

BOARD MEETING MINUTES

November 3, 2002
Janesville Ramada Inn

Meeting was called to order by President John Culbertson at 9:49.

Present: Mark Thompson, Jan Kohls, John Culbertson, Alan Packard, Linda Barrington, Stan Zoller, Nancy Becker, Katherine Conover, Sandy Jacoby
Absent: Audrey Kemp, Lynn Holliday, Kelly Traver, Jill Griener, Hank Koshallek, Sarah Moynihan

September 14, 2002, and the October 18, 2002, annual meeting minutes were approved as corrected. Motion by Conover and Jacoby seconded.

Treasurer's Report approved. Motion by Jacoby. Second by Barrington.

Fall Activity Fund Balance: \$2,085.23

It was noted that 4,000 folders have been ordered. No bill has been received from UW-Whitewater for summer workshop shortage (\$4,000). Scholarships ~~have been paid~~ (\$2,100).
will total

Membership Chairman Report:

Currently there are 103 members compared to 91 in 2001-02.

Kohls presented a letter to address media and professional membership. Discussion centered on what to call the membership. Jacoby moved and Barrington seconded to call the memberships (1) Scholastic (2) Media (2) Individual. Motion passed. President directed Kohls to have letters for media and individual for February meeting for approval.

Payments that are incomplete was discussed. It was agreed not to pursue as it was advertised under the old dues except for Greenfield High School.

Discussion then centered on the junior high proposal. Conover moved and Packard seconded to have individual schools contact their own middle schools for membership. Motion was withdrawn. Kohls and Becker will check by-laws concerning junior high membership.

Executive Director's Report:

Kohls gave the Executive Director's Report.

Kohls will develop a letter for summer workshop scholarship application for advisers. Becker will have article in KEMPA Connection.

Kohls noted that Linda Barrington will write story about Lindsay Renick. It was agreed to invite her to be keynote speaker at the banquet at the Winter Retreat.

Mrs. Gebhardt expressed thanks for being asked to the Fall Meeting.

Gebhardt final papers should be typed on clean, white paper. Student should send one entry. If the adviser can't choose, student should.

H.L. Hall agreed to critique late yearbooks. Becker and Zoller agreed to critique late newspapers.

Mrs. Joas-Faas thank you was received.

Comments about evaluations. It was agreed to change size of forms to 8 ½ x 11 sheets. A positive reinforcement sheet at the end will be added.

It was moved by Packard and seconded by Becker to rehire Jan Kohls to be the Executive Director for 2002-2003. The salary will remain the same. (\$3000 – with \$1500 from summer workshop and \$1500 from fall conference) She will continue to receive the \$800 honorarium. (To be reviewed on a yearly basis. Money to be taken from KEMPA Board Account) In addition, she will be given up to \$800 for national conventions and/or conferences. This will be reviewed on a yearly basis (¾ will come from summer account and ¼ will come from fall account). Motion passed unanimously.

Meeting was adjourned from 12:30 – 1:30 for lunch.

Election of Officers:

Motion by Conover and seconded by Becker to keep the same slate of officers:

President – John Culbertson
Vice President – Mark Thompson
Secretary – Jill Griener
Treasurer – Alan Packard

Motion passed.

Request was made to have secretary compile the board member list with addresses and emails.

The KEMPA Calendar was set:

February 8	Winter Board Meeting
March 29	Spring Board Meeting
July 1	Summer Board Meeting – followed by summer workshop staff meeting
July 20 – 23	Summer Workshop
September 13	Fall Board Meeting
October 17	Fall Conference
November 2	Annual Board Meeting

Directors

Motion was made by Conover and seconded by Jacoby to rehire the Summer Workshop Directors and the Fall Conference Directors at the current salary schedule. Motion passed.

It was moved by Becker and seconded by Zoller to hire the Winter Retreat Directors. The Arrangements Director and Program Director will receive two nights lodging and the registration fee is waived. Motion passed.

Old Business

Summer Workshop:

It was noted that a concern was raised about the low enrollment. It was noted that a concern was expressed about kids off the floor after hours.

Cover letters to advisers of students in summer workshop should be sent assessment sheet.

Fall Conference:

It was noted that there were over 1500 participants. \$1900 in the black so far. Cards and treats were sent as a thank you to Continuing Ed.

