

**Association of Washinton Cities
Risk Management Service Agency**

Annual Meeting Minutes
Tuesday, October 17, 2023
Three River's Convention Center, Kennewick, WA
7pm

Present:

Board of Directors:

President & Position 7 - Julie Struck, Mayor, South
Bend Position 1 – Dee Roberts, Mayor, Raymond
Position 2 – Matthew Schuh, Councilmember, Bridgeport
Position 3 - Leanne Guier, Mayor, Pacific Position 5 – Stefany Smith Mayor, Springdale
Position 6 – Micki Harnois, Councilmember, Rockford

Operating Committee:

Chair & Position 9 – Jord Wilson, City Administrator,
Vice Chair & Position 8 - Brenda Martinez, City Clerk/HR Manager, Black Diamond
Position 4 - Tanya Dashiell, Assistant City Clerk/Treasurer, Airway Heights
Position 6 – Karen Bennett, HR Manager, Yelm
Position 7 - Brandy Wallace, City Clerk/Treasurer, Port Orchard

Staff Present:

Deanna Dawson, Chief Executive Officer
Alicia Seegers Martinelli, Deputy Chief Executive Officer
Gene Emmans, Chief Financial Officer
Carol Wilmes, Director, Member Pooling Programs
Director Carol Rehnberg, Program Director
Ashley Jones, Claims and Pre-Litigation Manager
Anthony Vasquez, Claims Coordinator
Andrea Luper, Membership Supervisor
Henry Dietz, Risk Management Coordinator
Shaylee Dipo, Membership Specialist

Absent:

Vice President & Position 4 – Jose Trevino, Mayor, Granger
Position 3 - Dave Vorse, Public Works Director, Castle Rock
Position 5 – Raena Hallam, City Clerk/Treasurer, Kettle Falls

Guests:

Amanda Butler, Shareholder at Keating Bucklin & McCormack, P.S.

1. Call to Order

1.1 Call to Order and Presidents Welcome

Risk Management Service Agency (RMSA) Board President Julie Struck called the meeting to order at 7:00 pm, welcomed the membership and thanked the AWC RMSA Board of Directors and Operating Committee for their service.

President Struck introduced AWC's Chief Executive Officer Deanna Dawson and Director of Member Pooling Programs Carol Wilmes.

1.2 Welcome from the Association of Washington Cities

Ms. Dawson welcomed the membership to the Annual Meeting and preceding Member Expo. A special recognition was made acknowledging Mayor Jose Trevino and Mayor Leanne Guire, for their years of service to the RMSA Board.

Ms. Dawson introduced AWC's Director of Member Pooling Programs, Carol Wilmes.

1.3 Welcome from the Director

Ms. Wilmes provided an overview of the AWC RMSA Program and introduced staff members. She also welcomed and thanked RMSA vendors and AWC RMSA's General Counsel, Charles H. "Skip" Houser III.

Ms. Wilmes introduced guest speaker, Amanda Butler, Shareholder at Keating Bucklin and McCormack, P.S., to share her guidance on the topic of promoting a healthy workplace.

2. *Guest Speaker*

2.1 Promoting a Healthy Workplace from the Top Down

Ms. Butler spoke briefly about promoting a healthy workplace.

Ms. Rehnberg thanked Ms. Butler for her presentation.

3. *Business*

3.1 State of the Pool

Ms. Rehnberg gave a brief overview of the AWC RMSA's coverages, financial status, claims status, loss prevention programs and member services 2023 accomplishments, and anticipated initiatives for 2024.

4. *Other Business*

4.1 Operating Committee Elections

Ms. Rehnberg gave an overview of the Operating Committee elections process and introduced the 2023 Operating Committee candidates. Ms. Rehnberg noted that this year's elections are being held for the Committee's even-numbered positions and those who are elected will serve a two-year term on the Committee. In August and September, members were requested to submit nominations for the three open positions.

The following candidates were on the ballot for the open positions:

Position 4 – Tanya Dashiell, Assistant Clerk/Treasurer, Airway Heights

Position 6 – Karen Bennett, HR Manager, Yelm

Position 8 – Brenda Martinez, City Clerk/HR Manager, Black Diamond

All positions are incumbents, either elected in 2021, or appointed to fill vacant spots in the interim.

President Struck asked for a motion from the floor to elect the slate of candidates to the RMSA Operating Committee.

Motion:

A motion was made from the floor to elect the slate of candidates, motion was seconded from the floor, motion carried.

4.2 2023 Award Recipients

Ms. Rehnberg explained the awards criteria to the membership, noting this year's awards focus on improvements in members' liability loss experience.

Ms. Rehnberg presented awards for the following categories: Loss control recognition, loss control leader, loss control champion, and member engagement.

Ms. Rehnberg congratulated the 2023 RMSA award recipients.

4.3 2024 AWC RMSA Annual Meeting location

President Struck announced the 2024 AWC RMSA Annual Meeting would take place on October 8 in Chelan in conjunction with AWC Member Expo October 9-10.

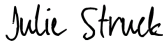
5. Adjournment

5.1 Adjourn

President Struck adjourned the meeting at 8:20 pm.

The foregoing minutes were approved by the Operating Committee on 12/6/2023.
Date

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President

ATTEST:

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Recording Secretary