

KEMPA Board Meeting - Nov. 5, 2016

UW-Whitewater, UC 262

Present – Patrick Johnson, Bob Kay, Shannon Kuehmichel, Beth Marshall, Aaron Ramponi, Rachel Rauch, Cindy Renaud, Matt Smith, April Van Buren, Carolyn Wagner, Joe Koshollek, Lindsay Skatrud, Danielle Olejniczak, Exec. Director Linda Barrington

Absent – Dr. Steve Brown, Sandy Jacoby, Tom Juran, Kristy Lauer

1. Call to order – April

2. Linda suggested to move commendations to beginning of meeting so people can hear them in case they need to leave early

3. Approval of October minutes taken by Rachel

Bob moves to approve minutes, Joe seconds

Review of Annual Meeting Minutes taken by Beth

4. Treasurer's Report – Matt

Judges have been paid

Deposits have been made

Current Checking Balance: \$15,252.42

SPLC Membership and Executive Director payment to be made after November meeting

Beth moves to approve, Joe seconds

5. Membership Chairman Report – Bob

2016-17 members (as of November 5) - 99 members

Down 9 members from 2015-16

Bob will check into which advisers have not renewed and send emails following up

Patrick moves to approve, Beth seconds

6. Executive Director's Report – Linda

Linda promoted Milwaukee Press Club grant program and KEMPA at WCTE and KEMPA conferences

April recommends renewing Linda's contract and discussing budget for travel to JEA in future

Aaron moves to continue Linda's contract for another year, Rachel seconds

7. Election of 2016-2017 officers

Carolyn nominated April for re-election for President

April nominated Patrick; Patrick declines

Board votes April as president

President - April

April nominated Joe and Carolyn as Vice President

Carolyn gets majority of votes

Vice President - Carolyn

April nominates Bob

Vice President of Membership - Bob

Board approves nomination of Bob as Vice President as Membership

April nominates Matt for treasurer

Board approves Matt as treasurer

Treasurer - Matt

April nominates Rachel as secretary

Carolyn nominates Beth as secretary

Rachel agrees to pass to Beth; Board votes to approve

Secretary - Beth; Rachel agrees to be backup

8. Schedule of 2017 Meetings & Events

- A. February 4 - next meeting
- B. March 3-4 - Winter Advisers Seminar
- C. May 6
- D. June 10 - Linda cannot attend
- E. July 16-19 Summer Journalism Workshop
- F. September 9
- G. October 13 Fall Scholastic Journalism Conference/Annual Meeting
- H. November 4 (Nov. 16-19 JEA Convention/Dallas)

9. Proposed Budget

Proposal to increase mentor stipend by \$1,000

Beth moves to approve, Carolyn seconds

Carolyn moves to accept, Shannon seconds

10. Director/Committee Chair Appointments

- A. Summer Journalism Workshop Director(s) - Patrick; Lindsay assistant

April nominates Patrick

Patrick nominates Lindsay as assistant director

B. Fall Scholastic Journalism Conference Director(s) - Linda and Shannon

April appoints Linda and Shannon as Fall Journalism Conference Directors - Linda will recruit Kristy as a committee member

1. Yearbook and Newspaper Critique Review and Update Committee

Tom will continue to be in charge of critiques

C. Winter Adviser Seminar Director(s) - Linda, April and Aaron

April appoints Linda, April and Aaron

D. Webmaster - Rachel

April appoints Rachel

E. Individual Contests Committee - April, Carolyn and Aaron

April appoints April, Carolyn and Aaron

F. Scholarship - Bob

Awards Committee Chair - Beth; April and Linda on Awards Committee

April appoints Bob as Chair of Scholarship Committee; Danielle, Beth, Tom and Shannon will be on committee

By-Laws Committee - Chair is Bob; Joe, Cindy (Steve. Kristy?) on the committee

April appoints Bob as chair of By-laws Committee

11. Summer Journalism Workshop Report - Patrick

Saw a good profit (\$4,000 more than previous year) - 39% growth in student attendance

All instructors have agreed to return

Theme is "The Things that Make Us"

Carolyn motions to approve report; Joe seconds

12. Fall Conference Report - Linda

1,012 students; 95 advisers = 1,107 total attendees

Publication critiques are done and feedback is returned

Presenter evaluations are still being scanned in; Linda will email each presenter their feedback and a thank you

Will discuss payment for Winter Adviser Seminar & Fall Conference at next meeting
Shannon moves to approve, Joe seconds

13. Winter Seminar Report - Linda

Offered suggestions for vendors to contact to set up booths

Discussion of round-table and hands-on sessions led by KEMPA members

Consideration of names for Winter Adviser Keynote: Megan Fromm, Renee Burke, Lori Keekley

We decided to ask Lori Keekley.

