

**WETA Board Meeting  
Dane County Job Center  
August 21, 2007**

Members Present: Tony Veeder, Arrionne Beecroft, Jon Danforth, Roger Gantzarow, Joy Wiggert, David Skattum, Carol Burgett, Jim Erlenborn, Robert Evans, Pat Langreck, Robert Evans and Angel Rivera.

Members Absent: Mary Ratz, Pat Delmenhorst, Marlene Duffield and Ojars Repins

Guest: Monica Snittler – DHFS – [snittma@dhfs.state.wi.us](mailto:snittma@dhfs.state.wi.us) – 608.267.9097

### **I – Check In/Agenda Review**

Meeting called to order at 9:07 am. It was determined that a quorum was present.

Tony attended a meeting on 7/31/07 re: collaboration on Workforce Development Conference. He pitched the advantages of WETA as a partner for the Workforce Development Conference. JoAnna Richard seemed to feel that WETA was a good place for DWD employees to gain professional development credits. The workgroup opted, however, to work with WEDA as a partner because they are employer focused. As a result of this meeting, Tony doesn't see DWD partnering with WETA. The Conference is tentatively scheduled to be held sometime in 2008.

### **II – Approval of Minutes**

The President asked for the wishes of the Board on the outstanding minutes. Mary (via e-mail) submitted that the minutes should be corrected to reflect that the Conference fee for Wednesday does not include the evening reception. Motion by Roger Gantzarow to approve the minutes with stated corrections. Motion seconded by David Skattum. Call for the question. Motion carried.

### **III – Financial Update – David (for Mary)**

Current balance in checking account is approximately \$11,000.  
Current balance in Money Market account is approximately = \$12,000.

According to Tony, Marlene's most recent report regarding the \$1000 owed by DWD to WETA for 2006 Conference was that we have not yet been paid.

### **IV – Training Session Update – Roger/Art**

The LaCrosse *Job Development for Offenders* mini-conference was successful and evaluations seem to be positive. David will forward copies of the evaluations to both Tony and Art for review. According to David, we are still awaiting payment from 3 attendees of the 6/11/07 mini-conference and from 2 attendees of the 8/14/07 mini-conference. Of the 16 LaCrosse mini-conference attendees, 3 were walk-ins. We currently have 2 registered for the 9/24/07 mini-conference scheduled to be held in Waukesha. Roger reported that we've also scheduled a mini-conference to be held in the Wausau area on 10/24/07.

Jim noted that the increase in income seems to be related to workshop offerings rather than the annual conference. The increase may also be related to the professional development hours required for NAWDP re/certification. Perhaps this is an indication of the direction WETA should head in the future.

Responsible	Action Item	Due Date
WETA President	Strategic Plan discussion - Revisit reasons for increase in income as future course for WETA	After WETA Conference

## V – IAWP Assistance/Collaboration/Merger of Officers

Tony stated his opinions about the proposed merger.

- Maintain two separate but parallel organizations with shared President, Vice President, President Elect and Secretary positions. The position of Treasurer should remain unique to each organization.
- WETA and IAWP bank accounts should remain separate.
- OJ should continue to be point person for Labor Law Clinics (LLC) because administrative support required for LLC is more labor intensive than WETA officers can take on. It should be noted that Angel volunteered to help OJ with this.

Carol and Angel reported that the IAWP President usually attends the National Conference. IAWP President probably submits reports to IAWP semi-annually.

Question – We’ll need a point person to drive IAWP. What is OJ’s comfort level with the current work load?

Angel Rivera made motion to table discussion about the IAWP merger proposal until after the conference. David Skattum seconded the motion. Motion carried.

Responsible	Action Item	Due Date
WETA President & Ojars Repins	Reintroduce WETA + IAWP merger proposal	After WETA Conference

## VI – 2007 Conference – Arrionne

### Registration

David Skattum will handle registration. Still looking into whether or not name tags will be provided by Stevens Point [Chamber of Commerce/WDB]. If necessary, name tags can and will be printed by David.

Responsible	Action Item	Due Date
David Skattum & Marlene Duffield	Determine whether or not name tags will be supplied/printed by a Stevens Point agency	9/19/07

### Wisconsin OWN Pre-intensive

Monica handed out flyer and registration form for Pre-Intensive. Flyer includes speaker name and brief workshop description. All Pre-Intensive speakers/times have been confirmed.

Agenda:

12:30 – 1:30 pm - *Demographic Change for the Future*

1:30 – 2:30 pm – *Best Practices for Effective On-the-job Training.....*

2:30 – 2:45 pm – Break

2:45 - 5:00 pm – *Where Did All the Workers Go?* and *Connecting the Dots...*

OWN will cover all costs associated with Wednesday sessions, e.g., honorariums and hotel costs. Monica will be providing equipment needed for Wednesday presentations.

