

WisconsinAIRS Board Meeting
Friday, July 16, 2010
Hotel Sierra
333 Main Street, Green Bay
Champion's Club, Executive Meeting Room
10:00 am – 2:00 pm

Present: Ginger Ayres, Devon Christianson, Lisa Clark, Barbara McPeak, Jayne Mullins, Steven Peterson, Ruth Rotramel, Lynn Scheinoha, Julie Seeman, Maurine Strickland, and Barbara Wien

Absent: Janelle Keeter, Valeree Lecey, Rose O'Hara, and Diane Strong

President's Welcome/Introductions (Julie Seeman)

- Julie welcomed the meeting participants; participants introduced themselves

Secretary's Report (Barbara McPeak)

- The March meeting minutes were emailed prior to this meeting; no changes were noted
- It was proposed that absence from Board meetings should be indicated as excused or unexcused; discussion followed including the need for enough members for a quorum; the By-Laws will be reviewed and it will be put on the agenda for further discussion at the next Board meeting
- Barbara routed the current Board member contact information list for updates; updates were noted and an updated version will be sent to Board members with the July minutes

Devon Christianson motioned to approve the March Board meeting minutes; Lisa Clark seconded the motion; the report was approved

Treasurer's Report (Lynn Scheinoha)

- Lynn is becoming familiar with the new QuickBooks software and is finding it user-friendly
- Board members reviewed the Treasurer's Report General Ledger spending by categories; the amount of money spent for conference call was discussed and a less expensive provider will be investigated by Maurine; the cost website maintenance was acceptable; additional discussions occurred about various categories; if people would like more information about each category, they can contact Lynn or Julie
- Lynn reported that the mail system is working well and the bills are getting to her; participants were reminded to think about candidates to fill the Treasurer's position at the end of Lynn's term, Fall 2010
- Ginger checked into having an outside agency perform an audit; it would be very expensive; discussed the possibility of someone volunteering their time/expertise; there is no concern about the financial records but a professional audit might be helpful and has never been done

Jayne Mullins made a motion to approve the Treasurer's Report; Ruth Rotramel seconded the motion; no further discussion occurred; report was approved

President's Report (Julie Seeman)

- Julie reported on a letter received from Donna McDowell, Director of Aging and Disability Resources for the State of Wisconsin, requesting support and a representative from WisconsinAIRS Board; the Bureau of Aging and Disability Resources is submitting a grant

proposal to the U.S. Administration on Aging in response to their request for applicants to develop a comprehensive set of standards for the Long Term Care Options Counseling provided by Aging and Disability Resource Centers; AIRS is identified in the grant application and participation by AIRS would provide good national exposure; Lisa Clark expressed an interest and would bring 2-1-1 experience; Donna McDowell needs a response by July 23rd

Jayne Mullins motioned to approve Lisa Clark as a representative and Ginger Ayres seconded it; the motion was approved; Julie will write a letter with input from Maurine and Ginger

AIRS Affiliate Council Report (Jayne Mullins)

- Jayne discussed the recent Affiliate Council conference call and the emails she has sent out. She will send out email reminders for WisconsinAIRS Conference registration

2-1-1 Board Annual Meeting Report (Steven Peterson)

- Steve spoke about the 2-1-1 Board meeting
- Steve distributed a current 2-1-1 Call Center map; it is on the 2-1-1 website
- *AIRS/2-1-1 Update and Urgent Call to Action* (handout); we need to show support to complete passage of 2-1-1 Act (H.R. 211/s.211)
- Statewide database clean-up continues; the intent is to have the Wisconsin 2-1-1 website going by September 1, 2010; discussed stimulus funding coverage and logistics of using ReferNET; the Operations Council is reviewing phone vendors and hopes to narrow it down to 3 by the end of the month; there will be a vote on a vendor at the next 2-1-1 Board conference call (July 28)
- Steve reported on a \$120,000 marketing plan proposal; the plan will be reviewed and voted on by the Wisconsin 2-1-1 Board
- The Wisconsin 2-1-1 Board is discussing assisting 2-1-1 call centers in being independent and diversifying their funding sources
- A combined WisconsinAIRS and Wisconsin 2-1-1 meeting was discussed; no date was set; the next Wisconsin 2-1-1 Board meeting is November 10, 2012
- There was discussion at the 2-1-1 Board meeting about the need to get 2-1-1's and disaster emergency agencies working together

