



## BOARD OF DIRECTORS MEETING

November 21, 2025, at 1 pm

The Waunakee Public Library  
201 N Madison Street  
Waunakee, WI 53597

Held Virtually and In Person

Zoom Link:

<https://wisconsin-edu.zoom.us/j/94632210162?pwd=piHue0qo8LUkaUSXQBa02hxR85TuQJ.1>

1. **Call to Order** – President Toya Harrell
2. **Pledge of Allegiance** – 1<sup>st</sup> Vice President Karla Endres
3. **Approval of the October 3 and November 12, 2025 Meeting Minutes**
4. **President’s Report**
  - a. WCEF scholarships for district meetings
5. **1<sup>st</sup> Vice President Report**
6. **2<sup>nd</sup> Vice President Report**
7. **District Directors’ Reports**
8. **Treasurer’s Report**
  - a. Consider 2026 budget
9. **Executive Director**
  - a. Board Development
10. **Next Scheduled Zoom-only Meeting:**
  - a. January 23, 2026
11. **Adjournment**

### 2025-2026 WMCA BOARD OF DIRECTORS

#### President – Toya Harrell WCPC/MMC

Village of Shorewood  
3930 N. Murray Ave.  
Shorewood, WI 53211  
**Phone:** 414-847-2608  
**Email:** [tharrell@shorwoodwi.gov](mailto:tharrell@shorwoodwi.gov)

#### 1<sup>st</sup> Vice President – Karla Endres WCPC/MMC

Village of Waunakee  
500 W. Main St.  
Waunakee, WI 53597  
**Phone:** 608-850-2827  
**Email:** [kendres@waunakee.com](mailto:kendres@waunakee.com)

#### 2<sup>nd</sup> Vice President – Mark Eby

City of Chetek  
220 Stout St.  
Chetek, WI 54728  
**Phone:** 715-924-4838  
**Email:** [meby@cityofchetekwi.us](mailto:meby@cityofchetekwi.us)

#### Treasurer – Linda Kuhlman WCPC

Village of Brooklyn  
210 Commercial St.  
Brooklyn, WI 53521  
**Phone:** 608-592-0713  
**Email:** [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

#### Secretary – Lori Stottler

City of Janesville  
18 N. Jackson St | P.O. Box 5005  
Janesville, WI 53547-5005  
**Phone:** 608-755-3072  
**Email:** [stottlerl@janesvillewi.gov](mailto:stottlerl@janesvillewi.gov)

#### Director-at-Large – Vacant

#### Past President – Elena Hilby WCPC/MMC

City of Sun Prairie  
300 E. Main St.  
Sun Prairie, WI 53590  
**Phone:** 608-825-1148  
**Email:** [ehilby@cityofsunprairie.com](mailto:ehilby@cityofsunprairie.com)

#### DISTRICT CO-DIRECTORS

**District 1** – Susan Conaway, Town of Minong  
Heidi Blunt, City of Superior

**District 2** – Becky Measner, City of Hudson  
Amy White WCMC, City of River Falls

**District 3** – Claudia Fields, Village of Alma Center  
Penny Danielson, Village of Merrilan

**District 4** – Angie Volkman, Village of Mazomanie  
Holly Licht WCMC, City of Verona

**District 5** – Donna Ott, Village of Germantown  
Jilline Dobratz, City of West Bend

**District 6** – Darla Salinas, WCMC City of Oshkosh  
Melissa Zamzow, City of Green Lake

**District 7** – Melissa Hongisto WCMC, Village of Lawrence  
Lisa Vanden Heuvel – Village of Hobart

**District 8** – Tamaney Augustin, Town of Caswell  
Julie Huotari, Town of Woodruff



Board of Directors Meeting Minutes  
October 3, 2025 | 10:00 AM – 1200 PM  
Hybrid – In-Person

The Waunakee Public Library – 201 N Madison Street

**PRESENT:** President Toya Harrell, 1<sup>st</sup> Vice President Karla Endres, 2<sup>nd</sup> Vice President Mark Eby, Past President Elena Hilby, Treasurer Linda Kuhlman, Secretary Lori Stottler, District 5 Co—Chair Jilline Dobratz, District 8 Co-Chair Julie Huotari, District 8 Co-Chair Tamaney Augustin.

**ONLINE:**

**Item 1.** President Toya Harrell called the meeting to order at 10 am.

**Item 2.** 1<sup>st</sup> VP Endres led the pledge of allegiance.

**Item 3.** District at large selection. The two applicants presented were Ann Arndt and Susan Caine. President Harrell recommended Susan Caine. A motion was made by Lori Stottler and seconded by Mark Eby to appoint Susan Caine as Director at Large. Motion Carried. Karla Endres moved to appoint Heidi Blunt, City of as District 1 Co-Director, seconded by Elena Hilby. Motion Carried.

