

## **Minutes of Executive Committee Meeting**

**1/26/07**

**Portage, WI.**

### **Present:**

Kathy Brown, Jaci Fuller, Chris Hanten, Paula Hintze, Denise Jeffers, Kevin Loef, Christy Mancl, Linda E. Sweet, Faith Valenti,

Absent: Stephanie Gagnon, David Zeller.

### **Secretary's Report – Linda E. Sweet:**

Minutes of the December 1<sup>st</sup> meeting were sent out to the Executive Board.

Jaci mentioned a typographical error on page two.

Motion made by Jaci Fuller and seconded by Kathy Brown to accept the secretary's report as corrected. Motion carried.

### **Treasurer's Report- Denise Jeffers:**

Denise handed out the Treasurer's Report which specified all accounts. The WSSA checking account has \$3,526.465 and savings account \$6,035.90. Kathy reported North Central's account balance has a small amount, according to Mary Schaeffer, North Central District Treasurer.

Motion made by Christy Mancl and seconded by Jaci Fuller to accept the Treasurer's report. Motion carried.

On January 17<sup>th</sup>, 2007, Denise e-mailed the Executive Board members regarding putting \$3,000.00 in a certificate of deposit for 7.5 months at a rate of 7.5%, instead of the six month as voted on at the 12/1/06 meeting, due to a higher interest rate. Kathy rescinded her motion of 12/1/06.

Jaci made a motion to approve putting \$3,000.00 from checking account into a CD for 7.5% for 7.5 months. Second by Kathy. Motion carried

A motion was made by Kathy and seconded by Jaci that a discussion of renewal for this CD be brought up at the organizational meeting in July since it will be due on August 30<sup>th</sup>, 2007. Motion carried.

Denise brought up that the joint-swapped membership with the Coalition of Wisconsin Aging Group has expired. She will forward to Paula the information.

### **President's Report – Paula Hintze:**

Paula will have the information regarding the QUIA Update at the April meeting.

Paula received two inquires on the website asking for help, which she forwarded on to the appropriate county.

## **Operations Committee Update:**

Jaci e-mailed the information regarding awards and elections to Paula. Paula will e-mail Marjean to put them on the website. Jaci also sent Paula copies of the agency liaison duties and Operations Committee monthly duties.

Faith will contact Colleen regarding deadlines for awards/elections. More information on this can be found under awards and elections.

## **Correspondence – Everyone:**

Linda brought in the thank you card for Faith's son. It was passed around for everyone present to sign.

As requested from last meeting, Linda contacted Holly for a list of the members on Conference Planning Committee. Linda typed up an updated version of the 2006-2007 WSSA Committee List. Linda distributed information to Executive Board Members.

Christy had e-mailed the Executive Committee members for approval of a \$500.00 advance for the 2008 WSSA conference site at Chula Vista. Motion made by Jaci to approve this request for \$500 advance which was seconded by Denise. Motion carried.

## **Audits - Faith Valenti:**

Audits regarding the WSSA State Treasury and Conference Planning for 2005/2006 were submitted by Faith's son and reviewed.

## **Honorary Life:**

From the suggestions received, Christy compiled three revisions for Honorary Life. The Executive Committee reviewed and discussed the three revisions. A motion by Jaci to go with Suggestion #2, to be effective July 1<sup>st</sup>, 2007 and seconded by Faith. Motion carried. The revised requirements will be updated on the Awards Descriptions and announced at the Annual Business meeting on May 31<sup>st</sup>, 2007.

## **Complete Handbooks:**

Handbooks were discussed at the meeting.

Kathy Brown completed the Historian.

Linda: Secretary - completed

David Zeller: South Central District - completed

Jaci: Constitution/By-Laws- completed (Kathy handed Jaci information from 1979-1980 to be combined with her handbook)

Christy: President-Elec. to be completed

Denise: Treasurer - to be completed

Conference Planning:

Jaci: Parliamentarian Handbook completed.

## **Other Organizations/Committees – for April’s Meeting:**

Paula stated that Economic Support Committee will be at the meeting on April 20<sup>th</sup>. Linda will contact Irene Anderson regarding Long Term Support and let Paula know as soon as possible. Jaci will be liaison for Constitution/By-Laws Revision and Resolutions. Paula will do an agenda, with the meeting to start at 10:00a.m on Friday. She has asked members of Executive Board to attend this meeting.

It was suggested that Jackie Bennett be invited to attend the meeting as she serves on the IMAC Advisory Committee. Paula will contact Jackie. Paula contacted Tony Veeder to attend this meeting.

Paula needs to contact Marjean to put information regarding this meeting on the website.

## **UPDATE:**

Christy mentioned that Update will be going to the printer on Feb. 2<sup>nd</sup>. The following articles for that issue include:

1. President-Elect
2. Conference Registration Form
3. Picture of the Osthoff Hotel
4. Conference Planning
5. Elections and Awards
6. Paula will do an article on Social Workers/Community Partners
7. Constitution & Bylaws
8. Committees
9. Agenda for the April 20<sup>th</sup> Meeting
10. Regional Trainings
11. Jaci- Historic Corner
12. Kathy- Missing Pictures from Conferences

## **Awards/Elections:**

Discussion on the deadline for awards and a decision made to extend the deadline to March 9<sup>th</sup>, 2007. Colleen Roethe will mail out the hard copies of the awards/elections information and Ann Oven will e-mail agency liaisons with the information. Nomination forms need to be back to Colleen by March 9<sup>th</sup>, 2007. Colleen will then mail Kathy the copies of the nominations and she in turn will mail copies to Executive Committee members. Members will have two weeks to look them over and send Paula their votes for award winners. Paula will then contact Conference Planning Committee so they can send out letters to the winners with information needed. Paula will also give the information to Christy.

Paula will e-mail Marjean with the same information regarding awards/elections and of the deadline as being March 9<sup>th</sup>.

## **Conference Planning – Update:**

Paula handed out the draft of the matrix for conference. Supervisor training was taken off the matrix. It was suggested that there be a long term support workshop, Linda will contact Irene Anderson.

**Other Business:**

Paula showed us two different size bracelets: 1 large and 1 small (which her sister makes) with the letters "WSSA" on them. Jaci made the motion that we purchase 25 of them: 10 large and 15 small at the price of \$21.00 per bracelet and then sell them at Conference for \$25.00. Christy seconded. Motion carried.

Jaci mentioned that amendments are due by March 2<sup>nd</sup> and resolutions are due by April 30<sup>th</sup> for the Annual business meeting at conference.

Motion to adjourn made by Kathy and seconded by Jaci. Motion carried.

Next meeting April 19<sup>th</sup> at the Osthoff, Elkart Lake. Any suggestions for agenda items please let me know.

Submitted by:

Linda E. Sweet  
Secretary