



LLAW Executive Board Meeting – 4th Quarter

April 30, 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), Scott Park (Archives Chair), Jenny Zook (Public Relations Chair), Laura Olsen (Placement Chair), Elizabeth Manriquez (Nominating Chair and Past President)

DRAFT MINUTES

1. **Call to Order** Wendy Smith called the meeting to order at 12:02 p.m.
2. **Approval of Draft Minutes – Q3 Executive Board Meeting (Feb. 19, 2025)**
 - a. Stephanie Larson moved to approve the minutes and Carol Hassler seconded the motion. Minutes approved.
3. **Treasurer's Report** (see attachment)
 - a. See attached.
 - b. Next week's social meeting is included in this year's budget; the new organizational year starts July 1.
4. **Committee Reports**
 - a. Archives - Scott Park: None
 - i. Wendy noted that as of last week, the council of chapter presidents are still looking into how to get the LLAW chapter time capsules. More information will be forthcoming.
 - b. Government Relations - Jess Moore: None
 - c. Grants - Diane Duffey:
 - i. The deadline to apply for a grant to attend the AALL Annual meeting was March 31.
 - ii. The Grants Committee has awarded grants to Sarah Kober from Milwaukee County Law Library, who is LLAW's incoming president; and Kris Turner from the UW Law School.
 - iii. In addition, AALL offered our chapter a AALL Chapter Registration Grant, for a newer member of AALL. This grant covers registration for the meeting. We have selected Franky Newcomb (in fact, they were our only applicant!), a new librarian and adjunct professor at Marquette Law School for this grant.

- iv. We do still have some funds remaining, so people are encouraged to apply for a professional development grant yet this year.
- d. Membership - Steph Larson (see attachment)
 - i. With one new member, Olivia Hickner, the newest research specialist at Godfrey, we are now at 53 members.
 - ii. Steph will be sending out renewal reminders for the new fiscal year 2025-2026.
 - iii. Discussions are continuing with UWM SOIS about field workers, and identifying new member prospects
- e. Newsletter/Blog - Michelle Wollmann: No update
- f. Nominating - Liz Manriquez: The election closes today. We have 44 responses currently.
- g. Placement - Laura Olsen: Have had about a dozen postings this year, more than in past years.
- h. Program - Sarah Kober: Next week's social event will be at the Delafield Brewhouse, with a game and prizes. Sarah will send out another reminder Friday morning about registering. VLex, our new sponsor, has been very generous and we believe they're sending a representative to the meeting.
- i. Public Relations - Jenny Zook:
 - i. We still need people to write for Aug, September, November, and December to fill the calendar for this year. Jenny will cover one of those and will send out a reminder. Thanks to Liz for writing the latest appellate article. Amy is doing one on historical preservation month. If anyone wants to write, feel free to update one of your past articles.
 - ii. State Bar sent out a nice shout out to law librarians on social media.
- j. Web - Carol Hassler:
 - i. Cleaned up the LLAW Content plan, and will be sending it out after the meeting.
 - ii. Added Katie Dunn to the LinkedIn webpage as an admin. Still seeking a backup admin for our Facebook page.
 - iii. When Michelle and Carol talked about the content plan, the biggest conclusion was that the committee procedures need to be updated and clarified. Committee procedures are generally updated on a two year schedule, they don't require the same formal review that bylaws changes do.

5. Old Business

- a. Officer Election Update – Last Day to Vote! Encourage your coworkers to vote.

6. New Business

- a. Committee Chair Appointments – Due May 31
 - i. If you don't intend to stay in your committee chair position for the upcoming year, let Wendy and Sarah know so they can plan to fill those gaps. They'd

also like to know if you have any recommendations for someone who might be interested in stepping up.

- b. Committee Annual Reports – Due May 31
 - i. Summary of what your committee has done over the course of the year: activities, progress on tasks. They can be brief, an email is fine.
- c. When the new association year starts June 1, we need to start thinking about budgeting. If you chair a committee, start thinking about what budget you're going to request for the next year. Wendy will send a reminder.

7. Adjourn

- a. Wendy adjourned the meeting at 12:21 p.m.

