

**WETA Executive Leadership Team  
Meeting Minutes  
03/16/06**

Attended: David Skattum, Mary Ratz, Angel Rivera, Carol Burgett, Tony Veeder, Jim Erlenborn, Mike Krause and Arrionne Beecroft

**I. Agenda Review**

No discussion –agenda approved

**II. Approval of Minutes for 01/25/06 meeting**

David moved to approve

Mary seconded

Discussion-Arrionne brought up an issue with meeting time in agenda. At the last meeting it was decided that all Executive Leadership Team meetings would start at 9:00 a.m. When the agenda was sent out for this meeting the time was set at 9:30 a.m. Would like the Team to discuss and set time. After discussion by whole Team it was decided that all meetings would start at 9:00 a.m.

Vote was taken to approve minutes after discussion- unanimous

Minutes approved

**III. Financial Update**

Mary received the new insurance bid from Denman Insurance. The new quotes indicated we could have lower premiums; \$837 with no deductible for \$1,000,000 of coverage or \$670 with no deductible for \$500,000 worth of coverage. The Team discussed whether we should have the larger coverage. The question was asked if, to incorporate as a 501 (c)(3) do we need a certain amount of coverage? Tony has read the information from the IRS and doesn't believe there is any requirement for insurance. The majority of the Board believes we should carry the larger amount of insurance.

Angel moved to purchase the \$1,000,000 policy for \$837.00

Mike seconded

No Discussion

Vote-unanimous

Motion to purchase the \$1,000,000 insurance policy carried.

The insurance policy needs to be signed and a check given to the insurance agent by 03/25/06. Mary will work with Jon when he returns from vacation to get this done.

Carol reported that so far we have not had a lot of expenses in 2006. We have paid the Webmaster \$700, \$10 to the Dept. of Financial Institutions, and we have received a small amount of money for memberships. Looking at past minutes the discussion to raise the membership dues to \$20-\$25/year was not moved to the full Board meeting on 01/25/06. Tony asked that we add this to the agenda for the full Board meeting on 05/10/06.

Tax Exempt Status- Jon has spoken to both Bonnie Heise and Bea Jay Panke. In order to incorporate as a tax-exempt organization we need to have a good written history of the organization and 3 years of financial information. Carol believes we are ok with the financial part and Jim said he and Jon have discussed the history portion. Tony has downloaded the instructions from the IRS and we questioned if we need legal advice to complete. The Team thinks we may need legal advice and Tony knows someone he believes can help us when we get to that point. The Team would like this to be a discussion point at the next meeting.

#### **IV. Website Update**

Linda took all names off the site and cleaned it up. The Board needs to get the committee information together and send it to Linda. There is a typo on the site we need to change 2005 scholarship information to 2006 scholarship information. OWN will get us the information to put their scholarship info on the website.

#### **V. Newsletter**

Jon sent out a reminder notice to get articles together for newsletter and get to Anita ASAP. We are looking to release the newsletter at the end of March.

#### **VI. Mini-Conference Update**

Angel has not received any ideas from Board members for the mini topics. Angel has talked to Chad Ritchey about mini's and being a conference keynote. He would charge \$1,000 plus expenses to do a mini and the conference. He provided Angel with a list of topics for which he could present.

Jim moved to table this and send to larger Board for consideration

David seconded

No discussion

Motion carried

Angel has spoken with Art Besse regarding offering a Grant Writing seminar. At this time Art is unable to do this because John Cooney is retiring, but may be able to others at a later time.

Dale called and would like to up his price to present CCAP training to \$400. Team discussed the increase. David indicated that the increase only meant two more people had to attend for us to continue to make money for the conference. Team also discussed the continued relevance of CCAP as the State may be removing CCAP. No decision was made on whether or not we will continue to have CCAP as a mini topic or if we would pay the increase in facilitation fees.

The team then discussed possible other topics. Identity theft was suggested and the Team was together in thinking that this topic would bring in many people. Angel is going to talk his daughter-in-law regarding the presentation on ID theft facilitated by M&I Bank as Arrionne said that she saw their presentation and was impressed. Angel's daughter-in-law is an employee of M&I in Milwaukee.

There was another suggestion that we team with OJ Repins for his labor law clinics. He has been contracted for 4 this year, two in the up North areas where he will be unable to go. Perhaps WETA can provide that service in the northern part of the state.

