

**District and Municipal Court Management Association
Executive Board Meeting
Tuesday, September 19, 2023 10:00 AM**



In-person:
Tukwila Justice Center
15005 Tukwila International Blvd
Tukwila, WA 98188

ZOOM Meeting:

Board Meeting Zoom Link:
<https://wacourts.zoom.us/j/97738083988?pwd=Ly9CTIB1STdaQ0ZySFpkcEVzUnROQT09>
Dial in: +1 253 215 8782 US (Tacoma) Meeting ID: 977 3808 3988 Passcode: 466496

AGENDA

Item	Agenda Item		Approximate Time	
1.	Welcome and Introductions	LaTricia Kinlow, President	10:00	
2.	Adoption of Agenda	LaTricia Kinlow, President		
3.	Approval of Minutes <ul style="list-style-type: none"> July 18, 2023 Meeting Minutes (Attached) 	Candace Enders, Secretary	10:10	
4.	Treasurer's Report <ul style="list-style-type: none"> Treasurer's Report (Attached) 	Bonnie Woodrow, Treasurer	10:20	
5.	Liaison Reports <ul style="list-style-type: none"> DMCJA AOC CSD Liaison AOC ISD/JISC Business Liaison MPA DOL Blake 	DMCJA- Judge Anita Crawford-Willis Angie Autry, AOC Arsenio Escudero Regina Alexander, Melisa Patrick Carla Weaver - DOL, Kathy Seymour, Patsy Robinson, Kris Thompson, Sherri Hansen Jennefer Johnson	10:30	

<p>6.</p>	<p>Standing Committee Reports</p> <ul style="list-style-type: none"> • Conference • Education • Technology • Membership <ul style="list-style-type: none"> ○ Admin Listserve – requires membership? ○ Tracy Dugas – manages listserve • Legislative • Long Range Planning • By Laws/Policy and Procedures • Courts Helping Courts • Diversity, Equity & Inclusion 	<p>Margaret Yetter & Amy Knutson Margaret Yetter & Lillian Hawkins Ellen Attebery & Andrew McSeveney Mickey Zitkovich</p> <p>Kathy Seymour & Maryam Olson Frankie Peters & Therese Murphy Frankie Peters & Therese Murphy Dee Morrill & LaTricia Kinlow Lillian Hawkins & Misty Robison</p>	<p>11:30</p>	
<p>7.</p>	<p>State Committee Reports</p> <ul style="list-style-type: none"> • BJA • Court Management Council • BJA Court Education Committee • BJA Public Engagement • BJA Court Security Task Force • BJA Legislative Committee • BJA Alternatives to Incarceration • Data Dissemination Committee • Interbranch Advisory Committee • GR 34 Rules Committee • Gender & Justice Commission • Minority & Justice Commission • Interpreter Commission • Pattern Forms • JIS Codes • JISC • CLJ/CMS PSC 	<p>LaTricia Kinlow LaTricia Kinlow & Frankie Peters Margaret Yetter</p> <p>Patricia Gutierrez Suzanne Elsner Frankie Peters Raylene Heutink</p> <p>Paulette Revoir LaTricia Kinlow</p> <p>Andrea Belanger Lillian Hawkins LaTricia Kinlow Vacant – Analisa Mai nominated Kathy Seymour Patsy Robinson Paulette Revoir & Margaret Yetter Frankie Peters, Margaret Yetter & Suzanne Elsner</p>	<p>12:30</p>	

<p>9.</p>	<p>New Business Law Day Committee</p> <p>New King County Superior Court Clerk – Catherine Cornwall</p> <p>Voting Items: By Laws Change – Make Courts Helping Courts a Standing Committee</p> <p>Require DMCMA Membership in order to be on the DMADMINListserve</p> <p>Old Business: Model Job Description – Court Clerks</p>	<p>Courtney White</p> <p>LaTricia Kinlow</p> <p>LaTricia Kinlow</p> <p>Ellen Attebery</p>		
<p>10.</p>	<p>Adjourn</p>	<p>LaTricia Kinlow, President</p>		

Next meeting- Business meeting, Tuesday, November 21st @ 10:00 AM

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

July 18th, 2023 10:00 a.m.
Hybrid – Tukwila Justice Center
Board Meeting Minutes

Officers Present:

President	Trish Kinlow
Past President	Ellen Attebery
President Elect	Frankie Peters
Vice President	Not Present
Treasurer	Bonnie Woodrow
Secretary	Candace Enders

Members & Attendees Present:

1. Adam Keller	24. Lillian Hawkins
2. Amy Harte	25. Lisa Winnett
3. Andrea Belanger	26. Margaret Yetter
4. Andrew McSeveney	27. Marianne Boggie
5. Angie Autry - AOC	28. Marrison Williams
6. Brian Gleason	29. Mary Beth Phillips
7. Carla Weaver - DOL	30. Melissa Patrick
8. Carol Landwehr	31. Michael Visger
9. Courtney White	32. MiHa Kapaki
10. Cynthia Davis	33. Molly Martin
11. Dee Morrill	34. Nikki Meister
12. Jane Edmonds	35. Okhwa Lewis
13. Jen Crossen	36. Patsy Robinson
14. Jodi Stephens	37. Regina Alexander - MPA
15. John Witter	38. Renee Honey
16. Kati Dorman	39. Robyn Dunham
17. Katy Henricksen	40. Ryan Grimes – DOL
18. Kellie Earlie	41. Sherri Hansen
19. Kelly Fields	42. Suzanne Elsner
20. Kristi Schorn	43. Tessa Clements - AOC
21. Lacie Dewitt	44. Tracy Dugas - AOC
22. Lea Garner	45.. Uneek Maylor
23. Leslie Christensen	46. Valerie Marino

Call to Order: President Trish Kinlow calls the meeting to order at 10:05 am.

Opening Introductions: Introductions completed.

Adoption of Agenda: Margaret Yetter makes motion to approve the agenda, Ellen Attebery seconds the motion.

Approval of Minutes: March 21st, 2023 meeting minutes presented. Frankie Peters moves to approve the minutes. Bonnie Woodrow seconds the motion. Motion passed.

Treasurer's Report: Bonnie Woodrow shares the treasurer's report. The checking register balance as of June 30, 2023 is \$59,353.98.

Bonnie presents the proposed 2023 -2024 budget.

Margaret Yetter makes motion to approve the treasurer's report and the 2023 – 2024 budget. Ellen Attebery seconds the motion. Motion passed.

Bonnie Woodrow makes motion to upgrade to the online version of QuickBooks. Frankie Peters seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Judge Williams not present. Tracy Dugas present from AOC and advises email has been sent out regarding the upcoming 20% increase in the judges dues.

AOC CSD Liaison & AOC ISD/JISC Business: Angie Autry present and notes at the last board meeting in March they replaced Arsenio Escudero with Dexter Mejia. He will be present for all future meetings.

Angie reports they have started user acceptance training and testing by our pilot courts this week on the Enterprise Justice and E-file and Serve programs. The testing should take about 3 weeks. Next week they will begin training on Enterprise Supervision. The pilot go live date should be set shortly thereafter.

Sector parking ticket project is addressed. The last 13 Municipal Court laws have been reviewed and are ready to go to State Patrol. They have put in a request to their data warehouse team to see if they can get all 13 done at the same time or if they need to break them up. They plan on getting them over to State Patrol within the next week. If you are sitting in one of the request queues, your court will be receiving a notice from Crystal very soon when they are uploaded at State Patrol and officers can start citing those parking tickets using Sector. Angie notes they will be paper tickets, not electronic. AOC is still waiting on a resolution for having the ability to file through Sector for District Court.

More legislative changes coming up. The next effective date for bills is July 23, 2023. These mostly consist of the surrender of firearms violations. They will be covering the bills in tomorrow's DOL/AOC open forum. Angie notes the surrender of firearms violations and sanctions impact are going to be delayed. There will be some changes to the civil judgement screen to allow the recording of violations and sanctions. It should be available mid-August.

There will be a new code effective October 1st, 2023 in regards to license privileges for a person who is cited for a serious traffic offense and is found not competent to stand trial and is ordered to complete restoration treatment.

July 19th is the next AOC/DOL forum. They will go into more detail about the legislation going into effect July 23rd.

MPA: Regina Alexander present with no report. Melissa Patrick advises that registration is open for the Probation Academy in September. The academy will be in person.