Patrick moves to approve Winter Seminar Report, Cindy seconds

14. Website

Blogs - as needed

Requests for resources - add more

Photos of board members - at next meeting

15. Individual Contests Report - April

Increase in participation in contests this year - made about \$450 after expenses

Carolyn and April will update the forms for the 2016-17 year

Update the KEMPA website

Possibly print copies for the Winter Adviser Seminar

Patrick moves to approve report, Joe seconds

Old Business –

- Conflict of interest statement
- New password for KEMPAjournalism@gmail.com is journalism2017 (starting Jan. 1)
- A Moment in KEMPA history (from 1986) - Linda

New Business - none

Adjournment – Motion to adjourn made by Patrick , seconded by Carolyn . Adjourned at 2:09 p.m.

KEMPA BOARD MEETING
Feb. 4, 2017 / 9:30 a.m.
UW-Whitewater / UC 266

MINUTES

Board Members: Present Dr. Steve Brown, Sandy Jacoby, Tom Juran, Bob Kay, Joe Koshollek, Shannon Kuehmichel, Beth Marshall, Danielle Olejniczak, Cindy Renaud, Lindsay Skatrud, Matt Smith, April van Buren, Exec. Director Linda Barrington.

Absent Aaron Ramponi, Carolyn Wagner, Patrick Johnson, Rachel Rauch, Kristy Lauer

1. Call to order & Amend Agenda / Attendance - April calls to order
2. Approval of [Nov. 5, 2016 Minutes](#) – **R Rauch**
 - Linda makes correction on #12 evaluations still being scanned in, #13 add Lori Keekley will be asked to present
 - Shannon moves, Joe seconds, All approve
3. [Treasurer's Report](#) – **M Smith**
 - Matt suggests Summer Journalism Workshop employees need W-9 for SS# and address if payment over \$600. Difficult to track down people for payment.
 - Sandy moves that employees paid over \$600 or more must complete W-9 forms and additional business forms before receiving payment for services.
 - Steve seconds
 - All approve
 - Joe moves to accept report, Tom Seconds, All approve
4. [Membership Chairman Report](#) – **B Kay**
 - Bob confirms dates for submissions and categories for critiques
 - Fees will remain the same
 - Shannon is wondering if instead of print copies for newspaper for critiques could advisers submit pdfs? Currently for critiques print is best but could be reviewed.
 - Danielle recommends we should revise instructions online on how to complete registration and add a PayPal link to make payments easier for all activities. April will ask Rachel to make changes on website. Bob will revise actual membership form to include join in - see actual report for revisions.
 - Tom moves to approve the report and make revisions to forms, Sandy seconds, all approve
5. Director's Report – **L Barrington**
[Updates since Nov. 5](#)
 - Membership should be via hard copy and email. SJW brochure will also be included this year.
 - Joe moves to approve a payment \$150 or less if necessary to a lawyer for his/her review of a completed IRS Form 990-EZ, Sandy seconds, all approve
 - Sandy moves to approve report, Joe seconds, all approve
6. Reports
 - A. [Summer Journalism Workshop](#) – **P Johnson & L Skatrud**
 - Tom moves to accept the report, Bob seconds, all approve
 - B. [Fall Conference Update](#) – **L Barrington & S Kuehmichel**
 - Tom moves to transfer \$5000 from UW-Whitewater Continuing Ed. account into our KEMPA account, Cindy seconds all approve
 - Joe moves to approve the report, Bob seconds, all approve

- C. [Winter Advisers' Seminar](#), March 3-4 – **L Barrington & A van Buren**
 - Bob moves to approve the report, Tom seconds, all approve
- D. [Website](#) – **R Rauch**
- E. Individual Contests – **A van Buren**
- F. [Scholarship Committee](#) – **B Kay**
 - Tom moves to approve the report, Sandy seconds, all approve
- E. [Bylaws Committee](#) – **B Kay** ([link to Bylaws folder](#))
 - Steve moves that the Bylaw committee will recommend conditions for a digital presence at board meetings (Section 7a) to be reviewed at the May meeting, Sharon seconds, all approve
 - Steve amends the motion to also include that the Bylaws committee will recommend a definition for a quorum (Section 6).
 - Sandy moves to approve the report, Cindy seconds, all approve

