

Minutes of the July 2004 Meeting of the Wisconsin Association of Workers Compensation Attorneys, Inc.

The July 2004 meeting of the members of the Wisconsin Association of Worker's Compensation Attorneys, Inc., was held on July 15, 2004, in Middleton, Wisconsin.

- I. Call to Order: Mark Shore, President, called the meeting to order at 4:30 p.m., following adjournment of the Association's Second Annual Worker's Compensation Seminar. He stated the purpose of the meeting and took roll call. All officers were present except Denise Harron, Secretary.
- II. Introductions: Members and Officers attending introduced themselves.
- III. Secretary's Report: Approval of the Minutes of the meeting held on November 7, 2003. Motion to approve the minutes made by Mark Shore, seconded and approved by unanimous vote.
- IV. Treasurer's Report: Andy Quartaro reported that the Association had approximately \$26,000 in its account, before paying the expenses of the July 15, 2004 Annual Seminar. The remaining balance in the account will be determined at a later date, after the revenues and expenses for the seminar are finalized. Andy is in the process of putting together a current membership list.
- V. Report of the CLE Chair: Patricia Sandoz reported that 156 people attended the July 15, 2004 Annual Seminar at the Marriott Madison West. Revenue from this seminar has not been determined, but estimated revenue from seminar fees will be approximately \$15,000. Seminar expenses paid as of the date of the meeting totaled \$11,132, but certain expenses will be paid following the meeting. The Association will have adequate funds in its account to cover the expenses of the seminar. Many positive comments were received from attendees about the Marriott as an excellent conference site.
- VI. Old Business:
 - A. *Appointment of Interim Secretary*
Mark Shore reported that Denise Harron appears to no longer be interested in serving as Secretary of the Association. On July 14, 2004, the officers voted to appoint Barry Stern as Interim Secretary.
 - B. *Amendment to By-Laws*
President-Elect Jim Bartells reported on proposed amendments to the By-Laws. Major changes include (i) removal of the provision limiting the length of time a member can serve on a committee, (ii) clarification of the nomination process for officers and directors, and (iii) changing the

number of votes required to amend the By-Laws from 50% of the membership to 50% of the members present. Proposed amendments will be provided to officers and directors at a later date. Jim also noted that there are only two committees required in the By-Laws; we currently have five committees (communication, legal education, mediation/arbitration, in-house government attorneys and social/recreation).

- C. *Ethics Seminar, November 12, 2004, Appleton, WI*
Mark Shore, Trish Sandoz, Board Chair Tom McSweeney and CLE Chair of the Fall Ethics Seminar, John Edmondson, reported and commented on the upcoming Ethics Seminar, including the site of the seminar, registration fees and seminar materials. The most likely site for the seminar is still the Woodfield Suites. The seminar will feature Administrative Law Judge Ed Falkner, one Applicant's attorney and one Respondent's attorney as speakers. We are expecting 25-50 attendees. The cost of the seminar is expected to be more than \$700. Registration fees of \$25 for members and \$40 for nonmembers were previously approved. There was discussion of increasing the fee to \$50 for registration at the door.

VII. New Business:

- A. *Report on 501(c)(3) Tax Exempt Status*
Mark Shore reported that we need to monitor our reserves to ensure that we don't jeopardize the Association's non-profit status. We plan to hire a certified public account for assistance on this issue.
- B. *Association Records*
Patricia Sandoz commented that we need to determine which records the Association needs to save, which records we can discard, copy onto a disk, etc. Financial records and receipts will be collected by Patricia to submit to a certified public accountant for a financial audit.
- C. *Election of Vice President*
There was a general discussion of the need to elect a Vice President for the purposes of signing documents and taking over the duties of the President in the President's absence.
- D. *Reimbursement for Paralegal Assistance*
Tom McSweeney commented that Patricia Sandoz's paralegal has done a lot of work for the Association and that the Association should consider the possibility of compensating or reimbursing Patricia's paralegal for her work.

E. *Liability Insurance*

The Association is continuing to explore its options for liability/errors & omissions insurance.

F. *2005 Annual Worker's Compensation Seminar*

Patricia Sandoz reported that we need someone to chair the Association's Third Annual Worker's Compensation Seminar in the summer of 2005.

Past President Phil Lehner will be sending an e-mail to members to solicit a chair for the 2005 seminar.

VIII. Adjournment: Having heard no other new business to discuss, the meeting was adjourned at approximately 5:30 p.m.

Barry Stern, Interim Secretary