**Item 5** Approval of the 2025-2026 Committee Members. A note was made to add Green Bay Clerk to Conference Committee. Due to confusion on the final lists being circulated and there being some need to change, a final list will be sent on Wednesday, and an email vote will be initiated.

**Item 6.** Approval of the August 22, 2025, Meeting Minutes. Mark Eby made a motion to approve minutes with corrections to name spellings, seconded by Jilline Dobratz. Motion Carried.

**Item 7.** Executive Directors Report. Certificates awarded by the Executive Director, Laura Nolan to Karla Endres CPMC and Toya Harrell CPMC.

**Item 8.** Treasurer's Report. Treasurer Linda Kuhlman suggested a separate account and budget for Conference. UWGB was given access to Authorize.net. Can they have access to Quickbooks? Lori Stottler moved to provide access to Quickbooks for viewing at the Treasurer's discretion, seconded by Julie Huotari to access Quickbooks. Motion carried. Linda asked the Board for permission to explore other banking institutions.



Fees are high and interest rates are low. Authorized to proceed. Checks for the WCEF account are also authorized. Linda would like to know who gets reimbursed for items and who is restricted from reimbursement. The Manuals Committee should revise to include these items. The charge vendor called authorize.net charges 2.9% on every charge plus a monthly user charge. UWGB and Linda are looking into possible vendors. Credit card payments have fees and if vendors pay for a scholarship, does the fee get passed on or does WMCA absorb the fee? Due to check fraud, more people are paying by credit card. Discussion occurred on absorbing the fee and the consensus is to absorb for a year and review in a year. IRS notified us that they do not have our 2024 990. We are looking for the CES tax exempt form. Jilline asked about the i-give account. This needs exploration.

President Harrell would like to add a Past President report to all agendas moving forward. Past President Hilby started a lot and will report out in November.

**Item 9.** 2<sup>nd</sup> VP Report – in packet

**Item 10.** 1<sup>st</sup> VP Report – in packet

**Item 11.** President's Report. Claudia Fields asked why the association only allows the President to serve a 1-year term. She suggested changing the constitution to allow this and a possible restructure of succession plan. Immediate concerns included the strain on office staff and the municipality. The idea needs to be revisited as we get our bearings. Darla Fink also suggested that committees could benefit from a 2-year term because of the momentum. Anne Uecker suggested we stay the course for now and evaluate once we have more of our SOPs and roles more understood. Michelle Ebbert feels like newer clerks should be appointed to committees that would incur less momentum impact due to the experience and learning curve. We should look at "great places to start" vs. where more skill is required. Consensus is to do a deep dive on our policies and procedures to build that structure.

Toya has been doing a lot of connecting in and out of Wisconsin. She will be meeting with the Mayor of Green Bay regarding conference next week. The code of conduct was presented and asked to be signed and returned. Discussion occurred around scholarships and grants for training.

Donna Ott, District 5 co-director, Heidi Blunt, District 1 co-director and Susan Caine, Director at-large, were sworn in.



Jim Wendt, Jim Verbick, Megan Dunneisen, Michelle Ebbert, Amy Molitor, Jack Busseier were sworn in as Committee Co—chairs and committee members.

There is a cookbook in the works. Send photos, recipes, where it came from, adaptations, etc. to [wmcacookbook@gmail.com](mailto:wmcacookbook@gmail.com) and they will be a part of the welcome bags. Submission required by June 1, 2026, to get them all done and bound.

The 2026 theme logo was created by Mark Eby:



**Item 12.** Motion by Linda Kuhlman to adjourn, seconded by Karla Endres at 11:53 am.

There being no further business, the meeting was adjourned.

Respectfully submitted – Lorena Stottler, Secretary



Board of Directors Special Meeting Minutes  
November 12, 2025 | 3:00 PM | ZOOM

**PRESENT:** President Toya Harrell, 1<sup>st</sup> VP Karla Endres, 2<sup>nd</sup> VP Mark Eby, Treasurer Linda Kuhlman, Secretary Lori Stottler, Director-at-Large Susan Caine, Past President Elena Hilby, District 2 Co-Director Amy White, District 3 Co-Director Claudia Fields and Penny Danielson (arrived late), District 4 Co-Director Holly Licht, District 5 Co-Director Donna Ott, District 6 Co-Director Darla Salinas and Melissa Zamzow, District 7 Co-Director Melissa Hongisto and Lisa Vanden Heuvel, District 8 Co-Director Tamaney Augustin. A quorum was present.

