

WWMA Executive Committee Meeting
Stevens Point, WI
1/20/2016

1. President Verhagen calls to order at 9:45 AM
 - a. Members present: Keith Verhagen, Dale Schmit, Joel Kohlman, Chris Tourdot, Keith Garbe, Glenn Wood, Jacques Daniel, Shelly Miller
 - b. Absent: Steve Hailer

2. Secretary's report (Tourdot)
 - a. Chuck Cox was overcharged for his room (did not get the state rate of \$82) because apparently the 40 room block was full when he called to reserve a room. He has documentation that he did call before the cutoff date.
 - a. Shelly contacted Holiday Inn and was able to get a refund for the difference
 - b. We have **50 rooms blocked off for 2016**
 - c. When sending out the 2016 invite, **highlight the importance of booking a room 30 days or more out from conference and be sure to mention "with WWMA**

 - B. Hospitality suite
 - a. Holiday Inn charged us for 2 hospitality suites. We were refunded \$429.04 for the one we did not use
 - b. **Keith will reserve a hospitality suite for 2016 when he reserves his own room.**

3. Treasurer's report (Kohlman)
 - a. Checking balance = \$1,898.23
 - b. Money Market balance = \$5,577.79
 - c. CD 0388 balance = \$1,064.27
 - d. CD 8782 balance = \$1,119.65
 - e. Kohlman motions to approve minutes, Wood accepts, motion carries

4. Topics for next conference
 - a. Keith Garbe reports that Veriphone is not a viable training topic as a policy is being developed for inspectors to essentially not touch anything Veriphone related.

 - b. Scales – audit trails and sealing
 - i. Glenn and Joel will be trainers
 - ii. Try to get 4 different brands of scales/indicators
 - iii. Glenn will try to get Rice Lake and/or GSE, Joel will try to get Hobart and 1 more

 - c. RMFD – audit trails and sealing
 - i. Field training
 1. **Remind attendees to be prepared to be outside rain/shine/cold and to bring required PPE**
 - ii. Try to train on both Gilbarco and Wayne dispensers
 - iii. **Keith Garbe will ask Wayne Santroch and Joe Schrieber if they are interested and willing to be trainers. If not, we need to contact a service company, such as Walts.**
 - iv. **Once we get trainers, we must contact the stations to arrange the visit**

- d. Complaints
 - i. Jacques volunteers to be the trainer
 - ii. Will provide several example cases of complaints and how to process them as an inspector.
 - iii. PowerPoint format group participation
 - 1. **During conference registration, ask members to submit their most interesting or challenging complaint that they have handled.** We will select a handful and share with the group and offer the inspector to comment if they wish.
 - e. Enforcement case preparation
 - i. Alicia Clark has agreed to provide the training
 - 1. **Must contact her to inquire about time slot needed**
 - 2. Assumed to be a PowerPoint presentation 1-1.5 hours
 - f. Skimmers – detection and what to do when you find one
 - i. We have PowerPoints from other agencies to be used for classroom training
 - ii. It would be beneficial to acquire some real skimmers to provide examples
 - iii. Classroom training day 1 and tie into the RMFD audit trail field training day 2
 - iv. Keith Garbe volunteers to provide training
 - g. Class II scales/balances
 - i. May be a good idea to train how to care for standards and how to test scales/balances
 - ii. Could be used if time remains in the scale audit trail training
 - iii. Glenn can acquire a scale/balance and weights
5. Conference schedule and space/accessory needs
- a. October 10-12th is NOT available. Alternate dates in order of preference: September 19-21 and October 17-19
 - b. Day 1
 - i. 1 large conference room w/ podium, sound patch, lavalier mic, A/V screen and cart

11-12	registration
12-1	lunch
1-1:15	Call to order/welcome (Verhagen)
1:15-2:30	Complaints (Jacques)
2:30-2:45	break
2:45-3:45	Skimmers (K. Garbe)
3:45 – 4/4:30	Q&A or time for ice breaker
 - c. Day 2
 - i. 2 rooms (keep the large room from day 1 w/accessories and get 1 additional small room)

7-8	Breakfast
8-9:30	Session 1 (split into 4 groups; 2 separate scale groups and 2 separate RMFD groups)

9:30-9:45	Break
9:45-11:15	Session 2
11:15-12:15	Lunch
12:15-1:45	Session 3
1:45-2	Break
2:-3:30	Session 4
3:30-4:30	Enforcement case preparation (Alicia Clark)
4:30-5	Q&A or additional time for Alicia

d. Day 3

i. 2 rooms (1 large w/ accessories and 1 small)

7-8	Breakfast
8-9:50	City Caucus and DATCP breakout
9:50-10	Break
10-10:30	W&M program report (Judy)
10:30-12	Annual business meeting
12-1	WWMA Executive Committee meeting

6. Meals

a. Day 1

Lunch- State Italian buffet - \$10 pp

Break- bring some candy/snack items and soda to share – keep it under the radar and clean up cans/wrappers at the end of the day (snack options from hotel are \$7/person for soda and 1 snack item)

b. Day 2

Breakfast- State traditional breakfast - \$8 pp

AM Break (only half group at conference center)

- 2 gallons of coffee
- 2 gallons of juice
- take water and snacks for those on the field trip

Lunch

-WI Picnic buffet – est. \$18 pp

PM Break (half group at conference center)

- 1 gallon of coffee
- 24 sodas
- take water, pop, and snacks for field trip attendees

c. Day 3

Breakfast – Eye opener – est. \$13.75 pp

Break

- 2 gallons coffee
- 2 gallons juice

7. President's travel
 - a. Nobody present is interested in going to National Conference in Denver July 24-28th
 - i. Joel will reach out to Steve Hailer and inquire if he would like to attend
 - ii. If anyone from the executive committee wants to attend, they must submit a request to the group by February 5th.
8. Next meeting May 18th, 9:30 am at Holiday Inn Stevens Point
9. Verhagen adjourns at 2:20 pm.