

WISCONSIN SOCIAL SERVICES ASSOCIATION  
Executive Committee Meeting  
Chula Vista Resort  
5/27/08

PRESENT: Christy Mancl, Paula Hintze, Denise Jeffers, Kathy Brown, David Zeller and Kevin Loef

ABSENT: Ann Oven, Christy Duhr, Stephanie Gagnon and Theresa Hannes

MINUTES OF 3/28/08:

Minutes were reviewed and no corrections/additions. MOTION: Denise/David to accept. Carried.

SECRETARY' RENUMERATION: Discussed and decision reached to pay all three members who took minutes. The amount of remuneration (\$200.00) was divided by six (number of meetings). Kathy received \$100.00 for three meetings; Paula \$66.66 for two meetings; and Therese \$33.33 for the one meeting.

MOTION: Kevin/Denise to accept. Carried.

TREASURER'S REPORT:

Denise distributed copies of the financial report. Reviewed information. MOTION: Kathy/David to accept report. Carried.

AUDIT:

WSSA books were returned to the organization. Audit completed by Paul Krejci. Mr. Krejci sent letter stating that he reconciled the bank statement and found it to be balanced to checkbook register although there were some missing receipts for expenditures and unable to verify canceled checks. Kathy will take the information from last year's Conference Planning Committee and place with historical records.

CORRESPONDENCE/PRESIDENT'S REPORT:

President Mancl received email from Ann Oven regarding her preference for next year's conference although she will not be president. Discussed locations. Paula mentioned Osthoff Resort and Kathy had information from the Wydham Hotel in Milwaukee. Matter will be discussed further when discuss future of organization.

INSURANCE:

Paula not able to obtain necessary information. Item to be placed on next meeting's agenda.

ALZHEIMER'S CONFERENCE:

Kathy reported on the Alzheimer's Conference she attended in May as she manned the vendor table for WSSA. It was a well attended conference and attendees took information regarding WSSA, especially the brochures regarding the conference.

UPDATE:

President Mancl reported that the UPDATE was mailed out. Approximately 600 were mailed.

## 2007/2008 CONFERENCE PLANNING COMMITTEE:

Marjean Sutherland, Co-Chair, met with Executive Committee to give an update. There are 113 total registrations. Of those 113, 103 are full and 10 are one day. Regarding speakers, one cancelled today. They went over with cost of equipment but are under for printing costs and promotional items. They were able to acquire one free break and two the organization will pay for. Vendors total 20. For meals, 125 attendees for Past President's Luncheon; 80 for banquet; and 70 for theme night. Of the 113 attendees, 33 are first timers.

Instead of ribbons, on the buttons will be if on a committee, past president, and/or award winner. The promotional item this year is a blanket with WSSA logo on each one. Any extras will sell for \$10.00 a piece.

Marjean will make sure President Mancl has the introductions she will need for the next few days.

## CONFERENCE PLANNING BUDGET SHEET:

David is still working on the form and hopes to have completed by next meeting.

## FUTURE OF ORGANIZATION:

Lengthy discussion where organization heading; lack of committees/committee members; no Conference Planning Committee for upcoming year; etc. Kathy brought copies of form regarding anyone interested in being on conference committee and copy of form is in each attendee's packet. Yellow box will be on registration table where the form can be dropped into. She will then contact any interested person and discuss with him/her the committee. Paula stated she would give a presentation at the business meeting and at closing session regarding WSSA and what is occurring with the organization. Marjean offered to keep membership list updated and could also help the next conference committee by acquiring vendors. Discussed conference location. Several members felt it should be held more towards center of State and others wanted specific locations where had previous conferences. A site will have to finalized at July meeting if conference going to occur. Decided that a special announcement/flyer should be sent out to all (who receive UPDATE) regarding the problems WSSA is experiencing at this time and the need for assistance. President Mancl will do rough draft for committee members to review; get labels from Theresa; and the responses will go to Paula.

Discussion also held regarding next Executive Committee meeting and a location that won't be too far for any member. Decided to return to Sauk County. David will check into setting up a meeting room.

## JULY AGENDA:

Meeting will begin at 10:00 a.m. Agenda items to include insurance; conference planning budget sheet; report on 2008 conference; future of organization; upcoming year's conference; and meeting sites.

## ADJOURNMENT:

Adjourned at 3:29 p.m. MOTION: Denise/David to adjourn. Carried.

RESPECTFULLY SUBMITTED BY: Kathy Brown, Acting Secretary