



Approved Meeting Minutes

July 9 & 10, 2024
Rothschild, WI 54474

Call to order.

A meeting of WIRLCA State Board was held at Holiday Inn & Suites on July 9-10, 2024. The meeting was called to order at 8:07 a.m.

Attendees

Attendees included President - Kim Mac Donald, Vice President - Jason Johnson, Secretary/Treasurer - Eric Feind, Assistant Secretary/Treasurer - Carrie Krueger, Executive Committeemen - Kayla Kastenson and Leanne Richter. Lisa Rittenhouse joined via Zoom at 1pm. Webmaster/Editor - Chuck Groth, attending as Guest Speaker.

Members not in attendance

Members not in attendance included Lisa Rittenhouse - Executive Committeeman. Attending via Zoom on Tuesday when route is complete. No leave replacement available.

Approval of minutes

- a. The Pledge of Allegiance
- b. Approval of Agenda. Motion made by Jason Johnson to approve the agenda; motion passed unanimously.
- c. Approval of June 24th, 2024, Minutes. Motion made by Jason Johnson to approve the minutes; motion passed unanimously.

To make the best use of our time together as board members, we began our morning by working on mandatory State Officer Training. This was to allow Lisa to join our meeting for the business that needed to be discussed.

Motion made to break for lunch at 1205pm. Passed unanimously.

Unfinished business

Meeting resumed at 1:10 pm. Lisa joined via Zoom. All members present.

- a. Accountant/Audit; Carrie and Kayla to submit suggestions to the Board for accounting firms to fulfill the vacant CPA position and the audit requirement per constitution.

- b. Presentation of existing and new longevity awards; Remaining longevity awards were shared among the board members to arrange presentation.
- c. Inventory/equipment list; President requested inventory list be updated. Full audit of storage to be completed by Carrie and Eric. Officers to submit requested information.
- d. Appointed Parliamentarian: members were suggested as candidates to fill the vacancy.
- e. Transfer of property; all transfers of property for Secretary/Treasurer positions are complete.

At this time, guest Chuck Groth joined us. Discussed expectations and due dates for officer's article submissions. Shared that he expects to continue as webmaster for approximately 5 years. Shared website access with Secretary/Treasurer.

New business

- a. Officer's Training; will complete remaining pages of training at next meeting.
- b. Secretary/Treasurer's Training at National Office; Eric and Carrie will be traveling to National on Sunday July 14th. Training to be held July 15-18th, travel home on Friday July 19th.
- c. Appeal: Board received an appeal from a member on July 5th, 2024. President sent a formal response with a request for information and member remedy sought on July 8th. The member has 20 days to respond. Board plans to meet to discuss once received. National was notified as outlined in state constitution.
- d. Financial Report: A full end-of-year financial report was requested from Erica. New Sec/Treasurer's will inquire on uncashed checks procedures at training. Discussed recurring credit card charge of \$13.19 from Microsoft. Not linked to any current officer computer, Motion by Carrie Krueger to stop payment on this charge. Motion carries unanimously. Previous six months of bank statements will be provided by President to incoming officers.
- e. Transfer of Names on APCU Bank Statements: President is working with APCU to add Eric and Carrie to the association accounts. Forms necessary to start this process were signed at this training.
- f. Reports to National from 2024 Convention: All reports were submitted to National by Erica Kragness on time as outlined in our state constitution.
- g. County Annual Reports: Carrie will email all counties to request June 30th bank statement balances for checking and savings.
- h. Membership report: Carrie processed 25 1187's and will begin working on recruiting/retention once training at National is complete.
- i. Regional meetings: Informational only. May provide refreshments. Area 3 and 7 need to confirm location for next state publication.
- j. Spring Conference/Officer Training. Holiday Inn & Suites, 1000 Imperial Avenue, Rothschild, WI 54474 for reservations 715-355-1111 room block code will be published soon. The date for training will be Saturday March 8, 2025. Spring Conference, Sunday March 9th, 2025.

Motion to adjourn for the day made at 705pm by Leanne. Motion passes unanimously. Board members will resume their meeting on Wednesday July 10th at 8am.

- k. 2024 State Convention Recap - Areas to address/improve: script, filler for down time, meal ticket process, teller envelopes, ensure no one signs county report prior to attending convention (other than officer submitting the official report of delegates), change color paper for county delegates, Board Officers to have their Annual Reports submitted by June 1st for approval.
- l. State Board Members County & Regional Assignments, this was sent by Kim in an email. Maps passed to each member.
- m. National Convention: discussed arrival dates of officers, delegated officers to meetings at National Convention, discussed the requirement for all delegates to attend caucus as required by the DOL requirements. Code of conduct letter to go to all delegates reminding them of responsibilities. Kim will prepare this to send to Carrie for all delegates, early August.
- n. 2026 State Convention Contract Update: Lismore in Eau Claire. Kayla has taken the lead on this contract. Dates will be moved to weekday. June 15-17, 2026, dates
- o. 2027 State Convention Dates not decided at this time.
- p. Secretary Phone: no decision currently, discuss at fall meeting.
- q. Upcoming Board Meeting: Oct 16-18 dates reserved. January 6-8, 2025, reserved, March 7 reserved, State Convention.
- r. Vouchers/W-4: All Officer's completed vouchers and new officers completed their W-4's for tax deductions.

ADDITIONAL BUSINESS:

- a. Letter to editor: Carrie moves to change current language to allow 400 words in letters to the Editor, with all other language to remain the same. (intent is to allow members the ability to express their thoughts on an expanded topic without being restricted to limited words, space restrictions will still apply) Motion passes unanimously.
- b. Newsletter mailed issues: Carrie moves to reduce the current mailed publications from six annually to five, removing the Nov/Dec publication. Motion made to address financial concerns made by the financial review committee and provide cost savings to the association. Motion passed unanimously.
Discussion regarding fall regional post cards and cost associated with the notifications for those meetings. Being informational only, publishing the dates in the state publication is sufficient notification to the membership. Discussion tabled.
- c. Website: report outdated information to Chuck. Explore updating website to modern look. Social media presence to attract an audience and engage our membership. Table discussion to fall meeting.
- d. Calendar app: A communication tool suggested by Kayla as a way for our board to communicate our personal schedules and quick messages to better coordinate

- meetings. Carrie suggested Band App. Sent to all members, trial use. Discuss features and benefits at fall meeting.
- e. Digital record keeping move to fall board meeting for discussion.
 - f. Stenographer: Motion failed at state. No action was taken.
 - g. Carrie was tasked with taking over the Academy stocking for supplies.

Adjournment: Motion made by Kayla to adjourn the meeting at 3:30pm, motion carries. President will notify the Editor of next meeting dates and locations. Date secured; location still being determined. Lisa Rittenhouse to confirm information.

Carrie L Krueger

Secretary

July 25th, 2025

Date of approval