

WCMEA BOD MEETING MINUTES

JULY 30, 2019

Skype Meeting

CALL TO ORDER: The meeting was called to order by President Angela Hinze at 1701 hours.

ATTENDANCE: Jen Schroeter (Kenosha County), Rory Groessl (Kewaunee County), Angela Hinze (Columbia County), Barry Irmen (Dane County), Mary Ricci (Barron County), Marcie Rosas (Dunn/Eau Claire County), Lynn Johnson (Dunn/Eau Claire County), Dr. Agnieszka Rogalska (Dane County), and Dr. Cristina Figueroa-Soto (Waukesha County).

MINUTES FROM JUNE 9, 2019 BOD MEETING: Copies of the minutes were previously provided and reviewed online. Barry Irmen makes a motion to approve the minutes. Rory Groessl seconds. There is no further discussion. The motion passes unanimously.

PRESIDENT'S REPORT: Angela Hinze formally presents Dr. Cristina Figueroa-Soto to the board of directors as the newly appointed Member-at-Large. She requests that Dr. Figueroa-Soto address the BOD with a brief introduction.

Dr. Cristina Figueroa-Soto, Forensic Anthropologist, informs the BOD that she was born and raised in Puerto Rico. She came to the United States where she attended the University of Tennessee Knoxville (Body Farm) for forensic anthropology. She informs the BOD that she currently works at the Waukesha County Medical Examiner's Office. She explains that being newer to the area, she is excited to be a part of the WCMEA and looks forward to sharing ideas. The BOD welcomes Dr. Figueroa-Soto.

Angela states that concerns have been raised regarding BOD members missing more than two excused meetings; specifically, 1-year Trustee Patty Schachtner (LaCroix County). She explains that due to senatorial obligations, Patty has not been in attendance for the vast majority of BOD meetings since being elected as 3-year Trustee.

Dr. Rogalska makes a motion to have Angela Hinze send a letter to Patty Schachtner to inquire about her commitment to the WCMEA and willingness to continue on the BOD. Jen Schroeter seconds. There is additional discuss regarding the need for a broad policy regarding any board member missing more than 2 excused absences. Barry Irmen states that the WCMEA bylaws clearly outline the attendance expectations; therefore, no additional policy would be needed. Dr. Rogalska and Dr. Figueroa feel that a letter stating the bylaws should be sent to Patty Schachtner as a courtesy. The BOD is in agreement.

Dr. Rogalska amends the motion to have Angela Hinze send a courtesy letter to Patty Schachtner. Dr. Figueroa-Soto seconds. There is no further discussion. Motion passes unanimously.

1ST VICE-PRESIDENT'S REPORT: Dr. Rogalska reports that she has been busy preparing for the January conference. She states that one full day has been scheduled, with 1.5 days

remaining. She explains that the conference will have collaborative presentations with other agencies.

Dr. Rogalska states that she has reached out to John Fudenberg (Clark County Coroner) regarding a presentation on the Mandalay Bay shooting. She reports that John is willing to speak for only the cost of travel. Dr. Rogalska looks to the BOD for guidance, as there might be financial concerns. Rory Groessler offers the opinion that the WCMEA is in good shape financially. He acknowledges that money will be needed for attorney costs; however, membership dues are coming in.

Barry Irmen makes a motion to engage the speaker for travel costs. Rory Groessler seconds. There is no further discussion. Motion passes unanimously.

Dr. Rogalska states that work is not done regarding future venues. She explains that she plans to work with the education committee for future meetings.

Dr. Rogalska informs the BOD that people want shorter lectures. She states that she is aiming toward 20 minute presentations. She informs the BOD that research shows that 18 minute lectures are ideal as far as holding people's attention. She states that an additional two minutes was added as a buffer. She explains that there is still value in longer presentations; however, she would split those with a break or lunch.

Dr. Rogalska explains that for prior conferences, presenters were given a free hotel stay. She states that she has concerns the WCMEA will lose money if that would continue. She points out, that with shorter presentations, the number of presenters would dramatically increase. She recommends that the WCMEA refrains from offering hotel accommodations to presenters for the next conference and looks to the BOD for approval. Rory Groessler states that for keynote speakers, and those providing lengthier presentations a free hotel stay would be appropriate, but agrees that for the short presentations it would not. The BOD is in agreement.

