

WisconsinAIRS Board Meeting
September 14, 2007
Held at the Radisson Paper Valley Hotel, Appleton, WI

Present: Ginger Ayres, Jane DeGeorge, Julie Seeman, Steve Peterson, Lynn Scheinoha, Barb Maskell, Barbara Wien, Ruth Rotramel, Matricia Patterson, Diane Strong, Teresa Halverson, Jayne Mullins, and Luann Teige, Devon Christianson

- ❖ Luann Teige opened the meeting. The Board joined her in expressing thanks to Ozaukee County Aging and to Tara for their work in managing the registrations for the conference. People were reminded that if they wanted to contribute to a gift for Tara they should give it to Jayne Mullins.
- ❖ Introductions of the new members were made (Devon Christianson, Julie Seeman, and Ruth Rotramel) and the board members leaving (Barb Maskell, Susan Piazza, and Ginger Ayres) were acknowledged.

Election of Officers:

- ❖ Matricia Patterson took the position as President in keeping with Article VI, Section 5 of the by-laws which states, "The incumbent President-Elect shall assume the duties of the President should the office of President become vacated."
- ❖ Election of a new President-Elect was deferred to the next Board meeting. Luann and Teresa will look at the terms of current Board members to assist in the nomination/election for this position.
- ❖ The following slate of nominations was offered:
 - Vice President: Jayne Mullins
 - Secretary: Teresa Halverson
 - Treasurer: Lynn Scheinoha
- ❖ Barb Maskell moved to approve the slate of officers as presented, Steve Peterson seconded the motion and the motion was passed.

Secretary's Report (Teresa Halverson):

- ❖ Teresa Halverson provided the notes from the June 14, 2007 Board meeting. Lynn Scheinoha noted that at that meeting she had made the motion to approve the Treasurer's Report which, as Treasurer, she is not entitled to do. To correct this:
 - Steve Peterson moved to rescind the previous report, Diane Strong seconded this motion and it was passed.
 - Barb Maskell moved to accept the Treasurer's Report presented at the June 14, 2007 meeting and to include this into the June 14, 2007 Board Meeting Minutes, Diane Strong seconded this motion and the motion passed.
- ❖ There were no further corrections to the June 14, 2007 meeting minutes. Barb Maskell moved to accept the Secretary's Report, Steve Peterson seconded her motion and the motion passed.

Treasurer's Report (Lynn Scheinoha):

- ❖ Lynn Scheinoha presented the current financial report.

- Recent expenses included a payment to Ozaukee County to cover printing costs and a new cartridge for Lynn's printer.
 - There is some decrease in expenses due to the fact that we no longer pay for a bulk mailing permit.
 - Lynn noted that the bill from Onalaska Web was a different amount than it had been previously. Luann Tiege will copy Lynn Scheinoha on her emails to Onalaska Web requesting changes or work on the web site so that we can match the work to the bill.
 - Conference bills have not yet been paid.
 - We are expecting over \$1000.00 to come in for conference fees.
- ❖ Jayne Mullins moved to accept the Secretary's Report. Matricia Patterson seconded the motion and it was passed by the Board.

2-1-1 Wisconsin Affiliate Meeting – Steve Peterson:

- ❖ Steve noted that Eric ---- covered most of the information in his keynote address.
- ❖ Specific areas of focus for 2-1-1 Wisconsin currently are:
 - Selecting a software (candidates are Refer, Iris, and Resource House)
 - Choosing and implementing a phone system
 - Providing a permanent status to 2-1-1 Wisconsin
- ❖ Steve Peterson moved that the WisconsinAIRS Board send a letter to the Wisconsin Public Service Commission in support of granting permanent status to 2-1-1 Wisconsin. Barb Wien seconded the motion and the motion passed.
 - ✓ Matricia Patterson will write and send a letter expressing this support. The letter will be shared with the Executive Committee for final approval prior to sending.
 - ✓ Jayne Mullins will post the template of the support letter (created by 2-1-1 Wisconsin and a notice on the ListServe so that the full membership can be informed and have an opportunity to respond to the PSC regarding this issue.
 - Finalizing the map coverage
 - ✓ We will post the map defining 2-1-1 coverage on our web site.
 - Continuing to work with Cell phone service providers to expand 2-1-1 coverage to cell phone users
 - Continue to work towards providing the use of the 2-1-1 number to pay phones
 - Bringing more diversity to the Board membership
 - Continue to seek funding from federal and state sources

AIRS Affiliate Council – Jayne Mullins:

- ❖ Jayne will post the most recent meeting minutes on the ListServe when she gets them. They may also be available on the AIRS web site, and we could also post them on our web site.
- ❖ There is an initiative to designate a day in recognition of Information and Referral/Assistance Providers.
- ❖ A suggestion was made to increase the \$50 membership, but the general response was to keep it at the \$50.
- ❖ There will be an effort to market the higher level memberships.
- ❖ The ABC's of I & R are being updated and a new section is being added.

- ❖ There was general discussion regarding access to the ABC's of I &R. Questions and comments included:
 - ✓ Can WisconsinAIRS purchase a copy?
 - ✓ Can it be shared via online access (can't be printed due to copyright laws)?
 - ✓ It was noted that people want a hard copy when they join and it would be good to have this included in membership.
 - ✓ WisconsinAIRS should purchase and copy.
 - ✓ What would the price be, since we don't have a membership level?
 - ✓ Could an agency buy one and turn it over to us.
 - ✓ It is hard to believe that agencies joining at the Enhanced Level do not get a copy for free. Jayne Mullins will share this with the AIRS Affiliate Council.
 - ✓ We should wait until the new version comes out and then work on obtaining a copy for WisconsinAIRS.
- ❖ Last year AIRS targeting Aging Organizations for membership. This year (2008) they will be targeting libraries.
- ❖ The issue of raising fees was discussed by AIRS. The WisconsinAIRS Board expressed concerns about this, including:
 - ✓ What is the reason to raise fees? (Jayne noted that there may not be a justification).
 - ✓ WisconsinAIRS continues to promote recognition by AIRS of the fact that agencies do have legitimate budget issues and membership fees should not be a strain on their finances. As the state with the highest membership count, we expect that our concerns would be given respectful consideration by AIRS.
- ❖ There has not been discussion recently by the AIRS Affiliate Council about online testing.

