

WEAFCS Executive Board Meeting Minutes
Monday, March 30, 2009
Wisline 11:00 A.M. – 12:30 P.M.

- I **Meeting Called to Order** by President Mary Novak at 11:03 a.m.
- II **Appoint Parliamentarian** – Kathy Metzenbauer volunteered to serve as Parliamentarian for the meeting.
- III **Roll Call** was taken by Secretary Nancy Crevier with twelve members present.
Present: Mary Novak, Kathy Metzenbauer, Molly Spaulding, Bev Doll, Cyndy Jacoby, Luane Meyer, Teri Zuege-Halvorsen, Jennifer Caravella, Gail Peavey, Jane Jensen, Marilyn Kooiker, and Nancy Crevier.
Excused: Laurie Boyce, Ruth Schriefer, Pat Rychter, Donna Peterson, and Judy Knudsen.
Absent: None
- IV **Review Agenda** – Additions
President Novak added Proposed 2009-2010 Budget under New Business, Item D.
- V **Minutes of the Feb. 9, 2009** Wisline meeting were reviewed. Motion by B. Doll, seconded by Jensen to adopt the minutes as presented.
Motion carried.
- VI **Correspondence** – None at this time.
- VII **Treasurer’s Report** – Bev Doll
WEAFCS TREASURER’S REPORT – March 30, 2009

Organizational Checking (Heartland CU)..... **\$2218.50**

Expenses

- Check #1010 - \$70.00 to NEAFCS (Membership Dues) 2/09
- Check #1011 - \$70.00 to NEAFCS (Membership Dues) 2/09
- Check #1012 - \$8.02 to Kewaunee County – Postage 3/12/09
- Check #1013 - \$41.89 to Jackson Cty UWEX – Award Mailings 3/12/09
- Check #1014 - \$70.00 to NEAFCS (Membership Dues) 3/26/09

Deposits

- Deposit – Membership Dues - \$110 3/12/09
- Deposit – Membership Dues - \$110 3/26/09

Interest bearing Savings (Heartland CU)**\$5,369.54**

- Interest – (3/09)..... \$17.95

Certificates of Deposit (Heartland CU)

Opened Certificate of Deposit -.....\$2606.55
Matures - (6/24/2009)

Opened Certificate of Deposit - (3/09).....\$15,000.00
Matures - (6/17/2010)

Total Assets.....\$25,194.59

Motion by Jacoby, seconded by Caravella to place the treasurer's report on file. Motion carried.

VIII Committee & Officer Reports

A Awards & Recognition – Cyndy Jacoby, Luane Meyer

The committee met via Wisline on March 10, 2009. The committee elected Kathy Hetzel and Patti Herman as the new co-chairs to take over following the annual meeting. The committee neglected to select chair-elects last year. Therefore, Cyndy Jacoby and Luane Meyer, current co-chairs, will stay in the background to provide any assistance necessary to carry out the tasks of chair.

Fourteen applications were received by the Award and Recognition Committee by the February due date. All A & R committee members participated in the judging of the awards. Ten awards will be given at the WEAFCs Annual Banquet.

Three WEAFCs Awards: Team Effort, Joan Keup Para-Professional, and Mid-Career

Seven NEAFCS Awards: Florence Hall, Mary W. Wells Memorial Diversity, Program Excellence Through Research, Marketing Package, Communications Award-Educational Curriculum, Communications Award-Written Press, Communications Award-Newsletter.

Committee members volunteered for the following tasks:

- Display board and award notebooks: Luane and Cyndy
- Press releases: Molly Spaulding
- Recognition letters to county community leaders: Linda Olson
- Plaques and certificates: Kathy Hetzel
- Photos at banquet: Kathy Hetzel

The committee voted to change the wording on page 10, Item 3 of the WEAFCs Guidelines that listed all WEAFCs and NEAFCS. New wording: A complete list of NEAFCS awards and application materials can be found at the NEAFCS website at <http://www.neafcs.org/>. Click on the “awards” icon. WEAFCs awards can be found at

<http://www.uwex.edu/ces/flp/weafcs/awards.cfm>

The committee will look at new ideas for how to encourage members to apply for awards.