Carol suggested that we may also be able to get someone from Equal Rights to present a two-hour version of their part of the labor law clinics.

It was decided that Mary and David will work with Angel to identify presenters for the ID Theft idea.

It was suggested that we run a mini on Job Development; however DWD's Glenn Olson has already booked Denise Bissonette, a popular facilitator that will bring in a good share of the job development audience.

There was also discussion regarding offering a mini on how to prepare a good electronic resume and how to apply for jobs on-line. A lot of employers in the Madison/Milwaukee area have gone to on-line application/resumes and our customer base and workforce professionals are having a hard time with submissions. The mini would be focused on the workforce professional not the customer. It was suggested that we could use this as a conference topic also.

Angel proposed the idea of "How to Put a Presentation Together" as a topic.

Mike also suggested that we should begin putting together a workshop on the changing workforce and the adjustments that employers will have to make as the baby boomers leave and or stay and need work accommodations. Sharon Wilcox was suggested as a possible facilitator.

The Team decided we will start w/ID theft and Mary, David and Angel will work on that.

## **VII. Governor's Conference Update**

Art was unable to attend today so there is no update.

## **VIII. Strategic Plan**

Tony did not receive any feedback prior to this meeting on the strategic plan. Mike thinks that it fairly represents the issues and discussion during the meeting in July. Tony asked if we felt the plan was valid today and the Team thinks it is. Tony proposed that the Board only develop a strategic plan every other year as opposed to every year.

Tony moved to add the ratification of the strategic plan and to decide the frequency of strategic planning to the next full Board agenda.

David seconded

No discussion

Vote-unanimous  
Motion carried

#### **IX. 2006 Annual Conference**

Tony and Jon visited the site in Manitowoc on March 6, 2006. They met with Nikki Meissner, Director of Catering. Tony has the contract. So far:

- or every 50 rooms booked we get one free room
- The hotel will hold the rooms for us until 9/20
- They may be able to upgrade Executive Team to the 6 suites depending on availability.
- WETA could use the free rooms for the speakers if needed
- The hotel has 204 rooms total
- Hotel is totally wireless and there will be no charge for internet for conference facilitators.
- Hotel will provide 1-2 free microphones per room if needed.
- We were given room 172-173 for hospitality
- Menus were given to Tony. We will look at the next meeting. The conference site will need our last count for food etc, three working days prior to the conference.
- Meals will be plated not buffet style except for the breakfast on Friday morning.
- The conference site is looking into providing a weekend stay as a door prize.

Jon and Tony then went to the Visitors Center and spoke with Katie Stradal and Karen Yelmene, Visitor Center Coordinator. They will give us plastic bags with maps of the Manitowoc area, a magazine and a pass that allows for bargains at local businesses. They will also provide our name badges. This will help the WETA Board with time! For them to do this we will need to get the registrant information to them 2 weeks before the event and they would prefer the info comes on an EXCEL spreadsheet.

#### **X. Conference Theme**

Angel came prepared with a list of possible themes for the conference. After much discussion Mike moved to accept "Partnerships for a better Future"

Mary seconded the motion

Discussion-none

Vote-unanimous

Motion carried

#### **XI. Folders**

Mary has already spoken with Dick Charles regarding the WETA portfolio pads given out at the last two conferences. He will not raise the price from what we paid last year, nor will he change the cost of the pens.

Angel moved to accept the prices and have Mary order the portfolios and pens.

Carol seconded

Discussion-none

Vote- Unanimous

Motion carried

## **XII. Conference Workshops**

- Tony has spoken to Tony Dziedzic about presenting at the conference. He has topics that he could present.
- Tony suggested LMI as a presentation and would see if we choose that, if Linda Schultz's people at LMI could present.
- The Conference needs 14 Workshop topics, and 2 keynotes
- Nanette Vetsch was suggested as a keynote as was Ed Duda
- The workshop proposal form will be sent out with a return date of May 1, 2006.
- Topics will be discussed at May 10, 2006 WETA full Board meeting.

## **XIII. WETA Pins**

David asked the Leadership Team if he could order more organization pins. We are very low on the general pin and low on some of the years of participation pins (i.e. 15 year etc.). It was decided that David would get Tony the prices and we would go from there.

Mike moved to adjourn the meeting

Mary seconded

Discussion – None

Vote-unanimous

Motion carried

Meeting adjourned