

LLAW Executive Board 3rd Quarterly Meeting

MINUTES

February 7, 2024 at 12:00 p.m.

Present via Zoom: (Elizabeth Manriquez (President), Wendy Smith (Vice President and Programming Committee Chair), Katie Dunn (Secretary), Angela Henes (Treasurer), Amy Crowder (Nominating Chair and Past President), Bev Butula (Archives Chair), Jenny Zook (Public Relations Chair), Carol Hassler (Website Chair / Webmaster), Jess Moore (Government Relations Chair), Diane Duffey (Grants Chair), Carol Schmitt (Membership Chair), Michelle Wollmann (Newsletter Chair), and Sarah Kober (Placement Chair))

1. Call to Order – Elizabeth Manriquez called the meeting to order at 12:03.
2. Approval of Executive Board 2nd Quarterly Board Minutes – No corrections to the minutes were received. Carol Hassler moved to approve the minutes and Amy Crowder seconded. Minutes approved.
3. Treasurer’s Report: Angela Henes
 - a. Angela reported that the current checking balance is \$4238.58 and we are earning interest on our CD. Statement of Accounts is appended to these minutes. Approval of a correction to the budget was discussed later in the meeting.
4. President’s Report: Wendy Smith and Elizabeth Manriquez met with Amy Crowder to talk about upcoming vacancies and elections. We will discuss that further in new business. Wendy and Elizabeth will be checking in with library school liaisons about their outreach efforts.
5. Committee Reports
 - a. Archives – Bev Butula: Bev will be stepping down as Archives chair for next year. Liz thanked Bev for sharing her institutional knowledge over the years.
 - b. Government Relations – Jess Moore: No report.
 - c. Grants – Diane Duffey: There have been two grant applications, will be challenging for the committee to figure that out with the limited budget but the committee will discuss.
 - d. Membership – Carol Schmitt: We have gained one additional member since our last meeting, for a total of 53 members. Carol will be stepping down as Membership Chair at the end of this term but will stay on the Membership Committee. Current Membership Committee member Steph Larson is interested in chairing the committee. Liz thanked Carol for her work on the board as Membership Chair as well as her great documentation for the Programming Committee.

- e. Blog/Newsletter – Michelle Wollmann: Everything submitted to Michelle has been added to the website.
- f. Nominating – Amy Crowder: Liz, Wendy and Amy met last week to talk about the open vice president, treasurer, and other board positions in the 2024-2025 LLAW year.
 - 1. Potential nominees: Amy currently has one person considering the vice presidency and another person considering treasurer. Amy has provided Liz (next year’s nominating chair) with a list of people who are interested but couldn’t serve in this coming year. Amy noted that’s helpful for the vice president to have prior experience on the board, especially being able to observe how meetings are run, and procedures for the board and programming, and that generally it’s good to look at lists of past officers to see who has already served recently.
 - 2. Nomination timeframes: On the business meeting on the 15th, Amy will either have good news that we’ve identified people who are willing to serve in these rolls, or we will reach out to volunteers at the meeting. Per the bylaws, Amy needs to provide names by March 1, and then the ballot will go out April 1, with the results of the balloting reported to membership by April 30.
 - 3. Previous year’s ballots were distributed as a Google Form.
- g. Placement – Sarah Kober: Sarah sent out two job descriptions in the past couple of weeks.
- h. Program – Wendy Smith:
 - 1. Invitations have been sent out for next week’s virtual program featuring speaker Lee Grady of the Wisconsin Historical Society. Currently 26 people have registered. You can still register if you haven’t already.
 - 2. The committee is working on securing a location for 4th quarterly meeting (in-person social meeting), hopefully midway between Madison and Milwaukee. Let Wendy know if you have any opinions on where to meet. We are trying to set this up earlier than last year to give us more venue options.
 - 3. Let Wendy know if you know anyone who is interested in joining Programming Committee. Wendy is stepping down from programming to be president next year.
- i. Public Relations – Jenny Zook:
 - 1. Jenny hasn’t received any volunteers for the remaining article slots. There is a small core group of writers who have contributed often.
 - 2. Let Jenny know if you have an idea for a article topic – the suggested topics provided to us are pretty broad (example: “civil litigation”). Someone could write on a small par to fthis.
 - 3. Liz will solicit authors at the beginning of the business meeting, and note how important it is to get authors, as people do appreciate this partnership and authors regularly receive positive feedback from attorneys.