Committee Reports

- Julie distributed a copy of the current committee membership list for discussion; Devon Christianson, Teresa Halverson, and Luann Teige are willing to contribute membership on the *Certification Study Groups Sub-Committee*; Barbara McPeak asked to be included on the *Membership Committee*; an updated WisconsinAIRS brochure was mentioned and it was suggested that a national AIRS sticker be included – Maurine will check into it
- Steve asked about his continued representation on the 2-1-1 Board; see January meeting minutes; this will be put on the October Board meeting agenda
- **Membership Committee (Committee Members)**
 - Membership has stagnated; ways to increase numbers were discussed; the need for follow-through was stressed
- **Communications Committee**
 - *Newsletter (Ginger Ayres)*
 - The deadline for items in the next issue is August 5th
 - Ginger is interested in receiving items and useful/interesting websites for this issue
 - Jayne will write a public policy update and Julie will submit a letter from the President
 - Open Board positions will be mentioned with requests for nominations

- *Website (Ginger Ayres)*
 - Ginger has done (and continues to do) extensive work on updating the website; she has added some relevant links including links for information about study groups and 2-1-1 information
- **Conference Committee (Julie Seeman)**
 - Julie reported that 7 or 9 people have signed up at this point and there are 3 scholarship application; she will send out reminders to presenters
- **Nominations Committee**
 - Ideas for new members were discussed
 - Jayne will distribute current membership list for Board members to review and to generate ideas about possible new members
 - Discussed the need to generate candidates for the President-Elect and Treasurer positions
- **Certification Study Groups (Maurine Strickland)**
 - Maurine will coordinate a committee meeting
 - Steve has a request for an exam set up

Old Business (Ginger Ayres)

- Discussion about finding new Board members and members for the general membership; discussed what our role is; the newsletter goes to anybody – there is a need to focus on who we are marketing to; discussed new ideas to market to
- Distributed handouts **WisconsinAIRS - What is WisconsinAIRS?** And a printout from the AIRS website **AIRS Membership Benefits**
- Continued discussion about ways to increase membership will be on the next meeting agenda

New Business

- Options for Board meeting at the Annual Conference - After much discussion:

Ginger motioned to approve a noon on Friday Board meeting that will include a meet & greet for new members, election of new officers, passing of the committee membership list, and setting the next Board meeting date; Steve seconded the motion; motion approved; no further discussion

- Discussed a joint WisconsinAIRS and Wisconsin 2-1-1 Board meeting in 2011; Steve will plan some potential dates
- Review Committee List (see first bullet under Committee Reports)
- AIRS Membership – Jayne
 - National AIRS is looking at certification costs; there had been discussion about increasing the cost of certification/recertification fees; there were strong opinions about not increasing the fee at this time

Steve made a motion to recommend not raising fees at this time; Barbara W. seconded the motion; motion approved

- Jayne will draft a letter and email it to this Board before sending it to Charlene Hipes, CEO of AIRS
- There are 77 members at the national level
- Income Tax Review – We now have to complete a 990N; the new Treasurer will start filing one at the end of 2010; we also need to provide W9 (1099s) for speakers; discussed the definition of our annual fiscal year – it will be put on the agenda for the next meeting; distributed handout **Six Things Every Board Member Should Know About the NEW 990**

Miscellaneous

- Steve and Maurine reported that their presentation “**CIRS-A Certification: How States are Certifying People**” at the AIRS Conference went well; there were a lot of questions and discussion from the workshop participants
- **Agenda items identified for the October Board Meeting**
 - WisconsinAIRS Fiscal Year
 - The use of *Excused/Not Excused* for non-attendance at Board meetings
 - Steve Peterson’s continued presence on the Wisconsin 2-1-1 Board
 - Strategies to increase WisconsinAIRS membership and participation

Barbara McPeak motioned to adjourn; Julie Seeman seconded the motion; no discussion; meeting adjourned at 2:00 pm; some members went on a tour of the facility for the conference

Next Meeting
Friday, October 22, Noon
Hotel Sierra, Green Bay

Minutes respectively submitted by Barbara J. McPeak, Secretary