- B Member Resources** – Ruth Schriefer sent the report prior to the meeting. The Member Resources Committee has not met since our February 9 Executive Board meeting but they are looking forward to welcoming three new members during the JCEP conference and conducting a drawing for five state memberships based on attendance at the WEAFCFS Business Meeting on Wednesday, March 31. The next meeting of the Member Resources Committee will be a Wisline on Tuesday, May 12 at 11 a.m. and we look forward to the new district representatives who will be joining us.
- C Professional Development** – Teri Zuege-Halvorsen
- Website Changes: The committee goals will be changed on the website to reflect the approved changes. The changes have been sent to Molly Spaulding. The professional development log is on the website but there is an access problem. Molly is aware of it and will change it shortly. Are You Ready? The College Transition summary was posted to the FL Connection February 2009 and will be in the next Communiqué. After some discussion the group decided that we should highlight trainings that we have gone to as well, especially those that our colleagues are presenting. Programs like “Adult Children, Aging Parents” are a good example of the type of trainings we would highlight. Teri will contact the team who is presenting the material for a summary of the session and the materials. We will continue to use the Communiqué as the vehicle to highlight other professional development opportunities.
- Book Review: The group suggested that we might want to continue reviewing books in the Communiqué. Faye suggested that we approach the specialists for suggestions of books: both positive and negative so we are more informed overall. Teri will contact Laurie Boyce to see what would be the best way to accomplish this.
- JCEP: We will not have a face-to-face meeting at JCEP this year because of time constraints and many of the members are unable to attend this year. We reviewed the service learning project and discussed the team awards. Teri will make the end of the year report at JCEP.
- Elections: Many of the members have already been chair of the committee and some of the members were not on the Wisline so it was determined that some of the members will be approached by Teri to see if they are interested in this leadership position. The election will have to be conducted via email or on the next Wisline. Teri will ask attendees of the WEAFCFS meeting if there are others who are interested in joining the committee.
- Meetings: The meetings for 2009 will be held 10:00 – 11:00 am on the following days: June 23, 2009, September 24, 2009, and December 10, 2009
- D Public Policy Education** – Jennifer Caravella, Gail Peavey
The Public Policy Committee last met via Wisline on January 22, 2009. Marma McIntee facilitated and Sue Nagelkerk took notes.

The committee welcomed two new members: Renee Vertin and Pattie Carroll both from Washington County.

The committee talked about their promotion of the Living Well Campaign and the upcoming April 14th professional development session titled, “Developing Relationships with and Becoming an Educational Resource for Local Policymakers.” This opportunity will be held at the Pyle Center.

The committee also discussed the successful Rosemary Potter Wisline and discussed other potential future guest presenters including Mark O’Connell from the WI Counties Assoc. and Christine Andrews, Ass’t VP of Federal Relations for the UW System.

New meeting dates for 2009 were chosen, and the JCEP session on Parliamentary Procedure was promoted.

E Vice President/Editor – Molly Spaulding

The Vice-President/Editor is responsible for the quarterly association publication, the Communiqué. The newsletter deadlines are as follows:

March 15

June 15

September 15

December 15

The next edition of the Communiqué will be slightly delayed to include information from JCEP. A special thank you to the WEAFCs Executive Board for their contributions to the newsletter and to Marma McIntee (Member Resources Committee) for her work in reaching out to the retirees. The Vice-President/Editor is also responsible for the updates to the association website, so please send any updates or corrections to me on a continual basis. The website is updated about every 2 months.

F Historian – Jane Jensen

Jensen volunteered to update WEAFCs history from 1984 to the present.

G District Concerns – Pat Rychter (C), Donna Peterson (S), Ruth Schriefer (S), Marilyn Kooiker (N), Luane Meyer (W), Judy Knudsen (E)

Kooiker reported the Ashland County position is still vacant.

H By-laws Committee – Kathy Metzenbauer

The bylaws committee met via Wisline and email to make changes to the WEAFCs bylaws. These have been sent to all members and will be presented at the annual meeting on April 1, 2009 for final approval. Thanks go to Donna Peterson, Jane Jensen and Mary Novak (and others I have forgotten) for their hard work on this document.

Metzenbauer also provided a report from the Nominating Committee. Joan Sprain was elected as Secretary. Lori Zierl was elected as President-Elect.

A motion to accept all of the reports was made by Jacoby, seconded by Zuege-Halvorsen. Motion carried.

