

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW) Membership Committee Teleconference Meeting

July 3, 2023

2:00 P.M. – 3:30 P.M.

APPROVED AUGUST 7, 2023

Action Items and Motion Items

A. ILCW Membership Committee Action Items

- 1. Action Item:** ILCW Program coordinator will continue to research email marketing platforms like Mail Chimp or Constant Contact for use by ILCW.
- 2. Action Item:** ILCW Program Coordinator will meet with Ann Belisle to determine whether she wishes to be an ILCW member and what methods will work best in order to contact her.
- 3. Action Item:** ILCW Treasurer will develop and provide a presentation about council travel, roles, and responsibilities for the August 14-15, 2023 Quarterly Meeting.
- 4. Action Item:** ILCW Program Coordinator will send the Wisconsin Coalition of Independent Living Centers (WCILC) conference list to the ILCW Membership Committee members.
- 5. Action Item:** ILCW Membership Committee will review the checklist and report any recommended corrections, changes, or updates to ILCW Program Coordinator.
- 6. Action Item:** ILCW Program Coordinator will update the ILCW New Member Application Checklist following recommendations from the ILCW Membership Committee.
- 7. Action Item:** ILCW Treasurer will reach out to some people in her area to determine if they would be interested in joining ILCW.

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- 8. Action Item:** ILCW Program Coordinator will send the ILCW Membership Flyer to the full Council.
- 9. Action Item:** ILCW Secretary will reach out to the staff of the Workforce Development Areas to let them know that ILCW is recruiting new members.

B. ILCW Membership Committee Motion Items

- 1. Motion Item:** Jason Endres made a motion to approve the July 3, 2023 ILCW Membership Committee meeting agenda. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the May 1, 2023 ILCW Membership Committee meeting minutes. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Jason Endres made a motion to adjourn the July 3, 2023 ILCW Membership Committee meeting. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to adjourn the meeting. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Randi Johnson, ILCW Secretary

ILCW Membership Committee Members Present: Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary, and LySandra Owens, ILCW Treasurer.

ILCW Membership Committee Members Absent: Eric Riskus*, ILCW Vice-Chair Elect.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

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II. The meeting was called to order at 2:04 P.M. by Randi Johnson, ILCW Secretary

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 853 9190 3859. The meeting was also available via [Zoom](#).

III. Review and Approve July 3, 2023 ILCW Membership Committee Meeting Agenda

- Jason Endres made a motion to approve the July 3, 2023 ILCW Membership Committee meeting agenda. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve May 1, 2023 ILCW Membership Committee Meeting Minutes

- LySandra Owens made a motion to approve the May 1, 2023 ILCW Membership Committee meeting minutes. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Program coordinator will continue to research email marketing platforms like Mail Chimp or Constant Contact for use by ILCW. See Action Item 1.

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 comments received; comment period closed at 2:14 P.M.

VI. Discuss New ILCW Membership Applications

- Ann Belisle was invited to the July 3, 2023 meeting. She accepted the meeting invitation on Outlook Calendar but did not attend the meeting.

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- Ann would be a strong candidate for the Council. The Governor's Office of Appointments has her resume, and she sits on another disability related council. However, it has been difficult to contact her and she has not attended the past two meetings to which she was invited.
 - ILCW Program Coordinator will meet with Ann Belisle to determine whether she wishes to be an ILCW member and what methods will work best in order to contact her. See Action Item 2.

VII. Discuss Training for August 13-14, 2023 ILCW Quarterly Meeting

- ILCW has had difficulty expending funds budgeted for council members to travel for conferences, quarterly meetings, and other opportunities.
- Reviewing council member roles and responsibilities may also be helpful.
 - Several council members have not joined any committees.
 - Several council members have not joined any of the Wisconsin Independent Living Network (WILN) Advocacy Committees.
- ILCW Treasurer will develop and provide a presentation about council travel, roles, responsibilities, and expectations for the August 14-15, 2023 Quarterly Meeting. See Action Item 3.

VIII. Discuss Conference Attendance

- ILCW was not granted a presentation at the upcoming Self-Determination Conference. However, ILCW should host a booth at the event again.
- There may be other conferences that ILCW council members could attend. This will reduce the time ILCW Program Coordinator is traveling, especially for conferences and expos that require a day's worth of driving time.

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- ILCW Program Coordinator will send the Wisconsin Coalition of Independent Living Centers (WCILC) conference list to the ILCW Membership Committee members. See Action Item 4.
- Conference attendance should be a standing agenda item for this committee.

IX. Discuss and Finalize Checklist for ILCW Application Process

- ILCW Program Coordinator developed a checklist to help explain the new ILCW Application Process that was approved at the May 15-16, 2023 Quarterly Meeting. The checklist is not an official document and does not full council approval.
- ILCW Membership Committee will review the checklist and report any recommended corrections, changes, or updates to ILCW Program Coordinator. See Action Item 5.
- ILCW Program Coordinator will update the ILCW New Member Application Checklist following recommendations from the ILCW Membership Committee. See Action Item 6.

X. Discuss Strategies to Recruit More Members

- ILCW has been having some difficulty recruiting new members.
 - Three students reached out to ILCW Program Coordinator following Angela's email. ILCW Program Coordinator had conversations with two. Neither have responded to his emails in a few weeks.
 - Ann Belisle has not been consistent about returning messages but has stated several times that she wishes to be a member of the council.
- ILCW needs better publicity. The new Face Book page should help with this. Better attendance at Conferences and Expos could also be helpful.

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- Three council members currently live within 90 miles of each other; Center for Independent Living Western Wisconsin (CILWW) is very active in their area. It has been more difficult to find members in other ILCs' service areas.
 - LySandra Owens lives in Society's Assets' service area and may be able to reach out to some people that she knows.
 - ILCW Treasurer will reach out to some people in her area to determine if they would be interested in joining ILCW. See Action Item 7.
- It will be helpful if everyone has a copy of the membership flyer.
 - ILCW Program Coordinator will send the ILCW Membership Flyer to the full Council.
- We have not solicited members from the Department of Workforce Development (DWD); there may be some people who are working with DWD that would be interested in joining the council.
 - ILCW Secretary will reach out to the staff of the Workforce Development Areas to let them know that ILCW is recruiting new members. See Action Item 8.

XI. Adjourn

- Jason Endres made a motion to adjourn the July 3, 2023 ILCW Membership Committee meeting. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 3.

Meeting Adjourned at 3:07 P.M.