Concerns were expressed about the ^{current} ~~new~~ newspaper evaluator.

It was also noted that the directors will check into the parking permit problem that was experienced.

Fall Conference Directors will send recognition letters to presenters and their employers.

Winter Retreat:

Everything is all set to go. Thompson will make the contact for prizes.

Web Page:

Changes in the web page were noted. Discussion centered on what to pay the webmaster. No action was taken.

New Business:

It was noted that journalism standards are coming from DPI.

Sandy Jacoby is the state director for JEA.


Stan Zoller will check into the possibility of setting up an email list serve for KEMPA mailings and notices.

It was pointed out that we might need to evaluate summer workshop fees.

Adjournment:

Motion by Becker. Second by [?] Packard. Motion passed. Meeting was adjourned at 3:20.

Respectfully submitted,


John D. Culbertson
Acting Secretary

1. President Culbertson called the meeting to order at 9:36 a.m.

Present: Linda Barrington, Nancy Becker, Katherine Conover, John Culbertson, Jill Greiner, Sandy Jacoby, Audrey KEMP, Jan Kohls, Hank Koshollek, Alan Packard, and Mark Thompson

2. Secretary:

Packard did not make a motion to adjourn the Nov. 3, 2002, meeting, as he had already left. Kohls said the minutes should read, "scholarships will total \$2,100," as not all have been paid. We will be allowed to "float" the \$4,000 balance from summer. Motion to approve minutes with corrections made by Conover and seconded by Barrington. Motion passed.

3. Treasurer:

"We are in the black in all accounts," reported Packard, to the delight and cheers of the Board. Kohls reported there is \$1,000 outstanding in scholarship funds to be paid. She passed along one set of transcripts to Packard for payment. She will again contact the final recipient regarding transcripts/payment. Motion to approve report made by Conover and seconded by Jacoby. Motion passed.

4. Membership:

Barrington explained we have 105 current member schools, compared to 103 in November 2002. She will issue an invoice to Greenfield High School to speed up their payment. The first school to pay for the upcoming year is North Junior High in Menomonee Falls. Barrington suggests including Kohls's "Why KEMPA?" flyer in future mailings.

5. Executive Director:

Kohls delivered the bills from the Capital One card to Packard. She continues to complain to them (to no avail) about the hidden fees regarding Internet use on the cruise. We edited the media/professional membership letter. Kohls will make corrections and send to the current list of reps we work with.

We also previewed the advisor scholarship letter. This year, this letter will be sent out with the general mailing to all schools. This will have an April deadline and Kohls and Becker will meet to select the recipient/s.

The student scholarship deadline will include a March 25 postmark.

(Addendum: Monday, March 10, 2003, this postmark deadline was moved up to March 20, 2003)

The Update currently costs \$47, reported Kohls. She said we will receive a break on the cost of the next issue due to the poor photo quality in the last issue. Jacoby asked if we could do a price comparison and/or consider semi-gloss enamel for future copies. Kohls will look into the cost difference.

Revision of the Bylaws will be prepared by Barrington for review by the Board at the next meeting.

6. Old Business

Summer Workshop:

Becker reported we were \$4,000 short primarily due to the 30+ shortage of campers. We compared our camp costs to other camps via the bulletin board in the conference room. We want to avoid hitting the \$300 mark if possible. Motion made by Jacoby to increase the fees to \$275/ \$285 (late) and seconded by Becker. Motion passed.

Please forward all names and contact information to Becker for staff suggestions.

Is the membership form included in the KEMPA Connection? It has not been, but it could be. Barrington noted the cost is still listed incorrectly in the Update.

Barrington suggested we adopt a policy similar to other camps which allow one free adviser fee for every 10 students who attend. This discussion was tabled until the March meeting.

Fall Conference:

Jacoby reported a \$1,170+ profit, with more incoming money expected. This was the biggest conference ever. The folder purchase should cover us for quite a while.

Winter Retreat:

Currently, 26 advisors are registered. Jacoby, Barrington, and Becker will work out the details for the speaker/airport pick up Thursday afternoon and Saturday return.

Thompson reported on \$250 corporate sponsorships: Josten's – Friday breakfast treats, Herff Jones – wine/cheese Friday night, and Saturday breakfast treats from Taylor.

