

**WWMA Executive Committee Meeting**  
**Stevens Point, WI**  
**2/7/17**

1. Call to order at 9:30 AM (President Hailer)
  - a. Members present: Keith Verhagen, Steve Hailer, Dale Schmit, Joel Kohlman, Chris Tourdot, Keith Garbe, Glenn Wood, Joe Malek, Shelly Miller
  
2. Treasurer's report
  - a. Account balances
    - i. Checking balance as of 1/18/17: \$1,644.27
    - ii. Money market balance as of 1/31/17: \$3,883.21
    - iii. CD balances as of 2-6-17: \$1,065.85 & \$1,121.30
    - iv. Checking has remained stable, money market is down due to use of President's travel in 2016
  - b. Credit card acquisition
    - i. Holiday Inn needs a down card number for a deposit
      1. **Amount unknown – need to find out**
    - ii. WWMA will get a pre-paid card if deposit amount is obtainable
      1. Use money market account to purchase
  
3. Website
  - a. JJ Web services has been inconsistent with billing and performing work without approval. Recently tried to charge WWMA for work when the association had \$180 credit. The bill was resolved properly.
  - b. Hailer suggested WWMA look into switching to Squarespace
    - i. Free 30 day trial
    - ii. Includes shopping cart
    - iii. Squarespace offers services from \$12/mo to \$26/mo
    - iv. Currently, PayPal charges \$3.78 per membership payment (\$120)
    - v. WWMA will try Squarespace for free for 1 month
  
4. Training topic ideas for 2017 conference
  - a. Traceability of standards – Justin Lien
    - i. 1.5 hour time slot for Monday
  - b. Load cell weighing technology – Glenn
    - i. 1.5 hour break out session
    - ii. **Needs a large dry erase board**
  - c. Meter technology - Keith Garbe
    - i. 1.5 hour break out session
    - ii. Will try to obtain RMFD meter display/cutout from service companies
  - d. Onboard weighing system technology
    - i. **Chris will contact Rice Lake to check on availability of training**
  - e. Electric fueling system technology
    - i. **Shelly will contact a Tesla rep to check on availability of training**
  - f. Class II scales inspection and function
    - i. Could integrate with seasoning/spices package testing

- ii. NTEP on/off capability
  - iii. **Chris will contact Steve Peter to check on availability of training**
- g. Solving common complaints (use as back-up if other training is not available) - Joel
  - i. Gas
    - 1. Flexible container volume change, tank pitch volume change, gas gauge accuracy, car computer MPG/range calculations, meter jump
  - ii. Scales
    - 1. Comparing bathroom or portion scales to NTEP scales, baggage scales
  - iii. Packaging
    - 1. Headspace issues
  - iv. LP
    - 1. Home LP tank gauge error
  - v. Firewood
    - 1. **Send Joel any history/info on odd complaints we have investigated**
- 5. Predicted training schedule
  - a. Monday
    - i. Traceability of standards 1.5 hrs
    - ii. Electric fueling (or solving common complaints as backup) 1.5 hrs
  - b. Tuesday
    - i. Load cell technology
    - ii. Meter technology
    - iii. On board weighing technology
    - iv. Class II scale inspection & function
      - 1. All 1.5 hr breakout sessions
- 6. Conference needs
  - a. Need to rent a projection screen, mic, and podium
  - b. DATCP will provide the projector and remote
  - c. Need 2 training rooms for Tuesday and Wednesday; 1 can be small, 1 large room for Monday
- 7. Distinguished Service Award nominations
  - a. David Sander – nominated by Chris
  - b. Mark Nickel –nominated by Shelly
  - c. Judy Cardin –nominated by Joel
    - i. Those who made the nomination will submit background on the nominees supporting their nomination to the rest of the committee via email by 2/28/17. Voting will take place via email.
- 8. Meals and breaks
  - a. \$3,200 minimum food and drink contract
  - b. Estimates based on 50 members attending
  - c. Monday \$876
    - i. 5 gallons of coffee available at 11am registration (\$27/gal) \$135
    - ii. Lunch- Mexican Fiesta Buffet (\$10) \$500
    - iii. PM break \$241
      - 1. 6 dzn cookies (\$20.50/dzn) \$123
      - 2. 4 dzn sodas (\$23/dzn) \$92
      - 3. 1 gal juice \$26

- d. Tuesday \$1,708
    - i. Breakfast –The Traditional (\$8) \$400
    - ii. AM break \$231
      - 1. 5 dzn donuts (\$25/dzn) \$125
      - 2. 2 gal coffee (27/gal) \$54
      - 3. 2 gal juice (26/gal) \$52
    - iii. Lunch – WI Picnic buffet w/ chicken and burgers (\$18) \$900
      - 1. 4 dzn sodas (\$23/dzn) \$92
    - iv. PM break \$177
      - 1. 6 dzn cookies (\$20.50/dzn) \$123
      - 2. 2 gal coffee (27/gal) \$54
      - 3. Order more soda if needed
  - e. Wednesday \$779
    - i. Breakfast – Eye opener w/ bacon (\$14.50) \$725
    - ii. Break
      - 1. 2 gal coffee (27/gal) \$54
  - f. Total estimated food & drink = \$3,363
9. Other business
- a. Contract requires 80 room nights to get the hospitality room for free
    - i. **–try to negotiate room nights required reduced to 70**
  - b. Holiday Inn claims the SP location is almost completely booked for 2018; pressuring to reserve a date and make a deposit for 2018
    - i. **Dale and/or Steve to report dates available and deposit required**
  - c. Next meeting
    - i. **Proposed: July, 11 2017 – Hailer to confirm**