



## WAMA Action Items Worksheet - Open Items

Listed by start date.

Number	Primary Officer or Committee	Supporting Officer(s) or Committee(s)	Director OPR	Topic Title/Description/Updates <b>Next Step(s)</b>	Start Date	<b>Next Update Due</b>	Project End Date
2021 A2	<p style="text-align: center;"><b>Airport Committee</b></p> <p style="text-align: center;">Chair Riordan</p>	<p style="text-align: center;">Airport</p>	<p style="text-align: center;">Vice Chair Dan Gase</p>	<p><b><u>Action Items from 2020:</u></b></p> <ul style="list-style-type: none"> <li>-Develop a Funding Sources Directory to be posted to the WAMA website</li> <li>-Prepare survey to inquire about airports with restaurants on airport grounds.</li> <li>-Look into Remote UAS ID</li> </ul> <p><b><u>As of Feb. 18, 2021:</u></b></p> <ul style="list-style-type: none"> <li>-Create list of funding sources for airports</li> <li>-Survey airports to determine projects using CARES Act grants</li> <li>-Planning for March</li> </ul> <p><b><u>March 18, 2021</u></b></p> <ul style="list-style-type: none"> <li>-Continue working on Toolkit</li> </ul> <p><b><u>April 15, 2021</u></b></p> <ul style="list-style-type: none"> <li>-Continue on working on Funding Guide</li> <li>-Planning for airport tour of Skagit Airport</li> </ul> <p>(Continued next page)</p>	1/21/21	7/15/21	



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2021 L 1	<p style="text-align: center;"><b>Legislative Committee</b></p> <p style="text-align: center;">Chair Peterson</p>	<p>Chris Paolini Ryan Zulauf Ralph Wessels</p>		<p><u>As of 6/17/21</u> -Begin looking at legislative priorities for the coming legislative session</p>	1/21/21	<b>7/17/21</b>	4/30/22



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20XX S X1	<p style="text-align: center;"><b>Scholarship Committee</b></p> <p style="text-align: center;">Rob Hodgman</p>	<p style="text-align: center;">Brandon Rakes</p>	<p style="text-align: center;">XXXX</p>	<p style="text-align: center;"><span style="color: blue;">Scholarship / Grant Awards.</span>  <span style="color: blue;"><u>Update as of 6/17/21</u></span>                      Scholarships and grants have been awarded for 2021. The committee will begin preparing for scholarship awards in October 2021 for the 2022 year.</p>	<p style="text-align: center;">OCT</p>	<p style="text-align: center;"><span style="color: red;">7/15/21</span></p>	



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2020 M X1	<b>Membership Committee</b> Chairman David Field	Exec Director Justin VanSlyke	Vice Chair Justin Van Slyke	<p><u>Tasks for 1/1/21:</u> -Banner advertisement</p> <p><u>2/18/21 Update:</u> ...Monitor renewal memberships ...Contact those who have not renewed</p> <p><u>4/15/21 Update:</u> -Looking for committee chairman</p> <p><u>5/20/21 Update</u> -David Field has accepted chairmanship -Planning for newsletter distribution -Monitoring renewals &amp; encouraging new members -Contacting educational institutes for student members -Creating a list of benefits for joining</p> <p>Continued next page...</p>	Jan	7/15/21	12/31/21



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2020 M X1	<b>Membership Committee</b> Chairman David Field	Exec Director Justin VanSlyke	Vice Chair Justin Van Slyke	<i>...Continued</i>  <u>6/17/21 Update :</u> - Contacting past members who haven't yet renewed -Contacting educational institutions for potential members -Gathering list of benefits to present to potential members.	Jan	7/15/21	12/31/21