Jacoby will contact Walsworth to secure \$250 to be used to help underwrite the keynote speaker.

Lindsay Mayer, KEMPA scholarship recipient, will be the featured speaker at dinner Friday evening.

Web:

If anyone has the Annual Meeting minutes from October 2002 in electronic form, please forward them to Thompson. He has only a print version.

Photo:

Packard re-introduced the topic of buying a printer and/or scanner for the photo group at camp. This was discussed at the July meeting and tabled until November. It was not discussed then. The motion by Packard and the second by Koshollek were for the purchase of a Nikon negative scanner not to exceed \$900. Motion passed. This item will be housed at Packard's home with the two computers and will be available for the Summer Workshop and other related KEMPA functions deemed appropriate. Distribution of funds for this item will be "at the discretion of the Treasurer."

Thank you:

Received from Audrey Kemp for the lovely cedar tree sent by KEMPA for her husband's funeral memorial.

New Business:

JEA Proposal:

JEA has asked for local and state organizations to support these policies. Becker made a motion, with multiple seconds, that KEMPA show a position of support. Our goal is to inform KEMPA members of the policies and to encourage them to follow these guidelines.

JEA Request:

H.L. Hall is retiring March 1, 2003, and JEA is requesting suggestions on how to honor him. Kohls will send a letter on KEMPA's behalf highlighting his association with our group – the storm, judging, etc.

Winter Retreat:

Culbertson will contact Mark Herron to secure his services for 2004. We should work on getting Hall for 2005.

NSPA:

Jacoby reported she will be honored at the Special Recognition Luncheon along with 10 other advisors in Portland, OR, in April.

With a motion from Packard and a tie second from Becker/Koshollek, Culbertson adjourned the meeting at 12:22 p.m.

**KEMPA Board of Directors Meeting
March 29, 2003
Fremont St. – Home of the Conovers**

Meeting location was moved due to being locked out of Roseman Hall – spring break at UW-W.

Attendance: Katherine Conover, Mark Thompson, Stan Zoeller, Jan Kohls, John Culbertson, Alan Packard, Linda Barrington, Nancy Becker, Audrey Kemp (Peter Conover and the family dog.)

Secretary's Report: Approved as corrected. A due date of March 25 was given, the corrected date was March 22. Also, H.L. Hall was retiring as JEA president, but will continue as past president of JEA.

Treasurer's Report:

Board account: \$162.57
Summer account \$5,244.18
Fall account \$5,919.72

Alan stated money needed to be transferred for other accounts to cover expenses. Motion made by Katherine, seconded by Audrey, to move \$2,000 from Fall account to the Board account to pay expenses. Approved.

Motion: KEMPA Connection \$360 printing fee will be paid out of summer account. Motion made by ?, seconded by Linda.

Nancy submitted an invoice so Jan and Nancy could be paid for their work on the KEMPA Connection. (Nancy \$300, Jan \$100)

Membership Report: The KEMPA Update had the wrong price. Website's dates need to be changed. Membership forms SHOULD be mailed to Linda's school address.

The Website form has the critique information. Jan was instructed to use the form off of the Website. Same address label can be used – 1 form critique and membership.

Executive Director's Report: Membership mailing was sent out, litter later than planned. KEMPA Connection had to be switched over to Quart. Advisers' scholarship letter sent out; 2 inquiries returned (Due April 1). Letters mailed out to the media about joining. Students scholarship applications received – 22.

Scholarship committee – Audrey, John and Alan. Notification of recipients slated for early May.

Motion: Set a range for total scholarship money not to exceed \$2,000. Motion made by Stan, seconded by Katherine Approved.

KEMPA gossip – Kelly Traver had a baby girl. Photos were on the Internet. Jill Greiner got married and was honeymooning at the time of this meeting.

Jan was working on letters for advisers of the year.

John – received a letter of resignation from the board from Sara Monihan. John felt Monihan may be interested in the future.

Summer Workshop – Nancy needs names and address for counselors and lab assistants. E-mail her with names and addresses.

Stan suggested a journalism scavenger hunt in which clues would be given to campers, they need to find out who. Questionnaire on Sunday. Nancy wants kids to get beyond school or CORE.

Mark and Linda checking on clock hours for Illinois and Wisconsin for summer workshop.