7. Old Business

- A. [KEMPA Foundation plans](#) – **S Brown**
 - April appoints Steve, Bob, Sandy, Danielle Linda to draft a business plan for an educational foundation
- B. [Pay for Directors](#) (SJW, FSJW, WAS, etc.)
 - Cindy moves that the Directors and Assistant Directors of SJW, FSJC and WAS receive a stipend. Danielle seconds, all approve.
 - Danielle moves that the fees for the Director and Assistant Director are waived for the WAS this year. Steve seconds, all approve.
- C. Headshots/ Pictures of Board members for the KEMPA website
- D. Reminder: new password for KEMPAjournalism@gmail.com
- E. [A Moment in KEMPA History](#) – **L Barrington**
- F. [Endorsement of New Voices of Wisconsin legislation](#) – **L Barrington**
 - Steve moves to endorse the New Voices legislation and urge the legislators to pass New Voices of WI, Cindy seconds, all approve.

8. New business

- A. June 2017 meeting date - **The University Center asked if there was a chance that the meeting could be rescheduled during regular business hours. Normal hours during the summer are M-F 8am-4:30pm**

9. [Commendations](#)

10. Adjournment

April moves to adjourn, Sharon seconds and all approve

Upcoming events:

March 3-4, 2017: Winter Advisers' Seminar

April 6-9, 2017: JEA/ NSPA Conference, Seattle

May 6, 2017: Board Meeting

June 10, 2017: Board Meeting

July 16-19, 2017: Summer Journalism Workshop

Sept. 9, 2017: Board Meeting

Oct. 13, 2017: Fall Scholastic Journalism Conference/Annual Meeting

Nov. 4, 2017: Board Meeting

Nov. 16-19, 2017: JEA Convention/Dallas

KEMPA BOARD MEETING
May 6, 2017 / 9:30 a.m.
UW-Whitewater / UC268

MINUTES

Present: Bob Kay, Shannon Kuehmichel, Kristy Lauer, Beth Marshall, Danielle Olejniczak, Cindy Renaud, Lindsay Skatrud, Matt Smith, April van Buren, Carolyn Wagner, Exec. Director Linda Barrington. **ABSENT** - Dr. Steve Brown, Patrick Johnson, Rachel Rauch, Joe Koshollek, Aaron Ramponi, Sandy Jacoby, Tom Juran

1. Call to order & Amend Agenda / Attendance
2. Approval - [Feb. 4, 2017 Minutes](#) – **B Marshall**
 - Start to add summary of reports
 - Carolyn moves to accept report, Bob seconds, all approve
3. [Treasurer's Report](#) – **M Smith**
 - Balance \$15,15.16

 - Deposits \$7,392.19
 - Expenses \$3,817.31
 - Scholarships have been paid out
 - Kristy moves to approve report, Shannon seconds, all approve
4. [Membership Chairman Report](#) – **B Kay**
 - 103 members in 2016-2017 and currently 12 for 2017-2018
 - 2017-2018 membership will be a new “sheet” and be located in the membership folder
 - Some publications have already been submitted for critique
 - Kristy moves to approve the report, Carolyn seconds, all approve
5. [Director's Report](#) – **L Barrington**
 - New Voices Update for WI - Beth Bennett from WINA is helping with lobbying
 - Frank Lo Monte from SPLC suggested minor changes. The bill has been drafted, it can still happen in WI.
 - IRS form 990-EZ - requires additional forms and is also required to be posted on our website. Thanks to Matt for helping get the numbers to match the format for the IRS. Form submitted before deadline.
 - Ideas from SPAS - Other states are paying board members fees for CJE and MJE.
 - Will discuss possible KEMPA reimbursement in new business.
 - We need to discover how to qualify for CAPP (Cooperative Academic Partnership Program) (some already through UW [Oshkosh](#)) or [CTE](#) (Career and Technical Education) certification and educate membership of (CTE) for qualifying student media programs in both IL and WI.
 - Memberships were mailed out and Patrick Johnson printed out twice at no cost!
 - Awards committee will get information out to membership in 7-10 days.
 - Cindy moves to approve the report, Shannon seconds, and all approve.
6. Reports
 - A. [Summer Journalism Workshop](#) – **P Johnson & L Skatrud**
 - 8 students registered, will start to send out weekly emails
 - Bob moves to accept the report, Kristy seconds, all approve

