

**Washington State Association of
County Treasurers**
2024-2025



**ASSOCIATION ADMINISTRATION
MANUAL**

Updated June 28, 2024

**WSACT COMMITTEE ASSIGNMENTS
2024-2025**

Officers/Executive Board Members

2024-2025 Executive Officers

President	Jeff Gadman	Thurston
Vice President	Amy Cziske	Kittitas
Secretary	Nicole Dice	Pend Oreille
Treasurer:	Debra Gardner	Cowlitz
WSACT/WACO Rep	Tereasa Summers	Garfield
SE District Chair	Greg Gallagher	Klickitat
SW Region Chair	Tammy Peterson	Wahkiakum
NW District Chair	Peter Boissonneau	Kitsap
NE District Chair	Emily Hanson	Lincoln
Legislative Chair	Jackie Brunson	Skagit
Education Chair	Jennifer White	Clallam

Standing Committees:

Conference Chairs

2024 West	Alishia Topper	Clark
2025 East	NE Region	Spokane
2026 West	Amy Cziske	Ellensburg

Legislative (Chair and Vice Chair and as many other members as BOD deems necessary)

Chair	Jackie Brunson	Skagit
Vice Chair		
	Jeff Gadman	Thurston
	Darryl Pheasant	Grant
	Ilene Thomson	Yakima
	Stacie Prada	Jefferson
	Arny Davis	Lewis
	Jennifer White	Clallam

Education (5)

Chair	Jennifer White	Clallam
	Amy Cziske	Kittitas
	Nicole Dice	Pend Oreille
	Tereasa Summers	Garfield
	Felisha Rosales	Douglas
	Kayla Meise	Adams

Bylaws (2)

Chair	Carla Rowe	Columbia
	Alishia Topper	Clark

Audit (5)

Immediate Past President	Alishia Topper	Clark
Past Treasurer	Renee Goodin	Pacific
President	Jeff Gadman	Thurston
	Ken Albert	Grays Harbor
Open		

Nominations (4)

Chair	Felisha Rosales	Douglas
	Arny Davis	Lewis
	Tereasa Summers	Garfield
Open		

Scholarship Review

Vice President	Amy Cziske	Kittitas
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Budget

Immediate Past President - Chair	Alishia Topper	Clark
Immediate Past Treasurer	Renee Goodin	Pacific
Incoming President	Jeff Gadman	Thurston
Incoming Treasurer	Debra Gardner	Cowlitz

State Treasurer's LGIP Advisory (3) – Appointed by President, staggered 3-yr terms, 1 west, 1 east, 1 at large

Peter Boissonneau	Kitsap	2025
Josie Koelzer	Franklin	2027
Lisa Frazier	Mason	2026

Schedule 6 Advisory Committee – Appointed by President; committee exists until the end of 2027

Chair	Stacie Prada	Jefferson
Member	Darryl Pheasant	Grant
Member	Nicole Dice	Pend Oreille
Member	Leslie Valz	Stevens
Member	Pam Johnson	Okanogan

OSPI Committee – Appointed by President; committee exists until no longer needed

Chair	Alishia Topper	Clark
Member	Amy Cziske	Kittitas
Member	Arny Davis	Lewis
Member	Gordon Heimbigner	Walla Walla
Member	Lisa Frazier	Mason

Ad - Hoc Committees

Will be assigned on an as needed basis by the President.

POLICY & PROCEDURE MANUAL
of the
WASHINGTON STATE ASSOCIATION of
COUNTY TREASURERS

(Approved June 20, 2024)

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Section I - Purpose

The Washington State Association of Treasurers (Association) Policy & Procedures Manual (Manual) provides an operational guideline for basic functions of the Association and membership. This Manual does not supersede the association's bylaws. Items covered under this Manual are not exclusive or inclusive.