Fall Conference – In July – will be asking for Write Off suggestions. Will ask Lou Zahn maximum number of rooms available per session. (Could more opportunities be offered during each session?)

Food – Advisers' reception area – coffee for sure, cut down on food. Paying for stuff and not using it.

Winter Retreat - Thank yous were sent to all speakers. Special agent wanted / needed more time. Mark said they work with speakers on how much time is needed, if know ahead of time can arrange it.

2004 – Main speaker will be Mark Herron. For a secondary speaker, the name of Tammy Foster for morale boosting was given. Other ideas, InDesign, Legal issues, After dinner presenter?

Alan wrote thank yous to Jostens and Herf (after they paid).

Need to reassess charges – buffet price raised (over \$26). Extra dinner should be \$30. Need to revisit other prices. Friday a.m. - \$135 for coffee and rolls. Saturday a.m. - \$269 for coffee, juice, and rolls.

Motion: Base fee \$60, late fee \$65. Motion made by Katherine, seconded by Linda. Approved.

Web Page – Photo of seminar was on web page day after seminar. Summer workshop blurb has been added. Page 1 and last 3 pages of Connection. 30th anniversary logo will be taken off over the summer.

Bylaw changes - Election of members – any school, publication or person . . . upon payment of required dues. Motion made by Nancy, seconded by Mark. Approved.

All references to "high" schools will be removed.

Article 13 - 60% of those present, 14 days written notice

Add line bylaws were amended 2003. Motion to accept changes made by Nancy, seconded by Linda. Approved.

New business – Yearbook photos for police investigation. A response from SPLC.

SPLC Advisory forum – Linda also on list as a member. Linda was one of 15 at the meeting, council of 40. Council looks at media law issues, latest cases.

Motion to adjourn – 12:40. (or so)

BOARD MEETING

July 1, 2003

UW – Whitewater
Roseman Hall – Room 2005

The meeting was called to order at 9:45 by President John Culbertson. Present included: Kohls, Thompson, Jacoby, Conover, Becker, Koshallek, Zoller, Barrington, Packard. Absent included: Kemp, Cook, Holliday, Traver

Reports

Secretary's Report of the March 29, 2003 minutes were approved.

Treasurer's Report was approved with a motion by Conover and seconded by Koshallek.

- a. Board Account - \$1507.11
- b. Summer Activity Account - \$4,884.18
- c. Fall Account - \$3,919.72

Thompson questioned who the scholarship money is paid to – recipient or the school. Packard responded that right now the check is sent to the student.

Barrington gave the Membership Chairman's Report. As of July 1, 2003, there are 64 publications registered for 2003 – 2004 school year. Kohls will check status of professional membership and whether or not they are receiving mailings.

Question arose concerning a couple of newspapers and yearbooks that have been turned in for evaluation have not paid for 2003 – 04 dues. Should they be evaluated? It was agreed they be evaluated but awards will be withheld until school membership is paid.

Kohls gave the Executive Director's Report. She wrote a letter to JEA concerning Homer Hall. She reported the results of the Scholarship Committee. The winners were:

Lindsey Mayer Rennick – UW – Madison - \$600 (It was noted that Rennick had a front page article on the Dow Jones Report)
Diann Heights – Loyla HS - \$600
Brittany Heck – Hartland HS - \$400
Matt Bunky – Wauwatosa East HS - \$400 (It was noted that Bunky was also a finalist for the Hemingway Writing Award and that a thank you had been received by Bunky)

Kohls also reported that 6 advisers were enrolled at the summer workshop. Sadie Waldhart from Shicton and Jill Hoffman from Kenosha Bradford were chosen to receive adviser scholarships.

The media mailing went out March 11, 2003.

Kohls checked out and got bids for the Up-Date with color and higher quality paper. Because of the cost, it was agreed to keep as is.

Old Business

Fall Conference

Conover expressed a hope that Susan Tantillo will be the judge. Discussion centered on the write-off topic. It was suggested "Digital Ethics" would be a good topic. It was noted that the final deadline is July 28th for the final printing in order for schools to receive brochures in time when schools open.

Winter Retreat

Mark Herrin's program was noted.
Mark Thompson agreed to do a session on Indesign. He passed out copies of the new Indesign curriculum that he has been working on. Culbertson is still checking on a third speaker. Possibly one that deals with copyright laws.

