

NWRDC EXECUTIVE COMMITTEE MEETING

Meeting Minutes

05-16-2022

1. Roll Call/Call to Order

The May 16, 2022 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Mike Sullivan, at 12:30 PM, with roll call and personal introductions.

Members Present

Dr. Simone Sangster, Vice Chair	Bellingham School District, Assist Sup of Finance
Jeff Cravy	Conway School District, Superintendent
Dr. Damien Pattenau	Renton School District, Superintendent
Mike Sullivan	Anacortes School District, Director of Finance

Guests and Staff Present

Lisa Matthews	NWESD, Assist Superintendent for Finance and Compliance
Lynn Lynch	NWRDC, Director
Kathy Bisig	NWRDC, Student Team Manager
Mandy Bladek	NWRDC, Business Team Manager
Rachel Wright	NWRDC, Administrative Assistant

2. Approval of the April 20, 2022 Minutes

The minutes of the April 20, 2022 Executive Committee meeting were presented for approval. Dr. Simone Sangster moved, Jeff Cravy seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the May 2022 meeting.

3. Report from the Director

A. Staff Acknowledgements

Included in the Executive Committee packet were emails and letters of appreciation for NWRDC staff.

B. Executive Committee Election Results

Congratulations to Dr. Damien Pattenau, Superintendent of Renton School District, and Wayne Barrett, Superintendent of Concrete School District, they have been elected to serve on the Executive Committee for the next three years.

C. Qmlativ Migrations

Mandy Bladek and Kathy Bisig each shared new resources about what migration looks like. These resources and new migration format will help make the migration process move more smoothly. Product overview sessions will be available to attend about every 6 months, everyone is encourage to attend. The goal is to be clear about expectations with the migration process.

4. **Reports from NWRDC Staff**

- A. Student Services
- B. Business Services
- C. Operations/Print Shop

5. **New and Pending Business**

- A. Service Requests
 - 1. Ticket Totals by FTE
 - 2. All Tickets Totals by Month
 - 3. Qmlativ Only Tickets by Month
- B. Financial Reports
- C. Recognition of Service

Lynn Lynch thanked Jeff Cravy for his year of service on the Executive Committee and recognized Jacob Kuper for his 7 years of service.

- D. **Vote:** Recommendation to Approve the 2022-23 Executive Committee Meeting Schedule as follows:

Date	Location	Time	Primary Agenda Topic
November 16, 2022	On-site with Lunch	10:30am – 12:00pm	Year End
January 18, 2023	Zoom	12:30pm – 2:00pm	Next Year Fee Schedule
April 19, 2023	Zoom	12:30pm – 2:00pm	Adopting Budget
May 17, 2023	Zoom	12:30pm – 2:00pm	Elections/Migrations

Dr. Simone Sangster motioned and Dr. Damien Pattenau de seconded to approve the 2022-2023 proposed calendar. Motion carried unanimously, among those in attendance at the May 18, 2022 meeting.

6. **Executive Committee Open Forum**

7. Meeting Schedule 2021-2022

Date	Location	Time	Primary Agenda Topic
November 17, 2021	Remote	10:30am-12:00pm	Year End
January 19, 2022	Remote	12:30pm-2:00pm	Next Year Fee Schedule
April 20, 2022	Remote	12:30pm-2:00pm	Adopting Budget
May 18, 2022	Remote	12:30pm-2:00pm	Elections/Migrations

8. Adjournment

Mike Sullivan adjourned the meeting at 1:12 PM

OFFICIAL APPROVAL OF THE MINUTES

	16 NOV 21
NWRDC Executive Committee Chair	Date

	11/16/22
NWESD Superintendent, NWRDC Executive Committee Secretary	Date