**Item 1.** President Toya Harrell called the meeting to order at 3PM.

**Item 2.** 1<sup>st</sup> VP Endres led the pledge of allegiance.

**Item 3.** The 2025-2026 Committee Roster was presented for approval. Past President Hilby made a motion to approve the roster as presented, seconded by 2<sup>nd</sup> VP Eby. Motion passed unanimously by the members present.

**Item 4** 2<sup>nd</sup> VP Eby made a motion to convene into closed session to consider a complaint filed concerning the election process for the Director-at-Large Board position, seconded by District 5 Co-Director Ott. Motion passed unanimously by the members present, with Director-at-Large Susan Caine abstaining and not entering closed session. The Board entered closed session.

At 3:52p.m., 2<sup>nd</sup> VP Eby made a motion to reconvene into open session, seconded by Dist. 7 Co-Director Hongisto. Motion passed unanimously by the members present.

Endres moved to rescind the recommendation to appoint Susan Caine as a Director at Large and put the two candidates to a vote by the membership. Seconded by Claudia Fields. Passed on a roll call vote of the members present and with one vote per district with Director-at-Large Susan Caine abstaining. This decision makes the Director-at-Large position vacant until the election has been held.

**Item 12.** 2<sup>nd</sup> VP Eby made a motion to / adjourn at 3:52pm, seconded by Dist. 3 Co-Director Danielson. Motion passed unanimously.

There being no further business, the meeting was adjourned.

Respectfully submitted – Lorena Stottler, Secretary



## **Board of Directors Meeting November 21, 2025**

### **President's Report** (reported on November 6, 2025)

- Attended the Iowa Municipal Finance Officer's Association conference October 16<sup>th</sup> and 17<sup>th</sup>. Sung the National Anthem during their opening ceremony on the 16<sup>th</sup>. 😊
- Met virtually with the WMCA District Directors on October 20<sup>th</sup>
- Attended District 5's meeting in Sussex on October 23<sup>rd</sup>
- Will be attending District 6 meeting in Neenah on November 13<sup>th</sup>
- Will be attending District 4 meeting in Verona, WI on November 20<sup>th</sup>



**Board of Directors Meeting**  
**November 21, 2025 | 1:00pm – 3:00pm**  
**Waunakee Public Library/Zoom**  
**1st Vice President's Report**

- Reviewing the policies and procedures manual
- Watching the legislative bills in motion and monitoring their status
- Voted on committee/board appointments
- Updating the website with Board of Director contact information and profile pictures
- Monitoring the listserv



**Board of Directors Meeting**  
**November 21, 2025 | 1:00PM – 3:00 PM**  
**Wauaukee Public Library**  
**2<sup>nd</sup> Vice President Report**

- Listened online to committee bills relating to elections
- Attended meeting to approve the 2025-2026 Committees
- Other than that it has been quiet currently.



**Board of Directors Meeting**  
**November 21, 2025 | 1:00PM – 3:00 PM**  
**Wauaukee Public Library**

**Treasurer Report**

- Worked with Wegner CPA to file 2024 federal and state taxes; asked for a quote to do 2025
- Finally received our tax exempt number from the state
- Working on entering credit card transactions into Quickbooks for October and November
- Will have updated information before budget meeting with Finance Committee.
- Will be meeting with UWGB on December 19 to coordinate roles and take boxes to their office



