy & Procedure Review Task Force

- Develop a timeline for the project
- Talk with Jan Buchs to chair efforts
- Confirm Steve's involvement
- Design questions for attorneys to address
- Gather experts, materials and resources
- Steve confirms with other attorneys that have worked with SRAs
- Get the attorneys' definition of who we are and what are the Best Practices that they recommend SRAs follow
- Get approval from other SRA Executive Directors to use some LAC money to support this effort
- Host a document review meeting with NWSRA Board of Directors, PDRMA, IAPD, SRA Directors and Chairs, other?
- Determine course of action based on document
- Create SRA Code/Booklet (examining PD Code and the SRA Best Practices created by attorneys) – Is this with IAPD?

MDAA Review Task Force

- Talk with Mike Clark to Co-Chair efforts with Craig Talsma
- Start discussing the process and timeline with chairs
- Create a timeline (February meet, March meet, April meet and May meeting present)
- Staff pull supporting documents
- Evaluate formula percentages as well as ceiling and floor %
- Examine inclusion in MDAA and out of MDAA

SLSF/NWSRA MOU Task Force

- Talk with Amy Charlesworth and Jan Buchs about Co-Chair efforts
- Start discussing the process and timeline with chairs
- Create a timeline
- Staff and Chairs pull supporting documents
- Work with Steve to update MOU
- Take to the SLSF Board of Trustees

- Take to the NWSRA Board of Directors

NWSRA Financial Administration

- **Staff work on decreasing accounts – 1/17/2023 Completed**
 - Work with Michelle from PFM to invest the Capital funds for 2024 and 2025
 - Work with new audit form to address the Board of Directors concerns and request
 - Update balance sheet and financial reports to reflect the accounts
 - Book quarterly Finance Committee meetings to review quarterly financial reports
 - Implement new financial software **to implement 3rd quarter financials and the FY2024 Budget**
 - **Verify accounts are collateralized with Village Bank and Trust**
 - **Discuss adding a daily sweep account to Village Bank Trust**
 - **Create separate Operating and Capital Funds on balance sheets and financial statements**
 - **PFM reports will now be quarterly at the additional Finance Committee Meetings**
 - **Michelle will continue to attend two meetings a year**
- **Finance position:**
 - Collect responsibilities completed from Lauterbach and Amen staff contracted
 - Gather other Finance position job descriptions
 - Send roles and responsibilities to HR Source to pair with position title and salary range
 - Bring the information above to the Personnel Committee in April and include financial impact
 - Schedule NWSRA Personnel Committee meeting for April
 - Start recruitment and hiring process
- Analyze PURSUIT budget

Board Code of Conduct

- Gather Member Agency code of conducts
- Collect American Academy for Park and Recreation Administrators Pledge
- Gather Board of Conducts from Association Forum
- Work with Board Chair to put together a draft document for the Executive Team to review
- Take to board for approval

NWSRA Executive Director Annual Appointment

- Work with Steve to determine if appointing the Executive Director position annually is for a legal reason
- Bring results to the NWSRA Board of Directors
- Change in NWSRA Board & Admin Manual

***Items listed in green are additional action items per the Executive Committee and/or the NWSRA Board of Directors**

***Items listed in red are completed action items**