Responsible	Action Item	Due Date
Monica Snittler	Clarify speaker costs with Dennis Winters. We believe that the state should cover his costs and, therefore, no reimbursement should be necessary.	9/19/07
Monica Snittler	E-mail Dennis Winters' bio to Jon Danforth	8/24/07
Monica Snittler	Edit OWN Pre-Intensive Registration Form to reflect correct WETA web address <a href="http://www.wetainc.org">www.wetainc.org</a> and include cost information for full WETA Conference	8/24/07
Monica Snittler	Submit A/ V needs, if any, to Tony, Arrionne and Jon	8/24/07
Monica Snittler	E-mail Pre-Intensive flyer to Tony Veeder for inclusion in WETA Conference brochure and on WETA website	8/24/07

#### Keynotes

Dennis Winters – Director, DWD Office of Economic Advisors

Dave Anderson – Founder, Famous Dave's

Roger has confirmed Dave Anderson, aka Famous Dave, as keynote speaker for Friday. WETA has agreed to pay Dave's room/board and mileage as well as make \$2,000 donation to the Life Skills Foundation. Dave Anderson will be offering both his Life Skills book and his cookbook for sale at the conference.

Responsible	Action Item	Due Date
Arrionne Beecroft	Write up brief bio for Dave Anderson using information from his website	8/24/07
Marlene Duffield	E-mail workshop description for Dennis Winters keynote to Arrionne Beecroft and Tony Veeder	8/24/07
Arrionne Beecroft	E-mail workshop description for Dave Anderson keynote along with bio to Tony Veeder	8/24/07
Roger Gantzarow & Joy Wiggert (and/or other volunteers)	Staff table for book sales at the conference	10/11/07 – 10/12/07

#### A / V Requirements for Keynotes/Workshops

Responsible	Action Item	Due Date
Jon Danforth, Marlene Duffield, Robert Evans, Arrionne Beecroft, Roger Gantzarow	E-mail presenter e-mail addresses to Jon Danforth	8/24/07
Jon Danforth	E-mail request for A / V needs to presenters with response deadline of 8/31/07	8/25/07

## Workshops

Tony stated that he'd bring materials for 2 additional workshops in case of presenter cancellation.

Monica pointed out that we had Diane Kavalaskas, UW-Milwaukee Business School Career Center confirmed for the *Tools for Marketing Yourself in the Workplace* workshop on Wednesday. Since this workshop has not been included in the Pre-Intensive, Diane may be willing to present on Friday morning instead. If we have not already located a speaker for the Entrepreneurship topic, perhaps we can use this instead.

Responsible	Action Item	Due Date
Jon Danforth, Marlene Duffield, Robert Evans, Arrionne Beecroft, Roger Gantzarow	E-mail Speaker name + title + employer for all workshops to Arrionne Beecroft, Jon Danforth and Tony Veeder	8/24/07
Jon Danforth, Marlene Duffield, Robert Evans, Arrionne Beecroft, Roger Gantzarow	E-mail workshop descriptions to Arrionne Beecroft, Jon Danforth and Tony Veeder	8/24/07
Marlene Duffield	Obtain speaker, speaker information and workshop description for <i>Generations at Work</i> (UW-Extension) + Entrepreneurship workshop	8/24/07
Roger Gantzarow	Obtain speaker, speaker information and workshop description for <i>LMI – Worknet</i> workshop	8/24/07
Jon Danforth, Marlene Duffield, Robert Evans, Arrionne Beecroft, Roger Gantzarow	Contact workshop presenters to verify need for introduction at conference	9/19/07

## Conference Program

Responsible	Action Item	Due Date
Tony Veeder & Monica Snittler	Compile conference brochure	8/29/07
Lynelle Clary	Proofread conference brochure	8/29/07
David Skattum	Handle all details related to printing conference brochure at designated printer (Little Printing Co, LLC)	

## Marketing

Conference information to be posted on WETA website and distributed via email.

Responsible	Action Item	Due Date
Tony Veeder & Jon Danforth	Submit conference details, including workshop summaries, and registration materials to Lynda Fischer for posting on WETA website	8/29/07
David Skattum	E-mail conference materials to former conference and workshop attendees	8/30/07
Julie Enloe	Send WETA conference materials to DVR offices statewide	8/30/07
Monica Snittler	E-mail conference materials to OWN e-mail listing	8/30/07
Roger Gantzarow	E-mail conference materials to "world-wide" e-mail listing	8/30/07
Carol Burgett	E-mail conference materials to IAWP e-mail listings	8/30/07

## Scholarships

Deadline for scholarship applications = 9/21/07

Scholarship information and application added to WETA website. Requests for applicants sent to the vocational/technical colleges.

