



LLAW Executive Board Meeting – 2nd Quarter

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

MINUTES

Present via Zoom: Wendy Smith (President), Sarah Kober (Vice President and Programming Committee Chair), Jamie Kroening (Treasurer), Katie Dunn (Secretary), Elizabeth Manriquez (Nominating Chair and Past President), 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 12:01 p.m.
2. **Approval of Draft Minutes – Q1 Executive Board Meeting (Sept. 4, 2024):** Carol Hassler moved to approved the minutes, Stephanie Larson seconded. Minutes approved.
3. **Treasurer's Report** (Jamie Kroening) (see attachment)
 - a. The checking account balance is \$5,873.37
 - b. Our CD matured with a value of \$5,285.51 and it was rolled into another 13-month CD at 4% API with a maturation date of December 11, 2025. We rolled it over within the 10 day window to get a better interest rate over the default rate. The bank mails us a notification a month before maturation, and Jamie has a reminder set for the board to consider another rollover of the CD prior to the maturation date.
 - c. Jamie filed form 990, filed our annual report with DFI, and renewed our domain registration.
4. **Committee Reports**
 - a. Archives - Scott Park (not present / no report)
 - b. Government Relations - Jess Moore (no report)
 - c. Grants - Diane Duffey: We have had no applications to date for grants. Diane will send another reminder out. Diane is coordinating recognition of Bev Butula, who has done a lot for LLAW and will be retiring in December. Several people will speak during the business meeting, and Wendy will make a presidential declaration. Diane is putting together a memory book for her. If you have photos you'd like to have included in Bev's book, please send them to Diane by the end of the week. This is all a surprise, so don't share these plans with Bev!
 - d. Membership - Steph Larson (see attachment): Steph sent out the final renewal reminder at the beginning of October. Membership is currently at 52: 49 active members, 1 associate member, and 2 sustaining members (vendor representatives). We are down 1 member in terms of count from 2023-2024 (3 members did not renew, and 2 new members joined). Sarah and Jim are reaching out to other sponsors for events, we could

also see if any vendor reps other than Lexis/Westlaw might want to join as sustaining members.

- e. Newsletter/Blog - Michelle Wollmann (See Web Committee report)
- f. Nominating - Liz Manriquez (no report)
- g. Placement - Laura Olsen: We have had 6 positions posted so far this fiscal year, more than in recent years.
- h. Program - Sarah Kober: The upcoming business meeting and program on artificial intelligence will be held virtually on December 12. Quarles & Brady may be interested in hosting in person at the Madison and Milwaukee offices again in the future. Sarah will send out a registration reminder early next week. We'll use 10-15 minutes of the meeting for Bev's recognition. VLex had agreed to sponsor this program so they might be one to reach out to about sustaining membership.
- i. Public Relations - Jenny Zook: Diane Duffey's article on Wisconsin Civil Litigation was distributed today. Next year's calendar is filled in through May. Jenny will send out another notice shortly to get volunteers to write articles through December. Will include broad topic suggestions, but the editor is open to topics if you'd like to suggest one, or you may want to update an article that you wrote in the past.
- j. Web - Carol Hassler: Will link to the news blog from our main menu to make it more discoverable. The committee is meeting next week to finalize details of the content plan.

5. Old Business

- a. 2024-25 Annual Goals (Content Management) (see above under Web Committee update)

6. New Business

- a. Networking and Outreach Update (Laura Olsen): Volunteer and Research Opportunities with the ABA: Laura talked with Michelle Behnke, the incoming president of ABA, about how LLAW might be able to be of service with anything during her presidency. Michelle is a Wisconsin lawyer and former president of the State Bar of Wisconsin who has recently joined Boardman and Clark. She spoke to Laura's firm about ABA's commitment to diversity, having recently chaired the ABA Commission on Racial and Ethnic Diversity in the Profession. ABA will be doing some research with the Library of Congress for the 250th anniversary of the Declaration of Independence and possibly we could assist with that. Laura will touch base with her again in a few months about this and any other possible collaborations.

7. Adjourn: Wendy Smith adjourned the meeting at 12:20 p.m.

Respectfully submitted,

Katie Dunn

LLAW Secretary

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

As of 12/3/2024

<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	\$ -	\$ 1,000.00
Membership	\$0.00	\$ 2,087.15	\$ 190.55	\$ 2,087.15
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ -	\$ -	\$ -
Public Relations / Articles	\$120.00	\$ -	\$ -	\$ -
Website Committee	\$200.00	\$ -	\$ 17.99	\$ (17.99)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,070.00	\$ 5,916.36	\$ 233.54	\$ 5,873.37
FY25 Balance less Beginning Balance				\$ 3,044.16

Balance of CD as of 12/03/2024:	\$5,285.51
Matures 12/11/2025	
CD \$5000.00 (10/11/2023)	
CD \$5285.51 (11/11/2024)	

LLAW Membership Committee

For the 2024-2025 membership year, LLAW membership has a total membership of 52 – that number includes members that have either renewed or newly joined. Membership sent out final renewal reminders at the beginning of October. The Membership chair continues 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.

LLAW membership for 2024-2025 year by the numbers is as follows (as of December 1, 2024):

- **Breakdown by member level:**

Active: 49

Associate: 1

Student: 0

Sustaining: 2

TOTAL: 52

Down 1 member (in terms of count) from 2023-2024, but 3 members did not renew.

Respectfully submitted by Steph Larson, LLAW Membership Committee Chair, December 2, 2024