**Business Meeting Minutes**

**West Central Warden’s and Superintendents Association Meeting**

**September 13, 2017**

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| * Call to Order
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| * Introduction of Board Members and Executive Director
* Executive Director- John Thalacker
* President – Chad Pringle
* Past President - Michelle Smith
* President Elect – Tim Haines
* Treasurer - Connie Hackman
* Secretary – Paul Kemper
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| * Treasure’s Report – Connie Hackman

2016 Starting KY Balance:......... $12,500.42Sponsors/Dues:......................... + 18,858.02Expenses: - 30,056.87Ending MN Balance:...................$1,301.57 2017 Starting ND Balance:.......... $1,301.57Sponsors/Dues:.......................... + 14,300.00Expenses:........................................- 3,064.02Balance as of 09-13-17:................$12,537.55*As of 09-13-17, ND had expenses to pay for meals and speaker travel expenses with some registration fees to deposit.* Estimated End Balance: $6,000 |
|  |  | * Motion to Approve – Colby Braun
* Second – Michael Meisner
* Vote – All in favor
 |
| * Old Business
* Minutes of last meeting
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|  |  | * Motion to Approve – Michael Meisner
* Second – Kris Weitzell
* Vote – All in favor
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|  | * Other old business
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|  |  | **None** |
|  |
| * New Business
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| 1. Executive Director Report – John Thalacker
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|  | * + - Web site services: Information was provided to the staff of [www.corrections.com](http://www.corrections.com) in mid-October, 2012, to update the association website. This service is provided at no cost in exchange for conference vendor space if they decide to use it. Thus far, they have not attended. In January 2017, our previous web site domain expired. In consultation with Executive Committee a new domain name was purchased. We have secured the new name for five (5) years. The Secretary will be provided the user name, password and pin number as well as the account number for future reference and re-submission in five (5) years. New domain name: westcentralwardens.com.
		- Vendor contact: 2012-13 is the first year that the Association (rather than the hosting state) had a single contact with potential vendors at the conference. It is hoped that this position would have three benefits for the association:
			* Provide ongoing continuity with vendors from year to year to develop continuity for both vendors and WCWSA,
			* Remove any question of propriety by an organization president, who might have business dealings with a specific vendor,
			* Lessen the work load of the president planning the annual training.
		- In exchange, that Vendor Contact is provided registration, membership and conference travel expenses. At least a 4-5 year commitment is needed to meet the above objectives. Don Redmann from North Dakota volunteered for this post. The Executive Committee should continue to look at how this position can be most effectively utilized. President should assign someone from their team to work with Don Redmann as co-contacts for vendor issues. (It is noted that Don has agreed to remain in this position for the next year).
		- Bank contact: Great Western Bank in Fort Dodge, IA has an up-to-date listing of members of the Association authorized to expend funds. When other persons are added to the Executive committee, I will notify the bank who will begin the process for authorization for the new signatures'.
		- Historical record: Created a printed and pictorial summary of events and speakers at the WCWSA 2016 training. Albums containing the conferences from 2006 are available for viewing in the Hospitality Room.
		- Press releases – per the 2016 conference, press releases are to be sent to the DOC PIO’s (Public Information Officer) after the conference announcing the persons elected. Those elected are to let the Ex. Director know who to contact. Notices were not sent out in 2016.
		- 2017 conference: Warden Chad Pringle and staff of the North Dakota DOC deserve the credit for an outstanding conference! I encouraged the use of the 2006 planning guide and reviewed the agenda with minor suggestions offered.
		- Plaque - In keeping with a long standing tradition of WCWSA, I arranged for the purchase of a plaque for the President.
		- Expenses: Minimal expenses not previously approved (phone, trips to the bank, etc.) were incurred during the last year and no claim will be made for them.
		- Memorial service: Volunteers from represented states: (Chad Pringle- North Dakota; Michelle Smith- Minnesota; Judy Smith Wisconsin; Patty Wachtendorf- Iowa) notified me of passing of former wardens and deputies in a timely manner. Still seeking representatives from all participating states for this. (Note: Jason Hurt – Nebraska; and Art Allock – South Dakota volunteered for their respective states.)
		- Forward planning: Last year was the first time Kentucky hosted the annual meeting and their addition is most welcome! The whole corrections system of a state is involved in putting on a training event like that provided by WCSA. With that in mind, the Regional Directors and Secretaries of the Corrections were approached 6 years ago and gave their general support for moving the training state to state and not asking only a few states to carry the training burden for wardens all the time. A schedule was shared that would entail each state being a host every 8-10 years. Members of the Directors group come from Kentucky, Ohio, Michigan, Missouri, Iowa, Kansas, Nebraska, Illinois, Wisconsin, Minnesota, and North and South Dakota. We definitely need other states in the region to “step up to the plate” as KY did and be more involved if this training is to continue. North Dakota is hosting this year. Wisconsin will in 2018. What state will lead in 2019? Previous reports have detailed the many efforts to encourage other states to commit to hosting this training. I have expressed my concern that too few states were being asked to host too often. In 2016, the leadership of the association was quite firm in their opinion that the training should continue on, if only 4-5 states host.
		- Finally, the constitution requires an annual review of the Executive Director's position. This is the 12th conference I have served in this position. Soon the time will come, however, when another person should take this position. I do not know exactly when that should occur. Should you desire, I will continue in this position. If you wish to have another person be the Executive Director, I would be happy to step aside and support that person in any way possible.
* John Thalacker
* Executive Director
* September 06, 2017
* Don Redman from North Dakota has agreed to remain on as the Vendor Contact.
* Jason Hurt – Nebraska; and Art Allock – South Dakota volunteered for their respective states to submit info regarding the passing of former wardens/deputy wardens for the memorial service.
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|  | 1A. Motion to approve Executive Director Report – Michael Meisner |
|  |  | * Second – Kris Weitzell
* Vote – All in favor
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|  | 1B. Motion to retain John Thalacker as Executive Director – Kris Weitzell |
|  |  | * Second – Colby Braun
* Vote – All in favor
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|  | 2. Nominating Committee Report: Chair Michelle Smith |
|  | 2A. Nominations* Nominate Darin Young - New President Elect
* Nominate Tim Haines - President
* Nominate Connie Hackman - Treasurer
* Nominate Paul Kemper - Secretary
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|  |  | * Move to close nominations – Michelle Smith
* Second – Connie Hackman
* Vote – All in favor
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|  | 3. Recognition of new members* All new members and attendees were recognized
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|  | 4. Recognition of Past Presidents |
|  | * Michael Meisner
* Michelle Smith
* Colby Braun
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|  | 5. Review of Notable Achievements |
|  | * Marc Clements - WI Promotion
* Bruce Reiser - MN Promotion
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|  | 6. Members encouraged asking their Directors for subjects for future training. |
|  | 7. Review of next meeting location by new President – Tim Haines |
|  | * Looking at holding next year’s conference in Lacrosse, WI.
* Will be held the week after Labor day (Sept 10-13, 2018)
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| * Other new Business
* Recognition of past members who have passed.
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| * Adjourn
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|  | * Motion – Kris Weitzell
* Second – Don Redmann
* Vote – All in favor
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