

WWMA Executive Committee Meeting
Stevens Point, WI
7/11/17

1. Call to order at 9:55 AM (President Hailer)
 - a. Members present: Steve Hailer, Dale Schmit, Chris Tourdot, Keith Garbe, Glenn Wood, Joe Malek, Shelly Miller
2. Minutes from last meeting presented by Tourdot
 - a. Wood motions to approve, Garbe seconds
3. Treasurer's report
 - a. Account balances
 - i. Checking balance as of 7/4/17: \$1,380.67
 - ii. Money market balance as of 7/4/17: \$3,883.85
 - iii. CD balances as of 7/4/17: \$1,066.24 & \$1,121.30
 - b. Must find out which meeting the payment on 2/10/17 was for (the 2/7/17 meeting or the 7/11/17 meeting?)
 - c. Miller motions to approve, Wood seconds
4. Vacant Treasurer position
 - a. Greg Loreck is back with DATCP as an inspector and would be a good option
 - b. Hailer will contact Loreck and request his services**
 - c. Since a Treasurer must be elected by the Association, we must hold a vote.
 - d. Hailer will send out an email vote to the entire Association once we have a candidate for the position**
5. Conference agenda and presentation needs
 - a. Load cell weighing tech – Wood, Tuesday breakout session
 - i. Need a dry erase board, markers, projector w/ remote, and laptop**
 - ii. Miller will bring these items from DATCP**
 - b. Traceability of standards – Justin Lien, Monday large group session 1.5 hour
 - i. Tourdot will contact Justin Lien about presentation needs**
 - c. Meter tech- Garbe, Tuesday breakout session
 - i. Acquired meters and meter components to use. May need a projector for a PP presentation
 - d. On-board weighing – Rice Lake is set to present for 1.5 hours
 - i. Tourdot will contact to ask for a Tuesday presentation, preferably as a breakout session.**
 - ii. If Rice Lake can only present 1 time, schedule them on Tuesday morning at 8 am
 - iii. Break-out sessions can be shortened if Rice Lake needs more than 1.5 hours
 - iv. Request parking lot space from the hotel
 - e. EVSE – Ted Bohn from Argonne National Laboratory is scheduled to present 10/2
 - i. 1.5 hour presentation must be **Monday only**
 - f. Class II scale inspection and function
 - i. Not enough material to fill 1.5 hours
 - g. Solving common complaints will be the 4th break-out session
 - i. Garbe will contact Jay Garbe and request him as a trainer**

- ii. The committee shall compile unique and interesting complaints and forward to the trainer to assist with preparation.
 - h. Gifts for guest presenters
 - i. For guest presenters (Rice Lake and Ted Bohn) we will purchase Visa gift cards of \$50 for each and present them with a certificate of appreciation
 - ii. Check with Joel regarding WWMA gift box
- 6. Conference payment methods
 - a. Tourdot proposes using Square as a payment method in place of PayPal
 - i. Payments would be taken in person at conference. Members could pay with their p-card, personal card, or with a check
 - ii. Square charges 2.75% or \$3.30 per transaction, PayPal charges 3.15% or \$3.79 per transaction
 - iii. Transfer rate on from Square to the bank account is said to be 1 to 2 business days
 - iv. Square would use a cell phone or tablet or possibly laptop
 - 1. DATCP phones would need to allow the app to be installed; **Hailer will check to see if they will allow the app to be installed**
 - v. Wireless Square chip card reader is \$29
 - vi. It is decided that a Square reader will be purchased and tested well prior to conference. If it works without issues, it will be used as the primary method of collecting payments.
 - vii. Members will still have to RSVP ahead of time to Tourdot to have a head count prior to conference.
- 7. Hospitality suite
 - a. Should be the same room as last year
 - b. The room is free if we have a total of 80 room night reservations
 - c. Plates, napkins, and snacks will be provided by the Association. Members will have to bring their own drinks
- 8. Distinguished Service Award nominations
 - a. David Sander – nominated by Chris
 - b. Mark Nickel –nominated by Shelly
 - c. Judy Cardin –nominated by Joel
 - i. Executive committee members will send votes to Hailer by the end of the week
 - d. Hailer will present the award to the recipient
 - e. **Tourdot will send an image of the previous award to the committee;** suggest any changes or it will be the same with the exception of name and date
- 9. 2018 conference
 - a. Contract signed with Holiday Inn Stevens Point for October 8,9, and 10th of 2018
- 10. Other business
 - a. **Hailer to invite Frank and Judy to Wednesday of the conference**
 - b. Miller will be the Chair of CWMA in May 2020; most likely will be in Madison
 - i. Possibly combine with WWMA conference
 - c. NCWM Annual meeting will be in Milwaukee in July of 2019
- 11. Adjourn 12:15