

Address: 3810 Milwaukee St.  
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Phone: (608) 575-9293  
Website: [ilcwis.org](http://ilcwis.org)



## **Independent Living Council of Wisconsin (ILCW) Wisconsin Independent Living Network (WILN) Retreat Planning Committee Teleconference Meeting**

December 27, 2022

11:00 A.M. – 12:30 P.M.

APPROVED JANUARY 24, 2023

### **Action Items and Motion Items**

#### **A. WILN Retreat Planning Committee Action Items**

- 1. Action Item:** ILCW Program Coordinator will work to secure hoteling and conference space for the June 2023 WILN retreat.
- 2. Action Item:** WILN Retreat Planning Committee members will provide ILCW Program Coordinator with suggestions for hotels and/or conference spaces for the June 2023 WILN retreat.
- 3. Action Item:** WILN Retreat Committee Staff will provide ILCW Program Coordinator with phrases for ribbons by the end of day Friday, December 30, 2023.
- 4. Action Item:** ILCW Program Coordinator will order name badge holders, lanyards, clips, ribbons, and other supplies for name badge distribution and decoration.
- 5. Action Item:** Jason Glozier will send a copy of the Independent Living (IL) Training Day schedule to ILCW when it becomes available.
- 6. Action Item:** ILCW Program Coordinator will contact ILCW members to encourage their participation in IL Days after receiving information regarding the IL Training Day schedule.
- 7. Action Item:** Lisa Sobczyk will develop a save the date to be sent to WILN leadership for the February 7, 2023 Evening session.
- 8. Action Item:** ILCW Program Coordinator and Angela Brenna will work on a presentation regarding SPIL Development.

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- 9. Action Item:** ILCW Chair and ILCW Vice-Chair will work on a presentation regarding talking about and marketing IL.
- 10. Action Item:** The DSE, Angel Brenna, ILCW Program Coordinator, and WCILC Executive Director will work on a presentation regarding levers of advocacy.
- 11. Action Item:** ILCW Program Coordinator will coordinate development and submission of program descriptions for WILN track presentations at the IL training day, February 8, 2023.

### **B. WILN Retreat Planning Committee Motion Items**

- 1. Motion Item:** Eric Riskus made a motion to approve the December 27, 2022 WILN Retreat Planning Committee meeting agenda. Jason Endres seconded the motion. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the November 22, 2022 WILN Retreat Planning Committee meeting minutes. Jason Endres seconded the motion. Motion carried.
- 3. Motion Item:** Jason Endres a motion to adjourn the December 27, 2022 WILN Retreat Planning Committee meeting. Eric Riskus seconded the motion. Motion carried.

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## **C. Meeting Minutes**

### **I. Welcome and Introductions, Angela Brenna, WILN Retreat Planning Committee Chair**

**WILN Retreat Planning Committee Members Present:** Angela Brenna; Jason Endres; Jason Glozier; Eric Riskus; and Lisa Sobczyk.

**WILN Retreat Planning Committee Members Absent; Excused (\*):** Randi Johnson\*; Amber Mullett\*; and Brian Peters\*.

**ILCW Staff:** Tyler Wilcox, ILCW Program Coordinator.

### **II. The meeting was called to order at 11:02 A.M. by Angela Brenna, WILN Retreat Planning Committee Chair**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 876 9471 8217. The meeting was also available via [Zoom](#).

### **III. Review and Approve December 27, 2022 WILN Retreat Planning Committee Meeting Agenda**

- Eric Riskus made a motion to approve the December 27, 2022 WILN Retreat Planning Committee meeting agenda. Jason Endres seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve November 22, 2022 WILN Retreat Planning Committee Meeting Minutes**

- Eric Riskus made a motion to approve the November 22, 2022 WILN Retreat Planning Committee meeting minutes. Jason Endres seconded the motion. Motion carried. See Motion Item 2.

### **V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services**

- Link to SPIL (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No public comment received; comment period closed at 11:08 a.m.

