

NARENWICH meeting
September 15, 2006

Present: Randy Hughes, Jennifer Varsik, Sally Schultz, Meg Zabel, Kim Hoffman, Betsy Haltinner, Heidi Thuli, Jill Gurtner

Secretary's Report: Minutes approved as submitted.

Treasurer's Report: Approved as submitted. Discussion was held and motion approved to open a bank account in the Madison area. A replacement is still needed to take the role of Treasurer until elections in March 2007. Both Heidi and Jennifer indicated they may have a member to recruit. If someone is found, they will be connected with Sally for the transition. If no replacement is found, Sally will continue to act in this role.

Past President: Jill indicated we still need a board member representing Region 4. All board members are asked to assist in this recruitment and forward any potential names on to Jill.

President's report: Randy led discussion related to Narenwich retaining the services of both an attorney and accountant. An attorney is necessary to complete the legal transformation to an independent 501c3. An accountant is necessary to complete tax filings for the organization upon independence. Motion made and approved for Randy to retain services of both an attorney and accountant and begin the process of establishing Narenwich independence from the national organization of Naren.

President Elect's Report: Sally suggested that our meeting schedule be revised to exclude the summer meeting and continue to meet during the academic year. All agreed.

COMMITTEE REPORTS

Conference Committee:

Jennifer led the conference committee reports.

Brochure: Revisions to the schedule, graphics, and pricing (\$180.00 – this includes conference and annual membership) were made. Jennifer will make necessary conference brochure changes and send it to a printer.

Call for presentations: Final revision made to website address. Jennifer will complete and disseminate as soon as possible.

Food: Same arrangements as last year's conference.

Keynotes: *Friday*: Jerry Mills has been agreed upon to do whole group keynote and a breakout session. Jennifer will finalize contract with Jerry Mills. The 2005-2006 scholarship winner will also be invited to speak briefly during Friday lunch.

Thursday: Jennifer has arranged for Dave Perlman, Assistant Attorney General, to do a Thursday presentation during lunch. Regional awards will be presented during Thursday lunch.

Vendors: Heidi is organizing the vendors. Contacts via letter and phone will be made in October. Pricing remains the same.

Gifts: Randy will take the lead in finding a novelty item that encourages a “pay it forward” theme.

Political Action Committee:

N/A

Membership Committee:

Much discussion was had on the cost of membership as well as the renewal of membership. Membership renewal continues to be an obstacle as renewals occur continuously throughout the year. It was approved to begin membership signup and renewal through the conference time only. When registering for the conference, a membership is automatic. One can sign up as member, without attending conference, for \$40 per year. One can add national membership to NAREN for an additional \$20. Betsy will create a spreadsheet with accurate membership list to have at the conference. Betsy will create a membership brochure with accurate pricing information as well as generic information so the brochure is not outdated as leadership changes.

Scholarship information will be in the next newsletter and a rubric for selection will be created by Meg and Laura.

Old Business:

Move toward independence: The move to independence from NAREN has been approved. Randy is working to make it official via paperwork, etc. Motion was approved to pay the annual \$1,000 to NAREN for the Endorsement of the state organization by the national organization. Endorsement benefits are outlined in a separate handout.

Changes to the bylaws will need to occur. Randy will lead the revision of those. If a vote is needed, a passive consent vote will occur via mail with current membership.

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

Vacant Board Positions: It was expressed and agreed upon that orientation should occur for new board members. This will be created in the future when new members join in March.

Region 4 is still vacant. All work to find a nominee.

Web Page: Jill established a relationship with a web page contractor. A relationship with him will begin as soon as possible. Motion made and approved to obtain this contractor's service at 25.00 per hour (approximately 2 hours per month). Work for further projects will be done a fee for service basis. Randy will close the prior relationship and forward any necessary information onto Jill.

Others: Further discussion on by-law revisions was had. Sally and Randy will look into this further and proceed as necessary.

New Business:

Representation at other conferences: As decided before, we will wait until our "identity" (aka: move to independence) has occurred before marketing Narenwich at other conferences.

National NAREN Conference: A motion was made and approved to set aside money in the budget for one board member to attend the National Conference held each year in February in Florida. Determination of which board member will occur at a later time.

Board Member expenses reimbursement: Discussion was had regarding reimbursing board members for expenses related to meeting time, i.e. sub reimbursement, mileage, etc. Reimbursement is available and determined on an individual basis.

Next meeting: November 17, 2006 10am –2pm Wintergreen resort Wisconsin Dells