B. Fall Conference [Planning](#), Oct 14 – **L Barrington & S Kuehmicel**

- Theme suggestions for Fall Conference: Leadership/Empowerment (selected), Visual Storytelling. Digital Media
- No request for proposals this year, instead reach out to membership/previous presenters
- Carolyn moves to accept the report, Cindy seconds, all approve

C. [Winter Advisers' Seminar](#) planning for March 3-4, 2018; [final budget](#) 2017, – **L Barrington & A van Buren**

- Attendance was down, bottom line (\$762)
- Move to Great Room for next year; Need \$200 deposit for venue
- Possible Sponsors - SNO site, Herff Jones, Lifetouch, Issuu, and Wisconsin Indian Education Association/Veterans for Peace
- Change in schedule with 10-15 minute presentations from sponsors
- Instead of breakout sessions, we will have another presenter
- Lori Keekley - Leadership/Empowerment, Press Law, Coaching, Handling Controversial Issues
- At Fall Conference, pitch the Winter Advisers Seminar and a drawing for a free registration for the event.
- Shannon moves to make deposit for LakeLawn, Kristy seconds, all approve
- Bob moves to accept the report, Carolyn seconds, all approve

D. [Website](#) – **L Barrington**

- Linda had been locked out of KEMPA site for 3 weeks. She now has access again.
- If events are outdated, let Linda know to edit content

E. [Individual Contests](#) – **A van Buren**

- April has revised letter about the individual contests and tried to clarify instructions for advisers.
- Information will be posted on website in the next week.

F. [Scholarship Committee](#) – **B Kay**

- 13 scholarship applicants, 3 stood out: Carly Rubin, Anastasia Dalianis, and Lauryn Hugener. They will be notified this week. The letter will outline the requirements for receiving the scholarship after completion of 1st semester freshmen year.
- Revising the application to clarify that students label their work.

E. [Bylaws Committee](#) – **B Kay** ([link to Bylaws folder](#))

- Bylaw committee was unable to officially meet, but Bob created language based on the discussions at the Feb. board meeting.
- Cindy moves to add Section 7a to the bylaws concerning meeting by phone, audio/video conferencing.
- Discussion of setting a limit for attending via audio/video conference only one time per year. Our intent is for people not to abuse the ability to participate via audio/visual conference. We will need to set up a procedure and these events should be planned. Since we do not have a requirement for meeting attendance, it may be difficult to set up a limit for audio/video conferencing. The last sentence will be removed.
- Cindy amended her original motion to add Section 7 to our bylaws with the elimination of the last sentence regarding a limit of once per calendar year.
- Carolyn seconded the motion and all approved.
- Section 6 Quorum set at 7 members.
- Bob moves to adopt Section 6 as revised, Danielle seconds and all approve.

7. Old Business

- A. KEMPA Foundation plans – **S Brown** (tabled for next meeting)
- B. Update: PayPal levels, re: membership form and [pay button](#) from our web site– **L Barrington**
 - Danielle will look into creating a pay button for membership
- C. [Moment in KEMPA History](#) – **L Barrington**
- D. [Endorsement](#) of New Voices of Wisconsin legislation – **L Barrington**
 - Linda drafted a KEMPA endorsement for New Voices of WI. She borrowed ideas from Matt Smith. Shannon moves to approve the KEMPA endorsement. Kristy seconds, and all approved.
- E. June 2017 meeting date - **UPDATE:** We are sticking with our June 10 meeting date at UW-Whitewater – **A van Buren**

8. New business

- A. [Idea to incentivize KEMPA programs](#) – **P Johnson & L Skatrud**
 - A link was added to the agenda and minutes
 - This needs to be a discussion online - what can we do to encourage new members?
 - How can we build the program?
 - How can we promote the CJE/MJE certification?
 - How can we help advisers get recognition for their programs and their professional development?
 - See additional comments on actual shared document

9. [Commendations](#)

Tom Juran
Patrick Johnson
Matt Smith

10. Adjournment

April adjourns the meeting

Upcoming events:

June 10, 2017: Board Meeting

July 16-19, 2017: Summer Journalism Workshop

Sept. 9, 2017: Board Meeting

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