

## WAWCA Board Meeting Minutes for the December 6, 2013 Meeting

The meeting was called to order at 11:14 and took place telephonically.

Attendees: Tom Landowski, Scott French, Cherie Gon, Mark McGillis, Dennis Wicht, Mark Parmen, Charlie Domer, Trish Sandoz

**Minutes from July 24, 2013 meeting:** motion to approve to the minutes was made by Cherie Gon. Mark McGillis seconded the motion. No opposition to the motion and minutes were approved.

### **Treasurer's Report:**

There was not a report. Krysta no longer treasurer after this term. Chelsie Allen taking over that position on January 1, 2014. Mark Parman will contact Chelsie to get stuff from Krysta.

Landowski requested that there be a deadline for the transfer of documents and whatever else needs to be turned over. January 2, 2013 was suggested as the deadline. Parman will put together a list of everything that needs to be transferred and with send an e-mail to Krysta and copy in the whole board on it.

**Website:** Presented by Tom Landowski

The final bill from Productivity Source: \$3,377.75

The original quoted price was approximately \$4200. The contract required two payments. The initial payment was \$2100. The project expanded beyond original scope in some places and in other places we did not get to things wanted to do. In summary, there were some subtractions and some additions from the original contract. An example of and additions related to number of pages. The final bill was approximately \$800.00 over contract price. Landowski thought this additional amount was justified. Parman moved to accept contract as is and authorize treasurer to pay the final billed amount or second payment amount of \$3,377.75. Landowski seconds the motion. No opposed.

Parman will e-mail Krysta to make sure that this bill gets paid before the Treasurer duties are transferred to Chelsie.

Landowski requested \$140.00 per month for additional training for a 6-12 months period.

Justification for training: Prior training really scratched the surface and nobody on the staff has the technical knowledge needed. Landowski routinely has to go to Mike (his neighbor) for help and to ask questions. Landowski feels that he is still quite a ways a way from having skills and training needed to maintain the website. He estimates that there are 30-40 essential functions that need to be learned for example: change images, adding PDF's and other documents that want to post. These are technical and may require 8 separate steps. Landowski cannot keep asking Mark for help for free.

Parman wondered if Mike will provide a monthly billing statement. Landowski indicated that Mike is doing this on the side and it will not be through Productivity Source. They had verbally agreed to \$140 worth every month. Landowski indicated that \$140 per month is roughly 4 hours per month and even though Landowski anticipates he will need more than 4 hours of help per month Mike has agreed not to charge over \$140/month. Landowski agreed that he will keep an accounting of his time with Mike and provide that to the board. Parman made a motion to approve spending up to \$140 per month for six months (through July through 2014.) Wicht seconded the motion. Motion approved.

Landowski discussed that the last/current treasurer complained about fielded to many calls from members inquiring if their membership calls paid in full. He can put a radio button on website which goes directly to the person to keeping track. The decision was made that Landowski would contact Chelsie directly to see how she would like that handled.

Landowski requested that the website have a 3-4 member editorial/management board that oversees it. He would like the input. (Example: renovating the website per want to continue Worker's Compensation guru section. Keep it or leave it.) This was thought to be a good idea because the WAWCA board doesn't want to deal with everything that comes up. Parman asked Domer as the incoming President to together a committee. Domer agreed take charge of that.

Domer questioned whether or not we can track how many people visit the website. Landowski indicated that we may need to hire someone to do the coding to track the number of visitors. Landowski will look into cost and feasibility. Everyone agreed that this would be good information to have.

### **Spring Seminar: Mark Parman on behalf of Cathy Lake**

The Spring Seminar is on 2/27/14 at the Middleton Marriot. Brochures will be out by 12/20/13. Josh Turim and Susan Larsen are the co-chairs. Everything is done regarding choosing speakers and topics.

Landowski requested basic info regarding the Spring seminar for the website. Landowski will contact Cathy Lake directly to get that information

Summer seminar contract is being signed 7/24/14 at Middleton Marriot. Lake needs co-chairs. Contact Cathy Lake if interested. Landowski will put something on the website requesting co-chairs.

**Closing remarks: Mark Parman**

Parman said farwell to McGillis and thanked him for his time and efforts. Jokela will be leaving the board. New president is Charlie Domer as of January 1, 2014. Kenndey is the new secretary. Allen is the new treasurer. Ben Welch taking over for Jokela as District 2 representative.

There was a motion to end meeting. Parman seconded the motion. Meeting was adjourned at approximately 11:45.

Minutes prepared by Cherie Gon