



To: GIPAW Membership
Date: Friday, August 11, 2006
Re: GIPAW BOD Meeting Minutes

A meeting of the Governmental Information Processing Association of Wisconsin Board of Directors was held on 8/11/2006. The meeting was held at the Waupaca County Courthouse Building.

OFFICERS:

Chairperson;
Joe Sommers 2007
City of Muskego
(262) 679-4150
jsommers@ci.muskego.wi.us

Vice Chairperson:
Tim Ullman 2008
Door County
(920) 746-2304
tullman@co.door.wi.us

Treasurer: 2008
L. Allen Mundt
Waukesha County
(262) 970-4757
amundt@waukeshacounty.gov

Secretary:
Todd Demers 2007
Polk County
(715) 485-9220
toddd@co.polk.wi.us

BOARD MEMBERS:

Howard Mezera 2006
Calumet County
(920) 849-1456
howard@co.calumet.wi.us

Jim Pike 2007
City of Antigo
(715) 623-3633 ext 122
jpike@antigo-city.org

Mike McGinnis 2006
Washington County
(262) 335-4486
Mike.McGinnis@co.washington.wi.us

Bob Reath 2008
Waupaca County
(715) 258-6235
reath@co.waupaca.wi.us

Mark Beveridge 2006
City of Fond du Lac
(920) 929-3229
mbeveridge@ci.fond-du-lac.wi.us

BOD MEMBERS PRESENT:

Joe Sommers Tim Ullman Jim Pike Mark Beveridge
Todd Demers Howard Mezera Bob Reath
Also attending annual vendor show coordinator Dave Hayden

BOD MEMBERS ATTENDING VIA WISCNET PHONE BRIDGE:

Mike McGinnis Allen Mundt

BOD MEMBERS ABSENT:

Todd Demers

CALL TO ORDER:

10:15AM by Joe Sommers, Chairman

APPROVE MINUTES:

Approved minutes from June 9, 2006 BOD meeting, Motion to approve by Howard,
Seconded by Mark; minutes approved unanimous

REVIEW JULY REGULAR MEETING:

The Regular GIPAW Summer Conference was held at the Grandseasons Hotel in Waupaca. Forty-four members attended. The board commended Allen for sending out a list of attendees via email, this was done by 1:20 PM on the day of the meeting. The board felt we had good participation for the summer meeting. Allen commented on how well the Grand Seasons accommodated our group.

TREASURER'S REPORT:

Al Mundt presented the treasurer's report. Current balance is \$8,720.48. Discussion of the finance was held. Outstanding bills include **\$1,800** from Wisnet.com for new web page development. There is a \$25 fee that will need to be paid to the bank for the documentation of the June ETF deposit by Marie. Motion to approve the treasurer's report by Bob, seconded by Howard.

NEW WEBSITE STATUS:

Mark Beveridge, using his laptop, projector and internet connection, accessed the web site developed by Wisnet.com, LLC (A progressive website application development and hosting company located in Fond du Lac, Wisconsin; <http://www.wisnet.com>). The new format is similar to the City of Fond du Lac's web site, which Wisnet designed and hosts. You can view this site at: <http://www.ci.fond-du-lac.wi.us>. Comments about the new design included; good appearance, elegant, impressive. Mark demonstrated how announcements can be added with begin and end display dates; and showed various "bells and whistles" that Wisnet had added to the city's site. The new site contains information as it stood at the end of 2005. .

NEW WEBSITE STATUS CONTINUED:

Over the next several weeks, Mark will go through the sites pages and get it updated with the current information. When this is done, he will email the board members for us to review and approve, prior to deploying the new site. We will likely continue to have Wisnet host the site, at an expected cost of \$30 per month. The membership will be notified of the new site via email when it is deployed

ANNUAL FALL CONFERENCE REVIEW:

Fall conference will be held on October 4, 5, and 6th, 2006 at Hotel Mead in Wisconsin Rapids. Using the State contract, GIPAW members get the state rate of \$62 per night. We have a block of 100 single and 20 double rooms. Mark mentioned that Margie Verhelst, City of Sheboygan has volunteered to help with the registration table. The board approved the purchase of supplies for the registration kit, badges name tags, lanyards, at a cost not to exceed \$600. Mark will compile existing supplies portfolios, etc, which will also be used at the registration table.

Mark reviewed the tentative agenda and Conference at a Glance, see attached. Mark will check with the City of Fond du Lac's print shop to see if they can print the materials. Joe will mail the materials and send out emails. In addition to picking up supplies for the registration, Allen offered to bring a color printer to print up the name badges. The agenda will be finalized during the next few weeks, and mailing will be done by September 1st, with email follow-up the week of September 18th.

DEG / TLC REPORT:

Howard gave his TLC report the State is continuing work on its RFP for Anti-Virus, SpyWare, Anti-Spam applications to share with all levels of government. It is expected this RFP will be out in November and a vendor selected in December. It is anticipated that the anti-virus enterprise software will cost from \$8 to \$12 per desktop.

SURVEY UPDATE AND MEMBERSHIP DATABASE:

Tim mentioned that he has been working on the Infrastructure Survey using Survey Monkey. The notice to take this survey will be sent out to via email to the membership within two weeks.

Tim discussed the membership database application which is written using Access XP. This database can be used to track members, secondary contacts, emails addresses, and GIPAW income from vendors and members, and expenses from the same.

OLD BUSINESS:

Joe has been contacted by the Woods County Victim's Witness Coordinator; she will be sending forms that need to be completed. Next week a pre-charge conference is scheduled for August 23, 2006. We will learn more of the status of the situation sometime after that.

The board discussed the organization picking up the tab for the board members meals when we conduct these board meetings. Jim Pike mentioned that it is an incentive he uses to encourage members to seek election to the board. That it can be difficult getting members to dedicate their time to attend five or six board meetings, and that having the GIPAW purchase lunch is one incentive he can use to encourage greater participation. It was mentioned that we discontinued this practice in June when our finances were in disarray, and that now they are in order. A motion to have the GIPAW purchase board meals expenses was made by Mark, seconded by Tim. Motion passed unanimously.

Non-profit reporting requirements: Allen will be meeting with the accountant to get instructions on how to keep the organization's books. Plus there are some reports that need to be filed with the state and the IRS.

NEW BUSINESS:

Mileage reimbursement ? & phone bridge meetings.

NEXT MEETINGS

Annual Conference October 4, 5 and 6 at Mead Hotel in Wisconsin Rapids.
Board of Director's meeting December 8, 2006 in Waupaca – 10AM

ADJOURN

Motion by Jim

Second by Howard Unanimous - 12:55PM