Summer Workshop

Becker noted that as of July 1, there were 109 students enrolled. That number is up 20 over last year. However, she was short 1 yearbook and 3 newspaper instructors, as well as councilors and lab assistants.

Web Page Up-Date

Thompson noted that the web page is up to date.

New Business

1. Zoller announced that ASCE will provide reporters' notebooks for participants at the summer workshop.
2. Barrington brought up the idea of the Student Press Law Association dealing with newspaper censorship. It was agreed that Barrington will write a response on behalf of KEMPA with copies to Mark Goodman and the KEMPA Board members.
3. JEA information sheet was discussed.
4. It was noted that Kenosha Tremper took 1st place in Best of Show in the yearbook competition at JEA.

Adjournment

Motion by Koshallek and seconded by Packard to adjourn. Motion approved. Meeting was adjourned at 12:00 to allow staff members to have an in-service for the summer workshop.

Respectfully submitted,

John D. Culbertson

The meeting was called to order at 9:45 a.m. by Alan Packard.

Present: Hank Koshollek, Sandy Jacoby, Jan Kohls, Alan Packard and Katherine Conover.

Absent: Nancy Becker, John Culbertson, Jill Greiner-Cook, Lynn Holiday, Audrey Kemp, Mark Thompson and Stan Zoller.

Minutes of the previous meeting were approved as written.

Treasurer's Report was approved as written. There was a discussion of the Summer Workshop account balance, as there are two records. The KEMPA Summer Account has a balance of \$4,706.33; that is from funds transferred to KEMPA from UW-W Cont. Ed. a few years ago. Now the account is kept at Cont. Ed., and that account is a negative \$4,383.29. However, this year's Summer balance is a positive \$1,045.16, which will go toward paying down the deficit in the Cont. Ed. account. There are similar dual accounts for the Fall Conference.

Membership Report: Some schools sent in papers/books for critiquing without paying membership dues, even after Linda notified them. Some promised to pay, and their publications were sent to be judged, but the publications will not be given to the schools until they are paid members. Some schools indicated they had not received membership renewal information. It was decided that when Linda hears that from an adviser, she will contact Mary Markus at Cont. Ed. and ask for an individual mailing for that person. There was discussion of whether or not Cont. Ed. should mail both a generic mailing to all schools and to members or just the generic, to save postage. The decision was to continue both mailings, even with duplication, to better insure the information gets out.

A unique problem arose with one yearbook, which is a flip-flop book, representing two schools (housed in one building) and two different staffs. They have been paying only one membership and one critique fee; this year they paid two critique fees but questioned why the membership fee was for two schools. The decision was that they needed to pay for two memberships, as they received two critiques and there are two separate staffs, even if they are advised by one and the same adviser.

Linda noted that we received three new memberships courtesy of the American Society of Newspaper Editors, who offer their summer workshop adviser participants the choice of membership in a journalism organization. Three chose KEMPA.

Executive Director's Report: Jan has had several communications from new advisers seeking help. She has aided them herself and told them of the KEMPA website for further contacts.

Jan indicated that the Gebhardt award winner this year is Ida Assefa from Wauwautosa East. She will receive a plaque and check at the Fall Conference; Linda will be sure she attends. Jan will have the winning story duplicated and put on the tables at the Fall Conference. Katherine will have Cont. Ed. order the plaque. All entries will be mailed to the contestants with the judge's comments. Susan Tantillo judged the entries; the group decided she should be paid \$40.00, as she was the first year she judged. Last year she was paid \$50.00, but that was due to an exceptionally high number of entries.

Nominees for various awards were discussed. Pending receipt of further nominees, the group proposed the following:

Administrator of the Year – Craig Duncan, Milton H.S. – Nancy will present
Friend of KEMPA – Doug Wojcik – photojournalist – Jan will present
Media – open

Yearbook adviser – open – Sandy will present
Newspaper adviser - open - Katherine will present

Current Board members and directors indicated they were willing to continue in those duties.

Summer Workshop: There is a concern about the lack of staff, causing sessions to be doubled up. Cont. Ed. received a letter of complaint from one adviser regarding administrative concerns (room keys, meal tickets, parking, name tags, etc.). Nancy will write a general letter of response. Katherine will ask Lou to respond directly, since the problems lie with UW-W facilities and the summer hall assistant and not KEMPA.

