

Meeting Minutes

October 8, 2019

9:00 a.m. at the WSBA offices

Members Present

- | | |
|---|---|
| <input checked="" type="checkbox"/> David Bastian, Chair (remote) | <input type="checkbox"/> Scott Osborne |
| <input checked="" type="checkbox"/> Derek Matthews (remote) | <input checked="" type="checkbox"/> Tom Peterson |
| <input type="checkbox"/> Tina Carroll | <input checked="" type="checkbox"/> Bill Ronhaar |
| <input checked="" type="checkbox"/> Shelley Miner | <input checked="" type="checkbox"/> Shauna Schraft (remote) |
| <input checked="" type="checkbox"/> Caitlin Finley | |

WSBA staff and others present

Renata Garcia, Innovative Licensing Programs Manager, and Katherine Skinner, Innovative Licensing Analyst

Board Business:

- The August 13, 2019 meeting minutes were approved
- The Board engaged in a New Board Member Orientation led by staff.
- The Board reviewed committee rosters and reassigned Board members to each committee.
- The Board continued the discussion from previous meeting regarding an inquiry as to whether LPOs are permitted to select and prepare IRS tax forms necessary for compliance with the Foreign Investment in Real Property Tax Act of 1980 (FIRPTA). The Board determined that LPOs are not authorized to select and prepare such forms. The Board then asked that staff send official communication reminding LPOs that they are only authorized to select and complete forms approved by the Board within the limitations of the LPO license under APR 12. Forms approved by the Board are identified on the WSBA website.

Announcements:

- The next LPB meeting is February 4, 2020

Respectfully submitted,

Katherine Skinner

