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3 **Washington Vaccine Association**  
4 **Executive Committee Meeting**  
5 October 14, 2021, 2:30-3:30 p.m. (PT)

6 **I. Attendance.** This meeting was conducted solely by webinar. Participating in all or part of the meeting were the  
7 following individuals:

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9 Directors: 17 Helms & Company, Inc.  
10 Chad Murphy, PharmD, Chair, Premera 18 Patrick Miller, MPH, WVA Administrative  
11 Beth Harvey, MD, South Sound Pediatrics 19 Director  
12 Patricia Auerbach, MD, UnitedHealthcare 20 Alyssa McKeon, Project Support Leader  
13 21  
14 WVA: 22 Others:  
15 Julia G. Zell, MA., Esq., Executive Director 23 Anne Redman, Esq., Perkins Coie  
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25 **II. Summary of Actions Taken and/or Recommended**

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27 Actions Taken (votes adopted)

- 28 i. To approve the minutes of the July 29, 2021, Executive Committee meeting.  
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30 **III. Minutes**

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32 Welcome & Introduction

33 Mr. Murphy called the meeting to order at 2:33 p.m. Ms. Zell took attendance and provided a notice of  
34 recording.  
35

36 Calendar Consent Items

37 Mr. Murphy asked for a motion to approve the minutes. Upon motion duly made and seconded, it was  
38 unanimously  
39

40 **VOTED: To approve the minutes of the July 29, 2021, Executive Committee meeting.**

41  
42 Finance Updates

43 Mr. Miller provided the financial update for three months ending September 30, 2021. He highlighted that the  
44 WVA has continued to see a planned decrease in cash over the past three months. Mr. Miller provided an update  
45 as to the cash balance and administrative budgets.  
46

47 Ms. Zell and Dr. Auerbach provided an update on the FY2020-21 Audit. The resulting opinion from the audit  
48 report was positive for the organization and there were no recommendations for management. Dr. Auerbach  
49 shared that the Finance Committee recommended the Board approve the audit. The Executive Committee  
50 discussed the merits of staying with the current auditor as well as how to utilize state audit results to improve  
51 future audits.  
52

53 Mr. Murphy and Ms. Zell requested that the Executive Committee meet in December given the number of issues  
54 in play right now.  
55

56 The public meeting was adjourned at 2:47 p.m., and the Committee transitioned to Executive Session.  
57

58 **IV. Executive Session.** Confidential.  
59

60 **V. Closing.** The meeting concluded at 4:47 p.m.  
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