



<http://www.gipaw.org>

To: Board Members
From: Lynn Grube
Subject: January 19 2007 BOD Minutes

Times: 10 AM until approximately 1PM
Location: Waupaca County Courthouse, Room 1068
811 Harding Street
Waupaca, WI 54981
Main Phone# 715-258-6234

OFFICERS:

Chairperson:
Lynn Grube 2009
Oneida County
(715) 369-6101
lgrube@co.oneida.wi.us

Vice Chairperson:
Patty Francour 2009
Winnebago County
(920) 303-4357
pfrancour@co.winnebago.wi.us

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

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

BOARD MEMBERS:

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

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

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

Mark Beveridge 2009
City of Fond du Lac
(920) 929-3229
mbeveridge@ci.fond-du-lac.wi.us

Robert (Bob) Reath 2008
Waupaca County
(715) 258-6234
rreath@co.waupaca.wi.us

A meeting of the Governmental Information Processing Association of Wisconsin Board of Directors was held on January 19, 2007. The meeting was held at the Waupaca County Courthouse Building.

BOD MEMBERS PRESENT:

Joe Sommers	Tim Ullman	Jim Pike	Lynne Grube
Todd Demers	Bob Reath	Patty Francour	Mark

Beveridge
- Teleconferenced with Al Mundt

BOD MEMBERS ABSENT:

CALL TO ORDER:

10:10AM by Lynn Grube, Chairperson

APPROVE MINUTES:

Approve minutes from December 8, 2006 minutes – Now available on the web.
Motion to Approve by Joe Sommers – Second by Jim Pike -- Unanimous

TREASURER'S REPORT:

Al Mundt stated that there was no January activity to report. All board members did receive, by email, a current statement of its financial activity as of January 18, 2007.

- Jim had a Website hosting renewal fee of \$ 16.48 that needed paying. Al agreed to take care of it.
- Account Receivables (AR) will be entered into GIPAW database by bank's posting dates, versus current date received by secretary. Simple update of workflow process.
- Account Payables (AP) will now be copied to secretary for database entry. This will be consistent to the AR workflow process.
- Joe will supply Todd with the Post Office contact information, so mail in GIPAW Post Office Box gets forwarded in a timely fashion.

Motion by Joe to accept Treasurer's report – Second by Mark -- Unanimous

REVIEW CURRENT MEMBER LIST:

Tim presented members with updated lists of members, which he extracted from the GIPAW database. The lists include membership history as well as members' financial transactions. Board will review member and vendor addresses and update database as needed. Patty suggested promotion prizes or awards to our members who refer another entity to join GIPAW. Lynn agreed to research more and bring back options to the February 23rd, 2007 meeting in Waupaca

Lynn presented a graphical view of Wisconsin and all the counties that are current members, as well as those that are not. She also distributed a list of municipalities that are / were GIPAW members. Board members are tasked with contacting those counties or municipalities that are no longer members and encourage them to sign back up.

Reminder to all members – Membership fees are due by April 1, 2007. Membership is good from April 1, 2007 through March 31, 2008.

REVIEW NEW WEBSITE:

Tim and Jim are working on new web site, which is driven by templates.
Tim and Jim will work together to move GIPAW website off of current server and onto Wisnet server
GIPAW BOD will be able to add / edit documents on new site. Board will work together to keep new site current.
Policies will be on new site, as well as a member's area
Progress on new site will be posted by AI and distributed through GIPAW ListServ
New web set will be backed up by GIPAW database. Membership lists, as well as calendar agenda and minutes shall be included on new site.