Marcie Rosas inquires as to whether or not there would be time for questions with the short presentations. Dr. Rogalska explains that speakers would incorporate time in their presentations. Rory Groessler recommends utilizing a timer to assist the presenters staying on target.

2nd VICE-PRESIDENT'S REPORT: Mary Ricci is having technical difficulties with Skype. Though she can hear, the microphone is not working. She sends an email indicating the following: "Membership at this point 162 paid members, 34 counties, 4 counties not paid."

Dr. Figueroa-Soto inquires about the renewal process. Rory explains that a letter is typically sent out regarding the WCMEA and the membership benefits. He continues to explain that invoices are then sent to the county C/ME offices for membership renewals. He states that memberships/renewals can now also be done online via the WCMEA website.

Angela inquires as to whether or not there has been an increase in membership, and Rory states that there has not. Angela offers to assist with cold-calling or follow-up regarding memberships/renewals if needed.

SECRETARY'S REPORT: Jen Schroeter reports that she has been working with the Chula Vista staff in securing the venue for the BOD meeting dates established in June.

TREASURER'S REPORT: Rory Groessl provides an account summary (see attached) which indicates the beginning balance as of July 1, 2019 is \$24,220.08.

He reports that bills from the last conference were received and processed late due to email issues. He explains that the WCMEA took a loss from the June Conference of \$407.05. He explains that there is still a \$250 registration due, which would make the anticipated monetary loss \$157.05. He reassures the BOD that this is minimal and nothing of concern. He states that attendance was down. The June Conference did much better than the January Conference as a result of eliminating the early bird registration.

He informs the BOD that bills are expected from the attorney that has been retained, as well as from the website vendor.

Rory also reports that money is coming in from membership dues. He explains that the new membership notices went out late due to the need to wait until after the June BOD election. He continues to explain that the membership renewals line up nicely with the start of the new fiscal year.

SERGEANT-AT-ARMS REPORT: Joe Morovits is absent.

MEMBER-AT-LARGE REPORT: Dr. Figueroa-Soto has nothing to report.

PAST PRESIDENT'S REPORT: Barry Irmen has nothing to report. Defers to website committee report.

TRUSTEE REPORTS: Patty Schachtner is not present.

Marcie Rosas reports that she has been working with Dr. Rogalska for providing counts from prior conferences. She states that she will email Dr. Rogalska with the requested information.

Lynn Johnson reports that he has not received any submissions for scholarships. He requests that the scholarship announcement be resent to the membership. Jen states that she will update and resend the letter, as entries need to be received prior to the 9/6/19 BOD meeting. Angels requests that the letter be sent out weekly.

OFFICER REPORTS: Dr. Rogalska makes motion to accept officer reports. Rory Groessl seconds. There is no further discussion. Motion passes unanimously.

WEBSITE COMMITTEE: Barry Irmen reports that PayPal was established and utilized for the June Conference. He states that there had been some issues early on with registrations; however, the new server has resolved the issue. He explains that there have been no known issues with the online memberships/renewals. He continues to explain that, looking forward, online store options would be possible; however, he wishes to wait until the memberships/renewals slow down before attempting to start that project.

NEWSLETTER COMMITTEE: Jen Schroeter reports there have been no submissions for the next newsletter. It was brought up at the previous BOD meeting that new doctor introductions would be a good idea, so she plans to work on getting some of those. There will be a summary from the June Conference, save the date information for the January Conference, President's Message, etc. Jen welcomes additional ideas.

COMMITTEE REPORTS: Jen Schroeter makes a motion to accept committee reports. Dr. Rogalska seconds. There is no further discussion. Motion passes unanimously.

OLD BUSINESS:

Dr. Rogalska had presented templates of numerous forms (speaker expectations, guidelines for poster/abstract submissions, conflict of interest, etc.) at the June BOD meeting. She looks to the BOD for feedback regarding the forms and the potential to adopt and utilize them for conferences moving forward. Angela agrees that the need is there to establish guidelines. Dr. Figueroa-Soto agrees and states that the Academy follows similar guidelines. Dr. Rogalska asks if there are any concerns, and the BOD offers none.