DOL: Carla Weaver present and discusses new changes in DIAS. There will be two different ADR's available in DIAS. There will be one specifically for an alcohol/drug assessment and one for court/law enforcement.

Starting in October, the court will be able to go into DIAS and note that the person is incompetent and DOL will take the 1 year action against the driving privilege.

DOL does not recognize the code VU for Blake related cases. DOL is working to get it added. As of right now, if a Blake related case needs to be removed from the abstract, the court must submit a record removal through DIAS.

BLAKE: Jennefer Johnson not present. Trish Kinlow present and advises she spoke with Jamie from AOC at the recent NACM conference regarding creating an automatized process for Blake related cases. Trish will reach out to Chris Stanley who oversees the Blake refund bureau to further inquire about an automatized process.

Kristi Schorn gives update regarding Blake portal testing. Testing has been going well, however some breaks have occurred. The go live date is still set for July 30th.

Standing Committee Reports

Conference/Education: Margaret Yetter reports that the academy was a success.

The next education retreat is Thursday July 27th at 8:30 a.m. in person at Tukwila Municipal Court. Margaret shares items that will be discussed at the retreat.

Technology: Trish Kinlow advises that Kanani Johnson and Uneek Maylor will no longer be on the Technology committee. Trish notes appreciation for all of their hard work and thanks them. Kanani no longer works for the court and now works for the executive branch. She has been voted in as an honorary member and will still help with DMCMA technology as a consultant and with the awards program.

Ellen Attebery and Andy McSeveney are the new Technology chair and co-chair. Ellen advises that the website has been updated. The goal is for the website to be where you will find all information - the academy, courts helping courts, conference information, etc. Ellen notes if you see any errors or have suggestions regarding improving the website, to please let her or Andy know. They are also working on utilizing Jotforms and other ways to become more efficient.

Ellen advises they are working on an app for the next conference.

Margaret inquires if we can send Ellen and Andy to the Court Technology Conference in Phoenix September 12th -14th, 2023, if we have the budget. Andy advises he submitted for a scholarship, however, has not heard back.

Membership: Trish reports for Mickey Zitkovich – talks about the link that is available on our website for membership.

Trish reminded everyone that there is a proposal to increase in dues to \$250 effective January 1, 2024. There hasn't been an increase since 2010.

Legislative: No report.

Long Range Planning: Trish Kinlow advises that Frankie Peters and Therese Murphy are the new co-chairs.

By Laws/Policy and Procedures: Trish advises that the By Laws were approved at the annual meeting.

Trish notes many changes were made to the Policy and Procedures and is ready to be adopted. The increase in dues to \$250 per year is included in the changes.

Margaret Yetter moves to approve the changes to the Policy and Procedures Manual. Frankie Peters seconds the motion. Motion passes.

Courts Helping Courts: Dee Morrill present and thanks everyone for their help and support. The CHC has received a large number of requests for mentors. The program needs more definition of what the CHC is and revamping the program. Dee notes if your court has submitted an application for mentorship or to be a mentor, there is a delay in replying due to the high volume of requests.

Trish advises she will be scheduling a special meeting with the Regional Directors to discuss how they can help connect people to mentors.

Diversity, Equity & Inclusion: Lillian Hawkins present and reports last meeting was May 15th and there was a great turnout and discussion. At the meeting they had an exercise on implicit bias. Bob Lichtenberg from the Interpreter Commission also presented. The next meeting is scheduled for August 21st from 2 – 3 p.m. The Zoom link will go out next week.

Lillian notes if any courts are having any challenges in regards to interpreters or questions about interpreters, to reach out to the Interpreter Commission.

State Committee Reports

BJA: Trish reports that herself and Frankie Peters attended the BJA leadership summit on June 16th. It was led by the Chief Justice. The topics discussed were the state of our courts and the relationships in our courts. Diversity, equity and inclusion within the courts was also discussed, with a focus on inclusion.

Court Management Council: Trish advises this meeting was canceled and will be rescheduled.

BJA Court Education Committee: Margaret Yetter reports that she is now the co-chair. The budget is being reviewed for the CEC and a line item will be added for the academy.

BJA Public Engagement & Education Committee: No report.

