

**A G E N D A**  
**AFCC WI Executive Committee**  
**November 21, 2013.**  
**605-475-4850 code = 855274**

1. What caused the failure of the BOD meeting?
2. Designation of Committee Chairs
3. Members Meeting plan
  - a. Start at noon?
  - b. Intro by me
  - c. Presentation of founders Club certificates
  - d. Other recognitions?
  - e. Treasurer's report?
  - f. Report of the Nominating Committee (me or Korey/Beth?)
  - g. Election of Officers
  - h. Intro of Dolores
4. BOD meeting plan
  - a. Report of Nominating Cmt
  - b. Election of officers
5. Annual meeting traditions
  - a. Name tags with badges?
  - b. Sponsored hospitality hour
6. Presentation Status
  - a. disposal of excess food
  - b. formalization of publicity plan and resending invites
  - c. need for a list of organizations that need to be notified when we plan something to minimize potential conflicts.
  - d. Insure that Beth and Don are instructed on requirements and process for certificates of attendance
  - e. Insure enough volunteers for checking in and signing up members (WIFI access?)
  - f. Insure that required CLE accreditations are sought
  - g. Signing of contracts
  - h. Obtaining materials and decision re: distribution
  - i. Need to determine how many psychologists attend and total attendance and report to Carly Wieman

7. Other issues

- a. List serve management, including discretionary access and availability
- b. Desired work products
  - i. Job descriptions for list serve monitor, new/lapsed member contact person; website contact
  - ii. Written Publicity plan (- WPA and WIPCOD and job title for person who maintains it)
  - iii. List of Organizations to clear scheduled dates with in advance and job title for person responsible for maintaining it.

# **AFCC WI Executive Committee**

## **November 21, 2013.**

**Present for Teleconference: Michael Dwyer, Dolores Bomrad, Carlton Stansbury, Josie Cusma and Lynn Galbraith-Wilson**

1. October 30, 2013 BOD telephone connection failure: Cause is unknown but Carlton will check into this.
2. Designation of Committee Chairs: Beth Huebner has agreed to be the Program Committee Chair. Discussion of candidates for Membership Committee Chair: Dolores will follow up with some potential candidates.
3. Members Meeting plan
  - a. Meeting will start at noon.
  - b. Intro by Mike.
  - c. Presentation of founders Club certificates: Chris will confirm names of founders club members in attendance at the meeting. Carlton will present the certificates (?)
  - d. Treasurer's report will be presented by Chris in a brief overview. Copies of the financials will be made available upon request.
  - e. Election of Directors by Mike, including report of the nominating committee (?)
4. BOD meeting plan
  - a. Election of officers
  - b. Dolores will be introduced as the President of the BOD and speak.
5. Annual meeting traditions
  - a. Simple name tags will be available at registration table. Dots can be used to designate WI Chapter member.
  - b. 2 tables will be reserved for board members for the meeting. Lunch seating for BOD will be with members, flexible seating.

- c. Sponsored hospitality hour: Attendees will be adjourned to the bar area upstairs for informal gathering following program.
6. Presentation Status
- a. Formalization of publicity plan and resending invites: Keep getting the word out.
  - b. Future program planning: need for a list of organizations that need to be notified when we plan something to minimize potential conflicts.
  - c. Confirm that Beth and Don are instructed on requirements and process for certificates of attendance (Lynn)
  - d. Confirm there are enough volunteers for checking in and signing up members (WIFI access?). I pads will be utilized.
  - e. Confirmation that required CLE accreditations are sought and program evaluations are created in order to meet CLE rules (Lynn)
  - f. Signing of contracts (Lynn)
  - g. Obtaining materials and decision re: distribution: Dr. Patchin has not approved videotaping of program. Additional discussion needed.
  - h. Need to determine how many psychologists attend and total attendance and report to Carly Wieman
7. Other issues for future meetings:
- a. List serve management, including discretionary access and availability
  - b. Desired work products
    - i. Job descriptions for list serve monitor, new/lapsed member contact person; website contact
    - ii. Written Publicity plan (- WPA and WIPCOD and job title for person who maintains it)
    - iii. List of Organizations to clear scheduled dates with in advance and job title for person responsible for maintaining it.

Respectfully submitted by Josie Cusma, Secretary