

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 575-9293
Website: il-wis.net



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

September 26, 2023

11:00 A.M. – 12:30 P.M.

APPROVED FEBRUARY 19, 2024

Action Items and Motion Items

A. WILN Retreat Planning Committee Motion Items

- 1. Motion Item:** Jason Glozier made a motion to approve the September 26, 2023 WILN Retreat Planning Committee meeting agenda. Jason Endres 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 22, 2023 WILN Retreat Planning Committee meeting minutes. Jason Endres seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Jason Endres made a motion to adjourn the September 26, 2023 WILN Retreat Planning Committee meeting. Amber Mullett seconded the motion. Motion carried.

B. Meeting Minutes

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

WILN Retreat Planning Committee Members Present: Angela Brenna, Department of Health Services (DHS), Bureau of Aging and Disability Resources (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; Lisa Sobczyk, DHS, BADR, Designated State Entity (DSE) Representative; Ashley Walker, DHS, BADR.

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WILN Retreat Planning Committee Members Absent; Excused (*):
Eric Riskus*, ILCW Vice Chair-Elect; and Brian Peters*.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at (time) by (name), (title)

- 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 September 26, 2023 WILN Retreat Planning Committee Meeting Agenda

- Jason Glozier made a motion to approve the September 26, 2023 WILN Retreat Planning Committee meeting agenda. Jason Endres seconded the motion. WILN Retreat Planning Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve August 22, 2023 WILN Retreat Planning Committee Meeting Minutes

- Jason Glozier made a motion to approve the August 22, 2023 WILN Retreat Planning Committee meeting minutes. Jason Endres 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 comments received; comment period closed at 11:13 A.M.

VI. Discuss and Review WILN Retreat Feedback Survey

- ILCW Program Coordinator facilitated a discussion regarding the results of the WILN Retreat feedback survey.
 - 15 participants responded to the survey.

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- The retreat was largely successful. No one indicated that they did not like the retreat; the total rating was 3.8 stars out of five.
- The purpose and theme of the retreat seems to have been largely understood by the participants.
- The smaller breakout discussions were appreciated by most respondents; many suggested that in future events, more opportunities for smaller discussions be provided.
- Some improvement needs to be made with regards to organization and administration of the event.
- Most respondents reported that they would “very likely” attend the next retreat.

VII. Discuss Outcomes of WILN Retreat

- Most of the WILN Retreat participants were part of their respective Independent Living Centers’ (ILCs’) Independent Living (IL) departments. The Committee would have liked more people from other departments to have been represented.
 - Midstate Independent Living Choice’s (MILC’s) full staff was present.
 - Staff that participated and weren’t a part of an IL Department seemed to appreciate the opportunity to join their colleagues and reported a better understanding of their role within the network and the IL movement.
- Several participants noted that they did not have enough information about what the WILN Retreat was about prior to the event.
 - ILCW Program Coordinator and Jason Glozier explained the retreat at Wisconsin Coalition of Independent Living Centers (WCILC) board meetings.
 - The agenda was posted as soon as it was available, however session descriptions could possibly have been completed earlier.

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- By the second day, many of the newer staff seemed comfortable contributing to discussions.
 - Several younger staff approached ILCW Program Coordinator and suggested that using a microphone was causing anxiety among some staff, particularly those who are not as accustomed to public speaking.
 - For future events, it will be important to accommodate both those that need speakers to use microphones to hear and those that may wish to make comments but have difficulty using the microphone.
 - Newer staff members' willingness to participate will help us as a network remove some of the hierarchy structures that currently exist within the movement.
 - An IL Specialist emailed ILCW Program Coordinator and Jason Glozier with feedback and some questions. Both saw this as a success in making themselves approachable to everyone in the network, not just those in leadership positions.
- One of our next steps will be to develop a SPIL goal that supports our efforts to further unify the network and shift its culture.

VIII. Discuss Timeframe for Future Retreats

- Many people suggested that retreats should be held every two years.
 - This may be difficult from an administrative point of view.
 - The retreat is expensive, both in terms of the expenses related to lodging and meals, and in terms of time required of staff participating in the retreat.
- The WILN Retreat is a good venue for SPIL planning.
 - Holding the years in between SPIL development cycles may be the most effective. Using this schedule, the next retreat would be held in 2025. There would be a retreat every three years after that (e.g. 2028, 2031, 2034, etc.)

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- Having a regular schedule for retreats will help center directors plan for all expenses related to the retreat. A regular retreat schedule will also allow the network to develop a planning cycle.
- Several committee members expressed an interest in continuing to meet to discuss issues that pertain to the IL network. Because the WILN Retreat is completed, if the group meets again, it will be with a different designation and have a different purpose.

IX. Discuss Locations for Future Retreats

- There are several suggestions for future retreat locations.
 - The Green Bay, Wisconsin area was mentioned several times in the feedback survey.
 - La Crosse, Wisconsin has a new conference center that may be a good location for a future retreat.
 - Events are rarely held in the northern part of the state; Superior, Wisconsin has a conference center which may also work for a retreat.

X. Adjourn

- Jason Endres made a motion to adjourn the September 26, 2023 WILN Retreat Planning Committee meeting. Amber Mullett seconded the motion. Motion carried. See Motion Item 3.

Meeting Adjourned at 12:32 P.M.