District and Municipal Court Management Association
Annual Board Meeting Agenda – September 19, 2023

BJA Court Security Task Force: Susie Elsner reports they held their final meeting as the committee is scheduled to end. At the meeting they voted for their chair and co-chair to go back to BJA and ask it to become a permanent standing committee.

Email sent out June 30th regarding court security funding for small and rural courts. 2 million dollars was able to be secured in funding. It will be a million dollars for each funding period.

Reminder to continue reporting your security incidents on Inside Courts. This can be found under Court Resources – Security.

BJA Legislative Committee: No Report.

BJA Alternatives to Incarceration: No Report

Data Dissemination Committee: No Report.

Interbranch Advisory Committee: Trish advises this is a committee that the Chief Justice put together with the legislative and executive branches. At the last meeting they focused on budget.

The goal is to continue this relationship to talk about our interactions with each other and talk about the impact of legislative changes on the courts.

GR 34 Rules Committee: Andrea Belanger reports the committee has not met recently. Andrea shares the GR 34 eLearning module the workgroup developed. The direct link for the module can be found at [GR 34: Waiver of Fees on the Basis of Indigency - Overview | Rise 360 \(articulate.com\)](#)

Gender & Justice Commission: No Report.

Minority & Justice Commission: Trish reports the committee was very instrumental with assisting with the national conference on race and ethnic fairness in the courts. Both Trish and Ellen attended the conference. A great documentary “Who We Are” by Jeffery Robinson was shown with meaningful discussion after.

Trish talks about youth and law forums that are happening throughout the region. She will be reaching out to various Court Administrators in King County to participate in the youth and law forum. Frankie encourages courts to reach out to their local schools to come visit their courthouse and have discussions. Robyn Dunham offers idea for getting the community/kids involved by getting on the advisory board of your local school(s). Lillian Hawkins shares that King County has an outreach program, where Judges and staff are going out into the community at different festivals and events and it has been great.

Interpreter Commission: No report.

Pattern Forms: No report.

JIS Codes: No report.

JISC: Margaret reports on last meeting in June. She indicated that Dexter Mejia from AOC gave an update on the issues with all of the person records going into a new case management system. He requested to form a sub-committee to work on the person records and that was approved. There was also a Blake project overview given to the committee.

CLJ/CMS PSC: Frankie advises next meeting is 1st week of August. They are currently doing user acceptance training. Margaret notes at the next meeting the go live date should be solidified for the pilot courts.

New Items: Ellen reports on court signage. She is currently working with AOC on translating signs at her court into multiple languages and using common symbols that are used internationally. She inquires why this is not happening globally, instead of court by court since we all use similar terminology. Ellen notes the interpreter reimbursement program compensates 100% for translating signs.

Trish confirms Kanani Johnson has been made an honorary board member.

Trish talks about DMCJA's modification of GR 11.3. This is in regard to a push for interpreters to appear in person. Judges are concerned interpreters are not showing in person for hearings they believe are critical for in person interpretation. Trish would appreciate any feedback to report back to the DMCJA.

Trish advises that the Western Region Conference of Chief Judges is upcoming and they are looking for speakers.

2023-2024 Highway & Hedges schedule – Trish notes Ellen did a great job with this and she will continue on as president. Trish will include Frankie and Therese and also reach out to the MPA president to confirm they will continue to join. Margaret notes we have mugs that were for the academy that arrived late. She suggests taking the mugs on future road trips and disperse to academy attendees.

Old Business: Ellen addresses the model job descriptions. In regards to the Court Administrator model job description, there was a motion made to update the mandatory education requirements from ARLJ 14 and it will be formally addressed in September. The proposed court clerk model job description is discussed and needs to be further looked at to make it more generic.

Katie Dorman from Airway Heights lets everyone know that a Marshallese Interpreter, that is widely used in the state, passed away over the weekend.

12:01 p.m. – Trish Kinlow adjourns the meeting.

Respectfully submitted, Candace Enders, Secretary

Committee Report: **Treasurer Report**
Submitted By: **Bonnie Woodrow**
Date Submitted: **09/01/2023**

Report Narrative:

The Budget vs Actual report dated September 1, 2023, is attached for Board approval.

