

WCMEA Board of Directors meeting

September 28, 2009

Heidel House, Green Lake, WI

===**APPROVED**===

Emailed to President Keach on 9/30/2009

CALL TO ORDER. The meeting was called to order by President Jenifer Keach at 1803. An attendance sheet was passed. Those attending were: Jenifer Keach (Rock), Bob Kulhanek (Sheboygan), Lou Brady (Juneau), P.J. Schoebel (Dodge), Kelly McAndrews (Washington), Joe Morovits (Crawford), John Steers (LaCrosse), Al Klimek (Brown), Scott Rifleman (Portage), Bill Smith (Green Lake), Darlene Strey (Green Lake), Angela Hinze (Columbia), Richard Schliefer (Clark), Jessica Schrauth (RTI Donor Services), Ray Wosepka (Dane) and Jon Hagen (Outagamie). Board members missing and unexcused are Mike Jesse (Shawano) and Traci England (Oneida).

APPROVAL OF MINUTES: A **motion** was made and seconded (Klimek/Schoebel) to approve the minutes of the Board of Directors meeting from June 7, 2009; passed unanimously on a voice vote.

A **motion** was made and seconded (Klimek/Schoebel) to approve the minutes from the Annual Meeting, held on June 9, 2009. These minutes will be sent on to the membership at the next annual meeting.

PRESIDENT'S REPORT: Jenifer Keach. A Moment of Silence was observed for John Ryan (Sawyer) and John Stanley (Dane). Both men died recently. Ryan died in a boating accident in Canada and Stanley died of a heart attack at his home in DeForest.

DANE COUNTY UPDATE: Ray Wosepka is congratulated on being appointed by Governor Doyle to fill the remainder of John Stanley's term, which expires on Jan. 2, 2011. Kurt expressed his sincere appreciation for everyone's support during this trying time following John's unexpected death.

MEDICOLEGAL DEATH INVESTIGATOR WEEK: Jenifer passed around a resolution seeking to have the third week of October recognized in Wisconsin as "Medicolegal Death Investigators Week."

ELECTRONIC FILING MEETING IN MADISON WITH PEGGY PETERSON: Two packets of material were passed out regarding a meeting in Madison on October 27-29, 2009 about electronic death certificate filing. The packets, titled "Proposed Wisconsin Death Record and Ancillary Document Workflow for Coroner/ME Cases" and "Current Wisconsin Death Record and Ancillary Document Workflow" are attached to these minutes.

HANDOUT FROM PEGGY PETERSON: 2009 Assembly Joint Resolution 75. Regarding John Stanley being recognized in the Assembly.

WCMEA LEGISLATIVE GOALS: Scott Rifleman will assume the chair of the Legislative Committee; the position had been held by John Stanley. Discussion among those in attendance, recognizing all of John's efforts with legislative concerns for WCMEA.

TRAINING PROGRAM: President Keach would like to see an online training program for new people, and continuing education as well (i.e. blood borne pathogens) which would benefit all members of the WCMEA. Education committee will meet tomorrow night.

BYLAWS REVISIONS: Tomorrow, those in attendance will meet to discuss new bylaws for the Association. Jenifer hopes to have new bylaws in place by the time this special retreat ends on Wednesday, 9/30/2009.

EXECUTIVE SECRETARY POSITION: As planned, the WCMEA is working towards developing an Executive Secretary position, to be voted on by the membership at the 2010 Annual Meeting at the Summer Conference. We are using the Wisconsin Emergency Medical Services Association's (WEMSA) bylaws as a guideline. A special retreat is planned for the next two days, to be held at the Heidel House in Green Lake.

1<sup>st</sup> VICE-PRESIDENT'S REPORT: Angela Hinze

Blueboard IT group meeting tomorrow night

Discussion was heard regarding changing the name of the January conference to honor John Stanley. Also, developing an award in John's honor to recognize his outstanding contributions to the WCMEA. Other ideas were solicited from those in attendance.

