

WIRLCA BOARD MEETING MINTUES

AmericInn -Plover, WI
September 19th and 20th. 2019

OPENING:

Meeting was called to order by Vice President, Bob Lueck at 7:41am.

PRESENT:

Vice President Bob Lueck, Secretary/Treasurer Dawn Pingel, Assistant Secretary/Treasurer Erica Kragness, Executive Committeeperson Chair Susan Tiffany, Committeeperson, Frances Smidt and Committeeperson Jason Johnson.

NOT PRESENT:

President Ron Berg,

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion made by Jason Johnson to approve agenda 2nd MC

APPROVAL OF PREVIOUS MINUTES

Motion by Frances for Corrections to be made. 2nd MC Amended by Jason

BUSINESS FROM THE PREVIOUS MEETING

- Board Training completed
- Officer Training completed

NEW BUSNISS

- Regional Seminars –
 1. Post cards already mailed and noted next mailing will include bigger font size. Board needs to be aware of correct rotation of these meetings
 2. Changes were made to past slideshow and information updated
 3. New information handed out be to shared
- LM4 updates–
 1. Dawn explained some conflicts that aroused and suggested proper changes for next year
 2. The board as a whole will take more responsible contacting these counties to ensure they are knowledgeable of the importance in LM4s
 3. Board to get more knowledgeable on LM4's to properly help their assigned counties
 4. Only 2 counties left to file LM4
 5. Board is considering a LM4 assistance program for Secretaries to be held during July 2020 board meeting, *will further discuss*
- Audit Update, LM2 and 990

1. Audit is going well, Dawn has been compliant in assistant with additional information requested, some help from Nationals on obtaining some information requested
 2. LM2 is in progress by accountant
 3. The state 990 is the last step in this process and has not been done yet
- Local 990's
 1. Erica has all local 990's completed and submitted to the IRS
 - Financial report
 1. Transition is going smooth, some issues inside QuickBooks that are still trying to be worked out with categorizing Dawn is getting the proper assistance from support team
 2. Finances are looking good to date for our association
 3. Board is reviewing board policies on the transition of accounts to go ensure a smoother transition for future transitions and make changes to ensure smooth transitions in the future, *will further discuss*
 - Membership
 1. Erica is getting a decent response on recruitment letters
 2. RAFT program was discontinued at the national level as of 6/30/19
Motion by Frances to end RAFT at the state level. 2nd MC
 3. However, with the RAFT program changes at the national level, members will no longer have 3 months free membership and is replaced to only receive 2 free months of membership.
Motion by Frances to put this information on the website and in the state newsletter. 2nd MC
 4. Board discussed a way to welcome new members who join the union. A welcome postcard would cost under 46 cents with postage included.
Motion by Frances to purchase 500 welcome postcards. 2nd MC
 - NSS Recommendations
 1. Board discussed their recommendations for the NSS and submitted
 - Pocket Calendars
 1. Discussion to continue NRLCA pocket calendars for local officers
Motion by Jason to purchase 125 pocket calendars for local. 2nd MC
 2. Discussion to purchase pocket calendars for new recruitments
Motion by Frances to purchase 500 calendars under \$500 for new recruitments. 2nd MC *Erica will research for best deals*
 - Storage Unit Insurance
 1. Discussion if this necessary, as the value of the property is more than the limited coverage amount. Would cost \$40 per year as its own WIRLCA plan. Frances is looking into National general costs.
 2. Board is looking for some changes to be made to current quote
Motion by Jason to hold off storage unit insurance until we can get an updated quote. 2nd MC
 - January board meeting
 1. Location will be determined after contact from Susan, looking around Black River/ Mouston area.
 2. Meeting will be held January 8 and 9, 2020 with travel to January 7th

- Fall Training for WIRLCA Secretaries in Alexandria
Motion by Frances to pay WIRLCA Secretaries days' pay to attend training in Alexandria Nov 11th through Nov 16th. MC 2nd *note: national office pays travel and per diem*
- Spring Conference
 1. Will be held in Rhinelander at Quality Inn March 21st and 22nd
 2. Conference schedule was determined
 3. Board decided to steer away from it being geared towards local officers and being more welcoming to **all** association members
To be continued tomorrow

Meeting ended at 6:13pm and to be reconvened at 8:00am Friday

FRIDAY MEETING WAS CALLED TO ORDER BY VICE PRESIDENT LUECK AT 8:05AM

- Spring Conference *Continued*
 4. Seminars and time schedules arranged
- State Convention for 2020
 1. Tentative schedule in place
 2. Registration forms to be redesigned
 3. Board will make changes to wording on Registration to again, make more welcoming to all members
 4. Menu. *will further discuss*
- Editor Seminar Report from National Convention
 1. Board notes more photos to be used through newsletter
 2. Board notes articles should be titled with headlines
 3. Our newsletter needs to be more consistent with less fonts on 1 page
 4. Lots of positive compliments
- Computer Updates
 1. WIRLCA Secretaries were highly recommended at Nationals to have the latest software and up-to-date operating systems.
 2. Board discussed financial impact of upgrading vs replacing equipment that is over 5 years old
 3. Board research found Windows 7 to no longer be supported by Microsoft after January 2020.
Motion by Jason to purchase Office 365 to upgrade 6 computers with a \$130 cost. 2nd MC
Motion by Jason to spend up to \$800 on a new laptop for the Assistant Secretary, if found necessary. 2nd MC

Motion by Jason to adjourn meeting at 4:30pm. 2nd MC

Minutes were Respectfully submitted,

Erica Kragness

Assistant State Secretary/Treasurer