The checking register balance as of September 1, 2023, is \$54,537.64

Respectfully submitted,

Treasurer Contact: Name: Bonnie Woodrow
E-Mail: bwoodrow@rentonwa.gov
Phone: (425) 430-6531

District and Municipal Court Management Association

Budget vs Actual

July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Membership Dues	0.00	50,000.00	-50,000.00	0.0%
Regionals				
Fall Regionals		2,000.00	-2,000.00	0.0%
Spring Regionals		2,000.00	-2,000.00	0.0%
Total Income	<u>0.00</u>	<u>54,000.00</u>	<u>-54,000.00</u>	<u>0.0%</u>
Gross Profit	0.00	54,000.00	-54,000.00	0.0%
Expense				
Awards	0.00	1,100.00	-1,100.00	0.0%
Board Meeting Expenses	162.40	1,400.00	-1,237.60	11.6%
Courts Helping Courts	0.00	2,000.00	-2,000.00	0.0%
Education				
Academy	0.00		0.00	0.0%
Annual Conference	0.00	10,000.00	-10,000.00	0.0%
Regionals	0.00	4,000.00	-4,000.00	0.0%
Retreat - meals	153.55	300.00	-146.45	51.18%
Staff Conference	0.00	0.00	0.00	0.0%
Flowers & Cards	124.55	600.00	-475.45	20.76%
Liability Insurance	0.00	1,500.00	-1,500.00	0.0%
Long Range Planning Committee	0.00	500.00	-500.00	0.0%
Membership Committee	0.00	100.00	-100.00	0.0%
Miscellaneous Expenses	0.00	0.00	0.00	0.0%
NACM				
NACM Annual (July)	2,900.43	6,000.00	-3,099.57	48.34%
NACM Mid Year (February)	0.00	2,000.00	-2,000.00	0.0%
President Expense	0.00	1,200.00	-1,200.00	0.0%
Procedures Committee	0.00	0.00	0.00	0.0%
Scholarship Committee	500.00	1,000.00	-500.00	50.0%
Secretary Expenses	0.00	0.00	0.00	0.0%
Technology	558.45	10,000.00	-9,441.55	5.59%
eCourt Conference (December)	0.00		0.00	0.0%
CTC (September)	2,265.58	3,200.00	-934.42	70.8%
Travel Expenses	0.00	3,300.00	-3,300.00	0.0%
Treasurer Expenses	0.00	5,800.00	-5,800.00	0.0%
Website	0.00	0.00	0.00	0.0%
Total Expense	<u>6,664.96</u>	<u>54,000.00</u>	<u>-47,335.04</u>	<u>12.34%</u>
Net Ordinary Income	<u>-6,664.96</u>	<u>0.00</u>	<u>-6,664.96</u>	<u>100.0%</u>
Net Income	<u><u>-6,664.96</u></u>	<u><u>0.00</u></u>	<u><u>-6,664.96</u></u>	<u><u>100.0%</u></u>