Some summer staff need yet to be paid. Summer evaluations have been sent to the students' advisers. Lab assistants gave very positive feedback regarding their work at the workshop. Jan summarized student evaluations, the usual "too much work" and "not enough social time."

Fall Conference: The agenda for the annual meeting was changed to bring the awards portion nearer the beginning. The order will be:

1. Call to order
2. State of KEMPA – Jan
3. Awards
4. Secretary's minutes
5. Treasurer's report
6. Summer workshop review; fall conference review; winter retreat preview
7. Election of Board members
8. Other business
9. Adjourn

Winter Retreat: Set for Interlaken for March 5-6, 2004. Flyers for the Retreat will be put in the folders for advisers at the Fall Conference. Mark will bring brochures to Cont. Ed. to mail. Mark Heron will keynote; Jim Peterson will talk on legal issues; Mark Thompson will present on In-Design and there will be the advisers round table.

The group suggested that the adviser response cards be put on the tables at dinner at the Retreat to encourage involvement of advisers on the Board and in other ways.

The group discussed the various awards that student journalists have received and decided it might be interesting to have a recognition of some sort after dinner at the Retreat. John will be asked to present this idea to advisers at the Fall Conference luncheon, asking them to be thinking of students and/or publication awards. Stan will be asked to e-mail advisers in mid-January to compile a list of such awards or recognitions to be shared at the Winter Retreat.

Meeting adjourned at 12:10 p.m.

Groups met to read the nominations received so far for advisers of the year awards. Decisions will be made after the Oct. 1 deadline for those nominations.

2003 KETTLE MORaine PRESS ASSOCIATION ANNUAL MEETING
October 17, 2003

President John Culbertson called the meeting to order at 11:45 a.m.

Executive Director Jan Kohls gave the State of KEMPA report. She announced the 2003 KEMPA scholarship winners: Lindsay Renick Mayer – UW – Madison via Wauwatosa East High School; Dianna Heitz – Loyola University, via Glenbard North High School; Brittany Heck – Hartland High School; Matthew Bunke – Wauwatosa East High School. A total of \$2,000 was given. Kohls also announced and explained the new adviser scholarships for the summer workshop. Emphasizing “KEMPA wants and needs you,” Kohls pleaded for the membership to get actively involved with the KEMPA board and the summer workshop.

The awards were presented:

Nancy Becker introduced Gebhardt Award winner: Ida Assefa of Wauwatosa East High School

Becker also presented the Administrator of the Year Award to Craig Duncan of Milton. He was not present and Becker announced she would present the award at a faculty meeting.

Sandy Jacoby presented the Yearbook Adviser of the Year to Kay Sergeant of Wisconsin School for the Deaf

Katherine Conover presented the Newspaper Adviser of the Year to Tammy Rademacher of Waunakee

Conover also presented the Media Award to *Waunakee Tribune*

Kohls presented the Friend of KEMPA Award to Doug Wojcik of Stevens Point.

Kohls also presented the Hall of Fame Award to John Culbertson of Waterloo.

The minutes for the 2003 annual meeting were approved: motion made by Conover and seconded by Jacoby.

Treasurer Alan Packard reported the KEMPA board account was – as of 10-17/03 at \$796.12. Report was approved: motion made by Koshollek and seconded by Conover.

Summer Workshop director Nancy Becker reported on this year’s experience. 120 students attended along with two adviser scholarship winners. The weather cooperated once again. Financially, the workshop finished in the black.

President Culbertson invited all advisers to attend the Winter Retreat to be held again at Interlaken in Lake Geneva the first weekend in March. Brochures were included in the folders and promotional materials were available for this year’s featured speaker, Mark Herrin.

Culbertson read the Board of Director's slate, which was approved and accepted. The 2003-04 members include: Linda Barrington, Nancy Becker, Katherine Conover, John Culbertson, Jill Greiner-Cook, Lynn Holliday-Graczak, Sandy Jacoby, Audrey Kemp, Henry Koshollek, Alan Packard, Mark Thompson, Stan Zoller, and Tammy Rademacher.

There was no other business.

Motion to adjourn and seconded by Packard and Koshollek. Meeting adjourned at 12:26 p.m.