

## WCMEA BOD MEETING MINUTES

SEPTEMBER 28, 2018

Chula Vista Resort- Wisconsin Dells

**CALL TO ORDER:** The meeting was called to order by President Angela Hinze at 1718 hours.

**ATTENDANCE:** An attendance sheet was passed. Those members signed in as attending: Jen Schroeter (Kenosha County), Joe Morovits (Crawford County), Rory Groessl (Kewaunee County), Angela Hinze (Columbia County), Dr. Agnieszka Rogalska via Skype (Dane County), Barry Irmen (Dane County), Lynn Johnson (Dunn/Eau Claire Counties), Marcie Rosas (Dunn/Eau Claire Counties), Linda Mitchel-May (Juneau County), Mary Ricci via Skype (Barron County), & Kalynn Podoski via Skype (Brown County).

**APPROVAL OF MINUTES FROM JUNE 10, 2018 BOD MEETING:** Minutes reviewed and discussed. Barry Irmen makes a motion to approve minutes. Joe Morovits seconds. No discussion. Motion passed unanimously.

**APPROVAL OF MINUTES FROM JUNE 12, 2018 BOD MEETING- SPECIAL SESSION:** Minutes reviewed and discussed. Joe Morovits makes a motion to approve minutes. Barry Irmen seconds. No discussion. Motion passed unanimously.

**PRESIDENT'S REPORT:** Angela Hinze presents to the BOD a copy of Autopsy Guidelines that had recently been developed from Keeping Kids Alive. The guidelines were passed around the table for review. Angela proposes that the WCMEA BOD considers endorsing the guidelines, or perhaps posts them on the website. Further discussion deferred until New Business.

Angela states that the Wisconsin Counties Association (WCA) is looking for a panel discussion/presentation for county board supervisors on the role/responsibility of the c/me.

Angela explains that she is attempting to stay ahead of the timeline for the upcoming election process. She is looking for suggestions for a nomination committee, and will work on establishing a timeline for re-writing the bylaws.

**1<sup>ST</sup> VICE-PRESIDENT'S REPORT:** Barry Irmen reports that he has been working with Dr. Rogalska regarding presenters and conference presentation topics. He states that there are four confirmed speakers at this time. Presentations will include cardiac death in young people (molecular autopsy), toxicology, updates with the PDMP, and basic death investigation. He explains that Dr. Rogalska is looking at putting on an evening presentation. He states that the other Dane County physicians would be willing to present as well.

Dr. Rogalska states that she had been approached at a prior conference regarding basics in death investigation. She explains that the need is there, and she would like to put on one or more sessions in the evening after the scheduled sessions. She plans to discuss body examination,

blood draws, etc. She explains that she has other ideas for workshops and presentations for the conference ranging from safe sleep, vaccinations, in-custody deaths, case presentations, etc.

Angela proposes that perhaps the WCMEA BOD could establish or develop written standardizations to address the need for basic death investigation training. Dr. Rogalska expressed concerns, as there are no established standards. She states that MLI guidelines are out there through the NIJ. Angela suggests that links to these guidelines be on the WCMEA website, as many are not aware that they are available.

Barry states that the vendor fee for the conference is \$350. He entertains the idea of increasing the fee. BOD comfortable with current fee, as an increased fee may deter vendors from participating. There has been notable decrease in vendors at the last few conferences. It is decided that the fee will remain at \$350.

Angela suggests that jump drives be provided with conference material included on them. She states that it had been done at prior conferences and was well received. Dr. Rogalska suggests that the jump drive be an addition to a conference folder, as many attendees prefer printed material and the ability to add notes.

**2<sup>nd</sup> VICE-PRESIDENT'S REPORT:** Mary Ricci reports that membership is down slightly; however, the new fiscal year is just underway. She states that the WCMEA currently has 224 paid members; however, she is expecting 13 more. Mary explains that 3 of the 224 members are continuing members. Mary reports that she is currently working on updating the email list. Both Jen and Barry request copies of the updated list once available.

Rory reports that based on the 2017-2018 memberships, we are currently ahead.

Angela thanks Mary for issuing the membership certificates and cards. She explains that there had been complaints in prior years.

Dr. Rogalska inquires as to which counties currently do not participate in WCMEA memberships. Mary states that counties that she is currently struggling with are: Vernon, Calumet, Dodge, Grant, Winnebago, Racine and Chippewa.

Joe states that there will be a new coroner in Vernon County come November. He explains that perhaps with new leadership, there would be a willingness to participate.

