

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW) Wisconsin Independent Living Network (WILN) Retreat Planning Committee Teleconference Meeting

August 22, 2023

11:00 A.M. – 12:30 P.M.

APPROVED SEPTEMBER 26, 2023

Action Items and Motion Items

A. WILN Retreat Planning Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will ask Holiday Inn staff if it is possible to put pitchers with water on the tables in the main room and breakout rooms during the retreat.
- 2. Action Item:** ILCW Program Coordinator will ask Holiday Inn staff if there is a way to sanitize microphones between uses without damaging the equipment.
- 3. Action Item:** ILCW Program Coordinator will ask Holiday Inn staff if breakout rooms will be cleaned up between sessions.
- 4. Action Item:** Angela Brenna will send an updated version of the WILN Retreat schedule to all registered participants via email.
- 5. Action Item:** ILCW Program Coordinator will create a questionnaire for WILN Retreat participants to request if they would be interested in the tour of Midstate Independent Living Choices and/or joining the group for dinner on August 28, 2023.
- 6. Action Item:** Amber Mullett and Lisa Sobczyk will work with Carrie Molke to plan an icebreaker activity for the start of the WILN Retreat August 29, 2023.
- 7. Action Item:** Amber Mullett will keep a microphone at her table so she can run microphones if necessary.
- 8. Action Item:** Jason Endres will run microphones if an additional runner is needed.

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9. Action Item: ILCW Program Coordinator and Angela Brenna will work together to arrange name tags and lanyards for WILN Retreat Participants

B. WILN Retreat Planning Committee Motion Items

- 1. Motion Item:** Jason Endres made a motion to approve the August 22, 2023 WILN Retreat Planning Committee meeting agenda. Brian Peters seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Jason Glozier made a motion to approve the August 2, 2023 WILN Retreat Planning Committee meeting minutes. Brian Peters seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Brian Peters made a motion to adjourn the August 22, 2023 WILN Retreat Planning Committee meeting. Jason Endres seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Angela Brenna, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), WILN Retreat Planning Committee Chair

WILN Retreat Planning Committee Members Present: Angela Brenna, DHS, BADR, WILN Retreat Planning Committee Chair; Jason Endres, ILCW Chair; Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC); Amber Mullett, DHS, BADR; Brian Peters; and Lisa Sobczyk, DHS, BADR.

WILN Retreat Planning Committee Members Absent; Excused (*): Eric Riskus, ILCW Vice Chair-Elect; and Ashley Walker*, DHS, BADR.

Guest: Don Wigington, Executive Director, Midstate Independent Living Choices (MILC).

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

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II. The meeting was called to order at 11:08 A.M. by Angela Brenna, DHS, BADR, 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 August 22, 2023 WILN Retreat Planning Committee Meeting Agenda

- Jason Endres made a motion to approve the August 22, 2023 WILN Retreat Planning Committee meeting agenda. Brian Peters seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve August 2, 2023 WILN Retreat Planning Committee Meeting Minutes

- Jason Glozier made a motion to approve the August 2, 2023 WILN Retreat Planning Committee meeting minutes. Brian Peters seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the minutes. 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 comment received; public comment period closed at 11:13 A.M.

VI. Review and Discuss WILN Retreat Banquet Event Order (BEO)

- The BEO looks to be ready for the Retreat, only one or two adjustments will need to be made.
 - ILCW Program Coordinator will ask Holiday Inn staff if it is possible to put pitchers with water on the tables in the main room and breakout rooms during the retreat. See Action Item 1.
 - ILCW Program Coordinator will ask Holiday Inn staff if there is a way to sanitize microphones between uses without damaging the equipment. See Action Item 2.

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- ILCW Program Coordinator will ask Holiday Inn staff if breakout rooms will be cleaned up between sessions. See Action Item 3.
- Amber Mullett is still working on arranging sign-language interpreters for the retreat.
 - At least three interpreters will be needed for the retreat. Five would be ideal to ensure that interpreters get breaks and there is sufficient coverage for all sessions.
- There will not be a banquet with the retreat and retreat attendees on the evening of August 29, 2023. WILN Retreat Planning committee determined that participants would want some time to themselves following the activities on the first day, so they can all have dinner on their own. WILN will be providing a continental breakfast both days and lunch on August 29, 2023.

VII. Review and Discuss Retreat Schedule

- An updated version of the WILN Retreat schedule has not been sent to the participants.
 - Angela Brenna will send an updated version of the WILN Retreat schedule to all registered participants via email. See Action item 4.
- MILC would like to host a tour of their Independent Living Center for people coming into town on August 28, 2023.
 - The tour would start at 5:00 P.M. but would have to end at 5:45 P.M.
 - Following the tour, retreat participants would also be invited to join the group for dinner.
 - MILC needs to know the number of people planning to attend as soon as possible to make arrangements with their staff and with the restaurant.

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- ILCW Program Coordinator will create a questionnaire for WILN Retreat participants to request if they would be interested in the tour of Midstate Independent Living Choices and/or joining the group for dinner on August 28, 2023. See Action Item 5.
- Carrie Molke, DHS, BADR, has agreed to develop an ice breaker activity for the start of the retreat.
 - Amber Mullett and Lisa Sobczyk will work with Carrie Molke to plan an icebreaker activity for the start of the WILN Retreat August 29, 2023. See Action Item 6.
- A dedicated note-taker will be needed for the WILN Retreat; preferably, someone who is not leading any of the discussion sessions.
- Microphone runners will also be necessary to make sure everyone's voice is amplified.
 - Amber Mullett will keep a microphone at her table so she can run microphones if necessary. See Action Item 7.
 - Jason Endres will run microphones if an additional runner is needed. See Action Item 8.
- ILCW Program Coordinator and Angela Brenna will work together to arrange name tags and lanyards for WILN Retreat Participants. See Action Item 9.

VIII. Review and Discss WILN Retreat Presentations

- Angela Brenna sent PowerPoint presentations to the communications officer at DHS. They will complete large print formatting and print some copies for those that requested paper copies of the registration.
- When Angela Brenna sends the updated schedule to the WILN Retreat Participants, it will also include digital copies of the PowerPoint presentations and a link to the questionnaire ILCW Program Coordinator will develop.
- WCILC Executive Director provided an overview of the "What is WILN, Purpose, and Who is Part of it" presentation.

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- ILCW Program Coordinator provided an overview of the IL Philosophy and Core Services presentation.
- Lisa Sobczyk, Angela Brenna, and Brian Peters provided an overview of the “How do we Effectively Advocate for Systems Change and the Future of IL with a Unified Voice” presentation.
- ILCW Program Coordinator, Brian Peters, and Eric Riskus provided an overview of the “What does the Future of IL Look Like?” presentation.
- ILCW Program Coordinator and Jason Glozier provided an overview of the “Envisioning the future of IL – SPIL: The IL Roadmap” presentation.
- Slide numbers and presenter names will be added to the PowerPoints to help participants identify who to speak with regarding each topic, and to help them follow along with presentations.

IX. Review and Discuss Registration

- Registration is officially closed, but the link will remain open in case there are changes due to emergencies or other unforeseen circumstances.

X. Adjourn

- Brian Peters made a motion to adjourn the August 22, 2023 WILN Retreat Planning Committee meeting. Jason Endres seconded the motion. Motion carried. See Motion Item 3.

Meeting Adjourned at 12:31 P.M.