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	<b>Conference Committee</b> Chair Samantha Peterson	Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund		<p><u>1/21/21</u></p> <ul style="list-style-type: none"> <li>-Reviewing budget and comped registrations</li> <li>-Working on agenda and speakers</li> <li>-Treasurer will review proposed costs for 2021</li> </ul> <p><u>5/21/20 Update:</u></p> <ul style="list-style-type: none"> <li>-Contract signed for 2021 at Alderbrook Resort and Spa in Union, WA</li> <li>-Contract signed for 2022 at Sun Mountain Lodge near Winthrop, WA</li> </ul> <p><u>1/21/21 Update:</u></p> <ul style="list-style-type: none"> <li>--Date set for Oct 4-6 at Alderbrook</li> <li>--Registration form is being put together</li> <li>--Begin to request sponsorships</li> </ul> <p><u>2/18/21 Update:</u></p> <ul style="list-style-type: none"> <li>...Begin seeking speakers and presenters</li> </ul> <p><i>Continued next page....</i></p>	May	<span style="color: red;">7/15/21</span>	10/6/21



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	<b>Conference Committee</b> Chair Samantha Peterson	Vice Chair Tim Mensonides Dianna Beeler Marjy Leggett Jennifer Skoglund		<p><i>...Continued</i></p> <p><b><u>3/18/21 Update:</u></b> ..Seeking sponsors</p> <p><b><u>4/15/21 Update</u></b> -Conference speakers are being finalized -Letter will be sent to potential sponsors</p> <p><b><u>5/21/21 Update</u></b> -A reminder for sponsorships will be sent out in next couple of weeks. -An invoice for sponsors will be developed\ -Membership committee meeting soon to be held</p> <p><b><u>6/17/21 Update:</u></b> -Finalize agenda -Continue seeking sponsorships</p>	May	7/15/21	10/6/21





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20XX HR X2	<p style="text-align: center;"><b>Human Resources Committee</b></p> <p style="text-align: center;">Chairman Tim Mensonides</p>	<p>Adam Phelps</p> <p>Executive Director</p> <p>Jennifer Skoglund</p>	<p style="text-align: center;">Vice Chairman</p> <p>Adam Phelps</p>	<p><b>WAMA Awards Program.</b></p> <ul style="list-style-type: none"> <li>• All awards may be made annually as long as candidates meet the specified evaluation criteria.</li> <li>• The process commences in the 4th quarter of each calendar year with a review of award criteria and all related documents.</li> <li>• Award recipients are announced at the annual WAMA Conference.</li> <li>• Based on the date of the WAMA Conference, a timeline will be set annually that includes the following elements:                             <ul style="list-style-type: none"> <li>- Generate maximum awareness of the WAMA Awards Program.</li> <li>- Request nominations from WAMA membership and specify a deadline date.</li> <li>- Select a candidate review board.</li> <li>- Review nominations and determine award recipients.</li> <li>- Prepare certificates and awards for presentation.</li> </ul> </li> </ul> <p><i>Continued next page...</i></p>	Jan	7/15/21	12/31/21



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20XX HR X2	<b>Human Resources Committee</b>	Adam Phelps  Executive Director  Jennifer Skoglund	Vice Chairman  Adam Phelps	<p style="color: blue;"><i>...Continued</i></p> <p><b>Elections.</b></p> <ul style="list-style-type: none"> <li>In the 3rd quarter of the year, identify future potential Board members. Plan for the President/Vice-President transition.</li> <li>Prepare the slate of Board officers and members for the subsequent calendar year.</li> <li>Conduct the election via electronic voting.</li> <li>Conclude the process by the end of November.</li> </ul>	July	<span style="color: red;">7/15/21</span>	12/31/21



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2019 F 1	<b>Finance Committee</b>  Chair Jennifer Skoglund	Executive Committee  Kandace Harvey  Rich Mueller	Vice Chair Adam Phelps	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p><b><i>March</i></b> -Income tax will be filed -A review of financials will follow the tax return -Signature cards will be updated</p> <p><b><u>2/18/21 Update:</u></b> Chair Skoglund will create an account with the State to fill out the Lobbyist Disclosure form.</p> <p><b><u>3/18/21 Update:</u></b> -Working on year-end audit for 2020 -Taxes will be done by same firm as last year.</p> <p><b><u>4/15/21 Update</u></b> -2020 Audit has been sent to Garner, Smith, Hurd, &amp; Miller</p> <p><b><u>5/20/21 Updte</u></b> -Taxes and audit are completed</p>	1/21/21	<span style="color: red;">5/20/21</span>	12/31/21



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