



LLAW Executive Board Meeting - 1st Quarter

Sept. 4, 2024 - 12:00-1:00pm

MINUTES

Present via Zoom: Wendy Smith (President), Sarah Kober (Vice President and Programming Committee Chair), Jamie Kroening (Treasurer), Elizabeth Manriquez (Nominating Chair and Past President), Scott Park (Archives Chair), Jess Moore (Government Relations Chair), Diane Duffey (Grants Chair), Stephanie Larson (Membership Chair), Michelle Wollmann (Newsletter Chair), Laura Olsen (Placement Chair), Carol Hassler (Website Chair / Webmaster)

- 1. Call to Order:** Wendy Smith called the meeting to order at 1:00 p.m.
- 2. Approval of Draft Minutes - Q4 Executive Board Meeting (Apr. 15, 2024)**
Carol Hassler moved to approve the minutes and Stephanie Larson seconded the motion. Minutes approved.
- 3. President's Message**
Wendy thanked the board members for serving, especially the new committee chairs.
- 4. Treasurer's Report and Consideration of Annual Budget (see attachments)**
The current balance of the checking account is \$5,725.81, and the balance on the CD is \$5195.40. The CD matures Nov. 11. Wendy moved that the board authorize the treasurer to roll the balance of the maturing CD into a new CD after it matures. Sarah Kober seconded the motion. The board voted and the motion passed unanimously.

The draft budget is based on last year's budget. Diane (Grants) noted that \$1k was returned last year due to a grantee being unable to attend AALL as planned. The baseline Grants budget is \$1,500 and the board agreed that last year's unspent \$1,000 could be added to this year's Grants budget for a total of \$2,500. Early bird registration for AALL is going up by \$100 this year.

Wendy moved that the proposed budget for 2024-2025 be approved as is, except that the budget for grants be \$2500 instead of \$1000. Jamie Kroening seconded the motion. The board voted and the motion passed unanimously.

- 5. Committee Reports**
 - a. Archives - Scott Park: No report.

- i. Wendy reported that we had previously supplied a box of LLAW newsletters to AALL, who were going to digitize these for local chapters. They've recently notified chapters that they're not able to do this and asked whether we wanted them back. The consensus of Bev and the group was that we didn't need these back, so Wendy let AALL know they could destroy these.
- b. Government Relations - Jess Moore: No report
- c. Grants - Diane Duffey: Thank you for confirming the status of the grants budget. Diane plans to get a notice out to the membership on the availability of grants.
- d. Membership - Steph Larson: I assumed the Membership Committee Chair position from Carol Schmitt in May 2024. So far, for the 2024-2025 membership year, LLAW membership has a total membership of 47 – that number includes members that have either renewed or newly joined. The good news is that LLAW has 4 new members (well, 1 is only new in the sense that she is in a new role – Wendy Smith is now at the Wisconsin Department of Administration). Our new members are Emma Kutschener from Habush, Faymarie Pluskota from Marquette, and Holly Muskat from Godfrey. Kris Turner and Membership compared the main listserv, as well as the separate one for Milwaukee to ensure all current (including new) members appear on the listserv and any necessary deletions were addressed. Membership sent out 2 renewal reminders, and a third and final one will go out on September 13th. The Membership chair also participated in ongoing discussions regarding membership recruitment and LLAW's presence at UW Milwaukee's library school. Membership would like to talk more with both our UW-Madison and UW-Milwaukee liaisons to help ramp up those efforts this year.
- e. Newsletter/Blog - Michelle Wollmann: No report
- f. Nominating - Liz Manriquez: No report
- g. Placement - Laura Olsen: Placement has shared 3 position announcements so far this year.
- h. Program - Sarah Kober: Invitations have been sent for the meeting on Sept. 12, where Nancy Kopp, a Wisconsin Supreme Court Commissioner, will speak about Lavinia Goodell, the first woman lawyer in Wisconsin. The program committee is just Sarah and Jim Mumm this year, so please let Sarah know if you might like to serve on the program committee, or if you have programming ideas. Wendy will mention this at the meeting this week, as well.
- i. Public Relations - Jenny Zook: No report
- j. Web - Carol Hassler: The admin email in Wordpress has been changed to the LLAW Gmail account. Carol's work email address is the backup email for the LLAW Gmail account. Carol would like to discuss additional roles we can set up in Wordpress, later during new business.

6. Old Business

Chair/Committee Vacancies: We have a full roster of chairs. Let Wendy know if you know someone who's interested in serving on a committee, many of them would appreciate the help.