Section II - Duties of Officers and Board of Directors

President: 1 year-term

- Represent and carry out the purpose of the Association
- Appoint all committee chairs and members
- Supervise all functions of the Association

Vice President: 1 year-term

- Perform duties of the President in the absence of the President
- Supports President with committee coordination
- Chairs scholarship review committee
- Oversees updating and distribution of the *Newly Elected Officials* manual
- Manage WSACT website content

Secretary: 1 year-term

- No progression to other offices
- Keep a recording of all proceedings
- Keep safely all records
- Prepare and distribute minutes of meetings within 45 days of meeting
- Maintain current copies of bylaws and all revisions
- Maintain all formal correspondence
- Medium for required minutes may be paper – faxed or mailed, or email
- Annually distribute current bylaws, Policies and Procedures to members

Treasurer: 1 year-term

- No progression to other offices
- Custodian of funds
- Maintain bank account(s)
- Maintain adequate books to manage and account for all funds
- Collect monies due to the Association
- Prepare and distribute bills for annual dues no later than December 1st of each year
- Prepare current financial reports for Board of Directors for each official meeting
- Annual P & L must balance with cash on hand and in bank
- Prepare annual and conference financial reports for fiscal year within 60 days of conference close
- Invest association funds in a timely and prudent fashion
- Books & cash turned over to new treasurer by Aug 31
- Receipts must accompany all checks written
- Deposits – source of funds must be identified
- Pay all Association obligations in a timely and accurate manner, in accordance with bylaws

Board Members, Immediate Past President and WACO Representative

- Attend Board meetings
- Advise on Association matters

Section III - Scholarships

Scholarships are designed to fund specific functions or events for members and staff where individual budgets are restrictive. Application must be received 30 to 60 days prior to the function or event and be approved by the Executive Board or designee. The Executive Board may approve scholarships with less notice. (Application available online)

Appropriate categories for scholarship applications:

- Training (cost of tuition)
- Travel to training
- Conference registration (WSACT annual, WSACT Legislative or WACO) may include meals
- Travel to conference
- Lodging

If requests for scholarship exceeds budget for given time frame, priority for application approval will be established in order listed above. (Example – all training requests honored before lodging at a conference.)

Inappropriate scholarship requests include (but not limited to):

- WSACT annual dues
- WACO annual dues
- Vehicle rental
- Intra-county travel Meals

Section IV – Conferences

Attendance at WSACT and WACO conferences is encouraged. WSACT is held in June of each year. Conferences for specific purposes such as Legislative planning are typically held twice a year.

The annual conference will be managed by the Conference Chair. Co-Chairs from another county may be utilized and the assistance of the Executive Board may be requested. The Conference Chair shall be responsible for the arrangements of facilities, meals, meeting rooms and other non-educational activities at the annual conference. The Conference Chair is empowered to sign contracts for services provided. Expenses shall be paid by the Treasurer from the association's main account. Initial and future deposit amounts shall be set by the Executive Board. Documentation will be required for all expenditures out of the conference revolving fund. The Conference Chair shall prepare conference financial reports within 30 days after the conference.

Past treasurers may attend WSACT annual conference free of registration fees, but will be responsible for hotel room costs. A budget line item in the WSACT budget will be specific for this expense.

Section V - Standing meetings

The following standing General Membership meetings will be held:

WSACT Annual Conference - June

The primary purpose is education and presentations on a variety of topics to keep members and staff abreast of current issues, changes in the law, technology and products.

WACO Annual Conference – Typically in October

Legislative Meetings

The purpose of these meetings is to formulate a legislative agenda and strategy for both WACO and independently sponsored bills as an Association.

Standing Board of Directors Meetings

- WSACT Annual Conference
- WACO Annual Conference
- Legislative meetings

Ad-Hoc Board of Directors Meetings

May be convened using guidelines in bylaws Article VII. They may be virtual, in person or via conference call.

Section VI - Training

In addition to training sessions at regularly scheduled conferences, regional training will be conducted throughout the year. Regionalizing the sessions provides flexibility in scheduling and allows more office personnel to attend. Topics, schedules, and instructors will be coordinated through the Education Committee and the regional host Treasurer.