District and Municipal Court Management Association
Reconciliation Detail
DMCMA Bank Account, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						61,832.16
Cleared Transactions						
Checks and Payments - 18 items						
Check	07/06/2023	DB4550	Envision Design Sol...	X	-180.00	-180.00
Check	07/08/2023	DB0362	Uber	X	-46.68	-226.68
Check	07/08/2023	DB0362	Harpoon Harry's	X	-43.72	-270.40
Check	07/08/2023	DB0362	Dish Delish	X	-19.56	-289.96
Check	07/09/2023	DB0362	JW Marriott Tampa	X	-12.90	-302.86
Check	07/10/2023	DB0362	Alaska Airlines	X	-30.00	-332.86
Check	07/11/2023	DB0362	JW Marriott Tampa	X	-25.50	-358.36
Check	07/12/2023	DB5909	Microsoft	X	-153.00	-511.36
Check	07/13/2023	DB0362	JW Marriott Tampa	X	-1,100.50	-1,611.86
Check	07/13/2023	DB0362	JW Marriott Tampa	X	-7.99	-1,619.85
Check	07/14/2023	DB5883	JW Marriott Tampa	X	-1,271.58	-2,891.43
Check	07/17/2023	DB0362	Ingallinas Box Lunch	X	-162.40	-3,053.83
Check	07/17/2023	DB0362	Kameo Flower Shop	X	-124.55	-3,178.38
Check	07/17/2023	DB5883	Alaska Airlines	X	-30.00	-3,208.38
Check	07/21/2023	DB5909	Microsoft	X	-165.45	-3,373.83
Check	07/27/2023	DB5883	NCSC	X	-900.00	-4,273.83
Check	07/27/2023	L9Y8F...	Margaret Yetter	X	-312.00	-4,585.83
Check	07/27/2023	DB5883	Taco Time	X	-153.55	-4,739.38
Total Checks and Payments					-4,739.38	-4,739.38
Total Cleared Transactions					-4,739.38	-4,739.38
Cleared Balance					-4,739.38	57,092.78
Uncleared Transactions						
Checks and Payments - 11 items						
Check	03/09/2016	5632	Paulette Revoir		-31.93	-31.93
Check	12/02/2016	debit c...	Lacey Parks		-100.00	-131.93
Check	05/01/2017	5706	Ruth Davis		-34.58	-166.51
Check	05/26/2018	5839	City of Battle Ground		-50.00	-216.51
Check	05/26/2018	5836	Spokane Municipal ...		-50.00	-266.51
Check	12/08/2018	5856	Jennifer Creighton		-58.86	-325.37
Check	03/14/2019	5869	Diana MacKenzie		-104.40	-429.77
Check	08/19/2019	5890	city of Tukwila		-1,248.41	-1,678.18
Check	04/21/2020	R3215...	Cash		-800.00	-2,478.18
Check	06/21/2021	5942	Michelle Petrich		-500.00	-2,978.18
Check	07/27/2023	V6X3...	Andrea Reef		-500.00	-3,478.18
Total Checks and Payments					-3,478.18	-3,478.18
Deposits and Credits - 1 item						
Deposit	01/24/2022				500.00	500.00
Total Deposits and Credits					500.00	500.00
Total Uncleared Transactions					-2,978.18	-2,978.18
Register Balance as of 07/31/2023					-7,717.56	54,114.60
New Transactions						
Checks and Payments - 4 items						
Check	08/01/2023	DB4550	NCSC		-900.00	-900.00
Check	08/01/2023	DB4550	Expedia		-227.79	-1,127.79
Check	08/02/2023	DB5883	Envision Design Sol...		-60.00	-1,187.79
Check	08/07/2023	DB5883	Alaska Airlines		-237.79	-1,425.58
Total Checks and Payments					-1,425.58	-1,425.58
Total New Transactions					-1,425.58	-1,425.58
Ending Balance					-9,143.14	52,689.02



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 MANAGEMENT ASSOCIATION
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 RENTON, WA 98057-3232

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for July 1, 2023 to July 31, 2023

Account number: [REDACTED]

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

Account summary

Beginning balance on July 1, 2023	\$61,832.16	# of deposits/credits: 0
Deposits and other credits	0.00	# of withdrawals/debits: 18
Withdrawals and other debits	-4,739.38	# of items-previous cycle ¹ : 0
Checks	-0.00	# of days in cycle: 31
Service fees	-0.00	Average ledger balance: \$59,936.94
Ending balance on July 31, 2023	\$57,092.78	¹ Includes checks paid, deposited items and other debits

Account security you can see

Check your security meter level and watch it rise as you take action to help protect against fraud. See it in the Mobile Banking app and Online Banking.

To learn more, visit bofa.com/SecurityCenter or **scan this code**.

When you use the QRC feature, certain information is collected from your mobile device for business purposes. Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.



SSM-12-22-0030A | 5197654

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Withdrawals and other debits

