

WISCONSIN SOCIAL SERVICES ASSOCIATION
Executive Committee Meeting
January 23, 2009

Present: Jaci Fuller, David Zeller, Kathy Brown, Christy Duhr, Denise Jeffers, Christy Mancl,
Sherri Arnold and Fran Snippen

Absent: Kevin Loef, Dave Turk and Theresa Hannes

MINUTES OF 12/5/08: Minutes were reviewed and one correction under Treasurer's Report. Should read Denise Jeffers instead of Christy Mancl. MOTION: Christy M./David Z. to approve minutes with corrections. Carried.

Sherri distributed information that Theresa had sent for committee members, which included copies of list of committee members and blue membership folders.

TREASURER'S REPORT:: Denise stated that the CD that was due to be renewed in September automatically rolled over. It will be up for renewal again in March, 2009. Discussed. As WSSA should have sufficient funds in checking account, we will just let the CD roll over.

Sherri distributed copies of reports which included checking account activity and account balances both general and district. Reviewed. No corrections. MOTION: Fran/David to accept the Treasurer's Report. Carried.

CORRESPONDENCE: Jaci distributed list of membership liaisons to committee members. She had contacted liaisons and updated list (reviewed later in meeting).

Jaci e-mailed Joann Olson, Dunn County Human Resources Manager, regarding job descriptions on the WSSA website and decision reached not to list any descriptions.

All Executive Committee members should have received the ES/EBD Committee minutes from their two meetings.

LIABILITY INSURANCE: David Z. talked to his insurance agent. Agent mentioned three types of liability which are general liability (cover meetings/conference); bonding for treasurer; and Executive Board liability. For general liability it would cost \$457.00 year for one million dollars coverage. Discussed. Committee agreed that probably a good idea is to have all three insurances. David will check with his agent and get further information.

CONFERENCE UPDATE: Sherri reported that the Conference Planning Committee last met on 1/7/09. They are waiting for final invoice for mid-year. It was a successful two days for mid-year. They revised their budget per Executive committee request. They are looking at a bag and stainless steel mug to give attendees. They will have three days of speakers and same number of tracks as in the past (five tracks and five sessions per track). Looking at Ethics and boundaries. They are also looking at mailing to past presidents to see if we can get them more involved. It was stated that this should go through Jaci, as WSSA President. Sherri updated the mailing list.

On Wednesday morning there will be the learning circles. At 10:00 a.m. will be a speaker. Lunch and dinner will be offered on Wednesday. Thursday will have breakfast and lunch. They thought of having awards at Thursday luncheon instead of Thursday night.

Sherri distributed copy of conference budget. Reviewed.

Discussed letters to be sent to departments for co-sponsorship. Jaci had not heard from Conference Planning regarding the letters; however, she does have copies from previous years. Discussed. Jaci will do letters and send out to DHFS, DWD and DCF.

Christy M. called Cheryl Woltman who is on Conference Planning and she stated that letters were sent out to vendors, but no responses as yet.

Jaci suggested that for the theme night there be a small description written up so people know that they could wear a costume.

We discussed the above information as well as what workshops being presented, speaker contracts, Past Presidents Luncheon, awards, having a dinner on Thursday night, etc. Sherri will present all requests/questions/concerns to Conference Planning Committee at their next meeting in February. They will also call Jaci at 1:00 p.m. from their meeting to discuss.

MEMBERSHIP LIST: Sherri distributed two copies of WSSA membership lists. It states 2009 but is for the 2008/2009 members. She did an excellent job of updating the list and putting it together. Committee would like to thank her for her hard work.

THE UPDATE: Discussed the next issue of Update. Christy M. stated that she hopes to have one out early February. Ready to go but waiting a bit longer for insert from Conference Planning Committee. Jaci stated that she will do a write-up regarding honorary life and free conference registrations.

As Christy will no longer be doing the Update, Jaci volunteered to help and Sherri stated that she can put it together. Thank you to both ladies.

WEBSITE: On 3/30/09, bill will be due for the website. Discussed. Mark Schmitt handles and will submit a bill to Executive Committee.

COMMITTEE LISTS: Theresa sent along copies of updated Executive Committee list for committee members. Kathy distributed copies of EBD Committee list of members.

AGENCY MEMBERSHIPS: Thus far, we have 8 agency memberships. They are Brown, Milwaukee, Shawano, Wood, Clark, Iowa, Lafayette and Menomonee.

EXECUTIVE COMMITTEE LIAISONS: Jaci distributed list of Executive Committee liaison duties and responsibilities. Since we have only several committees this year, committee as a whole can act as liaison although Jaci, as President, is liaison to Conference Planning Committee.

DISTRICT REPORTS: No district reports although Fran did send out letters to agency liaisons. She received 4 responses back. These will stay on as liaison and one no longer at agency.

AGENCY LIAISONS: Jaci distributed updated list of agency membership liaisons to committee members. Reviewed and several corrections were made. In Southeastern District, Eileen Newby,

Ozaukee County DSS and Michael Bloedorn, Washington County DSS are no longer liaisons so will need to find several individuals to fill the positions.

AWARDS: Jaci asked that all committee members think about individuals for WSSA awards/scholarship. At next meeting will decide on recipients.

STATE OFFICES: Jaci reported that David Zeller will run for Parliamentarian again, Christy Duhr for President-Elect and Fran Snippen for Secretary. If there is only one person running for an office, then will not need to mail out ballots.

TREASURER AND SECRETARY DUTIES: Kathy distributed copies of treasurer and secretary duties for committee to review. Several changes were made to lists. Kathy will update and have copies at next meeting.

WSSA STATIONERY: Sherri distributed several copies of WSSA stationery that she had done and committees chose one. She stated that she will bring a copy of the WSSA application/brochure to March meeting to show committee. Decision can be made then to have her run copies or to have them done at The Print Shop. Kathy had checked into cost and distributed copy of estimate she received from the printer. WSSA had ordered 1,000 back in 6/06, and cost for 1,000 this time would be \$284.00

AAA: One of the benefits of belonging to WSSA is lower membership dues in AAA. This benefit has not been publicized as probably should have been so Jaci will do an article for The Update as well as have it put on the website. Copies of information can also be in conference attendees' packet. On website can also put in information on scholarship and earning CEU's. Jaci will ask Marjean to do.

LIAISON PENS: Jaci has 124 pens and 400 thank you cards/envelopes. They will go to any membership liaison who attends the conference.

MEMBERSHIP CERTIFICATES: Sherri distributed 2 different versions of the certificates. Committee decided on the one with the map of Wisconsin in a dark blue.

LIAISON POSTERS: Jaci distributed copies of the posters for February and March to be sent/e-mailed to all membership liaisons. Jaci did an excellent job with both posters.

COMMITTEE HANDBOOKS. Jaci is working on putting together a committee handbook for the ES/EBD Committee as they do not have one. Kathy reviewed the handbook for WSSA Secretary and also put one together for the WSSA Treasurer.

DISTRICT MEETINGS: Discussed regional meetings. Still looking at September/October. All committee members should come to March meeting with ideas for speakers, topics, etc.

ADJOURNMENT: MOTION: Christy D/Christy M. to adjourn. Carried. Adjourned at 11:46 a.m.

Respectfully Submitted by Kathy Brown
Acting Secretary