REVIEW THANK YOU LETTER TO INFINITY:

Lynn drafted a thank you letter to Infinity for their great work and support of GIPAW
One amendment suggested by Mark
Motion by Todd to approve Letter of Thanks as amended -- Second by Mark -- Unanimous

REVIEW CHAIRPERSON'S ANNUAL WELCOME LETTER:

Lynn drafted her Annual Chairperson's Welcome Letter and reviewed by board.
The board commented and made suggestions about the letter. Membership form shall be included with letter.
Motion by Tim to approve the Welcome Letter as amended -- Second by Jim -- Unanimous

DISCUSS FOOD/BEVERAGE CHOICES FOR APRIL & JULY GENERAL MEETINGS:

Lynn did research on our menu options for General GIPAW Meeting in Waupaca - April 19th, 2007
OPTIONS Discussed - Continental Breakfast - Italian Cuisine w/ Caesar Salad - Ice Cream at 2:00PM Break
Discussion took place about the General GIPAW Meeting in Waupaca – July 18th & 19th, 2007
OPTIONS Discussed – Continental Breakfast - “Taste of Wisconsin Cuisine” - Pizza on Boat Ride in the evening
No decisions were made for the July General Meeting

DISCUSS TOPICS FOR APRIL GENERAL MEETING:

Jim expressed concern on how much / little time we might have for the April meeting. Suggestions were made to have member and non-members arrive on the afternoon of April 18th – day before actual meeting. GIPAW will entertain on the evening of April 18th.
- THEME: Microsoft's Roll Out of its new technologies: Windows Vista, Exchange 2007 & Office Pro 2007
System Requirements, implementation plans, and education are up for discussion

Todd will check Microsoft GearUP road show

Lynn will contact Berbee

Patty will contact Heartland and Inacom on training and preparation issues

April meeting may be a promotional / invitational to all members and non-members alike. AI will write an invitational and distribute through ListServ.

DEG / TLC REPORT:

No reports available at time of meeting. Patty did state that the January 9th, TLC meeting was cancelled and rescheduled for February 13th, 2007. Patty will contact Howard Mezera and attempt to get a report for February.

SURVEY UPDATE:

Suggestions are to perform four (4) surveys annually – (one each quarter)
Joe will create the first one or two surveys and bring to the February meeting
Suggestions for surveys included topic enquiries on Anti-Virus products and development vendors, as well as Microsoft's upcoming technologies and implementations.

OLD BUSINESS:

SPRING VERSUS FALL CONFERENCES:

Tabled until February 23rd meeting

REVIEW CURRENT INSURANCE COVERAGE:

Al gave report on his findings on GIPAW's current insurance coverage. It appears to be more of a property and casualty policy than a Personal Injury and Directors and Professionals coverage policy. In short, may not be covering GIPAW in the way it needs to be covered. Current policy is up for renewal in April.

Lynn mentioned that WCA offers a form of Legal Liability coverage. More research is needed to see if this is the right fit. Mark stated that only one Conference Center offered insurance coverage.

The board agrees that the new Insurance shall be in place by April 2007 meeting.

Motion by Tim to have Al research and purchase Board and Personal Injury Coverage, not to exceed \$1,000 annually -- Second by Joe -- unanimous

UPCOMING CONFERENCE LOCATIONS:

Mark needs help contacting vendors for conferences. Board agrees to forward any interested vendors toward Mark for scheduling. Conference Agenda must be completed by July meeting.

Todd agreed to create labels and sit at Registration Table for 2007 Fall Conference

2007 Fall Conference is at the Country Inn in Pewaukee, Wisconsin on October 3 -5, 2007

2008 Fall Conference is at the Fox Hill Resort in Mishicot, Wisconsin

Mark and Tim will begin looking into the 2009 conference location

SCHOLARSHIPS FOR TECH COLLEGE STUDENTS:

Todd gave brief report on his research into setting a Technical College grant for students enrolled in Wisconsin's Technical College System. He will bring a full report to the February 23rd meeting

NEW BUSINESS:

Discussion ensued on the topic of creating a Credit Transaction area on new GIPAW website. Allow users to pay dues and register for annual conferences. Tim and Jim will research more on this and bring their report back to the board.

NEXT BOARD MEETING:

Next meeting: Friday, February 23rd, 2007 -- 10AM -- Waupaca County Courthouse

ADJOURNMENT:

Motion by Jim to adjourn meeting -- Second by Todd -- Unanimous - 1:20PM