

WASHINGTON STATE BAR ASSOCIATION

**Entity Name - Meeting Agenda
Date – Time**

Remote Participant Information:

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/82171934798?pwd=T3dDRjYzU3hiZUo3KOQ2U2RjTTVtdz09>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 821 7193 4798 || Passcode: 112325

Quorum Bylaw	Quorum” means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken. Quorum: 5 members
Governing Document	1. The President appoints a BOG Budget and Audit Committee, which consists of a minimum of two Governors from each class, not to exceed eight Governors, one of whom must be the Treasurer. The President, President-Elect, Executive Director and Chief Financial Officer serve as ex officio, non-voting members, and the Treasurer serves as Chair of the Committee and has a vote on the committee. 2. The Treasurer, together with the Budget and Audit Committee, will present a proposed Annual Budget to the BOG for approval prior to each fiscal year. 3. Decisions regarding non-budgeted appropriations must be made in accordance with the BOG- approved fiscal policies and procedures.
Memberships	Francis Adewale; Mathew Dresden; Bryn Peterson; Dan Clark; Carla Higginson; Brett Purtzer; Tom McBride; Alec Stephens

DISCUSSION/ACTION

1. Approval of B & A meeting Minutes of September 8th, 2021
2. Message from the Treasurer Governor Bryn Peterson
3. Post Mortem of the 2022 Budget – Jorge Perez & Liz Wick
 - a. Balanced Budget vs. Acceptable Loss (targets)
 - b. Court Boards Budgeting
 - c. Budget Calendar (Challenges)

4. B&A Thoughts for 2022
 - a. Credit Card Automation – Maggie Yu
 - b. ELT Leadership Chats - Discussion
 - c. Budget and Audit Retreat - Discussion
 - d. Update of Fiscal Policy (Update Internal Controls) – Jorge Perez

5. Finance and Admin Cost Center Review - Maggie Yu

6. Investment Committee - Discussion
 - a. Presentation of Market Survey by JLL
 - b. Discussion on Meeting Schedule