

WSSA Conference Planning Committee Meeting  
10-19-2007  
Chula Vista Resort, Wisconsin Dells

Call to order 9:50am

Present: Edie, Marjean, Jim, Jaci, Faith, Fred, Janet and Cheryl

Excused: Mark, Tim, Sherri and Judy

Secretary's report: No additions or corrections. Motion to approve Jaci, second by Janet.

Treasurer's report: Janet provided handouts to those in attendance. The committee received \$1500 from the Executive Committee and \$17.10 was paid out to order checks. Motion to approve by Jim, second by Jaci.

There was a verbal report of what Holly said was the past conference budget:\$578 for breaks, 0 for ribbons, \$57 for December gifts, \$675 entertainment, \$822 equipment, \$91 flowers, \$794 hotel rooms, \$600 meals(additional?), \$577 room rental, \$557 postage, \$1027 printing, \$9345 speakers and \$896 promotional items. Still awaiting the final report.

Correspondence: Marjean made some contacts to IM supervisors and she also contacted John Chrest to get names of county directors to include them all in on mid-year training.

Janet reported she had contact with Jane Carroll who was having difficulty with hotel taking a PO for hotel room reservations but hasn't heard anything back – will address this with Renata when we meet later today.

Holly inquired if we wanted to use the silk flowers that WSSA has purchased and used in past events. We will see if Jaci can get together with Holly to get the flowers and Cheryl can look thru them to get rid of anything that is damaged and she will store them at her house.

Website is looking very good- Janet used the new logo for this year's theme and added the marquee – it looks great! Thanks Marjean for a job well done!

November Mid-year Training: Went over panel discussion attendees. Doc Hines cancelled so Cheryl was able to get Pat Arnold from the Wood Co. Board to attend. Steve Hilgenberg, Dale Schultz and Ron Kind are still questionable as they can not confirm until closer to the date. Fred suggested maybe Eugene Hahn as a possible back-up.

List of questions for when Renata arrives:Po's, room upgrades, meal, meeting time for the 30<sup>th</sup> and can we keep suite till? on the 30<sup>th</sup> so conference planning has a place to meet. Also find out if she knows who to contact for area entertainment (impersonator for Past President's luncheon).

Certificates of attendance will need to be made for the 29<sup>th</sup>. ECM's discussed and it was printed on the registration form as well. Fred will contact Clinicare to see if perhaps we

can get the remaining badge-holders they provided at this past year's conference. If there are enough, we can use these as name tag holders. If not, Cheryl has some name tag holders she will donate and we will need to contact Sherri to see if she can get them printed up.

Theme/Button/Gifts: Janet is able to get the royal blue fleece blankets with the WSSA embroidered in white on one corner for \$7.50 each. Motion by Jaci and second by Faith to order 150 blankets – these will be the gift for the conference in May 2008.

Nametag/Button: Will see if Mark and Sherri can take care of this for May 2008. Fred will see if a vendor is willing to pay for and sponsor this again in 2008.

Theme Decorations: Mark is in charge of this as he mentioned “freebies” at last meeting.

Connie Kool will be the DJ for theme nite for \$300 – this will work great with the “WSSA Idol” contest. Swing Crew will be the band for banquet nite for \$550. For dinner music Jim will bring his Boise system and play CD's.

Conference planning committee tossed around a few ideas for group “costumes” for theme nite. If you have ideas, bring them to next meeting- we have 12 people on the committee.

Vendors: Fred is re-doing his vendor letter. Fee to still be \$150. Vendors can sponsor a break, get a table and attendance admission (no meals) for \$500. For \$1000 they will provide the name –badges and get a table and for \$1500 they can be a break sponsor and be named as a co-sponsor and have their name on the cover of the conference booklet. Fred's correct phone contact # needs to be on website if it is not already there.

Speakers/Workshops/Contracts: Letters to Sec of DWD- Gasman and to Sec DHFS- Hayden were drafted and the committee reviewed them for content, spelling, etc...Will see if Linda can hand deliver these once they are done and signed.

Marjean handed out a sample contract that we are to use if we are securing a speaker. Jim reported some Clark Co. staff saw Tom Jadin at a recent Elder Abuse conference and he was “awesome”. For \$2500 he would be a keynote speaker and possibly do a workshop right after. Chris Irelan can be the closing speaker for \$3000. Tim Gard too expensive so we declined on him as keynote- Pete Cicero has not returned Edie's calls so “no” to him as well. Eric Szatkowski, special agent with WI Dept of Justice DCI can do his Dark Side of the Internet presentation for \$1000- needs 2 workshop slots back to back. Edie has contacted Sabine Lobitz from the Madison Police Dept. to do Violence in the Workplace workshop- she's waiting for her to get to her (cost unknown). Sharon Boesl will do Ethics and Boundaries for \$400. Jackie Millar will do a workshop for a \$350 donation to her publisher who will in turn send books to several prisons in WI and MN. Need speaker for Past Presidents lunch- need about 40 minutes. Possibly Ron Dentinger “Humor in the Workplace”. Executive Committee had suggested we try to get someone who was born or grew up in Wisconsin, then went on to Hollywood- may be too costly...Suggestions for workshops: Emergency Readiness, Family care- Sharon Ryan (Jim), Sue Ann Kline

(Edie), Child Support Cuts in 2008 (Marjean), Social Security (Edie-Portage WI), Union Rep to discuss issues but we all agreed most contracts are too different.

Miscellaneous: November meeting goals try to come up with remaining ideas for workshops.

At the Jan 11, 2008 we will set up the rest of our meeting dates for 2008.

Linda is working on raffle items to bid on- she has already received a pizza oven.

The hotel will provide a "free-stay". Everyone's name will be put in for that once the registration list for 2008 is done- need NOT be present to win....

Should we plan a Tuesday nite activity or not (May 2008)?

Giveaways for mid-year. Will provide something- will do it at lunch- Cheryl will take care of this. Need about 50 or so...

Meeting with Renata: Marjean and Janet can upgrade to a suite since they are staying 2 nights and we can meet in that room Friday morning till 12 noon if needed.

Purchase orders- should NOT be a problem. Be sure to mention you are with WSSA and are eligible for the state rate.

Meal is set- soup, salads and deli-sandwich buffet for mid year conf.

We will meet with Renata at 9:30am on the 30<sup>th</sup>.

We discussed possibility of hotel sharing cost of swing crew Thursday nite if we open it to the public and hotel advertises it- we agreed to move it to the area off the main lobby and we then will NOT be charged for the dance floor.

We would need to incur \$350 of drink purchases in order not to be charged for the bartender.

The cost for a 2 bedroom suite will be \$199. There are 12 family suites in the hotel.

Renata suggested calling the Chamber of Commerce for entertainment needs.

Amber in catering makes the room assignments for where meals are held.

Next meeting 11-30-07, room to be announced.

Motion to adjourn Jaci, second by Faith.

Respectfully submitted,  
Cheryl Woltman  
Secretary