

Independent Living Council of Wisconsin (ILCW)
Executive Committee Teleconference
Meeting Minutes

Monday January 27,2020
1:00 P.M. – 3:30 P.M.

Executive Committee Action Items

1. **Action Item:** Michelle Harper will ask Stephanie Birmingham to coordinate transportation for council members at the May 2020 quarterly meeting in Green Bay.
2. **Action Item:** Michelle Harper will contact Park Hotel Madison to cancel conference room reservation for Tuesday February 18th.
3. **Action Item:** Michelle Harper will contact the Concourse Hotel to check if any deposit was made for ILCW's room reservation for February that had to be cancelled due to the Concourse's inability to honor the contract.
4. **Action Item:** Michelle Harper and Michael Donahue will get references for N4N (Numbers for Non-profits Accounting Services) and present at the February quarterly meeting.
5. **Action Item:** Michelle Harper will find out if N4N requires a signed contract to retain their services.
6. **Action Item:** Stacy Ellingen will create a list of hotels with good accessibility features in Wisconsin, focusing on the areas around the state Independent Living Centers.
7. **Action Item:** Michelle Harper will update ILCW's Wisconsin Department of Financial Institution status on their website.

Executive Committee Motion Items

1. **Motion Item:** A motion was made by Sue Premo to approve the January 27th 2020 meeting agenda. The motion was seconded by Michael Donahue. Motion passed.
2. **Motion Item:** A motion was made by Michael Donahue to approve the December Executive Meeting Minutes. The motion was seconded by Sue Premo. Motion passed.
3. **Motion Item:** A motion was made by Sue Premo to approve the Ritz Holman audit report for fiscal year 2018-19. The motion was seconded by Jason Endres. Motion passed.
4. **Motion Item:** A motion was made by Jason Endres to allocate ILCW carryover funds in the amount of \$49,078 (one amount of \$15,712 and one amount of \$33,366) to the ILCs of Wisconsin and be distributed evenly among the 8 ILCs. The motion was seconded by Michael Donahue. Motion passed.
5. **Motion Item:** A motion was made by Jason Endres to table the ILCW Social Media policy until the ILCW quarterly meeting in February. The motion was seconded by Tom Benziger. Motion passed.

Executive Committee Members Present: Jerry McCloskey-Chairperson, Michael Donahue-Treasurer, Jason Endres-WRC Representative, Sue Premo-CIL Representative, Stacy Ellingen-Secretary, Tom Benziger-Executive Committee Member-at-Large, Michelle Harper-Program Coordinator

Executive Committee Members Absent/Excused*: Chris Hendrickson, Vice Chairperson*

Guest Present: Diana Luttmann and Vincent from Ritz Holman

Meeting Minutes

I. Call to Order and Roll Call

- The meeting was called to order at 1:01 P.M. by Jerry McCloskey, Chairperson
- The meeting was available by teleconference by calling (888) 788-0099 (US Toll-free) and entering meeting ID 707 805 6211. It was also available via ZOOM.

II. Review and Approval of January Executive Committee Meeting Agenda

- A motion was made by Sue Premo to approve the January 27th 2020 meeting agenda. The motion was seconded by Michael Donahue. Motion passed. See motion 1.

III. Review and Approve December Executive Committee Meeting Minutes

- Jerry McCloskey highlighted Action Item 3, stating Michelle Harper, Michael Donahue and himself met with Flora (Governor's Liaison to the Council) and it was a positive meeting.
- A motion was made by Michael Donahue to approve the December Executive Committee meeting minutes. The motion was seconded by Sue Premo. Motion passed. See Motion 2.

IV. Public Comment on the SPIL 2017-2020, or Related to Independent Living Centers and Services

- No public comment was received by the Committee.

V. ILCW Fiscal Year 2018-19 Audit Report – Diana Luttmann, Ritz Holman

- ILCW had a clean audit.
- A motion was made by Sue Premo to approve the Ritz Holman audit report for fiscal year 2018-19. The motion was seconded by Jason Endres. Motion passed. See motion 3.

VI. Carryover Funds Allocation

- The committee discussed allocation of carryover funds in the amount of \$15,712 and \$33,366. A motion was made by Jason Endres to allocate ILCW carryover funds in the amount of \$49,078 (one amount of \$15,712 and one amount of \$33,366) to the ILCs of Wisconsin and be distributed evenly among the 8 ILCs. The motion was seconded by Michael Donahue. Motion passed. See Motion 4.

VII. ILCW February Quarterly Meeting Schedule/Location

- The ILCW February 18th 2020 quarterly meeting will relocate to Access to Independence in Madison, WI. Council members Sue Premo, Jason Endres and Stacy Ellingen volunteered to provide transportation to and from Access to Independence.
- The quarterly meeting on February 17th 2020 will have a target finish time of 5:00 PM.

VIII. Social Media Policy

- A motion was made by Jason Endres to table the ILCW Social Media policy until the ILCW quarterly meeting in February. The motion was seconded by Tom Benziger. Motion passed. See Motion 5.

IX. Adjourn

- A motion to adjourn the meeting was made at 3:34 P.M. by Thomas Benziger. The motion was seconded by Sue Premo. Motion passed.
- Meeting adjourned.