Date	Description	Amount
07/27/23	Zelle payment to Margaret Yetter for "NACM Reimbursable Expenses"; Conf# I9y8fi4lt	-312.00
Card account # XXXX XXXX XXXX 0362		
07/10/23	CHECKCARD 0707 ALASKA AIR 02723401290 SEATTLE WA 24431063189036401290360 CKCD 3256 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-30.00
07/10/23	CHECKCARD 0708 DISH 3 SEA SEATTLE WA 24692163190109198233544 CKCD 5814 XXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-19.56
07/10/23	CHECKCARD 0708 Uber Technolog San FranciscoCA CKCD 4121 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-46.68
07/10/23	CHECKCARD 0708 HARPOON HARRY'S CRAB HO 941-6311177 FL 24416063190900018950987 CKCD 5812 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-43.72
07/11/23	CHECKCARD 0709 JW MARRIOTT TAMPA W ST TAMPA FL 24692163191100141617056 CKCD 3509 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-12.90
07/13/23	CHECKCARD 0711 JW MARRIOTT TAMPA W ST TAMPA FL 24692163193101854610997 CKCD 3509 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-25.50
07/17/23	CHECKCARD 0708 JW MARRIOTT TAMPA W ST TAMPA FL 24692163195100731487478 CKCD 3509 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-1,100.50
07/17/23	CHECKCARD 0713 JW MARRIOTT TAMPA W ST TAMPA FL 24692163195100731486686 CKCD 3509 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-7.99
07/17/23	CHECKCARD 0715 ALASKA AIR 02723410205 SEATTLE WA 24431063197036410205292 CKCD 3256 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-30.00
07/18/23	CHECKCARD 0717 INGALLINAS BOX LUNCH 206-7669400 WA 24999893198900019473895 CKCD 5499 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-162.40
07/19/23	CHECKCARD 0717 TLF*KAMEO FLOWER SHOP I 509-4537166 WA 24717053199161993745607 CKCD 5992 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-124.55
Subtotal for card account # XXXX XXXX XXXX 0362		-\$1,603.80
Card account # XXXX XXXX XXXX 4550		
07/06/23	CHECKCARD 0705 IN *ENVISION DESIGN SOL 253-9736095 WA 24692163186106316016278 CKCD 7372 XXXXXXXXXXXXX4550 XXXX XXXX XXXX 4550	-180.00
Subtotal for card account # XXXX XXXX XXXX 4550		-\$180.00
Card account # XXXX XXXX XXXX 5883		
07/17/23	CHECKCARD 0707 JW MARRIOTT TAMPA W ST TAMPA FL 24692163196101638659994 CKCD 3509 XXXXXXXXXXXXX5883 XXXX XXXX XXXX 5883	-1,271.58
07/28/23	CHECKCARD 0727 FSP*NCSC 800-616-6165 VA 24445003208300611227654 CKCD 8398 XXXXXXXXXXXX5883 XXXX XXXX XXXX 5883	-900.00

continued on the next page

BUSINESS ADVANTAGE

We see the importance of your business

At Bank of America, we are grateful that you have chosen us for your everyday banking needs and are here for you with tools, resources and expertise you can count on for continued financial growth.

To learn more about how we can serve you, visit bankofamerica.com/SmallBusiness.

Withdrawals and other debits - continued

Date	Description	Amount
07/31/23	CHECKCARD 0728 DD DOORDASH TACOTIMEN 855-973-1040 CA 24492153209717062582986 CKCD 5812 XXXXXXXXXXXXX5883 XXXX XXXX XXXX 5883	-153.55
Subtotal for card account # XXXX XXXX XXXX 5883		-\$2,325.13
Card account # XXXX XXXX XXXX 5909		
07/12/23	CHECKCARD 0713 NNT MSFT *-<E02 MSBILL.INFO WA 00000000000000000110735 RECURRING CKCD 5045 XXXXXXXXXXXXX5909 XXXX XXXX XXXX 5909	-153.00
07/21/23	CHECKCARD 0722 NNT MSFT *-<E06 MSBILL.INFO WA 00000000000000000388124 RECURRING CKCD 5045 XXXXXXXXXXXXX5909 XXXX XXXX XXXX 5909	-165.45
Subtotal for card account # XXXX XXXX XXXX 5909		-\$318.45
Total withdrawals and other debits		-\$4,739.38

Service fees

The Monthly Fee on your primary Business Advantage Fundamentals Banking account was waived for the statement period ending 06/30/23. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$250+ in new net purchases on a linked Business debit card has been met
- ✓ \$5,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
07/01	61,832.16	07/13	61,320.80	07/21	58,458.33
07/06	61,652.16	07/17	58,910.73	07/27	58,146.33
07/10	61,512.20	07/18	58,748.33	07/28	57,246.33
07/11	61,499.30	07/19	58,623.78	07/31	57,092.78
07/12	61,346.30				