Respectfully submitted,

Katie Dunn

LLAW Secretary

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

As of 4/28/2025

Checking Account		Revenue	Expenses	Totals
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	\$ 2,046.56	\$ (1,046.56)
Membership	\$0.00	\$ 2,125.26	\$ -	\$ 2,125.26
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ -	\$ -	\$ -
Public Relations / Articles	\$120.00	\$ -	\$ -	\$ -
Website Committee	\$200.00	\$ -	\$ 131.86	\$ (131.86)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,070.00	\$ 5,954.47	\$ 2,203.42	\$ 3,751.05
FY25 Balance less Beginning Balance				\$ 921.84

Balance of CD as of 4/28/2025:	\$5,338.02
Matures 12/11/2025	
CD \$5000.00 (10/11/2023)	
CD \$5285.51 (11/11/2024)	

LLAW content plan

Home page features/timely alerts – tie to blog for rotating content. Can designate a category for home features if we want to do this in the future. Chiefly newsletter chair would determine and post featured blog posts for the home page.

Membership Updates

- Membership renewal
 - Late April, by May 1.
 - Web chair updates membership page, Google form, Paypal button/form in consultation with membership chair
 - Membership chair posts renewal reminder to e-list.
 - Newsletter chair may optionally post on blog
- Directory
 - Fall, or periodically throughout year as membership details change
 - Membership chair creates, sends to Web chair
 - Web chair uploads, updates link on Directory page.
 - Membership chair sends past directory to archives to ensure it's kept
 - Membership chair posts alert to listserv that it's available

Programs

- Program registration reminders / promotion
 - Web chair updates programs page, Google registration forms, Paypal payment buttons
 - Programs chair writes e-list notices; sets up Zoom meetings
 - Newsletter chair writes/copies promotional post on blog, link to programs page as needed. Uses blog category "Programs"
- Past programs
 - Supplied by program committee, posted to blog by Newsletter chair
 - Blog category: "Programs" (Blog category page will be linked from the website under Programs so people can view past program announcements and materials)
 - Optional: programming committee gets blog editing authority, and posts instead of Newsletter chair

Publications

- Full list of publications – 2 pages, publications and Insidetrack; blog post only for features
- Updated by Public Relations chair or Web chair
- Will phase out Newsletter separate page

Placement Updates

- Jobs

- Will stay listserv only; page refers to listserv

About LLAW

- Board updates, policies, and more – posted by Web chair
- Grants
 - Calls for grant applications
 - Posted to e-list by Grants chair.
 - Cross posted to blog by Newsletter chair.
 - Grant application and info updates on page – Web chair
- Meeting minutes
 - Web chair – future goal to revamp organization of these!

Current page hierarchy

- Home
 - Members <https://www.llawisc.org/members/> make separate pages for join / directory
 - Directory (password protected) <https://www.llawisc.org/directory/>
 - Programs <https://www.llawisc.org/programs/>
 - Publications <https://www.llawisc.org/publications/>
 - LLAW News (blog) <https://www.llawisc.org/publications/llaw-news/>
 - LLAW Briefs <https://www.llawisc.org/publications/llaw-briefs/> - add intro about archived info – see blog for current, meeting minutes, publications
 - Newsletter (static) – clean out and archive this internally
 - Celebrating 40 years of llaw
<https://www.llawisc.org/publications/newsletter/celebrating-40-years-of-llaw-brainstorming-the-future/>
 - Committee reports 2021-22
<https://www.llawisc.org/publications/newsletter/committee-reports-2021-2022/>
 - Member publications <https://www.llawisc.org/publications/member-publications/>
 - InsideTrack <https://www.llawisc.org/publications/member-publications/wisbar-insidetrak/>
 - Jobs <https://www.llawisc.org/jobs/>
 - About us <https://www.llawisc.org/about-us/>
 - Board & officers <https://www.llawisc.org/about-us/board-officers/>
 - Bylaws and procedures <https://www.llawisc.org/about-us/bylaws-procedures/>
 - Board of directors procedures <https://www.llawisc.org/about-us/bylaws-procedures/board-of-directors-procedures/>
 - Calendar of important dates <https://www.llawisc.org/about-us/bylaws-procedures/calendar-of-important-dates/>
 - Grants and awards <https://www.llawisc.org/about-us/bylaws-procedures/grantsawards/>

- History & awards <https://www.llawisc.org/about-us/history-awards/>
(Need to find older historical docs to re-link)

Social Media

X/Twitter – Diane Duffey

Facebook – Carol Hassler - ?

LinkedIn – Carol Hassler, Katie Dunn