

Address: 3810 Milwaukee St.
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Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW) Membership Committee Teleconference Meeting

March 7, 2022

1:00 P.M. – 2:30 P.M.

APPROVED APRIL 4, 2022

Action Items and Motion Items

A. Action Items

- 1. Action Item:** ILCW Program Coordinator will send an email to ILCW members individually requesting their nominations for the open officer positions before the next Membership Committee meeting on April 4, 2022.
- 2. Action Item:** ILCW Program Coordinator will ask ILCW members whose terms end July 1, 2022, if they would like to serve another term.
- 3. Action Item:** ILCW Program Coordinator will provide ILCW Chair with the updated version of the ILCW recruitment flyer for review and approval.
- 4. Action Item:** ILCW Program Coordinator will send the updated flyer to ILC Directors and Assistant Directors following review and approval by ILCW Chair.
- 5. Action Item:** ILCW Membership Committee members will develop a list of agencies to whom the ILCW recruitment flyer can be sent.
- 6. Action Item:** ILCW Program Coordinator will update the onboarding checklist to make it more accessible.
- 7. Action Item:** ILCW Membership Committee members will each pick a topic from the by-laws, policy manual, or council manual they would like to discuss at a future quarterly meeting.

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8. Action Item: ILCW Membership Committee will develop a list of councils and other organizations which might be interested in working with ILCW on training opportunities.

B. Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the March 7, 2022 ILCW Membership Committee meeting agenda. Randi Johnson seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the February 7, 2022 ILCW Membership Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to adjourn the March 7, 2022 ILCW Membership Committee meeting. Eric Riskus seconded the motion. ILCW Membership Committee voted unanimously to adjourn the meeting. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, Christopher Wood, ILCW Membership Committee Chair

Members Present: Eric Riskus; Kyle Kleist; and Randi Johnson.

Member(s) Absent; Excused (*): *Jason Endres.

Guest(s): N/A

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 2:04 P.M. by Christopher Wood, ILCW Membership Committee Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 895 3375 2622. The meeting was also available via [Zoom](#).

III. Review and Approve March 7, 2022 ILCW Membership Committee Meeting Agenda

- Kyle Kleist made a motion to approve the March 7, 2022 ILCW Membership Committee meeting agenda. Randi Johnson seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve February 7, 2022 ILCW Membership Committee Meeting Minutes

- Eric Riskus made a motion to approve the February 7, 2022 ILCW Membership Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services

- No public comment received; public comment closed at 2:07 P.M.

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VI. Discuss ILCW Officer Elections

- Per ILCW By-Laws, three officer positions are voted on in even years:
 - Chair.
 - Vice-Chair.
 - Vice-Chair Elect.
- ILCW Treasurer position is also open.
- ILCW members must be nominated before they can be voted into an officer position. All ILCW members should have the opportunity to make a nomination. ILCW members may also nominate themselves to fill an officer position.
 - ILCW Program Coordinator will send an email to ILCW members individually requesting their nominations for the open officer positions before the next Membership Committee meeting on April 4, 2022. See Action Item 1.

VII. Review Current Board Membership and Terms

- Three ILCW members' terms end July 1, 2022. They may each serve at least one more term.
 - ILCW Program Coordinator will ask ILCW members whose terms end July 1, 2022, if they would like to serve another term. See Action Item 2.
- Wisconsin Independent Living Centers (ILCs) have requested a flyer to help ILCW recruitment efforts.
 - ILCW Program Coordinator presented an updated flyer. The flyer should be reviewed and approved by ILCW Chair before being sent to ILCs.
 - ILCW Program Coordinator will provide ILCW Chair with the updated version of the ILCW recruitment flyer for review and approval. See Action Item 3.

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- ILCW Program Coordinator will send the updated flyer to ILC Directors and Assistant Directors following review and approval by ILCW Chair. See Action Item 4.
- ILCW should also recruit from marginalized and/or under-served populations. The flyer may be posted in more locations to increase publicity.
 - ILCW Membership Committee members will develop a list of agencies to whom the ILCW recruitment flyer can be sent. See Action Item 5.

VIII. Discuss Onboarding and Training of new ILCW Members

- ILCW Program coordinator will take the lead using the onboarding checklist after some modifications to make it more accessible.
 - ILCW Program Coordinator will update the onboarding checklist to make it more accessible. See Action Item 6.

IX. Discuss Training of ILCW Governance

- Reviewing the entirety of the by-laws, policy manual, and other documents, will take the entire day. When the council has reviewed an entire document in the past, several members found it difficult to follow the material. At each quarterly meeting, a section can be reviewed and discussed.
 - ILCW Membership Committee members will each pick a topic from the by-laws, policy manual, or council manual they would like to discuss at a future quarterly meeting. See Action Item 7.

X. Discuss Wisconsin Independent Living Network (WILN) Training Opportunities and Professional Development

- WILN Advocacy Committees still need representation from ILCW council members. Program Coordinator sent an email to the full council to encourage everyone to join one of the three committees.

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- In order to better accomplish goal four of the SPIL, ILCW could provide trainings to the entire network and other organizations that help persons with disabilities.
 - ILCW could model these trainings on Wisconsin's Assistive Technology Program's (WISTECH's) model which allows anyone in the disability network in Wisconsin to join the meetings.
 - There are many councils in Wisconsin whose mission is to assist persons with disabilities. Hosting trainings would be a good way to get everyone talking and prevent silos.
 - ILCW Membership Committee will develop a list of councils and other organizations which might be interested in working with ILCW on training opportunities. See Action Item 8.

XI. Adjourn

- Kyle Kleist made a motion to adjourn the March 7, 2022 ILCW Membership Committee meeting. Eric Riskus seconded the motion. ILCW Membership Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 3.

Meeting Adjourned at 3:15 P.M.