Section VII - Reimbursement of Expenses

Reimbursement of expenses is applicable in the following situations:

President

Must stay within budget guidelines established in bylaws and authorized in current budget. Expenses may include, but are not limited to, conference and training expenditures, speakers and materials. Specific trips (such as the annual trip to New York for fiscal review) will be covered under the annual budget.

Legislative Chair

Must stay within budget guidelines established in bylaws and authorized in current budget. May include travel mileage and meals.

Members at Large

With prior approval of the Board of Directors, may purchase, rent, lease, or negotiate on the association's behalf.

Reimbursement will be made when:

- Prior authorization is documented.
- Receipt(s) for reimbursable expenditure is provided and presented to the Treasurer within 60 days of the expenditure.
- Lodging expenditures are within the standard amounts for the State of Washington. Per night charges over \$100.00 must be pre-approved by the Board of Directors.
- Meals expenditures follow the per diem rates. Reimbursement for alcoholic beverages is prohibited. Travel at

Federal reimbursement rate.

- Request submitted on approved form.

Section VIII - Travel

The Association may pay for authorized travel on behalf of the Association. Certain travel limitations are established under the terms of the bylaws. Travel by individuals on their own behalf may be reimbursed under the scholarship or reimbursement provisions of the Manual. Mileage reimbursement will be at the federally approved rate, unless reduced by action of the Association's general membership at the annual conference business meeting, or reduced by action taken by the Executive Board.

Section IX - Dues

Billed by the end of December and due in January. Per the Association bylaws, a member attending a meeting held in January, shall be considered a member in good standing provided they are current on their dues through the prior year.

Section X - Gifts

Acknowledgement for board officers and special circumstances from the Association may include gifts of nominal expenditure. Gifts may include flowers, cards, and small mementos. Gifts of any value may not be paid from public funds. A separate fund shall be established from non-public funds for the purpose of gifted items.

Section XI – Recognition

Recognition for retirements and service awards may be funded with public funds when the amount on each item is less than \$100.00 and the recognition is an honorarium. An honorarium is defined as an item depicting the service/deed being recognized with Association name/logo and the recipient name and service defined. It may include (but is not limited to) plaques, pins, engraved pieces, certificates, and trophies.

Section XII - Communication

Communication between members and the Board of Directors may be in the form of letters, memos, emails, virtual meetings, or conference calls. Any communication, which relates to meeting notice, minutes, or conference, must adhere to parameters established in the bylaws. The President may arrange for virtual meetings or conference calling to conduct Association business between regular meetings. Any business conducted by virtual means or conference call shall be considered to have the same effect as a regular meeting and shall be recorded accordingly.

Section XIII - Forms

Association *Scholarship Request* and *Claim for Reimbursement* forms are submitted electronically through the WSACT Member Portal. The Washington Association of County Officials hosts the Association website and login credentials are required. You can find the Association's home page at <http://countyofficials.org/217/Treasurers> .

Section XIV – Audits

The Audit Committee per the bylaws will provide annual audits. Books for the annual conference shall be finalized by the end of August. All financial activities will be audited by the committee. The Audit Committee will review and make recommendations to the Board of Directors by September 30 unless the Board of Directors approves an extension.

Section XV - Non-Association Functions

Functions held in conjunction with Association events may be peripheral to the Association's purpose. Such functions (like social events, golf tournaments) shall be managed outside the scope of the association. Separate record keeping and books are mandatory.

Section XVI – Amendments

Bylaw and policy changes facilitated through the Bylaw Committee. Member notification must be made at least 10 days prior to the General Membership meeting. Changes may be adopted at any General Membership meeting.

Section XVII - Ad-Hoc Committee

Pursuant to the By-Laws (Article V1 Section 4) ad hoc committees may be formed when deemed necessary.