

WisconsinAIRS

Board of Directors Meeting Minutes

March 29, 2007

Held at The Oshkosh Public Library

Oshkosh

Present: Diane Allgood, Ginger Ayres, Lisa Clark, Jane DeGeorge, Teresa Halverson, Barb Maskell, Matricia Patterson, Steve Peterson, Lynn Sheinoha, Luann Teige, Barbara Wien
Not Present: Janell Keeter, Jayne Mullins, Susan Piazza

Secretary's Report – Teresa Halverson:

❖ The January 24, 2007 meeting minutes were presented to the Board members.
Barb Maskell moved to approve the minutes, Jane DeGeorge seconded the motion, and the motion passed.

Treasurer's Report – Lynn Scheinoha:

❖ Lynn Scheinoha provided copies of the Treasurer's report. The current balance is \$23,388.60. Recent activity included:

- Payment to Onalaska Web for hosting the web site,
- Payment of Jayne Mullins travel reimbursement (for participation in the AIRS Affiliate Council meeting),
- Deposit of the membership payment received from AIRS,
- Payment of a past-due conference registration fee,
- Payment of a \$25.00 conference refund.

❖ WisconsinAIRS will need to check on the tax filing expectations (if there are any) for the organization which has 501C3 status

❖ WisconsinAIRS received a 1099 form from Green County which indicated that the organization had received miscellaneous income from Green County in 2006. No one on the Board has any recollection of receiving this money or what this might be in reference to. Luann Teige will look into this.

❖ There is a \$10.00 fee to file as a Wisconsin Non-Stock Corporation which is due March 31st. Lynn Scheinoha will send this in.

❖ Milwaukee County had send a form requesting information which is required for them to release funds to WisconsinAIRS. Specifically this is needed for the County to cover agency dues for the Milwaukee County Department on Aging (Steve Peterson's agency. Lynn Sheinoha did complete the forma and sent it in to the County. She will send a copy to Steve Peterson.

❖ Lynn Sheinoha needs to be reimbursed for cost of stamps. Ginger Ayres will write a check to her.

❖ Luann Teige will be reimbursed for the cost of binders provided to the new Board members.

❖ Reimbursement forms are available on the ListServe (should be submitted with receipts).

Lisa Clark moved to accept the Treasurer's Report, Steve Peterson seconded the motion and it was passed.

President's Report – Luann Teige:

- ❖ The MOU with AIRS has been signed and sent to them. Copies of this were made available to the Board members.
- ❖ We should be receiving another membership check in April.

Membership Committee:

- ❖ Wisconsin currently has 72 members (which may be the highest membership in the nation).
- ❖ Lisa Clark has put the membership listing into an Excel spread sheet.
- ❖ Luann Teige will check into those memberships who have not yet renewed for 2007.
- ❖ Steve Peterson suggested that we actively encourage the Area Agencies on Aging and the Family Support Networks to join, since they are Information and Assistance agencies.
- ❖ The Board discussed the need for a "contact" mailing list which could be used to solicit more memberships. Luann Teige will look at the old mailing list to see what they have. Time may also be made at a future meeting to identify specific types of agencies to contact and see if we cannot find agency listings based on this.

Conference Committee:

- ❖ The committee shared information on four possible sites: Blue Harbor in Sheboygan, Tundra in Green Bay, Paper Valley in Appleton, and Kalahari in Wisconsin Dells. All 4 are willing to negotiate some on pricing.
- ❖ The Board members decided to make a 1st and 2nd choice designation for location and a 1st and 2nd choice for dates. The Conference Committee would then look at these choices and based on best cost/value and availability make the final choice.

Teresa Halverson moved that the Board accept the following preferences as guides for the Conference Committee:

- Location: 1st Choice – Blue Harbor and 2nd Choice Tundra
- Dates: 1st Choice 27th & 28th of September and 2nd Choice 13th & 14th of September.

Barb Maskell moved that 3 scholarships be made available and Matricia Patterson seconded this motion and it was passed.

- ❖ The Board discussed the conference and provided the following information as a guide for the Conference Committee:
 - Plan for about 75 to 80 people
 - Will provide the Thursday lunch and the Friday breakfast
 - Will provide coffee and rolls (a continental breakfast) for registration
 - Will provide folders with the conference information
 - Certification testing will be offered Thursday morning; will need to provide a proctor; Luann Teige will do the paperwork needed to set up the exam once she has the dates
 - Suggested the non-member conference rate be \$50 more than the membership rate (since \$50 can purchase a membership)
 - We should get a "save-the-date" promotion out to members in April
 - Ideas for a Keynote Speaker included Eric Ostermann from 2-1-1 Wisconsin and Sheryl Maples (from Madison) who is a good speaker on stress relief
 - Possible workshop topics and ideas are; chronic callers, disaster, caregiver stress relief, review of ABC's of I & R, taxonomy training, a session on Beacon, a round-table discussion (people move from table to table, which takes them from topic to topic, every ½ hour), writing reports, marketing your agency, a panel or round table discussion regarding partnerships/work with 2-1-1
 - Theme ideas included: Change, Going Forward, Leading Edge, Being the Best We Can, Best Practices
 - Luann Teige will try to find previous brochures to send to the committee
 - Comedy Sports was suggested as a possible entertainment presentation
 - Other ideas and suggestions can be emailed to the committee members