<b>Gross Profit</b>	<b>\$ 261,754.17</b>	<b>\$ 256,100.00</b>		<b>\$ 248,199.50</b>	<b>\$ 252,205.00</b>		<b>\$ 260,271.24</b>	<b>\$ 270,850.00</b>
Expenses								
6001 Management Fee	\$ 99,466.20	\$ 65,000.00		\$ 92,978.20	\$ 62,730.10		\$ 32,145.30	\$ 70,000.00
6002 Insurance	\$ 4,337.44	\$ 4,000.00		\$ 3,818.00	\$ 4,500.00		\$ 566.15	\$ 4,500.00
6003 Accounting Fees		\$ 2,000.00		\$ 3,875.00	\$ 2,000.00			\$ 2,000.00
6004 Legal Fees							\$ 2,180.00	
6005 CC Fees	\$ 4,961.15	\$ 6,000.00		\$ 4,358.33	\$ 6,000.00		\$ 5,878.63	\$ 5,000.00
6006 Bank Fees	\$ 184.00			\$ 127.29			\$ 308.80	
6007 Email Listserv	\$ 300.00	\$ 1,200.00		\$ 7,570.00	\$ 1,200.00		\$ 4,663.52	\$ 1,208.00
6008 Membership Services Software	\$ 13,314.30	\$ 13,400.00		\$ 14,813.45	\$ 13,400.00		\$ 20,241.30	\$ 13,700.00
6009 Website	\$ 14,315.99	\$ 3,700.00		\$ 14,580.44	\$ 5,000.00		\$ 5,927.96	\$ 11,000.00
6010 Postage, Mailing Service	\$ 904.82	\$ 2,250.00		\$ 183.14	\$ 2,250.00		\$ 99.04	\$ 500.00
6011 Printing and Copying	\$ 4,119.40	\$ 1,600.00		\$ 2,045.68	\$ 1,600.00		\$ 99.60	\$ 2,000.00
6012 License and Report Fees	\$ 130.00	\$ 125.00		\$ 644.99	\$ 130.00		\$ 233.88	\$ 130.00
6013 Supplies	\$ 666.60	\$ 1,200.00		\$ 1,197.06	\$ 1,200.00		\$ 2,631.72	\$ 1,200.00
6014 Telephone, Telecommunications	\$ 10.00				\$ 120.00		\$ 9.90	\$ 120.00
6015 Advertising Expenses	\$ 525.00	\$ 1,400.00		\$ 525.00	\$ 1,400.00		\$ 1,340.42	\$ 1,000.00
6200 District Mtgs								
1 District		\$ 1,666.67		\$ 505.11	\$ 1,500.00		\$ -	\$ 1,500.00
2 District		\$ 1,666.66		\$ 505.12	\$ 1,500.00		\$ 578.89	\$ 1,500.00
3 District	\$ 178.43			\$ 341.27	\$ 1,500.00		\$ 569.11	\$ 1,500.00
4 District	\$ 1,793.16	\$ 1,666.67		\$ 844.29	\$ 1,500.00		\$ 1,563.34	\$ 1,500.00
5 District		\$ -			\$ 1,500.00		\$ 3,204.49	\$ 1,500.00
6 District	\$ 751.82	\$ 1,666.67			\$ 1,500.00		\$ 842.41	\$ 1,500.00
7 District	\$ 785.39	\$ 1,666.67			\$ 1,500.00		\$ 592.40	\$ 1,500.00
8 District	\$ 349.00	\$ 1,666.67		\$ 333.30	\$ 1,500.00		\$ 674.20	\$ 1,500.00
<b>Total for 6200 District Mtgs</b>	<b>\$ 3,857.80</b>	<b>\$ 10,000.00</b>		<b>\$ 2,529.09</b>	<b>\$ 12,000.00</b>		<b>\$ 8,024.84</b>	<b>\$ 12,000.00</b>
6300 Northern Training		\$ 5,000.00		\$ -	\$ -		\$ -	\$ -
6400 Board of Review Cost	\$ 2,520.00	\$ 5,000.00		\$ -	\$ -		\$ 750.00	\$ -
6500 Webinar Costs	\$ 549.90	\$ 550.00		\$ 559.50	\$ 550.00		\$ 639.90	\$ 560.00
7401 Travel	\$ 1,716.91	\$ 8,000.00		\$ 2,563.67	\$ 8,000.00		\$ 4,334.18	\$ 4,000.00
7402 Lodging	\$ 4,880.44			\$ 808.04	\$ 5,000.00		\$ 7,547.85	\$ 300.00
7403 Meals	\$ 231.80			\$ 1,373.36	\$ 230.00		\$ 1,586.94	\$ 1,200.00
7404 Venue	\$ -			\$ 65,371.70			\$ 312.50	
7405 Honorarium	\$ 7,195.00				\$ 6,000.00		\$ -	\$ 6,000.00
7406 Program Meals	\$ 55,126.70	\$ 95,000.00		\$ 4,635.90	\$ 65,000.00		\$ 69,017.60	\$ 65,000.00
7407 Gifts	\$ 552.00			\$ 2,739.27	\$ 550.00		\$ 2,788.50	\$ 3,000.00
7408 Promotional Items	\$ 12,270.38	\$ 1,175.00		\$ 10,054.41	\$ 6,000.00		\$ 9,091.61	\$ 10,000.00
7409 Entertainment	\$ 1,121.71			\$ 375.00	\$ 1,200.00		\$ 2,800.00	\$ 1,200.00
7410 Decorations	\$ 451.46				\$ 500.00		\$ 945.62	\$ 500.00





Executive Directors Report

Board of Directors Meeting November 18, 2025

By Laura Nolan

1. UWGB has added a new member to our team, Stacey VonBusch, who will help to support WMCA and Laura in the executive director role.
2. Our team is currently investigating the best ways to migrate data from Cvent for event and membership management to a more user-friendly software.
3. We have begun making plans for the Northern Conference and will share more details as they become available.
4. We supported 3 district meetings.