4. Discussion of difficulty filling author slots and possibility of reducing frequency. Jenny will ask the editors about whether we can reduce the frequency to perhaps 6 times a year, and will report back.
- j. Web – Carol Hassler:
1. Discussion of using blogging functionality of Wordpress to manage our webpage. Jobs, programs, member publications are categories of content that might be a good fit for blogging functionality with tagging (enables regular updates and looking back at past items). Could split jobs into categories for Jobs, Madison Jobs, Milwaukee Jobs, Other Jobs. Would need to decide what to do with existing static member publications page.
 1. Blogging functionality could be used to get new information in front of people on the front page of the website – the current newsletter is a bit hidden.
 2. Possible cons: might not be a good fit if we don't want to keep old job posts up, and this would increase number of posts in the news feed. Sarah Kober commented that since jobs are already posted to the email list, posting jobs to the website may be duplicative. Not sure whether anyone who is not on the email list is discovering jobs there. As someone who hires, Amy Crowder is concerned about outdated job postings appearing on the website, but deleting the post would take care of that. We could consider job postings being a membership benefit – this would lean toward keeping it on the email list only.
 2. Using blogging functionality also allows us to have author accounts in addition to admin accounts. (So someone would not have to have admin access to the whole website just to post content.)
 3. Wordpress admin emails get bounced as spam in Carol Hassler's work email.
 4. How job listings are posted is a membership question, but the board should bring a suggested course of action to the membership. Other related questions can be addressed by the executive board.

Approved doing vote via chat with proxies with call-ins

6. Old Business

- a. Meeting Recording Permissions and Record Retention
 1. Liz announced this at the membership meeting. She received no feedback at meeting or after, so we will continue to do this.
- b. Raising Membership Dues – Vote Next week at Business Meeting
 1. No negative feedback received; a few people emailed with positive feedback.
 2. Voting procedure

1. Voting needs to be conducted by the same procedures as a bylaw change. We need a count of votes in a survey tool – can't be a yea/nay voice vote.
2. Board voted to approve conducting the vote via Zoom poll within the meeting, with voice vote for anyone calling in. Individual voice votes will be recorded via the meeting chat.
3. Quorum: 2/3 of the voting members need to be present.

7. New Business

a. Vote on "Proposed Amended Budget"

1. Jenny's past PR expenditures were misallocated to the previous fiscal year. The proposed amended budget (attached) corrects for this. Jenny has been correctly reimbursed in this fiscal year. The budget doesn't have any changes other than that.
2. Vote: Carol Hassler moved to approve the proposed amended budget, Amy Crowder seconded the motion. Proposed updated budget approved. Angela will update the budget.

8. Other Announcements

9. Adjournment: Liz adjourned the meeting at 12:57 p.m.

LLAW Statement of Accounts - Summary
FY24 (2023-2024)

As of 2/6/2024

<u>Checking Account</u>		<u>Revenue</u>	<u>Expenses</u>	<u>Totals</u>
Beginning Balance		\$ 7,433.29		\$ 7,433.29
	Budgeted Amt			
Board of Directors	\$0.00	\$ -	\$ 5,000.00	\$ (5,000.00)
Archives	\$25.00	\$ -	\$ -	\$ -
Government Relations	\$0.00	\$ -	\$ -	\$ -
Grants	\$1,500.00	\$ -	\$ -	\$ -
Membership	\$0.00	\$ 1,897.99	\$ -	\$ 1,897.99
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ 486.82	\$ 334.52	\$ 152.30
Public Relations / Articles	\$120.00	\$ -	\$ 118.13	\$ (118.13)
Website Committee	\$200.00	\$ -	\$ 101.87	\$ (101.87)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,070.00	\$ 9,818.10	\$ 5,579.52	\$ 4,238.58

FY24 Balance less Beginning Balance				\$ (3,194.71)
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