Jen Schroeter makes a motion to approve the forms with the understanding that any typographical errors are corrected (if applicable). Dr. Figueroa-Soto seconds. There is no further discussion. Motion passes unanimously.

There is discussion regarding the new BOD member, Dr. Figueroa-Soto, and her role/responsibilities. Dr. Rogalska explains that, from her experience, the Member-at-Large (MAL) is a supportive role. She states that the MAL assists and supports the other officers as needed. She explains that the MAL also represents the membership, providing a set of fresh eyes to the group and keeping the BOD honest. Barry Irmen states that the MAL is an important role. He explains that the MAL ideally has "ears" in as many different parts of the state as possible to provide feedback and present issues back to the BOD from the membership. Angela Hinze welcomes Dr. Figueroa-Soto to share her ideas and interests.

There is discussion regarding student attendance at WCMEA conferences. Dr. Rogalska states that she would like to reach out to local universities in an attempt to get students interested in attending future conferences, but there is no set criteria. There is discussion about appropriate programs of study, the need for sponsorship from a C/ME office or letter of verification from the professor/advisor to verify enrollment, etc. Barry Irmen expresses concern regarding establishing criteria at this time. He is fearful about the bylaws, and suggests consulting with the attorney about how the WCMEA should proceed. Rory Groessl agrees, and inquires about the academy and their criteria for student attendance. Dr. Rogalska states that she is uncertain about how student attendance is handled, she is only familiar with the requirements for presenting. She feels that there would be value in exploring further. Rory states that for EMS, the target audience is clearly outlined in the course brochure, and once an individual is registered they are approved to attend. Dr. Rogalska states that she likes the idea of setting up a committee to explore this issue.

Dr. Rogalska makes a motion for the education committee to investigate and obtain additional information from larger associations regarding student attendance and endorsements. Lynn Johnson seconds. There is additional discussion regarding the attorney. Angela Hinze states that she is in favor of consulting with the attorney for guidance on this issue, but requests that the BOD wait until after the ethical issue has resolved. Dr. Rogalska agrees. The motion passes unanimously.

Rory Groessl reminds the BOD that the WCMEA has been accepting students at prior conferences. Angela Hinze asks what fee had been charged for student attendance. Rory explains that the cost was set at \$145 for the June Conference.

Dr. Rogalska makes a motion to have the education committee evaluate food costs per day. Dr. Figueroa-Soto seconds. There is no further discussion. The motion passes unanimously.

NEW BUSINESS:

Dr. Rogalska explains that she is looking to set up more formal guidelines for the education committee. She states that, per the bylaws, she is the chair of the committee. She informs the BOD that she has selected Mary Ricci (2nd VP), Lynn Johnson and Marcie Rosas (3-year and 2-year trustees), Dr. Figueroa-Soto (MAL), and Jen Schroeter (a Past 1st VP) as the education committee.

Dr. Rogalska states that the specific roles/responsibilities will be delegated via email at a later time. She informs the BOD that a separate Google Group will be established for the education committee for future correspondences. She states that she foresees frequent communication and possible short Skype meetings as we near the conference. Dr. Rogalska informs the BOD that the ultimate goal for the education committee is to ensure a successful conference. She acknowledges that advertising is key. She states that her goal is to finalize a “save-the-date” by the end of August. Dr. Rogalska requests feedback regarding the draft “save-the-date” that was previously sent via email. Jen Schroeter states that she likes the format, and explains that the last time a similar format had been used (Fall 2017 Conference) there was great response from the membership. Angela Hinze agrees, and states that it was eye-catching. Angela states that she will send out the completed save-the-date to other agencies in addition to the WCMEA.

ADJOURN: Rory Groessl makes a motion to adjourn. Jen Schroeter seconds. There is no further discussion. Motion passes unanimously.

Respectfully submitted,

Jennifer Schroeter

WCMEA Secretary