AIRS Affiliate Council – Luann Teige:

- ❖ Luann Teige sat in on the February 14th meeting (via phone conferencing). The discussion included the following:
 - Should the MOU's with State organizations be signed every year or just when there are personnel changes
 - Are currently working on the description of the election of co-chairs in the By-laws; should they be co-chairs or rotating chairs
 - Reviewed the membership
 - Discussed the on-line training
 - Discussed certification – people are not re-certifying and there is a need to look into why that is
 - Are trying for Federal legislation (and money) for 2-1-1 under emergency preparedness or Homeland Security (the Commission on Aging endorsed the proposed legislation)
- ❖ Jayne Mullins may have placed the information from the March meeting on the ListServe.

2-1-1 Wisconsin – Steve Peterson:

- ❖ 2-1-1 Wisconsin has hired Eric Ostermann in a manager/director position. He is currently getting an office together (probably in the Madison area).
- ❖ A PowerPoint presentation was given regarding the strategic plan and there was discussion about moving forward. Up to now the focus has been on getting the entire state covered under 2-1-1.
- ❖ The current belief is that there are now enough call centers available to cover the entire state.
- ❖ United Way Douglas County has chosen to work with Duluth for 2-1-1 coverage.
- ❖ Luann Teige noted concern about how the northern portion of the state would be covered and that communication with the 2-1-1 Board and agencies is still a big issue for many counties.
- ❖ 2-1-1 Wisconsin is in the process of selecting software to be used throughout the state. (Steve noted that if people are interested in being on a study group with Carl Nelson about Beacon they should let Steve know or get in touch with Carl directly.)
- ❖ Questions regarding roles and collaboration with other I & R and I & A providers still exist. There are still many decisions that need to be made before the nature of collaborations will be clear.

Communications – Ginger Ayers:

- ❖ Ginger Ayers shared the draft brochure with the Board members.
 - It was suggested that the costs listed on the back panel be taken off and people should be directed to download that information from the web site or keep the costs listed but include a statement that they reflect the current 2007 rates.
 - A suggestion was made to delete the "joins once..." statement.
 - There was some discussion regarding using "specialists" or "professionals" in the wording.
- ❖ The deadline for newsletter articles is April 15th. Current articles include:
 - An article on Parkinson's from their State organization
 - An article on the National Runaway Switchboard
 - Possibly have an article on the Wisconsin Tobacco Quit Line
 - Possibly an article on My Health Direct – Milwaukee from Matricia Patterson
 - Possibly a professional check list or something similar from Teresa
- ❖ Still need the President's letter and favorite web sites from the board members

- ❖ If there are other ListServes that people are on that might benefit from the newsletter, send them to Ginger Ayres to include as part of the newsletter distribution.
- ❖ The WisconsinAIRS logo will be purple as was originally decided and which is on the letterhead materials.
- ❖ Web site discussion included:
 - The updated By-laws and the current Board Member information is ready to be added
 - The conference date will be added as soon as it is confirmed
 - Board meeting dates will be added if we have them
 - Approved minutes will be added
 - The Library information will be taken out
 - There was an issue with the billing from Onalaska Web; the bill was delayed in getting to Lynn Scheinoha; Ginger Ayres will talk to Alice Henry to ensure that it is sent on right away in the future (if postage is an issue we can pre-pay Alice to cover costs ahead of time).
 - Luann Teige will check into putting a counter on the web site to track the number of visitors.

OTHER BUSINESS DISCUSSED:

Strategic Planning:

- ❖ It was agreed by the Board that we should resume this work at the next meeting. Some comments regarding this were:
 - What is our role with 2-1-1 Wisconsin?
 - Training
 - Annual professional conference
 - Representation of the full profession on the 2-1-1 Board
 - Networking
 - We also have some responsibility to represent the membership in the role out of the ADRC's and to provide the professional standards and support for these Information and Assistance providers also. Although the focus is currently on the development of the resource centers, this may be changing to a focus on the skills of Information and Assistance.
- ❖ Questions to bring to the next meeting for the Strategic Planning session include:
 - Is the professional skills development and training our major role?
 - Should there be more?
 - What do we want WisconsinAIRS to be?

Next Meeting Date:

- ❖ The next meeting will be Thursday, June 14, 2007 at the conference location site (to be announced).