

**Wisconsin Prevention Network
Minutes
July 20, 2005**

Members present: Sue Allen, Ken Ramminger, Kathi Kocs, Gabrielle Ratte-Smith, Karen Knudsen, Sue Opheim, Chris Wardlow

I. Treasurer's Report – Karen Knudsen

Beginning Checking Account Balance as of May 18, 2005: \$ 8,476.22

June 06, 2005	Payment of \$76.00 to Postmaster (annual fee Box 1526)	\$8400.22
June 06, 2005	Payment of \$27.50 to Nowicki Networks (June –web mtn / late fee)	\$8372.72
June 13, 2005	Payment of \$15.00 to Dept of Reg. & Liscencing (annual fee)	\$8357.72
July 05, 2005	Payment of \$27.50 to Nowicki Networks (July-web mtn / late fee)	\$8330.22
July 05, 2005	Payment of \$25.00 to Nowicki Networks (Aug – web mtn)	\$8305.22
July 05, 2005	Payment of \$1100.00 to Wis. Clearinghouse (conf. support/exh. Fee)	\$7205.22
July 05, 2005	Deposit of \$25.00 / (membership dues – UW Health)	\$7230.22

Ending Checking Account Balance as of July 20, 2005 is: \$7230.22

6 month Certificate of Deposit - Waukesha State Bank

3 months interest last term of \$15.96?

Certificate Balance as of 1/23/05 : \$6,113.93

II. Planning for Annual Meeting to be held August 11th at the conclusion of the Wisconsin State Prevention Conference

- Gabrielle offered to serve as secretary during the meeting.
- Sue Opheim offered to facilitate the strategic planning portion of the meeting.
- Chris will finalize the arrangements with the Hotel Mead. So far, in conversations with the Mead, the plan is to start the meeting in the same room that the conference ends in (Kathy Wolf's suggestion). The conference will end at 12:30 and the meeting will start at 1:00. Lunch will be a sandwich bar and will cost \$9 per person.
- An invitation to the meeting was sent by UWSP with conference conformation letters to most conference registrants.
- Chris and Sue Allen sent a meeting announcement to both current and recent past members of WPN.
- The meeting announcement will also be posted on the website.
- Invitations will also be included in the bags that each conference participant receives. The general invitations to conference participants invite them to join WPN and attend the meeting. Lunch will be provided free to all WPN members as an incentive to get folks to join.
- Attached is the agenda that was finalized during todays meeting.

III. WPN Exhibit at Prevention Conference

- Sue Allen will bring her tabletop display for WPN to use.
- Chris received approval to have some signs made for the display using the information and graphics in the WPN brochure.
- Chris also received permission to print the invitations that will be disseminated at the conference, as well as the brochure, and WPN business card that advertises the WPN website. These will be available at the WPN exhibit.
- Sue Opheim will donate some magnet sleeves she has so that we can make magnets out of some of the business cards. She also volunteered to insert the cards into the magnet sleeves so they will be ready for the conference.

IV. WPN Website

- It was suggested that the minutes and reports from the Public Policy Committee be posted on the website. All agreed and this will be done.

V. Updates from Members

- HOPES is holding a strategic planning meeting on July 28th in Verona.
- The Clearinghouse is coming out with a CD-ROM of best practices and links to resources for data collection. Will be available at the Conference.
- Also from the Clearinghouse, Sticks and Stones is being groomed through the Service to Science Academy for model program status.

Wisconsin Prevention Network
 Annual Meeting
 August 11, 2005
 1:00 – 3:00 PM
 Wisconsin Rapids – Hotel Mead

AGENDA

Est. Time	Item	Facilitator/Presenter	Notes
1:00 – 1:20	Welcome & Lunch	Chris Wardlow	<i>Chris will welcome members, explain that this is a working lunch, and immediately invite all to go through the buffet line.</i>
1:20 – 1:35	Introductions	Chris Wardlow	<i>After all have gone through the buffet line, Chris will ask each person to introduce themselves and what organization they are from. Chris will start and then ask board members to introduce themselves before going around the room.</i>
1:35 – 1:40	Finalize and Approve Agenda, Approve Minutes, Financial Report	Chris Wardlow	
1:40	Introduction of Meeting Facilitator	Chris Wardlow	<i>Chris will introduce Sue Opheim</i>
1:40 – 1:45	Year in Review: WPN's Focus Since July 2004 Public Policy &	Shel Gross & Ken Ramminger	<i>Sue Opheim will introduce Shel and Ken</i>
1:45 – 1:50	Report on Website & Listserv	Sue Allen	<i>Sue Opheim will introduce Sue Allen</i>
1:50 – 2:15	Emerging Priorities: Discussion of Key Issues from Conference and Beyond	Sue Opheim	<i>Facilitator will ask each table to identify two or three major prevention priorities that emerged from the conference or elsewhere. Each table will very briefly report their priorities to the group.</i>
2:15 – 2:40	Future Agenda for WPN	Sue Opheim	<i>Facilitator will remind group that WPN is an all-volunteer organization that is only as powerful as its members make it. With that said, facilitator will ask which of these priorities will move the most people into becoming active in WPN.</i>
2:40 – 2:55	Election of Officers	Sue Opheim & Chris Wardlow	
2:55 – 3:00	Closing Remarks & Next Meeting	Sue Opheim & New WPN Chair	
3:00	Adjourn	New WPN Chair	

Gabrielle Smith will take minutes.