

**WWMA Executive Committee Meeting
Stevens Point, WI
7/12/2016**

1. President Verhagen calls to order at 10:00 AM
 - a. Members present: Keith Verhagen, Joel Kohlman, Chris Tourdot, Keith Garbe, Glenn Wood, Jacques Daniel, Steve Hailer, Shelly Miller
 - b. Absent: Dale Schmit

2. Last meetings minutes presented (Tourdot)
 - a. Kohlman motions to accept minutes, Wood seconds

3. Conference agenda changes
 - a. Move enforcement case preparation training (Alicia Clark) from Wednesday to Monday at 2:45-3:45
 - b. Move skimmer training (Keith Garbe) from Monday to 8:00-9:00 on Tuesday.
 - c. 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 Enforcement case preparation (Alicia Clark)
 - 3:45 – 4/4:30 Q&A or time for ice breaker

 - d. 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 Skimmers (K. Garbe)
 - 9-9:15 Break
 - 9:15-10:45 Session 1
 - 10:45-11 Break
 - 11:00-12:30 Session 2
 - 12:30-1:30 Lunch
 - 1:30-3 Session 3
 - 3-3:15 Break
 - 3:15-4:45 Session 4

-Organize sessions so that groups 1 & 2 start at outdoor sessions and switch after session 1 and group 3 & 4 start indoors for session 1 & 2

-Glenn and Joel are set up to bring scales and meters to demonstrate audit trails and sealing. **Try to acquire a Mettler UCCW scale.**

-Must acquire trainers for Wayne and Gilbarco RMFD audit trails and sealing. Chris will contact Doug and Jacques will contact Mark D. to inquire if they would be comfortable training on the subject.

e. 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 (Kohlman to give an update from NCWM Annual Meeting)
 - 12-1 WWMA Executive Committee meeting

-Joel will extend an invitation to Frank Frassetto

4. Meals

a. Day 1

Lunch- State Italian buffet - \$10 pp

Break- bring some candy/snack items and soda/water 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). Figure 1 beverage per person for the break. Need to bring 3-4 coolers and bowls, plates, napkins.

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. \$20 pp
- opted to get all 3 meat options (beef patties, pork brats, and chicken breasts)**

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. \$14.00 pp

Break

- 2 gallons coffee
- 2 gallons juice

5. Hospitality suite
 - a. Bring snacks but all beverages will be BYO.
 - b. Check into getting an actual hospitality suite- see if a bartender is required for bringing alcohol in.

6. 2017 conference dates
 - a. 1st week in October or last week in September is all that is available for those 2 months.
 - b. October 2, 3, 4 is preferred**

7. Adjourn @ 11:34 am
 - a. –Shelly motions, Joel seconds