

WCMEA BOD MEETING MINUTES
JUNE 23, 2024
HILTON APPLETON PAPER VALLEY

CALL TO ORDER:

The meeting was called to order by President Dr. Agnieszka Rogalska at 1725 hours and recorded via AI Summary Chat.

ATTENDANCE:

Jen Schroeter (Kenosha County), Marcie Rosas (Dunn/Eau Claire County), Lynn Johnson (Dunn/Eau Claire County), Dr. Agnieszka Rogalska (Dane County), Rory Groessl (Kewaunee County) via Zoom, Joe Morovits (Crawford County), PJ Schoebel (Dodge County), Brooke Kaat (Dodge County), and Crystal Schaub (Oneida/Forest/Vilas County).

OFFICER REPORTS:

PRESIDENT: Dr. Rogalska reports that the updated Bylaws distribution to the membership had been done and in accordance to the timeline. She indicates that she will work on discussion points to present at the conference for the membership ahead of the annual meeting on Tuesday, 6/25/2024.

1st VP: Crystal Schaub defers reporting to Education Committee.

2nd VP: Brooke Kaat reports that currently the WCMEA has ~299 members. She explains that she is starting to receive new membership applications and membership renewals.

SECRETARY: Jen Schroeter presents the number of absentee voters and indicates that the list had previously been posted to the website. The BOD reviews the current Bylaws and discusses the timeline for the voting process ahead of the Tuesday 6/25/2024 election.

Jen Schroeter defers further reporting to Education Committee.

TREASURER: Rory Groessl shares a copy of the fiscal spreadsheet to review. Rory reports that the WCMEA started the year at ~\$64K. He states that the WCMEA lost money at the January Conference. He attributes this to more expensive registration gifts.

Rory reports that WCMEA expenses for the year include (but are not limited to) the following: purchase of the laptops and corresponding software, purchase of HDMI cord and slide advancer, purchase of the John Stanley Award, newsletter printing, website maintenance costs, and insurance.

Rory explains that the fiscal outcome for the June Conference will not be determined until after all of the registration payments (attendee and vendor) are received, and the venue invoices are paid.

SERGEANT AT ARMS: Joe Morovits defers reporting to Merchandise Committee.

MEMBER AT LARGE: Tom Renz is absent.

3-YEAR TRUSTEE: PJ Schoebel has nothing to report.

2-YEAR TRUSTEE: Lynn Johnson reports that he has been working on the newsletter. He states that the last issue had been mailed successfully with the new vendor and had only three returns. He explains that he will work on updating the mailing addresses for those three counties before the next printing.

Dr. Rogalska inquires about the cost for printing and whether or not it is comparable to previous years. Rory indicates that the cost of printing is in line with previous years/vendors. The BOD is in agreement to remain with the new printing vendor.

1-YEAR TRUSTEE: Marcie Rosas defers reporting to Education Committee.

PAST PRESIDENT: Dr. P. Doug Kelley is absent.

PJ Schoebel makes a motion to accept the officer reports. Marcie Rosas seconds. There is no further discussion. Motion passes unanimously.

COMMITTEE REPORTS:

LEGISLATIVE: Dr. Rogalska reports that all of the proposed legislation has passed. She is hopeful that C/ME feedback will be requested and considered as DHS moves forward with developing best practice guidelines.

EDUCATION: Crystal Schaub and Jen Schroeter acknowledges the education committee and their assistance in the conference planning. They explain that the gift cards and books had been purchased by Rory for the daily drawings. They express their gratitude to the BOD for approving the site visit. Jen explains that she and Crystal had scheduled a visit with the Hilton Appleton Paper Valley in April. She informs the BOD that the visit proved to be crucial in regards to planning. She explains that the original hotel contract had the WCMEA in a room that would have been too small for the event. She states that being able to see the meeting rooms in person allowed her and Crystal to better visualize and choose a space that met the needs of the WCMEA. Jen informs the BOD that for the summer conference, the set-up would be different than the last few events. She explains that the lectures, meals and vendors will all be in the same room (Empire Room). She informs the BOD that there is a separate, but attached room for the WCMEA merchandise tables and meal/break prep. She explains that she and Crystal felt that this set up would be ideal for this conference, as it would allow audio/visual for the membership meeting.

Jen recommends that the conference planning for future events include an in-person visit. She inquires as to whether or not the BOD had an opportunity to review the proposals for the January 2025 Conference. The BOD discusses the possible locations within the following counties: Marathon County, Sheboygan County, Dane County, and Eau Claire County. The BOD decides to focus on the Eau Claire County area. Marcie Rosas and Lynn Johnson offer to assist with the process as needed. Crystal indicates that Oneida County would be a great area to hold the June 2025 Conference. She states that Minocqua has beautiful options along the lake. The BOD agrees to explore further.

PJ Schoebel makes a motion to allocate funds (up to \$500) for reimbursement on mileage, meals and lodging, allowing two education committee members (or BOD designees) to visit future conference venues. Joe Morovits seconds. There is no further discussion. The motion passes unanimously.

Jen reports that vendor sponsorship for this conference was down compared to the last conference. She states that she based the meal planning around the sponsorships. She explains that the non-sponsored meals and breaks were selected from the state menu, whereas the sponsored meals/breaks were selected from the banquet menu. The BOD had discussion regarding the cost difference and potential impacts for future conferences.

Jen informs the BOD that there will be a couple of presentations that will feature a Zoom portion to bring in additional speakers. She states that she will be meeting with the AV manager for the hotel prior to the start of the conference to ensure equipment is working properly. She explains that Rory has provided assistance in the past as well with AV needs.

NEWSLETTER: Jen Schroeter indicates that she and Lynn will work on the next issue of the newsletter for the summer. She states that there is not much as of yet with regard to content; however, there will be conference updates and a feature of Dr. Simley for the John Stanley Award. The BOD offers topic suggestions for future issues including toxicology trends, and new forensic pathologists in Wisconsin (i.e. Dr. Natalie Taylor, Dane County Medical Examiner's Office).

MERCHANDISE: Joe Morovits reports that he had ordered T-shirts to sell at this conference. He stated that the T-shirts have an embroidered logo, and are available in two colors and multiple sizes.

WEBSITE: The BOD discusses the current website and concerns that have been brought up by the membership ranging from website access, to outdated contacts/maps. Rory Groessler, PJ Schoebel and Crystal Schaub had previously expressed interest in the website management. They acknowledge that there has not been a new point person or website administrator established. Dr. Rogalska indicates that Barry Irmen is willing to assist the BOD with the website, but is unable to remain the primary contact/administrator. Further discussion is needed, and Dr. Rogalska suggests that the BOD address these issues at the next BOD meeting.

Joe Morovits makes a motion to accept the committee reports. Crystal Schaub seconds. There is no further discussion. The motion passes with unanimous vote.

OLD BUSINESS:

Rory Groessler reports that he will work with each BOD member present at the conference on setting up the new laptops. He anticipates arriving in Appleton later this evening and will be attending the entire conference.

NEW BUSINESS:

There is no new business.

ADJOURN:

Joe Morovits makes a motion to adjourn. Marcie Rosas seconds. There was no further discussion. Meeting adjourned.

Respectfully submitted,
Jennifer Schroeter
WCMEA Secretary