Angela talked about surveys from past conferences, and some ideas for topics for upcoming conferences: Plans are being made for Dr. Huntington doing a presentation, he just retired from UW. Discussion concerning honoring Dr. Huntington for his many years of service at the next conference. Dr. Stier will be doing a presentation on time of death intervals. People want more of an interactive conference. Also, toxicology interpretation, H1N1, Dr. Wittick will cover body exam drawing sheets. Angela would like to utilize jump drive technology for handouts, have Al Klimek discuss pertinent state statutes, Det. Jay Yerges present on crime scene photography and chain-of-custody issues, Dr. Peterson talk about actual cases, lessons learned about high profile cases (Lacy and Connor Peterson). Report writing and preparing for court will be covered, as well as how to prepare a CV. Madison PD public relations officer Joel Despain will be contacted regarding the handling of the media. Evidence Technology magazine and Forensic magazine have been contacted regarding advertising and making their products available to our members. Angela is in contact with various law enforcement associations, promoting our conferences.

The Winter 2010 conference will be held at The Lodge at Cedar Creek, near Wausau. Angela plans to sign the contract on October 20, with 80 rooms set aside for us; she has until December 10 to turn back rooms, without being locked in. The hotel is undergoing a major renovation. The "state rate" for rooms is \$70/single, \$80/double. Dates are January 10-13, 2010. The Board of Director's meeting will be held on January 10. Discussion was heard at having a two day

conference, knocking off the ½ day on Wednesday for the winter conference only; will also decrease the cost. Discussion was also heard about changing the current months of the conference from January and June to “Spring” and “Fall” with some flexibility on exact dates. Also, discussion of making the winter conference longer and shorten the summer conference. The Summer 2010 conference will be held at Chula Vista June 6-9, 2010 hosted by Columbia County and Adams County. \$129 per night with family, 4 water park passes included. Again, the “state rate” will be available, without water park passes. Door County will host the Summer 2011 conference. Discussion was heard about offering ABMDI testing. Also, exhibiting vendors will be allowed 5 minutes each during the conference to tell those attending about their products/services, probably wrapped around breaks and lunch.

2<sup>nd</sup> VICE PRESIDENT’S REPORT: Lou Brady. She wrote up the following report: Membership numbers have stayed fairly consistent since June, with about 95% of the 72 counties being represented, and 68% of the total coroners/medical examiners having current memberships. There are several unpaid memberships which have not responded to “reminder notices,” and will be pursued via telephone. Also, several long-standing memberships have recently non-renewed, and will also get follow-up phone calls for feedback. The committee would like feedback/brainstorming as to how to attract new members; previous offers of discounts at conferences has had no impact. It seems the number 1 question always asked is ‘what do we get for our money?’ Membership is July 1 to June 30.

A suggestion was made to promote membership use of the website. Lou pointed out her appreciation to Amanda Achterberg (Columbia) for doing the majority of the bookwork/paperwork for the membership. Discussion was heard about difficulty in keeping addresses and email addresses up to date.

SECRETARY’S REPORT: Jon Hagen. None, other than the meeting minutes from the last Board of Directors meeting and the last Annual Meeting.

TREASURER’S REPORT: Bob Kulhanek. Bob reports the Association has a balance as of September 25, 2009, of \$71,847.95. Bob also reports room use of 47 on June 7, 53 on Monday June 8, 50 on June 9 for the last Summer Conference, which totals 150 “room nights”. (Past meeting notes show that in January 2009, we had 180 room nights; 55 on Sunday, 64 on Monday and 61 on Tuesday. In the Summer of 2008, Sunday we had 52 rooms, with 74 on Monday and Tuesday, for a total of 210 room nights. That was the conference held at the Heidel House in Green Lake.)

Bob also reported that he has received a letter from “our previous bank” in Oxford, and that we have been using an incorrect FEIN number; we will work to get that corrected. (On September 29, 2009, Bob verified that the **correct Federal Employment Identification Number is 39-1727375**. Also, all purchases should go through Bob; please be sure all correspondence goes to him. Bob did purchase a computer, as was approved previously. The Powerpoint projector was repaired; Ray brought it back from Madison. Discussion was heard about if WCMEA needs to file a tax return, if the Association is incorporated, etc. We are not tax exempt.

