

NARENWICH Meeting Minutes
November 17, 2006

Present: Randy Hughes, Jennifer Varsik, Sally Schultz, Meg Zabel, Marty Gholston, Betsy Haltinner, Heidi Thuli, Jill Gurtner, Kathy Peetz

Absent: Kim Parrot

Introduction of all Board Members

Secretary's Report: Presented by Heidi Thuli. Minutes approved as submitted.

Treasurer's Report: Presented by Marty Gholston. Approved as submitted. Marty has opened a banking account for Narenwich at an Associated Bank in the Region 6 area. The total in the account as approved in the report is \$21,861.82.

Past President: Presented by Jill Gurtner. We now have a fully functioning board with all positions filled. Our newest board member is Kathy Peetz from the River Valley district. All board members please begin recruiting for new nominees for the upcoming elections in March 07.

President's report: Randy Hughes reported that we are now officially an "incorporated" entity. We have our independent status. We have retained the services of attorney Winston Brown of Milwaukee.

President Elect's Report: Presented by Sally Schultz. Sally reported she has had discussion and received approval from National (Tony Dahlmann Jones) to implement our new conference and annual membership fee schedule.

COMMITTEE REPORTS:

Conference Committee:

Jennifer led the conference committee reports.

Brochure: The conference brochure is complete and printed. 2000 copies have been made and disseminated to the board members. The dissemination plan is as follows:

- Regional Reps mail to districts within their regional CESA's.
- Mail to Membership list (Betsy)
- Get copies to Beth Lewis for dissemination (Jill)
- Utilize the Regional Service Networks (RSN) (Randy)
- Post on the Website (Jill)

Call for presentations: Jennifer has received approximately 12 proposals for presentations. The deadline is November 30th. Please solicit others to submit.

Vendors: Heidi is organizing the vendors. Letters have been mailed to the vendors on the WI Educational Representatives Association List. None have responded to participate. Individual phone calls will be made to vendors who have participated in the past. Emails will be sent to all as follow up.

Gifts: Randy presented a sample portfolio/notebook. The NARENWICH logo will be customized on the portfolios. An order of 500 must be made at an approximate price of \$5 each. Motion made, all approved.

Site for 2008: Jennifer reported that the Kalahari Resort was not a good choice for our 2008 conference. She has asked for recommendations for a location.

Political Action Committee:

Shirley Jensen reported. Shirley is working to put together a directory of legislative representatives in Wisconsin for ease of use by our membership. She will have a draft for the January meeting and a final for the conference.

Membership Committee:

Betsy Haltinner reported. Betsy shared a draft of a new membership brochure as well as membership cards to be given out at time of registration. Revisions were suggested.

Scholarship: Betsy presented a draft of a scholarship evaluation rubric to be used this year to select a student winner. She asked for suggestions and a further refined copy will be presented for use in January. Meg reported that she will contact the 06 winner for request of her transcripts in order to process the check for the scholarship. Also, she reported that she will contact Diedra for attendance at our conference luncheon.

OLD BUSINESS:

Move toward independence:

- A. Articles of Incorporation: Completed. A notarized copy was shared and submitted to the Secretary for filing. EIN #87-0785595
- B. Tax Exempt: – Has been filed and processing is underway.
- C. Conflict of Interest Policy: This is a new requirement as an independent organization. Samples were shared and discussed. One sample was selected for use. Motion made and approved by all. A resolution for the policy was also approved by all.
- D. Other Points: A relationship with attorney Winston Brown has been established. A relationship with an accountant must now be established. It has been recommended that the current treasurer complete this task. It is understood that costs will be accrued.

Regional Meetings: Time at the conference is scheduled for regional members to meet and discuss the creation of continual area meetings. Regional representatives will facilitate these meetings.

Web Page Maintenance: Jill established a relationship with a web page contractor. The website is up and running with current information already available. Please visit the website for review and submit materials that are relevant. Minimal costs have been accrued and submitted to the treasurer.

National Convention: Randy Hughes will be attending the national convention.
Approved.

Others: Regional Awards: Jill will post the application/nomination papers on the website and email to the board. Please solicit nominations and bring to the January meeting.

NEW BUSINESS:

Scholarship Update: Laura Lindberg will remain the lead contact for scholarship applications. The winner of 06 will be asked to attend the conference.

Purchase of Terminal to Process Credit Cards: A recommendation was made by the treasurer to purchase a terminal through Associated Bank, our current financial institution. Cost: \$825.00 for the terminal, with an annual fee of \$38 and a per transaction fee. Discussion was had related to purchase vs. lease. Motion made and approved by all to pursue the purchase and implementation of a terminal for NARENWICH.

Others: It was recommended that Jennifer Varsik organize a “conference task” list to share at the January meeting. At that time board members will sign up for a delegated task(s).

Next Meeting: January 19, 2007 (Randy BDAY) 10am –2pm The Plaza Hotel in Wausau