

**Monthly Executive Committee Call**

**Thursday, October 20, 2016**

**12:30pm to 2:00pm Pacific / 3:30 to 5:00 Eastern**

**Conference Call Number 360-407-3780 PIN Code 411398#**

**MINUTES**

* Roll Call – Executive Committee – Wally McClure (Pres.), Craig Burshem (VP), Erin Frisch (Secretary), Jim Fleming (Treasurer), Carol Eaton (Past President), Michelle Cristello (R1), Eileen Stack (R2), Ted Mermigos (R3), Laura Galindo, Trisha Thomas, Liesa Stockdale, Alisha Griffin, Kandace Yearsley, Present – Jeff Aldridge, Tanguler Gray, Jeff Cohen, Absent
* Welcome
* Approval of Minutes – September minutes will be distributed post-meeting and approval deferred to November meeting
* President’s Report – NCCSD/OCSE Leadership Call Scheduled for October 31
  + IRS out of cycle audits are being conducted based on risk as determined by the IRS. The comments provided by NCCSD to the OCSE draft AT regarding international payment processing is still being reviewed. See written report for more details.
* Treasurer’s Report
  + Balance of $76,529.74 after final conference debts resolved. See written report for more details. Motion to approve Treasurer’s Report made by A. Griffin, Seconded by C. Burshem, Motion passed by unanimous vote
* Committee Reports –
* NCCSD Website - Jeff Cohen
  + No Update
* Finance – Jim Fleming
  + Letter of engagement from accountant to perform audit function submitted to finance committee. They recommend executive committee engage the accountant under the terms described in the letter. Motion to approve letter made by J. Fleming, second by T. Thomas, Motion passed by unanimous vote
* Policy and Rules - Craig Burshem
  + Busy month for OCSE, many opportunities to provide comment. Report will be sent post-meeting.
* Intergovernmental - Alisha Griffin
  + Committee hasn’t met since last executive committee meeting. Waiting on OCSE response to comments on the Redirect memo. Will be looking at intergov training as one of the next tasks.
* Imputation – Jim Fleming
  + No Update
* Mentor - Erin Frisch
  + Waiting on new website to post/launch mentoring materials. Monthly call being hosted by Kate Cooper-Richardson and will be opening up to all Directors.
* IRS Audit – Eileen Stack
  + Last met on 10/3. Sharing among group experiences with the audit process and will be drafting best practice guidance to share with members. Examples include how to handle FTI on intergov materials, pub1075 implementation suggestions. An question about inconsistent evaluation of the shredding standard was raised, and E. Stack took the action item to follow up with Scott Hale to get clarification.
* Collaborative Analytics – Wally
  + First meeting was held; good first step. Washington is providing a project manager for the effort. Two vendors have approached Wally and he’s holding them off for now.
* New Business
  + Representation at NCSEA Board Meetings
    1. Carol Eaton has agreed to represent NCCSD on the NCSEA Board this year as Wally, Craig, Erin and Jim all sit on the NCSEA Board currently.
  + Discuss/confirm committee memberships
    1. Proposal to review current committee charges and rosters to confirm we have the appropriate areas and membership. Also opportunity to re-energize and reset. Committee Chairs to send current description and roster (with Region of participant identified) to Secretary for review and distribution. Wally to send message out to list-serve notifying Directors of the committees and indicating they should contact the committee chair should they want to join/be removed.
  + 2017 Annual Meeting
    1. Hotel contact complete; facility is great and close to airport. Parking is $40/night so Wally recommends not bringing a car.
  + E. Stack brought up issues with certain European countries no longer accepting checks after November and asked if this should be raised by NCCSD to OCSE Central Office. A. Griffin indicated OCSE is already aware and that the Intergovernmental Committee has it on their list to take on.
* Old Business
  + Reuters Article on the Rule
    1. Noted the article indicated the Rule should be out yet this fall.

Meeting Adjourned: 4:36pm