Dr. Rogalska suggests telephone calls with the counties listed above to find out what is keeping the counties from participating. She explains that if the issues are known, the BOD can have a better understanding and work to bridge the gaps.

**SECRETARY'S REPORT:** Kalynn Podoski has nothing to report. Due to technical difficulties with Skype, Jen Schroeter will take minutes for the meeting.

**TREASURER'S REPORT:** Rory Groessl provides an account summary (see attached) which indicates the beginning balance as of July 1, 2018 is \$23333.98. With membership dues, merchandise sales, and conference registrations the current balance is \$30343.90. He reiterates

that the WCMEA is no longer paying lobbyist fees which will greatly assist the association in recuperating its money.

**SERGEANT-AT-ARMS REPORT:** Joe Morovits has nothing to report. Defers to merchandise committee report.

**MEMBER-AT-LARGE REPORT:** Lynn Johnson has nothing to report. He states that he is new to the BOD and is interested in his roles/responsibilities moving forward. He explains that he will help as needed.

**PAST PRESIDENT'S REPORT:** Jen Schroeter states that she has secured the contracts for the 2019 and 2020 conferences. She explains that she will help as needed with conference planning.

**TRUSTEE REPORTS:** Patty Schachtner is absent (excused). Marcie Rosas has nothing to report. She echoes Lynn Johnson regarding roles and responsibilities moving forward. Marcie states that she is willing to help wherever she is needed. Dr. Rogalska reports that she has been working with Barry on conference planning. She also states that she had participated in the WSLH trainings across the state. She feels that the trainings went well. She had the opportunity to meet a lot of new people, and it was reiterated that the need is there for training in basic medicolegal death investigation.

**OFFICER REPORTS:** Barry Irmen makes motion to accept officer reports. Jen Schroeter seconds. There is no further discussion. Motion passes unanimously.

**LEGISLATION COMMITTEE:** Angela Hinze and Barry Irmen reviewed that the arrangement stands where Barry will share with the BOD legislative information that is passed along by the Dane County lobbyist. Angela asks the BOD if there is value in maintaining a legislative committee. After discussion, it was decided that there would be no reason for a committee at this time.

**NEWSLETTER COMMITTEE:** Jen Schroeter reports that she is working on a fall issue for the newsletter. She states that she has received submissions from the WSLH, DHS, Donate Life and PDMP. The BOD offered suggestions for future issues: features of new doctors in area ME offices, bios on newly elected coroners, a website update, etc. Barry mentioned that at prior conferences there had been tributes to deceased C/ME's. He also states that perhaps at one of the future conferences, the John Stanley Award be presented. He offers Dr. P. Douglas Kelley as the next John Stanley Award recipient for all of the hard work and service he has provided over the years to WI and the WCMEA. The BOD agrees that Dr. Kelley is deserving of the award.

Angela states that the WCMEA is need of a new photographer to take photos at the conferences, and suggests that these photos are shared in the newsletter. The BOD nominates Lynn Johnson as the photographer.

**MERCHANDISE COMMITTEE:** Joe Morovits reports that the women's apparel was well received at the last conference, and there is still apparel left in inventory. He reports that clearance items remain in inventory as well, and looks to the BOD for feedback and recommendations for the next conference. Rory states that the WCMEA made ~\$700 on

merchandise at the last conference, and recommends liquidating the current inventory before ordering new items. The BOD agrees with this recommendation.

Angela suggests that jump drives be purchased to put presentation materials on the drives for the next conference.

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

**OLD BUSINESS:** N/A

**NEW BUSINESS:** Barry Irmen inquiries about the \$350 vendor registration fee: should the WCMEA continue charging \$350, or consider a fee increase? Rory suggests that the fee remain at \$350. The BOD is in agreement.

Dr. Rogalska inquiries about record retention for the BOD. She states that past practice has been for each BOD officer to pass documents/records to the newly elected officers. Over the years the amount of paperwork has become overwhelming and difficult to store. She asks the BOD how long such documents are to be stored, and suggests that the documents be scanned and stored electronically. Angela states that per ABMDI requirements, the documents would be retained for 10 years including conference brochures, evaluations, attendance sheets, etc. Dr. Rogalska states that should the BOD be willing to purchase a 2 terabyte external hard drive, she would be willing to donate her time to the scanning and storing of the documents.

Barry makes a motion for the BOD to purchase a 2 terabyte external hard drive and allow Dr. Rogalska to use her best judgement to determine what documents/information to scan and retain for 10 years to include conference materials (brochures, attendance sheets, evaluations) at a minimum to comply with ABMDI. Angela seconds. No further discussion. Motion passes unanimously.

