

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

March 5, 2026

12:30 P.M. – 2:00 P.M.

APPROVED APRIL 2, 2026

Action Items and Motion Items

A. ILCW Executive Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will cancel ILCW's Adobe Illustrator subscription.
- 2. Action Item:** ILCW Executive Director will add a request for an ILCW email address to the ILCW Accommodation Request Form.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Julie Bergan made a motion to approve the March 5, 2026 ILCW Executive Committee meeting agenda. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the February 5, 2026 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. ILCW Executive Committee voted in favor of approving the minutes. Motion carried.
- 3. Motion Item:** Sara Eckland made a motion to recommend that the full council approve the January 2026 Financial Report. Kathy Acevedo seconded the motion. The ILCW Executive Committee voted unanimously to recommend approval of the report. Motion carried.
- 4. Motion Item:** LySandra Owens made a motion to move the March 5, 2026 ILCW Executive Committee Meeting to a closed session. Kathy Acevedo seconded the motion. ILCW Executive Committee voted unanimously to move to closed session. Motion carried.

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5. Motion Item: LySandra Owens made a motion exit the closed session. Kathy Acevedo seconded the motion. ILCW Executive Committee voted unanimously to exit the closed session at 2:07 P.M.

6. Motion Item: Kathy Acevedo made a motion to adjourn the March 5, 2026 ILCW Executive Committee meeting. Sara Eckland seconded the motion. Motion carried. Meeting Adjourned at 2:07 P.M.

C. Meeting Minutes

1. Welcome and Introductions, Mary Jane Grande, ILCW Chair

ILCW Members Present: Kathy Acevedo, ILCW Treasurer; Julie Bergan, ILCW Secretary; Sara Eckland, ILCW Independent Living Center (ILC) Representative; Mary Jane Grande, ILCW Chair; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Vice Chair-Elect.

ILCW Staff: Tyler Wilcox, ILCW Executive Director

2. The meeting was called to order at 12:33 P.M. by Mary Jane Grande, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 890 9852 6645. The meeting was also available via [Zoom](#).

3. Review and Approve March 5, 2026 ILCW Executive Committee Meeting Agenda

- Julie Bergan made a motion to approve the March 5, 2026 ILCW Executive Committee meeting agenda. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

4. Review and Approve February 5, 2026 ILCW Executive Committee Meeting Minutes

- Kyle Kleist made a motion to approve the February 5, 2026 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. ILCW Executive Committee voted in favor of approving the minutes. See Motion Item 2.

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- Kathy Acevedo abstained from voting because she was not present at the February 5, 2026 ILCW Executive Committee meeting.

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

- Link to SPIL (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- No public comments received; comment period closed at 12:50 P.M.

6. Review and Discuss ILCW Financial Situation

- ILCW Executive Director provided an overview of the ILCW February 2026 Financial Report.
- ILCW expended significantly more funds in the first four months of FFY 2026 than it did during the same period in FFY 2025.
 - ILCW Executive Director asked RitzHolman CPAs to invoice ILCW for the audit as soon as possible to help with accounting during the government shut down at the end of calendar year 2025. The audit, completion of form 990, and increasing costs due to inflation account for this difference. There is no concern.
 - Expenditures during the first quarter of the fiscal year tend to be a little higher because many annual subscriptions and other yearly payments come due. This will level out over the second quarter of the fiscal year.
 - Sara Eckland made a motion to recommend that the full council approve the January 2026 Financial Report. Kathy Acevedo seconded the motion. The ILCW Executive Committee voted unanimously to recommend approval of the report. Motion carried. See motion item 3.
- ILCW has subscriptions to both Adobe Illustrator and Adobe Acrobat. Both subscriptions cost about \$250.00 per year. ILCW uses Acrobat quite often whereas Illustrator is rarely used. To save money, we can cancel our subscription, which is on auto renewal.

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- Kathy Acevedo commented because the ILCW does not make fliers or other similar materials, Illustrator may not be warranted. ILCW has already paid for its 2026 subscription, so it may be useful to cancel in January or February 2027, before the next subscription cycle begins.
- Kyle Kleist reported that there are people within the Wisconsin Independent Living Network that could help with graphic design work if necessary; he recommends cancelling the subscription.
- Sara Eckland recommended Canva or a similar program if graphics work was needed, she also recommended cancelling the subscription.
 - Julie Bergan reported because we are 501C3, we can get the extras from Canva for free.
- The subscription is not a major expense; a vote isn't necessary in order to cancel the subscription.
- ILCW Executive Director will cancel ILCW's Adobe Illustrator subscription. See Action Item 1.

7. Discuss ILCW Email Addresses

- ILCW owns the il-wis.net domain, and ILCW email for ILCW Executive Director and ILCW Officers is routed through a GoDaddy email server. It is not possible to use another mail server for addresses for council members that might want an @il-wis.net email address.
 - ILCW could move all email to Gmail servers, however the Council would lose emails stored on its current director and officer email addresses.
 - GoDaddy offers a basic email service that costs \$1.99 per user per month.
 - Not all ILCW Members would elect to have an @il-wis.net email address.
 - It may be useful to give new members the option of using a Council email address during their orientation period.

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- The ILCW Accommodation Request form would be a good place to ask if people joining the Council have need of a Council email address. This would also allow people who have a change in their situation to request an email address quickly and easily. ILCW would also be able to easily retain a record of that request.
- ILCW Executive Director will add a request for an ILCW email address to the ILCW Accommodation Request Form. See Action Item 2.
- ILCW does not have access to a good file sharing program. Any that exist are too expensive to be useful for the council or would cause security concerns.
 - Email is the best way to collaborate on documents and other Council work at this time in terms of expense and ease of use.
 - Important Financial information uses a sandboxed upload site to ensure documents with sensitive information remain secure.

8. Discuss ILCW Resource Development Activities

- This is a standing agenda item.
- ILCW Executive Director shared the Resource Development document ILCW Membership Committee is working on with the Executive Committee.
 - The document is available on LiveBinders in the ILCW Membership Meeting packet; it is still in rough draft form and will be moved to a more accessible location as it is closer to completion.
 - Julie Bergan is searching for resources in the Kenosha area that she can add to the document. Other council members are encouraged to share any information they have regarding Resource Development opportunities with ILCW Executive Director for inclusion in the document.

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9. Review, Discuss, and Approve Parking Lot Items

- There were no parking lot items to discuss following this meeting's agenda.

10. Closed Session to Discuss Greg Logemann's ILCW Membership

- LySandra Owens made a motion to move the March 5, 2026 ILCW Executive Committee Meeting to a closed session. Kathy Acevedo seconded the motion. ILCW Executive Committee voted unanimously to move to closed session at 1:25 P.M. Motion carried. See Motion Item 4.
- LySandra Owens made a motion exit the closed session. Kathy Acevedo seconded the motion. ILCW Executive Committee voted unanimously to exit the closed session at 2:07 P.M. See Motion Item 5.

11. Adjourn

- Kathy Acevedo made a motion to adjourn the March 5, 2026 ILCW Executive Committee meeting. Sara Eckland seconded the motion. Motion carried. See Motion Item 6.

Meeting Adjourned at 2:07 P.M