

LIR Administrative/Finance Committee Minutes  
November 15, 2011

**Present:** Tom McFarland, John Evans, Gilbert Roderick, Eileen Leinweber, Brianna Obright, Bill Mattes, Roberta Messer, and Kathi Sawall  
**Absent:** Judy Lloyd and Mary Bayorgeon

There were no additions or changes to the agenda.

A motion and second to approve minutes of the September 13, 2011 was made by Bill and John - passed.

**Treasurers Report:** Discussion on the budget year to date showed that we have a lower membership then what was budgeted but that could change with new members joining after the first of the year. The demographics of LIR are: 75% are women, the average age is from 64-75 with the predominate profession of teachers and nurses and 80% of the membership has email. Membership from Oshkosh has increase by 10%.

**UW-O Liaison Staff Report:** Brianna mentioned that Dempsey room 314 has been proposed to the LIR group for use of storage and activities.

**Old Business**

- A. Wall Conference 2012 Update (Eileen): The committee has met eight times and are now in the process of finalizing the plans. The cost of the conference is \$75; the steering committee and Wall Committee will have their registrations paid for; the members of the LIR committees will have to pay half of the fee. Bus transportation will be provided with the meetings to be held at the Oshkosh Conference Center. There will be three speakers and the "save the date" post card has been designed. The web site is being built at this time.
- B. Brianna checked with Billie on procedures of tour cancellations. When UW-O cancels classes the LIR classes/tours are automatically cancelled. Cancelling a tour is up to the tour coordinator in other instances. Bill noted that there has been a disclaimer added to the registration form stating whether or not money would be returned if tour was cancelled.
- C. For an individual to receive student prices on software they must be an officer and have a university email address.
- D. Foundation fund has had the signatures updated. WALL Conference speaker fee Boris Frank will be coming out of the Pat Koll fund as well as the attendee fees the Steering Committee has agreed to pay
- E. Discussion/update of part time help for Judy brought up three issues from Eileen.  
1) Process of approval decision; A/F committee approved money to pay for part time help for Judy; at the Steering committee the A/F committee approval was tabled.

- 2) Discussion of volunteers helping Judy - a peer group is being organized for this.
- 3) Want Judy to have the resources to free her up so she can complete the web site and calendar in a timely manner for the winter session.

Due to the concern on the workload of Judy and a time crunch to update the web site and calendar, the committee tasked Brianna to hire a part time student to answer the phone and to do office duties. Brianna said that there were a couple students that could help part time. The budgeted amount is \$500; Brianna is going to check with Billie on the procedure to pay the part time help from the LIR account.

**New Business:**

- A. The Winter 2012 meeting dates are January 17, March 13, and May 15 at 10:30 at the Facilities Building.

Motion to adjourn by John and Gilbert was passed.

Respectfully submitted by Kathi Sawall.