



## **LLAW Executive Board Meeting – 3rd Quarter**

Feb. 19, 2025 - 12:00-1:00pm

Present via Zoom: Wendy Smith (President), Sarah Kober (Vice President and Programming Committee Chair), Jamie Kroening (Treasurer), Katie Dunn (Secretary), Stephanie Larson (Membership Chair), Jess Moore (Government Relations Chair), Diane Duffey (Grants Chair), Michelle Wollmann (Newsletter Chair), Carol Hassler (Website Chair / Webmaster), Jenny Zook (Public Relations Chair), Laura Olsen (Placement Chair)

Not present: Laura Olsen (Placement Chair), Elizabeth Manriquez (Nominating Chair and Past President),

### **MINUTES**

- 1. Call to Order:** Wendy called the meeting to order at 12:01
- 2. Approval of Draft Minutes – Q2 Executive Board Meeting (Dec. 4, 2024)**
  - a. Carol Hassler moved to approve the minutes, Jenny seconded, minutes approved.
- 3. Treasurer's Report** (see attachment)
  - a. Jamie Kroening reported that LLAW has \$5,742.93 in checking, and the balance of our CD is \$5,338.02. We received a letter from BMO noting the interest earned on the CD. Jamie confirmed with Angela and a tax attorney at work that we don't need to report that interest anywhere.
- 4. Committee Reports**
  - a. Archives - Scott Park: No report
  - b. Government Relations - Jess Moore: No report
  - c. Grants - Diane Duffey: No grant applications have been received yet. Diane will send another reminder when program details are posted for AALL Annual. We might want to push our grant deadline out depending on when AALL posts the information.
  - d. Membership - Steph Larson: Membership numbers are unchanged since the last meeting.
  - e. Newsletter/Blog - Michelle Wollmann: No report
  - f. Nominating - Liz Manriquez: See nomination information under New Business.
  - g. Placement - Laura Olsen: 9 positions have been posted this year, more than last year. Thanks to Carol Hassler for updating the placement portion of the website.
  - h. Program - Sarah Kober: See information about Q3 program meeting under New Business.
  - i. Public Relations - Jenny Zook: Jenny has had no responses to her recent call for volunteers to write for Inside Track and still needs authors to fill the calendar for this year. Topics are open, now that they've gone to a weekly publication, they have

flexibility as to what issue they include our material in. Wendy suggested that people can update previous articles if they haven't been published in the past few years.

- j. Web - Carol Hassler:
  - i. Michelle and Carol met to go over the content plan. The last piece that was up in the air was social media. We have LinkedIn and Facebook but haven't done anything with those for a while. On X (Twitter), Diane has been posting publications, and WisBar tags LLAW in their updates. Carol is still the administrator of LLAW's LinkedIn and Facebook accounts.
  - ii. What do we want to do with these accounts? If we keep them, we should assign responsibility to update them when we update the website. There might be a way to link accounts to post once and have it show up on multiple platforms. Promoting member publications or open presentations seems like a better fit for these than internal promotions meant for members only. Email works fine for member communications and we don't need to duplicate those via social media.
  - iii. LinkedIn seems like the most relevant platform for LLAW. We can try posting more actively to LinkedIn and see if we get any more engagement, then reevaluate. The committee discussed possibly moving to Bluesky instead of X. Diane will continue posting publications to X for now.
  - iv. Redundancy/backup: Diane will send the X credentials to Carol and they will discuss updating the recovery email address. Carol will add secondary admins to the LinkedIn and Facebook pages.

## 5. New Business

- a. Q3 Business/Program Meeting Update (Sarah Kober)
  - i. February 27 program meeting is cancelled due to conflicts. We will reconvene in April for the Q4 program meeting.
- b. **Officer Nominations for LLAW Election 2025-26**
  - i. Timeline
    - 1. **March 1:** Deadline for Nominating Committee announcement of slate of candidates for next year's offices
    - 2. **April 1:** Deadline for mailing ballots
    - 3. **April 30:** Deadline for return of ballots
    - 4. **May 1:** New officers announced
  - ii. Liz has confirmed that Jamie and Katie are willing to continue in their roles. Wendy Smith will be past president. Sarah Kober will move to president, and Carol Hassler will be a candidate for VP. That covers all our required officer candidates for the upcoming election.
- c. **LLAW Time Capsule!**
  - i. Northwestern is holding time capsules put together by AALL local chapters in 2000 to be opened in year 2025.
  - ii. From a previous LLAW newsletter in 2000:

2. **AALL Archives Box** AALL is putting together a **time capsule** to be displayed at the Annual Meeting this summer. Each chapter has been asked to contribute one archives box. Suggestions about what to include were: State bar t-shirt, Elsie the cow, Mary's book, Legal Resource Guides, Newsletters, Annual Report, West Olympics photo, and a LibraryFest program. Julia Jaet and Jim Mumm volunteered to compile the box contents.

- iii. Wendy will request further information on LLAW's time capsule. If it doesn't cost too much to get it shipped back to us, perhaps we can open it at the Business Meeting in April.

6. **Adjournment:** Jamie motioned to adjourn and Jess seconded. Wendy adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Katie Dunn

LLAW Secretary

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

As of 2/13/2025

| <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        | \$ 46.56         | \$ 953.44          |
| Membership                                 | \$0.00            | \$ 2,087.15        | \$ -             | \$ 2,087.15        |
| Newsletter                                 | \$0.00            | \$ -               | \$ -             | \$ -               |
| Nominating                                 | \$0.00            | \$ -               | \$ -             | \$ -               |
| Placement                                  | \$0.00            | \$ -               | \$ -             | \$ -               |
| Program                                    | \$150.00          | \$ -               | \$ -             | \$ -               |
| Public Relations / Articles                | \$120.00          | \$ -               | \$ -             | \$ -               |
| Website Committee                          | \$200.00          | \$ -               | \$ 101.87        | \$ (101.87)        |
| Operating                                  | \$75.00           | \$ -               | \$ 25.00         | \$ (25.00)         |
| <b>Checking Totals</b>                     | <b>\$2,070.00</b> | <b>\$ 5,916.36</b> | <b>\$ 173.43</b> | <b>\$ 5,742.93</b> |
| <b>FY25 Balance less Beginning Balance</b> |                   |                    |                  | <b>\$ 2,913.72</b> |

|                                |                   |
|--------------------------------|-------------------|
| Balance of CD as of 2/13/2025: | <b>\$5,338.02</b> |
| Matures 12/11/2025             |                   |
|                                |                   |
| CD \$5000.00 (10/11/2023)      |                   |
| CD \$5285.51 (11/11/2024)      |                   |