

Minutes
Special OHA Advisory Meeting
With Governing Document Committee
December 3, 2025
Via Zoom

- I. Roll Call: **Board** Members present were Robert Dashiell, Joanie Knipe, Mike Shivers, David Turnoy, Bob Burke, Mak Hanson and Susie Frank. Also in attendance were **Governing Documents Committee members** Lee Goodwin, John Felt, Candace and Bob Krick.
- II. Call to order: David called the meeting to order.
- III. Approval of minutes from November 10, 2025, was made by a motion by Robert and seconded by Joanie. All members present approved the motion to approve the Minutes.
- IV. Old business
 - A. **Sign for the Burn Area-** discussion was centered on the language on the sign to include contact numbers of Board Members. Also, it was recommended that two names be on the sign with designated times for contact and that a new lock be secured. A motion to approve the sign as discussed and recommended was made by Mike and seconded by Robert, the motion was unanimously approved.
 - B. **Civility Pledge-** as presented in the last meeting the Civility Pledge was discussed by Joanie and the background for recommendation. Joanie made a motion to approve the adoption of the pledge by Board Members and Committee Members. The motion was seconded by Mike and approved unanimously.
 - C. **Consent Forms-** David reported that there have been 73 responses and only 9 have opted to only receive USPS mail notices. David also stated that several forms were completed without an election on notices. He followed up with those members to complete the forms. There are 36 members without any response. Joanie will coordinate with David to produce a list of non-responsive members for a follow-up call and/or email. The list will be divided into smaller groups and for the Government Documents Committee Members.
 - D. **WUCIOA Notifications (January 2026)-** Bob Krick highlighted the requirements going forward for meeting notifications. Primarily these are “Open” meetings not Executive Meetings. Approvals of on-going association business that require votes must not be by email. Conversations and informal discussions can continue to be conducted through emails just not association business. All meeting materials need to be mailed out 2 weeks in advance to disclose the meeting date. A suggestion was to set a meeting date every month and cancel if an “emergency” meeting was not necessary.
 - E. **Meeting Dates 2026-** David proposed the following meeting dates to be sent out as notification: January 12, March 9, May 4, June 25 (annual meeting), July 13, September 7 and November 9. These meetings are proposed to be by ZOOM and begin at 10am

Pacific time. Joanie made a motion to approve the dates proposed, seconded by Mark and approved unanimously.

V. New business

- A. **Review Notes with Meeting with John Burleigh-** Joanie supplied detailed notes to the Board Members detailing the meeting with him. The overall feeling was that he had a great understanding of the new legislation. He exhibited leadership skills and helped direct the conversation. Although changing law firms is less than desirable, Burleigh had a better grasp of the legislation and is currently assisting larger law firms with this legislation. It was recommended that we move forward with due diligence on him and the documents committee will give a recommendation on which law firm to engage, should we move forward.
- B. **Review Governing Documents Committee November Votes-** Joanie outlined the votes as taken by the committee at their meeting in November. The committee voted unanimously on starting a document review and compliance with WUCIOA. They approved the recommendation to use an attorney to review the documents with Robert being the lone no vote. They unanimously approved the recommendation to ask Burleigh for a quote for his services. A pricing comparison was provided with both PST and Burleigh, which are very similar in terms of costs. However, Burleigh did suggest that reviewing our old documents might be a waste of members' dues.
- C. **Governing Documents requiring a Vote-** the Board and the Committee Members voted on **action items to be recommended for Board approval:**
 - a. **Opt into or Out of WUCVIOA** – Majority voted to opt in, no votes Robert and Bob.
 - b. **Rewrite Governing Documents per attorney recommendations-** Unanimous approval.
 - c. **Engage Attorney for re-write-**Unanimously approved.
 - d. **Save Discretionary Items for second step of two step process-** majority approval with Bob Burke, Mike and Robert voting no.
 - e. **Start rewrite and review to determine WUCIOA items versus our Documents-** the vote was yes with the condition being to take the attorney's recommendation if this is necessary.
 - f. **Start process now or later-** majority approved to start now with Robert and Bob voting no.
 - g. **Selection for attorney-** Burleigh was the majority choice with Lee and Robert abstaining.

VI. Governing Documents Committee moving Forward- The committee will provide the Board on the recommendation for an attorney. Following that approval by the Board the committee will begin the process of rewriting our documents to include the new WUCIOA requirements. The process will be at least a year-long process with the hope that major changes are not made in subsequent legislative sessions.

VII. Adjournment: The meeting was adjourned at 2:50 Pacific time.

