

Agenda Executive Board Meeting

Friday, February 24th • 10:00-12:00pm

Bellevue City Hall, Room 1E-109

Audio - Please call 1-877-848-7030 and then NEW Access Code 8765293.

Consent Items

Approval of January 30, 2017 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. eCityGov Alliance Update – Tracy (10 minutes)
 - Business Activity Report
 - Status Report
2. Budget Update/Refund
3. Elect Vice-Chair
4. Rotating Schedule for Board Positions
5. Discuss Annual Forum – Timeframe and Committee
6. Actions for April
 - MBP Subscriber Representation
 - 2017/2018 SLA
 - Update for Roles and Responsibilities document
 - Update for ByLaws and Articles of Incorporation

Minutes Executive Board Meeting

*Monday, January 30th • 10:00am - 12:00pm
1E-109, Bellevue City Hall*

Call in only: Audio - 1-877-848-7030 and then NEW Access Code 8765293.

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Sabra Schneider, Bellevue; PJ Rodriguez for Bob Larson, Snoqualmie; Nancy Ousley, Kenmore; Lyman Howard, Sammamish (by phone).

Other: Tracy Jones, eCityGov; Nathan McCommon, Bellevue; Rick Berman, Rick Berman Consulting; Victoria Michailova, eCityGov.

Call to Order

The meeting was called to order at 10:05am by Tracey D.

Consent Items

Approval of December 16, 2016 Executive Board Meeting Minutes.

Motion to approve December meeting minutes by Sabra, seconded by PJ and approved by all.

Strategic Issues, Planning and/or Action Items

7. eCityGov Alliance Update – Tracy
 - Business Activity Report
 - Status Report
 - Budget Update

Tracy J presented a short overview of the business activity and status reports (see attached). The Registered Basic testing is pushed to be completed by February 8th. The website redesign is delayed, program team is working on content. Payment processor recommendation was delivered in January and management team needs to vote. Requirements for 2017 projects are 70% completed and Tracy will have a structured

work plan by end of February. There is plan in place for King County and North Bend MBP onboarding. King County already signed the contract, North Bend will present at Council meeting in February. A demo is pending for City of Tacoma. 2015 audit was completed with no major findings. Final interview is scheduled for February.

Tracy J will provide a budget update through e-mail later.

8. Proposed Motions for Board Action – Rick

As requested by Bob Harrison at the previous Executive Board meeting, Rick presented a series of motions that cross-referenced with his report provided at the December Board meeting. Rick briefly discussed each of the twelve (12) motions (see attached) and what recommendations it included.

Tracey D noted that voting on these motions will help the ED to develop an implementation plan and at least investigate further some of the recommendations.

Motion 1: A motion was moved by Sabra and seconded by Nancy. Tracey D noted that the annual meeting would be the place to discuss the principles and objectives for the MBP. The motion was approved by all.

Motion 2: A motion was moved by Sabra and seconded by Lyman. Lyman noted the importance of the EB member to have authority and be able to speak for the organizations. After a short discussion it was decided that the by-laws already define the delegations by each CEO and recommendation EB2(H) should be removed. Lyman emphasized that attendance should be mandatory. Nancy suggested to provide a fixed meeting schedule. Motion 2 without Assignment/Delegations by CEO recommendation was approved by all.

Motion 3: A motion was moved by Sabra and seconded by PJ. Tracey D is the current Chair, Sabra is vice-chair. PJ said that Snoqualmie had agreed to fill the Treasurer position. Motion 3 was approved by all.

Motion 4: A motion was moved by Nancy and seconded by Lyman. Nancy raised the questions if there would be a mandatory attendance for the subscribers and who would decide on large and small member definitions. Tracey D noted that subscribers should be treated the same way except for decision making. It was suggested that the decisions for representation should be left to the MBP management team committee. Tracy J was delegated to ask for recommendations from MBP management team committee. The motion was approved by all.

Motion 5: A motion was moved by PJ and seconded by Sabra. Tracey D said that the ED should look at this later in the year. However, it is valuable to do. It would require legal money from eCityGov. Motion 5 was approved by all.

Motion 6: A motion was moved by Sabra and seconded by PJ. It was suggested that the name changes from Executive Advisory Team (EAT) to Executive Advisory Committee (EAC). This committee should be advisory to the ED and will not report to the EB. It should include members chosen by the ED that would be a valuable resource to the ED. Sabra noted that EAC would increase the communication across the boards and jurisdictions. The motion with a change in the name was approved by all.

Motion 7: A motion was moved by Sabra, seconded by Nancy and approved by all.

Motion 8: A motion was moved by PJ, seconded by Lyman and approved by all.

Motion 9: A motion was moved by Lyman, seconded by PJ and approved by all.

Motion 10: A motion was moved by Nancy, seconded by Lyman and approved by all.

Motion 11: A motion was moved by Sabra, seconded by Nancy and approved by all.

Motion 12: A motion was moved by PJ, seconded by Nancy and approved by all.

Rick said that these motions represent a subset in Tracy's plan, some tasks might change but it would give her a place to start with the implementation plan.

9. Executive Session – Closed

Adjournment

The public part of the meeting was adjourned at 11:10am.