

**DRAFT**

**Independent Living Council of Wisconsin (ILCW)  
Executive Committee Teleconference  
Meeting minutes of 01/16/08**

**Members in attendance:**

Kathie Knoble-Iverson, Chair  
Bruce Huseboe, Vice Chair  
Evelyn Buckles, Secretary  
Diane Ryan, Member at Large

**Members absent:**

Teddy Pyke, Chuck Benner

**Others present:**

Mike Bachhuber, Executive Director ILCW  
William Parke-Sutherland, Executive Assistant ILCW  
Joseph D'Costa, Div. of Vocational Rehabilitation, Director, Bur. of Mgmt. Services  
Tracy Thomas, Accountant, Independence First

**Agenda item:**

**1. Call to order – Kathie Knoble-Iverson**

Kathie called the meeting to order at 4:30 p.m.

**2. Secretary's Report – Evelyn Buckles**

Meeting minutes will be sent to members for review and approval at the February meeting. Mike will send prior to the February meeting.

**3. Finance Report – Tracy Thomas**

**FY2007 Audit.** Meeting with Auditors. Tracy reported that the meeting went well. A few management items to review. March 31<sup>st</sup> is deadline to submit. Discussion regarding the 990. Mike and Kathy will follow up on that. Auditors will make a presentation to the Executive Committee at the March 19<sup>th</sup> meeting. Tracy suggested Mike email the auditors immediately.

**Review of Financial Statements.** Average spending \$16,000-17,000 month. Unrestricted funds holds 60 day reserve (\$37,000). We believe that DVR's intent was to allow us to access reserve funds only to address cash flow purposes on an as needed basis. However, since our funding is by an annual contract, we may have to use up all

William Parke-Sutherl..., 2/27/08 5:17 PM  
**Deleted:** operate

William Parke-Sutherl..., 2/27/08 5:18 PM  
**Deleted:** without reserve funds.

Mike Bachhuber 1/16/08 8:03 PM  
**Inserted:** without

Mike Bachhuber 1/16/08 8:03 PM  
**Inserted:** . However, since our funding is by an annual contract,

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the year's funding and replenish with next year's funds. Mike will get clarification from DVR for end of year process.

Bruce moved to accept the report. Diane seconded. **Motion carried.**

### **4. Membership Report – Evelyn Buckles**

**Membership Committee** will meet after the Council meeting on February 4<sup>th</sup>. There are currently six vacancies on the Council at this time.

**Status of Leonila Vega.** Leonila will stay on the Council until someone is appointed to take over her term.

### **5. Report of Chairperson – Kathie Knoble-Iverson**

**Legislative Days.** Kathie will be doing a brief presentation about ILCW.

**Treasurer Vacancy.** Treasurer.

**Executive Committee.** Status of Teddy Pyke and Chuck Benner. Kathie will follow up with both to see if they are able to attend

#### **Policy Review.**

Need to establish the following: Fiscal Policy; Conference Attendance Policy; Recruitment Policy.

Mike will forward a copy of a questionnaire for potential candidates for members to review.

### **6. Executive Director Report – Mike Bachhuber**

Council Business

- 704 Reports  
Mailed State 704 to members. William and Mike will summarize the information received from centers 704's.
- Grants & DSU Relationship  
Mike and William met with Maureen Ryan, Rick Hall, Joseph D'Costa and Janis Caruso Lugo. Ready to move forward with next grant. Finished letter to Joseph D'Costa summarizing planning priorities and sent. To finalize WCILC grant, Mike drafted a grid with objectives and activities for the WCILC IL Network grant based on discussion at the meeting and with Maureen afterward. Heforwarded it to Maureen Ryan for review then it will be forwarded to DVR. Need to schedule meeting to discuss Outreach Grant and Technical Assistance statewide. Standard ways to review each rather than meeting each time.

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- Records  
Plea again for records from meetings. Still need for June teleconference where SPIL was approved. Also in need of Executive Committee minutes prior to Mike beginning in August.
  - Website  
William is attempting to update website. Areas requiring a lot of updating will be pulled off temporarily. Will have less but more current information on the website for the short term.
  - SILC Congress  
Members attending are Joy Combs, Diane, Kathie and Mike will be attending. Registrations and reservations are made. Travel advances have been spent. State basket was ordered.
  - **IL Legislative Days & February Council Meeting**  
**Monday, February 4<sup>th</sup>:**
    - ILCW Executive Committee Meeting
      - 10:30 a.m. – Noon
    - ILCW meeting
      - Noon- 4:30 p.m.
      - Working lunch
    - ILCW Membership meeting
      - 5 p.m. (after Council meeting)**Tuesday, February 5<sup>th</sup>:**
    - ILCW meeting
      - 9 a.m. – Noon
    - Legislative Training
      - 12:30 – 5 p.m.
    - Reception
      - 5:00 – 8:30 p.m.**Wednesday, February 6<sup>th</sup>:**
    - Legislative Visits
- 7. Other Business – Kathie-Knoble Iverson**
- 2008 Work Plan. Attention to priorities over the next few months. Mike will present an agency work plan at next meeting.
  - Personnel. Need to do a permanent status employee hire. Mike will post position.

No further business or discussion. Meeting was adjourned at 5:40 p.m.