Members of the scholarship committee will review applications in late September. Members of scholarship committee are Jon Danforth, Dave Shaw and one additional WETA Board member.

Tony asked the Board about ethics of accepting certain scholarship applications. Board agreed that as long as individual meets the criteria stated on the scholarship application and is neither (a) a member of the WETA Board nor (b) related to a WETA Board member by blood or marriage, he/she is eligible to apply for any of the WETA scholarships.

Responsible	Action Item	Due Date
David Skattum	Collect scholarship applications	9/21/07
Monica Snittler	E-mail OWN scholarship information to Jon Danforth for distribution and posting on the WETA website	8/24/07
Scholarship Committee	Review scholarship applications and make determination of award winners	9/30/07
All	Consider volunteering to fill remaining position on scholarship committee	9/19/07

## WETA Awards

Responsible	Action Item	Due Date
David Skattum	Take care of all pre-conference details regarding awards	
David Skattum & Dave Shaw	Make award presentations at WETA Conference	10/11/07
	Take pictures of award winners for possible posting on WETA website	10/11/07

### Sponsors

Responsible	Action Item	Due Date
Marlene Duffield	Obtain, if possible, sponsor(s) for WETA conference	

### Vendors

Goal for 2007 is 10 paid vendors. Vendor fee = \$150.00. Fee includes Thursday lunch and banquet, exhibit table (includes table, 2 chairs, conference drape and wastebasket) and, if requested, exhibit electricity.

Responsible	Action Item	Due Date
All	E-mail suggested vendors to David Skattum	8/24/07

### Raffle + Silent Auction

Roger obtained a signed Packers helmet for the raffle. Monica has yet to determine whether or not OWN will have a quilt to raffle. Monica stated that we'd need 3 tables for the Silent Auction donations.

Responsible	Action Item	Due Date
Tony Veeder	Arrange for maximum number of tables for minimum price	
Monica Snittler	Contact quilter to determine whether quilt available for OWN to raffle at conference	9/19/07
Monica Snittler	Work with other OWN members to obtain items for silent auction	
All	Obtain donations for raffle	

### Evaluation Forms

Responsible	Action Item	Due Date
Jon Danforth	Print evaluation forms and bring to conference	

### Moderators

Instruction sheet with moderator responsibilities distributed.

Responsible	Action Item	Due Date
Tony Veeder	Assign moderators for workshops	9/19/07

Decorations, etc. – Tabled to September meeting

### Hospitality Room

If hotel provides hospitality room at no cost, we'll have room for the duration of the conference. Tony will bring the traveling liquor locker (which may be in need of additional supplies).

### Meals

- IAWP will cover cost for Wednesday night reception.
- WETA will cover costs for Thursday/Friday breakfasts and Thursday night banquet
- OWN will cover some cost for Thursday luncheon, e.g., podium + cake. WETA agreed to subsidize costs not covered by OWN.

Menu choices:

- Reception - Various hot/cold hor d'oeuvres (to be determined by IAWP)
- Thursday Breakfast - Continental Breakfast (\$5.00 inclusive/person)
- Break - remains of continental breakfast +  
- fresh coffee (regular & decaf), tea and bottled water
- Thursday Lunch - Braised Beef Tips Stroganoff (\$9.00 inclusive/person)
- Break - Afternoon Break (\$5.00 inclusive/person)
- Thursday Banquet - Midwestern Dinner Buffet (\$17.00 inclusive/person) +  
- Dessert (\$2.95-\$4.95/person)
- Friday Breakfast - Hot Breakfast Buffet (\$8.00 inclusive/person)

Responsible	Action Item	Due Date
Tony Veeder	Check with hotel re: price reduction for desserts ordered in bulk	9/19/07
Tony Veeder	Order multiple desserts for tasting at September meeting	9/19/07

### VI - Next Meeting and Adjournment

The next Board meeting will be held on Wednesday, 9/19/07 at 10:00 at the Holiday Inn in Stevens Point and will include a tour of the facilities as well as lunch (so that we can finalize the menu for the conference).

Agenda items for next meeting: 2007 Conference.

Responsible	Action Item	Due Date
Tony Veeder	Create agenda and e-mail to WETA Board	On or before 9/18/07

Meeting adjourned at 11:41 am.

Respectfully submitted,  
Joy Wiggert, Secretary