**SERGEANT-AT-ARMS REPORT:** P.J. Schoebel. P.J. proved a written report, as follows:  
Merchandise: Still operating at a loss, but have moved at least 50% of the merchandise that was greater than 5 years old. \$3,000 was spent by the Association for merchandise for the June conference, with an actual intake of \$1314. We received positive comments on portfolios as gifts, and some of the new merchandise, especially safety vests. The negative feedback primarily centers around the lack of variety of merchandise and not enough variety in sizes. There has been virtually no use of the merchandise available on the website. People voice their desire to have a “hands on” approach to buying merchandise, and content to want it available at the conference. The biggest question remains, “do we want to continue to provide ‘something’ at conferences, knowing we will always end up in the red?” Some ideas have been brought up to buy bulk merchandise through a major vendor like Wal-Mart or Target and get them at a significant discount, then have them applied with the logo and them hopefully sell them at a profit.

**MEMBER AT LARGE REPORT:** Richard Schlieffer. Richard is concerned about conference attendance numbers dropping, how can we get the numbers up? He is open to suggestions.

**LEGISLATIVE COMMITTEE REPORT:** Scott Rifleman. Scott is taking over for John Stanley. John had been going to 979 meetings and then holding the information close to his vest. Amy Sue Vrunink’s legislative aid, named Christian, thinks we are smart to no longer have a lobbyist. Christian is trying to find out facts from a meeting which was held shortly before John’s death. 979 should be reintroduced next week, a lot of Democrats are in place now; Republicans didn’t support the bill last time. A concern is that there is no money for the training standards; may separate that off of 979 and the mandatory training. John was very connected in Madison; he and Ray Wosepka met weekly, and Ray will try to locate John’s records regarding legislative issues. Scott will work with Al Klimek to see things through.

**INFORMATION/TECHNOLOGY REPORT:** Marc Playman was not at the meeting, so there was no report. The website proved to be a useful tool for the timely posting of information/photographs of both John Ryan and John Stanley.

**NEWSLETTER COMMITTEE REPORT:** Jenny Schroeter was not at the meeting, but Jon Hagen was advised that the next newsletter has been sent to the printer.

**TRUSTEE REPORT:** Al Klimek (3 year trustee): Nothing to report.

Traci England and Mike Jesse did not attend the meeting, and did not submit a report.

**OLD BUSINESS:** none.

**NEW BUSINESS:** Scott Rifleman will assume John Stanley’s position as chair of the Legislative Committee.

Bob Kulhanek, Jenifer Keach, Richard Schiffler and Dr. Kelley are overseeing the accounting of funds of the Association.

Concern was raised that two Board members, both Trustees, are not at this meeting, and have not been active members of the Board. They are Mike Jesse and Traci England. Section 5, article 2, addresses replacing members who do not participate; Al will contact Mike and Traci and see if they are interested in continuing in their elected roles. He will report to Jenifer and the Board within one week. According to sign-in sheets and meeting minutes, both Mike and Traci last attended the WCMEA Board of Directors meeting on June 1, 2008 and the Annual Meeting on June 3, 2008.

Discussion was heard about naming WCMEA scholarships in honor of John Stanley. A motion was withdrawn in this matter.

A motion was made and seconded (Hagen/Schoebel) to draft a proposal to have an award named after John Stanley; this will be forwarded to the Board for discussion when a draft is ready.

Discussion was heard to move conference dates, beginning in 2011, to “spring” and “fall” conferences, rather than always being held in January and June. A motion was made and seconded (Kulhanek/Brady), passing unanimously on a voice vote.

Bob Kulhanek was authorized to contact an accountant to review our tax status research; he will report back to the Board regarding costs, etc.

ANNOUNCEMENTS: None.

ADJOURNMENT: A motion was made and seconded (Hagen/Schoebel) to adjourn the meeting, passed unanimously on a voice vote. The meeting was adjourned at 2040 hours.

Respectfully submitted,

Jon K. Hagen, RN, BSN, D-ABMDI  
Secretary