Conference Committee – Matricia Patterson and Barb Wien:

- ❖ The Board expressed appreciation and congratulations to the Conference Committee for doing an outstanding job in providing the 2007 conference.
- ❖ There were some issues regarding the room rates (people were upgraded and not given the State rate of \$62.00).
- ❖ The facilities seemed very good and staff was excellent.
- ❖ The hotel bill will be sent to Lynn Scheinoha. She will meet with Luann Teige to verify that the charges are consistent with the agreement prior to paying.
 - ✓ Changes from the agreement include: extra costs for making copies, rental of a projector, and rental of a computer. There was also a room set-up cost deducted.
- ❖ There was some discussion regarding investing in some equipment for use by Wisconsin AIRS. Comments included:
 - ✓ Is there a significant enough need to justify the cost?
 - ✓ Technology changes so quickly that what we purchase could be outdated within a very short time.
 - ✓ We do currently own a lap top computer. Teresa Halverson has this and will bring it to the next meeting.
 - ✓ We will bring this topic to a future meeting for further consideration.
- ❖ The ADRC conference will be held in the fall in 2008. WisconsinAIRS will need to keep informed regarding those dates when planning our conference.

- ✓ Could we do a combined conference with the ADRC's? We may be targeting the "front-line" workers for our conference (those who may not go to the other conferences) and if we combined would this inhibit their ability to attend?
- ✓ Should we change our date?
- ✓ It would be nice if the state would post their conference dates sooner to assist with our planning.
- ❖ It was noted that our 2007 conference fell during a Jewish holiday week. We will work to be more mindful of cultural issues when planning.
- ❖ The conference attendance was very good.
- ❖ Jayne Mullins will send evaluation forms to the vendors for their response. In general they had a good response.
- ❖ It was suggested that in the future we could have a resource table for other people/organizations who would like to provide a display or have a place to make their materials available.
- ❖ Suggestions for future workshops were; a workshop regarding people with special needs and one regarding cultural sensitivity.
- ❖ Ginger Ayres suggested that each board member write a list of ideas and email them to Julie Seeman.
- ❖ Ginger Ayres also suggested that the Board consider hiring a conference manager. She had an informal discussion about this idea with Eric Osterman. His agency does provide this service. The charges are generally based on the number of workshops. There is also flexibility regarding what work we would do and what they would do so a plan to fit our budget could be worked out. This was not a suggestion or promotion of using Eric's company, this information was provided to give the Board an idea of how it might work if we chose to seek out a conference manager.
- ❖ It was also suggested that we consider bringing in national speakers.
- ❖ Julie Seeman will summarize the evaluations for the 2007 conference.
- ❖ Luann Teige will send written thanks to the presenters.
- ❖ There was an issue with the Ethics and Boundaries workshop. Attendance was not taken so there is no proof of who attended, however those who did need to have a certificate of attendance to meet their CEU requirements for licensing. It was decided that Luann Teige will send an email to all conference attendees asking if they need a certificate of attendance for the Ethics and Boundaries workshop and we will provide one for those who respond.
- ❖ It was suggested that we develop a conference manual.

Communication Committee:

- ❖ Luann Teige will continue to monitor and update the web site.
- ❖ Ginger Ayres will continue to edit the newsletter.

Miscellaneous Items:

- ❖ Study Groups for the CIRS and CIRS-A tests.
 - ✓ Maurine Strickland and Diane Strong have done study groups and received a positive response; people thought that it was helpful.
 - ✓ Should we have a formal means to get feedback? What was good? What wasn't good? What should also be included?

- ✓ Should we develop a curriculum and provide a CRS study group?
- ✓ Diane Strong will be doing a study group for Janell Keeter in November and Luann Teige will join her to learn about how to conduct one. If we continue with this we can develop a pool of people who can provide these groups.
- ✓ Jayne Mullins has also done a study group (she did not use the Power Point curriculum). AgeAdvantAge Area Agency On Aging, Inc. would not expect reimbursement for this service.
- ❖ Steve Peterson noted that he does not charge mileage for the Wisconsin 2-1-1 Board meetings.
- ❖ Barb Maskell moved that WisconsinAIRS provide a \$50.00 gift certificate to Alice Henry with our thanks for her years of service. Jane DeGeorge seconded the motion and it passed.
- ❖ Barb Wien noted that she is still housing the WisconsinAIRS/IRPW historical records and what is the plan for them. It was decided to defer this issue to the next meeting.
- ❖ All of the vintage IRPW t-shirts were taken at the conference.
- ❖ Luann Teige will bring binders for the new board members to the next meeting.
- ❖ The 2008 Board meetings will be held on the 2nd Friday of January, April, and July and the final meeting will coincide with the 2008 WisconsinAIRS conference.
- ❖ The next meeting will be held at the Lincoln Center in Stevens Point. Luann Teige will verify that a room is available for us.

Barb Maskell moved to adjourn the meeting. Lynn Scheinoha seconded the motion which passed and the meeting was adjourned.