

**WWMA Executive Committee Meeting**  
**Stevens Point, WI**  
**2/6/2018**

1. Call to order at 09:45 (President Schmit)
  - a. Members present: Tony Hoffmann, Steve Hailer, Dale Schmit, Greg Loreck, Chris Tourdot, Keith Garbe, Glenn Wood, Joe Malek, Shelly Miller
2. Treasurer's report (Loreck)
  - a. Checking balance: \$726.45
  - b. Money Market balance: \$4,134.70
  - c. CDs = \$2,190 total
    - i. 1 CD will mature on May 23, 2018. We could renew the CD but if we needed funds from it, early withdrawal comes with a penalty
    - ii. CDs have had minimal gain (\$0.15 and \$0.40 last qtr)
    - iii. It is agreed upon to move funds from the CD that will mature 5/2018 into checking and when the other CD matures in 2019, move the funds to the Money Market account
      1. **Must check bylaws for any stipulations that the CDs cannot be placed into checking and must be used for President's travel**
  - d. Budget
    - i. \$5,251 taken in from conference fees and dues in 2017
    - ii. Conference cost in 2017 was \$5,399
    - iii. Conference fees have not been raised in around 15 years, conference costs have gone up
    - iv. Discussion about raising the conference fees between \$20 and \$40 results in the suggestion of raising conference fees by \$20.
      1. \$20 increase will cover our immediate needs and hopefully cover WWMA for 5+ years before another increase is needed while it isn't so significant that it deters members from attending or agencies from sending members
      2. W&M Official's membership only will remain \$30; Industry or non-regulatory membership only will remain \$50. W&M Official's membership and conference ticket will go up from \$120 to \$140; Industry or non-regulator will go up from \$140 to \$160.
        - a. Miller motions to approve raising conference fees by \$20, Wood Seconds; all approved. Motions passes.
3. Secretary's report (Tourdot)
  - a. Minutes from 10/4/17 are presented
    - i. Approved
4. 2018 Conference agenda review
  - a. Tuesday breakouts
    - i. 1 hour time slots for breakout sessions on Tuesday seem appropriate
    - ii. Trainers are all scheduled
  - b. Monday group sessions
    - i. ETF is set to present for 1.5 hours

1. **Tourdot will request a comprehensive presentation for early-mid-end career retirement planning**
    - ii. Dealing with hostile situations/active shooter training
      1. Tourdot had sent an email request to Portage Co. Sherriff but not received a response
      2. **Schmit will request training from De Pere PD**
  - c. Wednesday
    - i. **Miller will ask DATCP Administrator to attend**
    - ii. City caucus/DATCP breakout time can be shortened to 1 hour instead of 110 minutes
    - iii. Miller will report on the NCWM July 2018 meeting from 9 to 9:30
5. Conference presentation needs and costs
  - a. **Schmit will request parking lot space for two of the outdoor breakout sessions**
    - i. 75'x20' areas needed; one to be away from traffic for LPG
  - b. **Miller bring a projector and dry erase board**
  - c. WinWam training will be held in the hospitality room
    - i. **Check on TV size and if it has HDMI connection**
  - d. **Hailer will check into conducting Petro training at "The Store" gas station**
  - e. We will give gift cards to outside trainers again
  - f. Need a large projection screen, podium, and mic for Expo room on Monday and Wednesday only
6. Meals & snacks
  - a. Mostly positive food reviews from last year with the exception of the burgers at the picnic buffet. Brats from the same option were disliked as well
  - b. **Substitute the Little Italy option for the picnic buffet and keep the rest of the menu and snacks the same**
    - i. **Add the meat sauce option for \$2 per person and request that sufficient meat sauce is served**
  - c. Break snacks should be served in the Expo room only
  - d. **Loreck will purchase snacks for the hospitality room. No beverages needed**
7. Payment options
  - a. Square card reader worked well; had no issue reading cards
  - b. Will use the same process this year and accept checks from those that don't have access to a card
8. Robert's Rules
  - a. A script is needed for the President to follow for business meeting
    - i. **Schmit will draft a script for the business meeting**
9. Invitations
  - a. Send out invitations to retirees for lunch and the hospitality room
  - b. No need to send invitations to other states as the training is pretty specific
10. Opening up "members only" section of website for non-members
  - a. "Members only" contains training documents and meeting minutes that are currently only accessible with a membership

- b. This was originally created to entice new members; it has not
- c. Now that registration is completed in person, people are not signing in to the website and therefore the training docs are less accessible
- d. There is some concern amongst the group regarding the docs being public
  - i. **The committee shall review the documents in the “members only” section and report any concerns. If there are none, it will be made public and re-labeled “training documents”**

11. New business

- a. At the opening of conference and at the business meeting, request that members get involved in WWMA by joining the E.C. and helping with training at conferences
- b. The group believes we are well enough prepared that we don't need another meeting before conference; Schmit will communicate with the E.C. leading up to it to verify that we are prepared

12. Adjourn 11:50