



**THE WISCONSIN CHAPTER OF THE ASSOCIATION OF FAMILY AND
CONCILIATION COURTS
EXECUTIVE COMMITTEE MEETING**

July 17, 2019 @ 12:00 noon

Officers present:

Christine Knudtson (president)

Thomas Walsh (vice-president)

Daniel Bestul (co-treasurer)

Nina Bartell (secretary)

Officers excused:

Sally-Anne Danner (president-elect)

Lynn Galbraith-Wilson (co-treasurer)

Josie Cusma (past-president)

Agenda and conference call information provided by President Knudtson:

1. Introduction of Bob and Le Jordan, Communicators of Wisconsin, Inc.
Brief introductions were made as we move forward with transitioning and establishing AFCC-WI administrative services.
 - a. Announcement and introductions are also needed for the Board of Directors, and it was agreed by the Executive Committee that Chris will draft an e-mail that will be sent to all AFCC-WI Board members.

- b. Chris emphasized that Bob and Le Jordan should be in contact with her, members of the Executive Committee, and Committee Chairs in order create a more inclusive and efficient communication pattern. While Chris, as president, does not need to be directly involved in all meetings and communication, she should be copied on all communications for the purposes of transparency and cohesiveness. Currently, the easiest way to contact the Jordans is through the general e-mail address (afccwi@gmail.com)
 - c. Regarding independent contractor paperwork completion with the treasurer: That has been completed, however more needs to be done relative to coordinating the IT of the financial/accounting systems. For example, a suggestion was made to maintain desktop versions of QuickBooks (in a multi-user format) as being more user-friendly, but also coordinating the system with the Cloud. Bob and Le Jordan offered some additional advice and will be in contact with the co-treasurers.
 - d. Bob Jordan expressed concern that he has been unable to complete a meeting with Charlene Brehmer to assist in the administrative services transition. Chris offered to contact Charlene to facilitate this important transfer of information.
 - e. Regarding the AFCC-WI website, Bob and Le Jordan offered some initial insights and concerns, and will be following up with those as they become more familiar with the current system.
 - f. Administrative Contact Items: Chris reminded everyone that we have member obligations for providing notices per our Bylaws and that the Jordans should be in communication with Sally-Anne Danner regarding the annual educational event and with Nina Bartell regarding the annual membership meeting notice. Please note that the annual meeting will be held concurrently with the annual educational event in October.
2. Re: Proposed budget and 6/30/19 financials. An aspirational goal was set to have this information ready for the BOD by the end of August, but may take a bit longer given the current need to coordinate the financial/accounting IT systems.
 3. New Business: Nothing additional offered at this time.
 4. Next Meeting - Wednesday, August 14, 2019 at 12:00 noon, (Telephonic)
 5. Meeting Adjourned at approximately 12:35pm.

Respectfully Submitted,

Nina P. Bartell, AFCC-WI Secretary