

**WISCONSIN FIRE SERVICE ADMINISTRATIVE ASSOCIATION**

**MEETING MINUTES**

**THURSDAY, APRIL 26, 2023**

**LOCATION: OSHKOSH FIRE DEPARTMENT, 101 COURT STREET, OSHKOSH, WI 54901**

**1. CALL TO ORDER**

The meeting was called to order at 10:09 am by President Andrea Peters.

In attendance:

Barron, Amy – Wauwatosa Fire  
Beno, Lynn – Green Bay Fire  
Bochtrup, Sharon – Appleton Fire  
Bordeaux, Savannah – Fox Crossing Fire  
Duckart, Lacey – Manitowoc Fire  
Ellis, Tara – Neenah-Menasha Fire  
Jennings, Mitzi – Delton Fire (online)  
Latimer, Cher – SAFER  
Leick, Ashley – Janesville Fire (online)  
Muentner, Lori – Fond du Lac Fire  
Panzer, Lori – Marshfield Fire (online)  
Peters, Andrea – Watertown Fire  
Prigge, Carri – Green Bay Fire  
Riley, Taylor – Janesville Fire (online)  
Rykowski, Debbie – Beloit Fire  
Wallmuller, Kim – Oshkosh Fire  
Walker, Mindy – Wausau Fire  
Williams, Kelly – West Bend Fire  
Zarecki, Brittany – Plover Fire

**2. PLEDGE OF ALLEGIANCE**

The pledge was led by President Peters.

**3. INTRODUCTIONS**

Introductions were completed with new members and guests that were in person.

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETING: MARCH 23, 2023**

**MOTION:** To approve the minutes as presented.

(1) Beno (2) Williams

Motion carried unanimously.

## **5. TREASURER'S REPORT – CHER LATIMER**

**MOTION:** To approve the Treasurer's Report dated March 22, 2023 (revised)  
(1) Muentner (2) Wallmuller  
Motion carried unanimously.

To approve the Treasurer's Report dated April 25, 2023  
(1) Ellis (2) Rykowski  
Motion carried unanimously.

## **6. PRESIDENTS REPORT – ANDREA PETERS**

Peters indicated she is still waiting for word from Maiya regarding hotel rooms. She noted that most of the working slots are full, but that all our members are welcome to attend any trainings at no cost to us. Opening ceremonies are Friday morning and our business meeting will follow the opening ceremony. Ellis questioned if the agenda was posted yet, Peters indicated it was not.

Peters noted that this year is our 30<sup>th</sup> anniversary, the Board discussed having a special T-shirt for State Chief's conference. Latimer suggested a design with "Professional Chaos Coordinator" on the design and might be fun to wear at State Chief's conference. The members agreed it was a good idea. Peters is looking into costs and a temporary logo change indicating 30 years.

Peters noted Eagle Engraving has their site live for our members to order clothing to be delivered at State Chief's. Barron will send out the link. If you order before May 15<sup>th</sup>, they will deliver to State Chief's at no cost. Barron indicated that she did bring along some samples to try on. Peters indicated that if you are new to the association, to let Barron know so that she can get a polo ordered for you.

## **7. OLD BUSINESS**

Zarecki questioned how we communicate with each other at the conference. Peters indicated that last year we started a group text, and we also have our facebook page to communicate. Barron will set up another group text this year.

## **8. NEW BUSINESS**

- **Sunshine Committee Discussion**

Peters discussed that the Board got together last week and reviewed our bylaws, policies and procedures. Barron will be administering the Sunshine committee, which will welcome new members, send birthday cards, weddings, birth, retirement, funerals, etc. Walker indicated what was listed in the new draft bylaws in reference to costs. Peters indicated this is a work in progress and we can only send cards if we are aware of life events. Peters discussed the welcome packet including nametags. The association discussed options and that it would be nice to have nametags because we have so many new members. Peters noted that for State Chief's we are issued lanyard nametags for the conference, but she will work on having new tags ready for our August meeting.

- **Updates to Bylaws and Policies & Procedures**

Walker discussed the changes to the bylaws and merging those documents together. Once the Board has had a chance to review them, she will email it out to the association and will be brought to our June meeting for approval.

Peters discussed the option of changing the name of our association to Wisconsin Fire Service Administrative Professionals (WFSAP) instead of Association. Walker noted that she didn't feel the change of the word "professionals" instead of "association" made that much of a difference, but indicated if it said, "administrative assistants," then she would be in favor. Beno noted that it was her suggestion at the Board meeting and that we could phase it in instead of re-issuing clothing, etc. Peters noted that we should poll the entire membership for a vote. She also discussed that we need to re-look at our purpose to make changes to it and if it currently fits our association or not. Walker mentioned the changes that the Board had already made to the purpose after our Board meeting last week. Ellis noted that she liked the changes that were made already but suggested that we send it out to all the members for input. Wallmuller suggested we send the purpose and name change out in the same survey and ask everyone for input. Peters will send out a survey. Zarecki asked if our logo had ever changed and noted that if we were going to change our name, then maybe we should look at updating our logo also. Beno agreed. Peters will add this question to the survey.

- **Hosting Checklist**

Peters noted that we came up with a rough draft of a hosting checklist and Wallmuller tested it for this meeting. Wallmuller sent some suggestions back to Barron. She indicated that it would be better to have more defined dollar amounts. Peters noted that the hosting checklist would be listed as an appendix to the Bylaws.

## **9. UPDATE FROM COMMITTEES**

- **Administrative Committee:** Lynn, Carrie  
Beno reiterated the work that the Board did last week on combining the bylaws and policies and procedures and being clearer on what is expected of each committee, board member, etc.
- **Education Committee:** Karley, Lana
  - Review of SME/Software Survey

No one from this committee was present at today's meeting. Peters noted that there will be no formal education in June, and August is already booked.

- **Fundraising Committee:** Kerry, Ashley, Cher  
Latimer discussed the fundraising baskets and noted she will resend out the link to sign up for items to donate for each basket style. She indicated that if you wanted to donate money instead of an item, that is perfectly acceptable. Latimer questioned if we have any raffle tickets or if she needs to get some. Peters will check to see if she has any left from last year. Peters questioned if the association wanted to set a limit on funds spend in case more items are needed to be purchased by the association.

Motion to approve spending up to \$250 to purchase additional items for the basket raffles.

(1) Ellis (2) Zarecki

Motion carried unanimously.

- Conference Committee: Andrea

Zarecki questioned what we were giving away at the golf outing. Peters noted that she and Fassbender should get together and decide on something to give away. Zarecki questioned the quantity and budget for that. Beno noted that last year we went back and forth last year. Latimer indicated that we spent \$354.90 last year on the golf towels. Peters advised Zarecki to look for options to purchase around 200-250 items at a cost of approximately \$450.

Motion to approve spending up to \$450 to purchase an item to give away at the golf outing.

(1) Walker (2) Ellis

Motion carried unanimously.

#### **10. ROUNDTABLE DISCUSSION, IF TIME PERMITS**

Round table was completed after the meeting.

#### **11. SCHEDULE FOR NEXT MEETING**

Next meeting to be held at State Chief's conference in June.

#### **12. ADJOURN**

The meeting was adjourned at 11:01 am. Beno motion to adjourn, Williams second. Motion carried unanimously.

Minutes submitted by Mindy Walker