

**WisconsinAIRS Board Meeting Minutes
September 12, 2008
Held at the Paper Valley Radisson in Appleton**

Present: Ginger Ayres, Amanda Behling, Teresa Halverson, Janell Keeter, Valeree Lecey, Rose O'Hara, Matricia Patterson, Steven Peterson, Ruth Rotramel, Lynn Scheinoha, Julie Seeman, Diane Strong, Barbara Wien

Also Present: Maurine Strickland, Luann Teige

Not Present: Devon Christianson, Lisa Clark, Jayne Mullins

I. Introductions and opening remarks

A. There were general introductions and a welcome to the new Board members.

B. Luann Teige offered to continue to oversee the Web site. This was welcomed by the Board and members are encouraged to send updates and suggestions to Luann.

1. She noted that Onalaska Web has temporarily turned their accounts over to The Idea Center (also in Onalaska, Wisconsin). This is due to a temporary situation and our account will return to Onalaska Web as soon as they are able to maintain it.

2. Lynn Scheinoha noted that she has not received a bill for the Web site. Luann will check into this.

C. Luann Teige will also continue to work with the Study Groups.

D. Luann noted that she will also be working to get a WisLine account for the WisconsinAIRS Board.

II. Secretary's Report (Teresa Halverson)

A. Teresa Halverson shared the July 8, 2008 Board Meeting minutes. There were no corrections.

❖ *Ginger Ayres moved to accept the July 8, 2008 Board Meeting minutes. Ruth Rotramel seconded the motion and the motion passed.*

III. Treasurer's Report (Lynn Scheinoha)

A. Lynn Scheinoha shared the Treasurer's Report detailing all accounts from September 1, 2007 through September 9, 2008.

1. All corrections noted at the July 8, 2008 meeting have been made.

2. Lynn noted one correction on page two, the Total Conference expense should be \$6,839.06 rather than \$6,339.06.
 3. Lynn also noted that there was a \$25.00 credit from the bank to balance our account. The reason for the discrepancy was not known.
 4. There may also be one more membership payment from AIRS for the last quarter. If so, it would be a small amount.
- ❖ *Steve Peterson moved to accept the Treasurer's Report. Teresa Halverson seconded the motion and the motion passed.*

B. Lynn Scheinoha also shared the WisconsinAIRS 2009 Budget. Discussion of the budget included the following:

1. There is no need to pay for a Bulk Permit for postage so she dropped the postal costs to \$100.00. It was decided to assign \$150.00 to postage to ensure that costs would be covered, particularly considering the cost of mailings to AIRS for the exams. So that line item was set at \$150.00 for 2009.
2. The allocation of 5 scholarships at \$200.00 each was altered to 5 scholarships at \$100.00 each because we do not actually pay a conference fee for the scholarship recipients. So that line item was set at \$500.00 for 2009.
3. The Newsletter cost of \$250.00 was allocated for printing fees. However, since we now email the newsletter there is no printing cost so that line item was dropped from the 2009 budget.
4. The printing costs were set at \$200.00.
5. The Affiliates Council travel expense was set at \$2,000.00 to ensure that we account for the cost of two trips for our representative.
6. It was decided to continue to allocate funds for the travel expenses for our representative on the 2-1-1 Wisconsin Board. Currently Steve Peterson is our representative and he does not submit for reimbursement of his costs, however, if this should change we can accommodate those costs. This line item was set at \$500.00 for 2009.
7. We no longer pay a portion of the 2-1-1 Wisconsin Board's liability insurance so that item was dropped from the budget.
8. The Web site maintenance cost was increased to \$450.00 for 2009.
9. We added the cost of purchasing two copies of the *ABC's of I & R* for use by WisconsinAIRS members. The cost is \$1000.00 and is now included in our 2009 Budget.

IV. 2-1-1 Wisconsin Report (Steven Peterson)

- A. Steve Peterson is now Vice President of the 2-1-1 Wisconsin Board. (The 2-1-1 Wisconsin Board holds annual elections for officers, however, Board members do not have term limits.)
- B. It was noted that WisconsinAIRS has had a seat on the 2-1-1 Wisconsin Board since its inception. Steve Peterson is our current representative. The WisconsinAIRS Bylaws state that this representative cannot be a member of a 2-1-1 agency to avoid any conflict of interest. The 2-1-1 Wisconsin Board meets four times each year.
- C. Steve noted that he will continue to provide information and meeting minutes to the WisconsinAIRS Board and will also forward minutes to Luann Teige for posting on our Web site.