7. New Business

a. Consideration of 2024-25 Annual Goals

i. Short-Term: Devise a content management and delegation plan

1. Previous discussion of this topic in Q4 of last year. Carol Hassler said we need to work out details on who does what in different roles, which also leads into a publicity/promotional plan. We are looking at how different types of updates can be made via the Wordpress blog framework. Carol had put together an outline of things that get updated and how often.

a. Currently Meeting minutes are uploaded as attachment and we link to them off the newsletter page (a static page). We could make the meeting minutes blog posts and tag them, to make them more sortable and searchable.

2. There was some discussion about whether the job postings should be a member only listing service, or put it on the website as an attractant for new members. We were circling toward putting it on the listserv only. Laura (the new Placement Chair) is in favor of discontinuing listing these on the website.

ii. Short-Term: Explore logo and promotional materials update

1. Previous discussion of this topic in Q4 of last year.

2. If anyone has any skill in graphic design, we'd appreciate the help. We last did the logo in the 90's, Melissa Murphy at Foley and Lardner created it. The main reason we're looking at this now is that the logo resolution is too small for some uses, especially on the web.

Possibly we could find a student at one of the iSchools to create a logo? More discussion to come in future meetings.

iii. Long-Term/Existential: Merger Discussions?

1. Wendy received a few comments last year on whether we should pursue a merger, given our challenges with membership and also participation to some extent. Wendy and Bev Butula discussed possibly joining with MAALL. At chapter leadership training, many other chapters expressed similar concerns about keeping membership up and keeping people engaged. So, Wendy wanted to get feedback from this group about whether we want to talk about this.

2. Members of the board felt that LLAW still has unique benefits that would be lost if disbanding or joining with a larger organization like MAALL. We will need to keep an eye on our membership numbers and difficulty of filling board positions and revisit this question in future years.

a. Benefits:

i. Grants for local Wisconsin professionals

ii. Wisconsin networking.

iii. A targeted group of professionals to work with

- iv. LLAW sometimes write an opinion letter when relevant legislation is pending.
- b. Challenges:
 - i. Other local professional groups are also struggling for leadership and membership
 - ii. Membership has dropped from ~140 members 25 years ago.
 - iii. Fewer law librarians being hired contributes to declining membership
 - iv. Constant struggle to fill LLAW board positions
- c. Steps we may be able to take, short of merger with another organization, to make LLAW more sustainable:
 - i. Consider dropping some leadership positions if there is not enough demand,
 - ii. Reducing number of programs we do since Program Committee is a high workload position.
- d. If we were to merge with another organization, an informal group / email list might be used to fulfill some of the networking purposes.

8. Adjournment

Carol Hassler moved to adjourn, Sarah seconded, and Wendy adjourned the meeting at 1:36 p.m.

Respectfully submitted,
Katie Dunn
LLAW Secretary

LLAW Statement of Accounts - Summary
FY25 (2024-2025)

As of 6/5/2024

<u>Checking Account</u>		<u>Revenue</u>	<u>Expenses</u>	<u>Totals</u>
Beginning Balance		\$ 2,829.21		\$ 2,829.21
	Budgeted Amt			
Board of Directors	\$ 0.00	\$ -	\$ -	\$ -
Archives	\$ 25.00	\$ -	\$ -	\$ -
Government Relations	\$ 0.00	\$ -	\$ -	\$ -
Grants	\$ 1,500.00	\$ 1,000.00	\$ -	\$ -
Membership	\$ 0.00	\$ 1,896.60	\$ -	\$ 1,896.60
Newsletter	\$ 0.00	\$ -	\$ -	\$ -
Nominating	\$ 0.00	\$ -	\$ -	\$ -
Placement	\$ 0.00	\$ -	\$ -	\$ -
Program	\$ 150.00	\$ -	\$ -	\$ -
Public Relations / Articles	\$ 120.00	\$ -	\$ -	\$ -
Website Committee	\$ 200.00	\$ -	\$ -	\$ -
Operating	\$ 75.00	\$ -	\$ -	\$ -
Checking Totals	\$2,070.00	\$ 5,725.81	\$ -	\$ 4,725.81
FY25 Balance less Beginning Balance				\$ 1,896.60

Balance of CD as of 8/30/2024:	\$5,195.40
Matures 11/11/2024	

LLAW BUDGET FY25
(June 1, 2024 - May 31, 2025)