

## A G E N D A

### AFCC WI Executive Committee

January 30, 2013 5:30 P.M.

#### 1. Treasurer Update

##### a. Kudos to Chris on the tax info

Chris: will be doing 990N tax filing, filed 5 months after afcc fiscal year (calendar year), for non-profit status, with less than 50,000 per year. Will be done by May 2013.

##### b. Terminating the Founder's Club

Discussion regarding date for cut off. April 1<sup>st</sup> is proposed for final opportunity for donations to founders club.

##### c. Need for new banking resolution: no longer Needed as bank has changed requirements.

d. Discussion of Profit and loss statement. See attachment. Additional questions will be directed to Chris.

#### 2. 501 C application

##### a. Attachment - Statement of Purpose etc

Discussion of Narrative Description Of AFCC Wisconsin Activities. Discussion regarding AFCC Wisconsin and involvement in legislation will be ongoing. Potential use of sponsorship for educational events and programs.

##### b. List of Officers and Directors will be forwarded to Mike.

##### c. Financial Data provided by Chris for application.

#### 3. Committee Structure.

See attached pdf.

Committee Chairs will meet with Executive Committee on a scheduled basis.

Accountability, Expectations will be presented to the committee chairs at the spring board meeting. Members of the board will be an active member of a committee.

Subcommittees from each committee will be composed of members that answer to the chair of the committee. Sub committees would be comprised of members at large.

Board members will be on a subcommittee and be active members.

Executive committee will be copied on all decisions

Regarding communication.

4. Development of expectations for BOD and Committee Chairs. Expectations for Committee chairs will be developed. BOD info in chapter handbook.

3. Website review
  - a. What to add to events besides WIPCOD and annual conference?  
Collaborative and Cooperative and other events.
  - b. Public and Member only event.
  - c. No Accepting donations to the chapter was decided.
  - d. Logo will be decided upon by executive committee .
  - e. Josie will contact B at Gregg herman's off ice regarding logo for website.
4. Membership Committee
  - a. Committee Membership
  - b. Rules for list serve use
    - i. Gregg has agreed to take this on. Josie will be part of the work group. 5 members will be recruited by executive committee.  
Timeline
    - ii. Rules for the list serve will be established by a working group.
  - c. Newsletter (contact with Pat Kane)
5. Program Committee
  - a. Committee Membership
  - b. McIntosh presentation will be on October 4<sup>th</sup> and will be sponsored by CFLCW
  - c. Contact with CFLCW will be initiated in the next few weeks to explore financial support and co-sponsorship possibility. Co chair, Lynn Galbraith wilson will meet with Brian Jensen and explore options.
  - d. WIPCOD
6. Corporate Record Book
7. BOD Meeting: February 19<sup>th</sup>.
  - a. Ken is unavailable

## **AFCC WI Executive Committee Meeting Minutes January 30, 2013**

### **Executive Committee Members in Attendance:**

**Mike Dwyer, Dolores Bomrad, Carlton Stansbury, Christine Knudtson, and Josie Cusma**

#### 1) Treasurer's Report:

- a) Chris explained 990N tax filing, to be done based on non-profit status, to be completed by May 2013.
- b) Termination of Founder's Club discussed. April 1, 2013 proposed for final cutoff for donations to Founder's Club. Carlton will follow through on this.
- c) Banking resolution no longer needed as bank has changed requirements.
- d) Discussion of Profit and Loss Statement: See attached PDF. Some numbers need to be clarified with AFCC.

#### 2) 501-3C Application

- a) Attachment: Statement of Purpose etc.: Discussion of narrative description of AFCC WI activities. AFCC WI involvement in legislation will be an ongoing discussion. Potential use of sponsorships for educational events and programs was discussed.
- b) Josie will forward a list of Officers and Directors to Mike.
- c) Chris will provide financial data for application.

3) CEU Credits for 2012 Annual Ed Event: Dolores discussed some issues to coordinate with AFCC related to Mindy Mitnick educational program.

#### 4) Development of Committee Structure and Guidelines:

- a) See attached PDF
- b) Summary of Structure and Process: Committee chairs will meet with executive committee on a scheduled basis. Accountability and expectations will be presented to the committee chairs at the spring board meeting. Members of the Board will serve as active members of one of the committees. Sub-committees from each committee will be composed of members that answer to the chair of the committee. Sub committees would be comprised of members at large as well as board members. Executive committee shall be copied on all decisions.

5) Development of expectations for BOD and Committee Chairs: BOD expectations can be found in chapter handbook. Expectations for committee chairs to be developed.

#### 6) Website review:

- a) Events to be included: WIPCOD and annual conference, CFLCW and

Cooperative Divorce Institute events. Additional events will be included as they are brought to our attention.

- b) There is a separate member section that is not available to the public.
- c) There is no need for donations for the chapter.
- d) Tree logo was selected by the committee to be used for website. Josie will contact Bee at Gregg Herman's office regarding incorporating logo.

7) Membership Committee:

- a) Committee membership to be determined.
- b) Rules for list serve use: Work group will be established starting with board members. Gregg Herman will chair and Josie has volunteered to be part of the committee. 5 members will be recruited by the executive committee. It is hoped that there will be a meeting with suggestions for rules, for the February 19<sup>th</sup> BOD meeting.
- c) Patrick Kane has agreed to work on the newsletter.

8) Program Committee:

- a) Committee membership is in the works for Ken and Lynn.
- b) Jennifer McIntosh will present on October 4<sup>th</sup> and will be sponsored by CFLCW. Contact with CFLCW will be initiated in the next few weeks to explore financial support and possibility of co-sponsorship. Co-chair, Lynn Galbraith-Wilson will meet with Brian Jensen of CFLCW to explore the above options.
- c) WIPCOD: Discussion of upcoming meeting in May. Questions can be addressed to Shari D'Acquisto.

9) Corporate Record Book: Discussion to be continued with Josie Cusma

10) BOD Meeting scheduled at 530 on February 19<sup>th</sup> at Carlton's office. Ken is unavailable.

11) Announcement of importance of early registration for AFCC annual conference in LA. It is anticipated that conference and hotel space will sell out prior to early bird registration in March.

Meeting adjourned.

Respectfully submitted by Josie Cusma, Secretary