V. Conference Committee Report

- A. Most of the comments regarding the conference have been very positive. There was one complaint regarding a hotel room which was resolved.
- B. The committee worked via conference calls.
- C. The committee is currently working on next year's location. Keeping hotel rates down is one of the considerations when locations are reviewed.
- D. The committee asks all Board members to be thinking about presenters and any other ideas for next year's conference.
- E. The committee would also welcome more people and encouraged Board members (especially the new members) to consider joining.
- F. It was noted that splitting the Ethics & Boundaries sessions between two days was effective in keeping people at the conference for the full two days.
- G. It was suggested that we have enough money to substantially lower the price of the conference. This could be beneficial to the ADRC's and could keep us from competing with their conference.
- H. It was also suggested that we could look for a nationally recognized speaker.
- I. The 2008 conference had 105 attendees. This may be a record high for WisconsinAIRS conferences.
- J. There were 14 to 18 people who took the certification exam. Barbara Wien was the Proctor.

VI. Newsletter (Ginger Ayres)

A. The deadline for the next issue of AIR Waves is October 31, 2008. The issue will be distributed mid-November.

B. Discussion regarding articles included:

1. An article about the availability of the ABC's of I & R through the public library system, to be submitted by Julie Seeman.
2. A notice to watch for the 2009 Certification Exam Study Group calendar.
3. Scan a TV converter box coupon and include a reminder about the February 2009 conversion to digital and the availability of coupons to the public to assist with the purchase of converters for their televisions.
4. An article on the Regional Library for people with hearing impairments.
5. An article on ACCESS (the state online application tool for BadgerCare Plus, FoodShare, and other assistance programs).
6. An update on 2-1-1 Wisconsin activities from Steve Peterson.
7. The President's letter from Matricia Patterson.
8. The Useful Web Sites column. Ginger will send a list of the Web sites that have been listed as a reference for Board members. Each Board member is requested to submit a Web site that they find to be useful or interesting.
9. An update on the AIRS Affiliates Council from Jayne Mullins.
10. An article related to how we do our jobs or one that is supportive of our work. Perhaps we could contact Pam VanKampen who provided a workshop on using humor in the workplace or Tina Kasha who gave a presentation on managing chronic callers for an article.
11. An article on the long term recovery efforts occurring in the areas of Wisconsin affected by the flood disasters.

VII. Study Group Committee

A. The committee met during the conference to prepare for 2009. They expect to establish a calendar for the study groups and the exams in two phases. The first half of the year should be established by February and the rest of the schedule for the year should be available in April.

B. There is also discussion regarding development of a curriculum for study groups for people taking the CRS exam in 2009.

C. The group will now have the use of WisLine for their meetings. The cost for this is included in the \$600.00 allocated for Assistance/Training for Certification Exams on the 2009 Budget.

VIII. Other Discussion

D. It was suggested that WisconsinAIRS look into having an informational display at the ADRC conference. Maurine Strickland will look into this. She also suggested that during her "Welcome to the Profession" presentation at the ADRC conference she could hand out the WisconsinAIRS brochure.

E. Steve Peterson noted that he will be the Proctor for the certification exam at the ADRC conference and he requested assistance with this. Julie Seeman offered to assist and they will work out the details with each other.

F. Barb Wien will bring the WisconsinAIRS archives to our next meeting. They need to be reviewed and unnecessary materials should be eliminated.

IX. Election of Officers

G. The following slate of Officers was placed before the WisconsinAIRS Board for approval:

1. President – Matricia Patterson
2. Vice President – Jayne Mullins
3. President Elect – Julie Seeman
4. Treasurer – Lynn Scheinoha
5. Secretary – Teresa Halverson

❖ *Ruth Rotramel moved to accept the slate of officers presented for the 2008/2009 WisconsinAIRS Board. Janell Keeter seconded the motion and the motion passed.*

X. WisconsinAIRS 2009 Board Meeting Schedule

H. January 9, 2009 at the Lincoln Center in Stevens Point (Janell Keeter will look into scheduling a room.)

I. April 17, 2009 (Location to be announced.)

J. July 10, 2009 (To be held at the hotel chosen to host the 2009 conference.)

K. The final meeting for 2009 will be held during the 2009 WisconsinAIRS conference.

Meeting adjourned.