

Minutes of Executive Committee Meeting  
11/30/2007  
Wisconsin Dells, WI

**Members in attendance:**

Christy Mancl (President), Denise Jeffers ( Treasurer), Paula Hintze (Past President), Ann Oven (President Elect), Theresa Hannes (Secretary), Kevin Loef (District President-South Eastern), Christy Duhr (District President-South Central), David Zeller (Parliamentarian), Kathy Brown (Historian).

Absent: Stephanie Gagnon

10:00 A.M. meeting called to order by President Christy Mancl.

**Secretary's Report:**

No report given as it was the Secretary's first meeting. Motions made by Kevin Loef and seconded by Denise Jeffers to accept the minutes from the 10/5/07 committee meeting. Motion carried.

**Treasurer's Report:**

Denise handed out the Treasurer's Report which specified all accounts. The WSSA checking account for fiscal year (July 1, 2007 through June 30, 2008) balance is \$4,965.79 and the savings account balance is \$650.19. The Eastern District submitted their district savings to the Treasurer. The total for the 4 districts, West Central, Northland, North Central and Eastern is \$3,038.12.

Deposit given to conference planning committee of \$1500.00 on 8/31/07. Last year's conference profit was \$6,198.00 as the final report was received from Holly Jackson. Statement of District Rebates from 2006/2007 handed out with the Treasurer's Report.

Motion made by Kathy Brown and seconded by Theresa Hannes to accept the Treasurer's report. Motion carried.

**President's Report:**

Purchased gifts (WSSA pen) for liaison's to be disbursed at conference. Discussion held to have a get together at our conference for the liaisons to welcome new liaisons and thank the current liaisons for their contribution to the organization. Will discuss with Conference Planning Committee so info is disbursed with conference material.

## **Correspondence-Everyone:**

Discussed Tim Morgan as a potential candidate for President-Elect and still looking for a Treasurer—Christy will discuss with Janet Popp and Sherri Arnold.

Further discussion held on liability insurance and financial liability of WSSA as an organization and also of the members serving on the Executive Committee. Paula will check on liability and financial insurance policies and report back.

Christy reviewed the cancellation process for Chula Vista and our contract states the facility offers liability insurance.

Kathy will contact Holly Jackson to obtain the conference budget books so an audit can be conducted for last year's conference at Elkhart Lake.

Discussion on district audits—

Eastern—WSSA took over the books and there has not been any activity

South Central—no activity—no audit

Southeastern—no recent district meetings-no audit

WSSA website is up and running and looks professionally done. Many thanks to Marjean Sutherland.

Discussed future training sessions to obtain CEU's. Bring ideas for topics so decision could be made and announced at conference.

Discussed the last Update and the next one should be mailed out the end of February.

Articles will include an article from Jacki, book reports, article from EBD Committee and a report on the Bridges out of Poverty training session held at Chula Vista on 11/28/07 along with some pictures taken by our own Edie.

Obtained one agency membership from Wood County. Kevin stated Kenosha County should be remitting their membership. Christy will send out the certificates and thank you letters to the agencies.

Denise as Treasurer will send out the individual certificates and membership cards

Nominations for awards will be due by March 31, 2008. Ann Oven asked Kathy to check if Waukesha County ever received the Friend of WSSA award.

Discussion held of responsibilities of all officers and operations committee. Paula will email a list of all responsibilities and duties as she updated while she was President. The Board will review at the next meeting and any necessary updates will be noted. Board reviewed the monthly requirements of the Operations

Committee. Board will need to decide on a poster for the February mailing and Kevin will ask Sherri Arnold to design a few selections.

**Conference Planning Updates:**

Marjean Sutherland and all other conference committee members present that day gave an update. She thanked the Board for the front deposit received from the Executive Board. She was also very excited about all the talent and energy each of the members brings to the committee. Keynote speakers have been selected. Exciting work related sessions are being planned for all—ESS, Clerical and Social Workers. Discussion held with one popular session being offered in the AM/PM tracks to avoid over crowding in one session. The goal is to finalize all speakers by February 2008. Board discussed including the liaison's gets together in the committee's planning. The Theme Night is Hollywood Nights.

Motion to adjourn made by Ann Oven and seconded by Theresa Hannes. Motion carried.

Submitted by:

Theresa Hannes  
Secretary