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## **VI. Discuss Alternate Dates and Locations for June 2023 Retreat**

- ILCW Program Coordinator contacted the Holiday Inn Convention Center in Stevens Point and learned that there are not enough guestrooms available the week of June 12<sup>th</sup>, 2023. Most events at this location are booked out 1-2 years in advance.
  - There is some availability after Memorial Day weekend.
    - Asking staff to drive on Memorial Day is not appropriate.
  - ILCW Program Coordinator asked for 200 hoteling spaces; this may have been an over-estimation.
    - Independent Living (IL) days requested 90 room.
    - There would likely be more people attending the retreat than IL days, especially from the Designated State Entity (DSE)
    - Estimating 130 rooms is probably closer to the number of rooms needed.
  - The conference center in Steven's Point is still an ideal location given the conference room's sizes, accessibility, and location.
    - It may be possible to find other hotel spaces available in Steven's Point, and the Holiday Inn staff may be willing to help ILCW Program Coordinator secure enough space for everyone who would be attending.
- The date of the WILN retreat can be adjusted if necessary because the SPIL was extended one year by the Administration on Community Living (ACL).
- ILCW Program Coordinator will work to secure hoteling and conference space for the June 2023 WILN retreat. See Action Item 1.

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- WILN Retreat Planning Committee members will provide ILCW Program Coordinator with suggestions for hotels and/or conference spaces for the June 2023 WILN retreat. See Action Item 2.

## **VII. Discuss Activities for February 7, 2023 Evening Program**

- There will be a cash bar at the February 7, 2023 evening program. The cash bar will serve non-alcoholic beverages.
- Hors d'oeuvres will be served by waitstaff to limit the number of people standing and waiting in line.
- The evening program will run from around 5:00 P.M. until around 8:00 P.M., attendees may join and leave at their discretion.
- There will be three activity stations:
  - Name badges.
    - Attendees will be given the opportunity to be creative and decorate their name badges up on arrival. Stickers, different colored pens, and similar materials will be provided.
    - DSE may have support staff that can help at this station.
  - Artwork Station.
    - Attendees will be able to write a sentence or phrase about what IL means to them. Their phrases will be turned into an artwork that can be raffled as a door prize during IL Days.
  - Conversation Starters.
    - There will be tents on the tables throughout the room that have prompts for discussions; both social and IL specific topics will be featured.
  - Participation in all activities will be completely voluntary, and no one will be encouraged to participate or discouraged from participation.

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- Ribbons should be provided to help identify if persons work with ILCs, ILCW, or the DSE. Ribbons will also provide information about whether a person has a disability, is a caregiver, a parent of a person with a disability, etc.
  - WILN Retreat Committee Staff will provide ILCW Program Coordinator with phrases for ribbons by the end of day Friday, December 30, 2023. See Action Item 3.
  - ILCW Program Coordinator will order name badge holders, lanyards, clips, ribbons, and other supplies for name badge distribution and decoration. See Action Item 4.
- Some ILCW Members are hesitant to join IL Days because they are unsure how much information will be pertinent to them.
  - ILCW Program Coordinator is planning to call members that have not signed up to encourage them to attend. At that time, he will also explain what sessions will be offered during IL Days training.
  - Jason Glozier has nearly all of the IL Days session planned; one WILN Advisory Committee is still ironing out the details of their presentations.
  - Jason Glozier will send a copy of the IL Training Day schedule to ILCW when it becomes available. See Action Item 5.
  - ILCW Program Coordinator will contact ILCW members to encourage their participation in IL Days after receiving information regarding the IL Training Day schedule. See Action Item 6.
  - An invitation or “save the date” may also help encourage people to attend the February 7, 2023 evening program.
    - Lisa Sobczyk will develop a save the date to be sent to WILN leadership for the February 7, 2023 Evening session. See Action Item 7.

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## **VIII. Discuss and Assign Presenters for Independent Living (IL) Days WILN Track**

- The IL Days WILN track will have four presentations, including the plenary.
- ILCW Program Coordinator will be involved in the plenary, it will resemble the presentation used for the Association of Programs for Rural Independent Living (APRIL) conference in October, 2022.
- ILCW Program Coordinator may not have capacity to develop three more presentation for the IL Training Day.
- ILCW Program Coordinator and Angela Brenna will work on a presentation regarding SPIL Development. See Action Item 8.
- ILCW Chair and ILCW Vice-Chair will work on a presentation regarding talking about and marketing IL. See Action Item 9.
- The DSE, Angel Brenna, ILCW Program Coordinator, and WCILC Executive Director will work on a presentation regarding levers of advocacy. See Action Item 10.
- ILCW Program Coordinator will coordinate development and submission of program descriptions for WILN track presentations at the IL training day, February 8, 2023. See Action Item 11.

## **IX. Adjourn**

- Jason Endres a motion to adjourn the December 27, 2022 WILN Retreat Planning Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 12:21 P.M.**