

WISCONSIN SOCIAL SERVICES ASSOCIATION
Executive Committee Meeting
Sauk County HS
10/10/08

STARTED: 10:00 a.m.

PRESENT: Christy Mancl, Jaci Fuller, David Zeller, Sherri Arnold, Denise Jeffers,
Kathy Brown, and Fran Snippen

ABSENT: Kevin Loef, Theresa Hannes, and Christy Duhr

WELCOME:

Welcomed Fran Snippen who will be Northland District President. Fran has been a WSSA member for a number of years and participated on committees. She is an honorary life.

MOTION: Dave/Jaci to appoint Fran as Northland District President. Carried.

2008/2009 WSSA PRESIDENT:

Jaci discussed presidency with committee and that if approved, she would be this year's President. MOTION: Dave/Denise to appoint Jaci as the 2008/2009 WSSA President. Carried.

2008/2009 CONFERENCE PLANNING COMMITTEE:

Met with Treasurer, Shari Arnold and Co-Chair, Dave Turk. Dave distributed copies of the minutes of their first meeting, list of committee members and information regarding mid-year and conference. Theme for theme night is "Under Construction". They revamped the schedule for the conference to help people with overnight stays as well as traveling. Reviewed all information. Ethics and Boundaries needs to be in schedule.

Discussed budget. Hotel paid \$1,000.00 for mid-year. Shari will email copy of budget to Kathy who will distribute a copy to all Executive Committee members. Concern with finances is that the committee based expenses/income on 200 attendees. Dave will discuss with Paula, co-chair, to see if can lower to 100 or even 150 as it will affect meals/rooms. In contract, agreed to \$6500.00 for meals which may be a hard number to reach. Mid-year is based on 25 people attending.

The hotel does not accept purchase orders so WSSA would have to pay and the organization get reimbursed from any individual/county who uses a purchase order. They will get as much information out as possible to avoid having few, if any, orders.

The committee is meeting on 11/19 at The Osthoff but Dave and Paula will be meeting on 10/13 so at that time they can discuss Executive Committee's concerns. They will then call Jaci Monday night (10/13) and send her a copy of the contract we have with the facility.

As the Conference Committee already received \$1100.00 in start up funds, they will receive a check for \$400.00. (Conference Planning usually receives \$1500.00 in start up money.)

SECRETARY'S REPORT:

Minutes were reviewed and correction under heading of District Presidents. Should read Kevin Loef as District President for Southeastern and not South Central. MOTION: Jaci/Denise to accept minutes as corrected. Carried.

Kathy distributed list of Conference Planning Committee members and a list of EBD Committee members but only their emails. She did not receive any further information as yet from their Chair. Jaci stated that she had a list from last year and would sent to Kathy.

TREASURER'S REPORT:

Discussed the problem of people being able to sign the signature care for the checking account due to where they reside. Decided to change wording in WSSA's Financial Guide. MOTION: Denise/Jaci that any member of Executive Committee can sign signature card for checking account but it must include Treasurer's signature as one of the three individuals. Carried.

Denise reported that WSSA has \$23,123.81 in checking, savings, CD's, etc.

MOTION: Jaci/Kathy to accept Treaurer's report. Carried.

Jaci had several bills for mailings to West Central District members. The money will be taken out of the general fund and then reimburse the general fund from the West Central account.

CORRESPONDENCE:

Christy checked into the website fee. She had talked with Mark Schmitt. He stated that the account is up to date and won't receive a bill until 3/09. The website has a total of three fees to pay BlueRazor for renewal. The domain expires 3/20/10; host account expires 7/31/09; and membership fee expires 3/30/09.

INSURANCE UPDATE:

Paula has not as yet checked into insurance so Dave will look into the issue of liability insurance for the conference and report at the next meeting.

WSSA 2008/2009 BUDGET:

Kathy distributed copies of the budget to all Executive Committee members. No corrections.

UPDATE:

Discussed future issues of The Update. At this time, Christy does not have enough information to fill an issue. Suggestion: Send a form to people to fill out regarding whether or not they want to receive The Update by email or hard copy. Matter will be discussed further at the next meeting.

MEMBERSHIP LIST:

WSSA membership list is not updated as yet. Discussed. Christy will contact Marjean to see whether or not she is interested in updating the list now and in the future.

AWARDS:

Discussed and decided to send information in February to the membership liaisons. Deadline will be April 3, 2009. Information to be returned to the President, Jaci Fuller.

AUDIT:

The books for last year's Conference Planning Committee as yet have not been audited. Marjean is still waiting to see if can get matter settled regarding speaker who owes the association money. Christy will contact Marjean to see if any progress has been made. Denise will contact Faith to see if her son is willing to audit the books again. The information can be sent registered mail to him. If not, Christy will check with Doreen (works for Wood County DSS) to see if she would be interested in doing the audit for \$50.00.

MEMBERSHIP LIAISONS:

Discussed and reviewed list of membership liaisons. Several counties will need liaisons as several have retired, changed jobs, etc. Kathy and Jaci will contact several individuals and then contact Ann Oven who stated she would continue to keep track of the liaison list and do the mailings. Jaci had contacted liaisons in her district and didn't get replies from a few.

Several liaisons had asked about list of members in their county. We are not able to send at this time as list needs to be updated.

Membership liaison list will be updated and sent to Christy as well as Shari (who may be updating the list).

DISTRICT TRAINING:

Jaci had received replies from a survey she had sent West Central District members. They stated they would like to see a workshop on mental health and substance abuse. Discussed. This matter will need to be discussed further as Executive Committee would like to see the regional meetings start again but concern over attendance. Fran will be sending a letter out to the Directors in Northland region so will wait and see if she receives any replies.

AGENCY MEMBERSHIPS:

Information regarding agency memberships was not sent out to the counties. As already October, decided to not send out at this date but to be sure that by July, 2009, information is sent out for the 2009/2010 membership year.

EBD COMMITTEE:

Discussion regarding contacting the Chair of the EBD Committee for updated committee list, sending their committee minutes to President, when they are meeting and where, etc. President Fuller will contact Mary Grell.

CONSTITUTION/BYLAWS COMMITTEE:

David, Jaci and Faith Valenti are the members on the Constitution/Bylaws Committee. Kathy will complete list and send to Executive Committee members.

DECEMBER AGENDA:

Meeting will begin at 10:00 a.m. Agenda items to include update on 2009 Conference; insurance; The Update; response from county directors; audit; membership list; membership liaison list; district training; state office vacancies; elections; and awards.

ADJOURNMENT:

Adjourned at 12:28 p.m. MOTION: Shari/Denise to adjourn. Carried.

RESPECTFULLY SUBMITTED BY: _____
Kathy Brown, Acting Secretary

Date: _____