Rory mentions the need to update the WCMEA equipment.

Barry makes a motion to return to the Treasurer's Report. Jen seconds. No further discussion. Motion passes unanimously.

**TREASURER'S REPORT CONTINUED:** Rory Groessl reports that the WCMEA laptop has an operating system that is old and out of date. Rory requests that the WCMEA look in to purchasing a new device.

Angela makes a motion to purchase a new laptop, and have the BOD vote via email once Rory finds a device that meets the WCMEA needs. Barry seconds. Dr. Rogalska recommends Newegg.com as a possible vendor. No further discussion. Motion passes unanimously.

Barry makes a motion to return to New Business. Joe seconds. No further discussion. Motion passes unanimously.

**NEW BUSINESS CONTINUED:** Barry Irmen reports that he has received information regarding the website and possible options or online payment. He explains that PayPal can be utilized on the WCMEA website. He states that the WCMEA cost would be 2.9% per sale, plus

30 cents transaction fee for any card. He reports that for face-to-face sales, i.e. merchandise sales at conferences, the WCMEA cost would be 3% per sale and a transaction fee of 2.7-2.9%. He states that a card reader would be needed, with an estimated cost of \$30. He explains that to get the website set up and functional, it would cost ~\$550, and an additional ~\$325 would be needed for the secure software (for registrations and webstore). He continues to explain that the Treasurer will receive emails for each transaction, and the WCMEA bank account information will remain secure. Rory states that the WCMEA can only sell merchandise a few times each year sales-tax free as it is currently set up. He recommends that the WCMEA refrain from establishing a webstore, and continue selling merchandise at the conferences. The BOD agrees with this recommendation. Barry indicates to the BOD that PayPal will not be up and running for the next conference registration; however, should be available for merchandise sales at the conference.

Angela makes a motion to provide funding for the software, card reader, etc. to allow the WCMEA to move forward with PayPal for the next conference(s). Joe seconds. There is some discussion on recuperating cost, and no concerns are raised. Motion passes unanimously.

There is discussion regarding website training opportunities. Angela suggests a place on the website for training presentations and post-tests for ABMDI continuing education credits. Barry states that cost needs to be determined by the BOD. He explains that he is waiting to receive details from the webmaster. Dr. Rogalska projects that this might not be an opportunity available for 5-10 years; however, offers excitement about the progress. She explains that demand for online training may warrant increased participation and cooperation from presenters. Angela and Dr. Rogalska request additional time to look into such opportunities, and ask that it be further discussed at the next BOD meeting.

Barry requests faster turn-around time regarding meeting minutes, and online voting to accept. He states that he would like the minutes for posting on the website.

Angela makes a motion to attempt to complete minutes and share with the BOD within two weeks of the BOD meeting. Joe seconds. No further discussion. Motion passes unanimously.

Barry looks to the BOD for ideas/suggestions for the conference give-away item. Rory suggests a phone charger/power bank. He states that the mega power banks were \$25 each. The BOD supports the idea. Angela requests that the WCMEA logo and year be on the items. Barry recommends purchasing 100.

Jen makes a motion to purchase the mega power banks and flash drives for the next conference. Marcie seconds. There is further discussion. Dr. Rogalska recommends that the flash drives are given in addition to the conference folders, not to take the place of the folders. She states that the flash drive could minimize printing materials, but still provide a place for attendees to take notes. The BOD is in agreement. Motion passes unanimously.

Angela addresses the BOD regarding the Keeping Kids Alive Guidelines that she spoke of earlier. She inquires as to whether or not the guidelines should be posted on the website. The

BOD decides to table further discussion. Angela will email the guidelines for the BOD to review.

Angela proposes that each BOD officer have professional photographs taken for posting on the website. She states that she has a photographer friend who is willing to provide the photos at no charge. The BOD is supportive of the idea.

Angela looks to the BOD for recommendations on a nominating committee for the 2019-2020 BOD elections. The committee should include a Past-President, a Trustee, and a member-at-large. The BOD offers the following suggestions: Marcie Rosas (current trustee); Scott Rifleman (member-at-large) and Dr. Doug Kelley (Past President). Angela states that she will start reaching out to the potential committee members.

Joe makes a motion to move into closed session. Rory seconds. No further discussion. Motion passes unanimously.

BOD meeting moves into closed session.

BOD meeting returns to open session for adjournment.

**ADJOURN:** Barry makes a motion to adjourn. Rory seconds. There is no further discussion. Motion passes unanimously.

Respectfully submitted,

*Jennifer Schroeter*

WCMEA Past-President (filling in for Secretary Kalynn Podoski)