IX Unfinished Business

A **By-laws Review – Awards & Recognition Update** – Cyndy Jacoby
 Motion by Jacoby, seconded by B. Doll to present revisions made to the Guidelines as recommended by the Awards and Recognition Committee to the full association for approval at the April 1, 2009 face-to-face meeting. Motion carried.

X New Business

- A **NEAFCS – 75th Anniversary Endowment Contribution** - President Novak, Recommendation
 Motion by B. Doll, seconded by Metzenbauer to present a recommendation to the full association at the April 1, 2009 face-to-face meeting that WEAFCs make a \$200 contribution to the 75th Anniversary Endowment Fund. Motion carried.
- B **JCEP Conference Service Learning Project**-Recommendation
 President Novak reported WEAFCs has been approached by the JCEP Board to provide leadership and financial support to bring a service learning project to an upcoming JCEP Conference. Members of the Executive Board recommended bringing this to the full association. It will be added as an agenda item to the April 1, 2009 meeting. No action taken.
- C **JCEP Conference** - All associations pre-banquet get-together
 President Novak reported this year’s pre-banquet get-together will be an all association event. This is being done to save each association the cost of an additional room charge. President Novak will be adding this as an agenda item to the April 1, 2009 association meeting for input. No action taken.
- D **Proposed 2009-10 Budget** – Treasurer, Bev Doll

Proposed Budget	09-10 Budget	08 Actual	08-09 Budget
Income			
Dues	6930	110	8040
Fundraising for National Meeting	0		0
Other revenue – NEAFCS*	0		
Interest	25	2.19	25
Budget adjustment from investments			
TOTAL INCOME	6955		
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Expenses			
2.1 Dues to NEAFCS	\$70	4410	5040

3.1 Expenses -newsletter	0		0
3.2 Expenses-postage, supplies, etc.	0		0
3.4 Expenses-other		5.59	
3.5 Strategic Planning	0		0
4.1 Awards & Recognition	50		50
4.2 Member Resources	100		100
4.3 Professional Development			
4.4 Public Policy Education			
5.1 Awards-NEAFCS If attend national conference: 2 DSA @ 200, 2 Continuing Excellence @ 200 \$50 other national winners	1100		1100
5.1A WEAFCs Award Expenses	75		75
5.4 Banquet Expenses		Host District and Guests	
5.5 Friends of WEAFCs	200		200
6.1 NEAFCS President expenses	400	250	400
6.2 Public Issues Leadership Dev't. Conference	900		900
6.3 NEAFCS Meeting Supplies	75		75
6.4 NEAFCS Meeting 2 delegates @ 250	500	500	500
6.5 NEAFCS Regional Meeting President Elect Odd # years -expense Even year-carryover	500		500
7.0 Team Effort Award/Internal Partners	75		75
7.1 Scholarship-WEAFCS			
7.2 J. Keup Para Professional	75		75
7.3. A Murphy	75		75
7.4 WEAFCs First Timer Award	250		250
7.5 M. Richert "Rookie"	75		75
7.6 Mid Career	75		75
7.7. Rosalie Powell Award	75		75
National Meeting			
8.1. Contingency	50		50
TOTAL EXPENSES	9060		9690
Balance			

Budget Year goes from one state meeting to the next April to April.

Motion by B. Doll, seconded by Metzenbauer to approve the proposed budget for presentation at the WEAFCs April 1, 2009 face-to-face meeting.
Motion carried.

E **Wisline Meetings 2008** – Timing - how did they fit with activities?

President Novak requested feedback regarding the 2008-09 meeting schedule. Meetings in 2009-10 will be held in June, October, February and March. President Novak recommended the Executive Board have at least one face-to-face meeting each year. No action taken.

XI Announcements

- A JCEP Mar. 31-Apr. 2, 2009 Madison
- B Public Issues Leadership Development Conference - Apr. 27-29, 2009
- C NEAFCS, Sept. 15-18, 2009 Birmingham, AL
- D NEAFCS in 2012 – Central Region

Teri Zuege-Halvorsen and Jane Jensen volunteered to review the minutes from today's meeting.

- XII** Motion to adjourn made by Metzenbauer, seconded by B. Doll.
Motion carried. The meeting adjourned at 12:20 p.m.