

# A G E N D A

## AFCC WI Executive Committee

March 18, 2013 5:30 P.M.

1. Discussion with Committee Heads
  - a. Committee Structure Proposal (Dolores - see attachment)
2. Membership Committee
  - a. Committee Overview & Recruitment (Gloria - see attachment)
  - b. Membership Communications
    - i. Appendix I from Chapter Toolkit (Dolores- see member communications attachment)
    - ii. Rules for list serve proposal (Gregg - see attachment)
    - iii. Newsletter (Gloria)
      1. When to meet with Dr. Kane
    - iv. Website
      1. Designation of Website chair and someone to monitor email
  - c. Establishment of PC work/group network (Dolores)
  - d. Budget (Gloria)
3. Program Committee

- a. WIPCOD (Dolores)
  - b. Annual event (Lynn)
- 4. Treasurer Update
  - a. Terminating the Founder's Club (Carlton)
- 5. 501 C application status
  - a. Review Vitek response to questions (Mike - see attachment)
- 6. Corporate Record Book (Josie)
  - a. Do we need a paper record?
- 7. Scheduling of BOD Meetings (Mike)
  - a. Later start
  - b. Thursday or Friday

## **AFCC WI Executive Committee Minutes**

**March 19, 2013 5:30 P.M.**

**On phone: Dolores Bomrad, Gloria Doyle, Lynn Galbraith-Wilson**

**Present: Carlton Stansbury, Mike Dwyer, Chris Knudtson, Josie Cusma  
Gregg Herman**

**Excused: Ken Waldron**

### **1) Status of WIPCOD conference (Dolores):**

**Attendance is not huge but it is still early. Dolores will connect with Shari on updates regarding the conference. It will be important to get with word out. Our board members will be encouraged to attend the conference. Suggestion was made for our AFCC-WI members and conference attendees meeting and networking in the bar at the Kalahari.**

**There is a plan to have an AFCC-WI table in the room with the speakers. Gloria is offered to cover the table for part of the meeting.**

**Josie will send WIPCOD conference link to Brian Jensen. CFLCW and Bonnie Abramoff. Carlton will follow up with Inns of the Court and Society of Family Lawyers. Lynn will follow up with Brian Bushell for the Family Law Section.**

### **2) Program Committee Update (Lynn):**

**Potential dates for fall conference have been narrowed down to October 4<sup>th</sup> or Oct. 18<sup>th</sup>. for a half day conference at the Country Springs Hotel in Pewaukee, WI. University of Wisconsin neuroscientist Dr. .Richie Davidson is the first choice for speaker for the half day meeting. Ken will be providing Dr. Davidson with additional information in hopes of recruiting him as our speaker. Back up speakers will include Connie Lilas or Sandra Hewitt. Speaker will be selected by April 2<sup>nd</sup> BOD meeting.**

Program committee will be meeting again on April 1<sup>st</sup>.  
Proposal for terms for annual meeting speaker will be presented within 24 hours of meeting with proposed speaker. Ken will be utilizing sample speakers contract from AFCC that are on file with Josie.

Lynn will be meeting with Bill Eddy at WIPCOD to propose a lunch telephone conference to discuss "Future of Family Court" booklet.

### 3) Committee Structure Proposal (Dolores - see attachment):

Currently there are only 2 committees, including Program and Membership, and a possible 3<sup>rd</sup> committee, Finance. The Chapter Toolkit is a template for the structure of committees, with the opportunity to adapt the template to our needs.

Goal is for AFCC-WI is to be an inclusive organization and members are ready to be involved. Vision is that 2 main committees will be larger but will have smaller workgroups or subcommittees.

#### AFCC Chapter Toolkit Appendix 1: Member Communication System (Attachment discussed by Dolores)

Dolores summarized of guidelines for organizing and maintaining chapter newsletters and chapter websites. Committee Structure Proposal attachment was reviewed with breakdown of tasks and possible subcommittees for the Membership and Program Committees. Nominating, Finance, and Liaison committees will be expanded over time.

Subcommittee chairs can be established and can report to committee chairs. Separate workgroups can be established in order to address a wide range of tasks.

Suggestion was made by Chris for liaisons to be part of membership committee as opposed to having separate committee.

### 4) Membership Committee Report (Gloria- see attachment):

Gloria and Gregg need to establish a larger membership committee.

A list-serve rules subcommittee was established with BOD members as participants. A broader base of AFCC-WI member input will be needed moving forward.

Mike proposed a call to members to recruit volunteers to join committees. Committees should ideally be interdisciplinary. Discussion regarding committee member appointment oversight. Mike will prepare a draft committee member recruitment piece for the April 2<sup>nd</sup> BOD meeting.

Budget needs were discussed. Proposal was made for brochures for promotion of AFCC-WI. 500 brochures were estimated to cost around \$200. This cost will need to be confirmed. Mailing brochures, collapsible Banners and logos could also be considered as part of the budget. Dolores suggested utilizing AFCC brochures, which are available at no cost, with an AFCC-WI insert for AFCC brochure. It is common practice for committees to have \$100 to spend without BOD approval. Some refining of budget allowances needed for each committee that wouldn't require BOD authorization. Every board member should be required to be a part of an active committee or work group.

Chris suggested that Program Committee also needs to consider a budget for their committee needs.

Chris reported that there are 3 sources of income to consider when looking at a budget:

- 1) Founders Club: \$3300 ( not allocated)
- 2) Chapter Dues: 25/year with 118 members, 4000 income generated per year
- 3) Educational Programs: 5800 generated and 50% was costs.

Logo selection needs to be complete prior to developing our chapter brochures. AFCC has requested that our chapter incorporate the national logo when creating our state chapter logo. Dolores, Carlton, and Josie will meet and select a logo prior to our next BOD meeting.

Rules for list-serve were accepted and approved (see attachment).

Newsletter: Recruitment of interdisciplinary editors was proposed.

Dr. Kane will be invited to the next executive committee meeting to discuss newsletter.

**Website:** Bee will manage the technical aspect of the website. A website chair and list-serve monitor/ activity seed will need to be recruited as part of the overall recruitment for volunteers for committee and workgroup positions.

**Membership Committee** will address Parenting Coordination (PC) group for future discussion.

**5) Treasurer's Update and Termination of Founder's Club (Chris):**

There are 32 members in the Founder's Club. There will be a last call email sent by Carlton before April 1<sup>st</sup> last call. The executive committee unanimously approved that no more than \$100 be authorized for certificates for the Founders Club members.

**6) Corporate Record Book (Mike and Josie):**

Corporate organization, notices, and resolutions will be kept in an electronic folder, to be printed out to pass on in physical form. It was decided that there would be a hard copy and a zip drive

**7) Future BOD meetings( Mike):**

Start time of 5:45 agreed upon and Thursdays can be an option for future BOD meetings.

**8) 501(c)( 3) Application Discussion ( Mike):**

Final changes were discussed and changes were implemented on application in order to forward to John Vitek.

**Respectfully Submitted by Josie Cusma, Secretary.**