

Agenda

CHEMS Annual Training Committee Meeting

Tuesday, January 27th, 2004
10:00 a.m.

Kalahari Resort
1305 Kalahari Drive
Wisconsin Dells, WI 53965

Meeting called by: Christy Parker, Chairperson

10:00 a.m. Meet At: Chula Vista Resort
4031 River Rd., Wisconsin Dells

Agenda topics

- **Roll Call**
- **Approval and/or revision to current agenda**
- **Visit locations: Chula Vista, 10:00 a.m.**
Kalahari Resort, 11:00 a.m.
- **Review/Discuss locations for 2005 CHEMS
Annual Training**
- **Discuss Registration procedures**
- **Review recommendations to the Board**
- **Group Discussion on any other business**

Adjourn

Agenda

CHEMS Annual Training Committee Meeting

Tuesday, February 5th, 2004
10:00 a.m.

Kalahari Resort
1305 Kalahari Drive
Wisconsin Dells, WI 53965

Meeting called by: Christy Parker, Chairperson

10:00 a.m. Meet At: Chula Vista Resort
4031 River Rd., Wisconsin Dells

Agenda topics

- **Roll Call**
- **Approval and/or revision to current agenda**
- **Visit locations: Chula Vista, 10:00 a.m.**
Kalahari Resort, 11:00 a.m.
- **Review/Discuss locations for 2005 CHEMS
Annual Training**
- **Discuss Registration procedures**
- **Review recommendations to the Board**
- **Group Discussion on any other business**

Adjourn

AGENDA
CHEMS BOARD OF DIRECTORS / STEERING COMMITTEE MEETING

Tuesday, February 10, 2004

10:00 A.M.

Marathon County Highway Department

1430 West Street

Wausau, WI 54402

(715) 842-2205

1. Call to order.
2. Roll call.
3. Approve and / or revisions to the current agenda.
4. Approve minutes of December 9, 2003 board meeting.
5. Current Business - Items to be discussed.
 - A. Treasurer Report
 - B. User Group Tax Exempt Status / Update
 - C. CHEMS Annual Training Committee / Update
 - D. Discuss Equipment Purchases for CHEMS Annual Training Conference
 - E. Update from: Jon Gray OIS / CHEMS Staff / Alpha Sites
 - F. Update from: Doug Meek, WisDOT Auditor (Machinery Management Updates)
 - G.
6. Group discussion on any other business.
7. Adjourn to **April 13, 2004** meeting.

If you have any special needs or if you require special accommodations, you can contact Lynne Black at: lynneblack@newnorth.net

Phone 715-478-3516

Forest County Highway Department
5350 County Road W
Crandon, WI 54520

Agenda

Chems Annual Training Committee Meeting

**Thursday, March 4, 2004
10:00 am**

**Portage County Hwy Dept.
800 Plover Road
Plover, WI 54467**

Meeting called by: Christy Parker, Chairperson

Agenda topics

- Roll Call
- Approval of Minutes 2/05/04
- Approval and/or revision to current agenda
- Business:
 - CHEMS Annual Conference:
 - Select location - 2005
 - Set Registration/Fees - 2004
- Group Discussion on any other business
- Adjourn

AGENDA
CHEMS BOARD OF DIRECTORS / STEERING COMMITTEE MEETING

Tuesday, April 13, 2004

10:00 A.M.

Marathon County Highway Department

1430 West Street

Wausau, WI 54402

(715) 842-2205

1. Call to order.
2. Roll call.
3. Approve and / or revisions to the current agenda.
4. Approve minutes of February 10, 2004 board meeting.
5. Current Business - Items to be discussed.
 - A. Treasurer Report
 - B. User Group Tax Exempt Status / Update
 - C. Review 2004 CHEMS Annual Training Conference
 - Review And Amend Tentative Agenda
 - Set Up Breakout Session Topics
 - Discuss / Approve Speaker
 - D. Review 2005 CHEMS Annual Training Conference - Committee / Update
 - E. Discuss Equipment Purchases for CHEMS Annual Training Conference
 - F. Update from: Jon Gray OIS / CHEMS Staff / Alpha Sites
 - G. Update from: Doug Meek, WisDOT Auditor (Machinery Management Updates)
 - H.
6. Group discussion on any other business.
7. Adjourn to **June 8, 2004** meeting.

If you have any special needs or if you require special accommodations, you can contact Lynne Black at: lynneblack@newnorth.net

Phone 715-478-3516

Forest County Highway Department
5350 County Road W
Crandon, WI 54520

AGENDA
CHEMS BOARD OF DIRECTORS / STEERING COMMITTEE MEETING

Tuesday, June 15, 2004

10:00 A.M.

Marathon County Highway Department

1430 West Street

Wausau, WI 54402

(715) 842-2205

1. Call to order.
2. Roll call.
3. Approve and / or revisions to the current agenda.
4. Approve minutes of April 13, 2004 board meeting.
5. Current Business - Items to be discussed.
 - A. Treasurer Report
 - B. User Group Tax Exempt Status / Update (If Any)
 - C. CHEMS Annual Training Committee / Update (If Any)
 - D. Equipment Purchases for CHEMS Annual Training Conference / Update
 - E. Update from: Jon Gray OIS / CHEMS Staff / Alpha Sites
 - F. Update from: Doug Meek, WisDOT Auditor (Machinery Management Updates)
 - G.
6. Group discussion on any other business.
7. Adjourn to **August 10, 2004** meeting.

If you have any special needs or if you require special accommodations, you can contact Lynne Black at: lynneblack@newnorth.net

Phone 715-478-3516

Forest County Highway Department
5350 County Road W
Crandon, WI 54520

AGENDA
CHEMS BOARD OF DIRECTORS / STEERING COMMITTEE MEETING

Tuesday, August 10, 2004

10:00 A.M.

Marathon County Highway Department

1430 West Street

Wausau, WI 54402

(715) 842-2205

1. Call to order.
2. Roll call.
3. Approve and / or revisions to the current agenda.
4. Approve minutes of June 15, 2004 board meeting.
5. Current Business - Items to be discussed.
 - A. Treasurer Report
 - B. User Group Tax Exempt Status / Update
 - C. Review 2004 CHEMS Annual Training
 - D. Discuss Equipment Purchases for CHEMS Annual Training Conference
 - E. Update from: Jon Gray OIS / CHEMS Staff / Alpha Sites
 - F. Update from: Doug Meek, WisDOT Auditor (Machinery Management Updates)
6. Group discussion on any other business.
7. Adjourn to **October 14 & 15, 2004** Annual Training.

If you have any special needs or if you require special accommodations, you can contact Lynne Black at: lynneblack@newnorth.net

Phone 715-478-3516

Forest County Highway Department
5350 County Road W
Crandon, WI 54520

2004 CHEMS Annual Training October 14th and 15th, 2004

The CHEMS Annual Training is scheduled for Thursday and Friday, October 14th and 15th, 2004 in Wisconsin Dells, Wisconsin. The meeting will be held at the Wintergreen Resort and Conference Center, 60 Gasser Rd., (608) 254-2285.

The agenda for the meeting is enclosed to assist you in your planning. Please review the forms carefully.

Our registration procedures will follow last year. The registration fee will cover all meeting costs, breaks, a Thursday evening buffet, and Friday morning breakfast. There is a single day registration fee for those attending either day.

Advance registration is required. All meeting registrations must be handled through us. Please send one registration form per person. All checks should be made payable to CHEMS Users Group.

Our CHEMS Users Group is now a tax-exempt organization our Federal EIN is 01-0757456. Please contact Secretary/Treasurer, Dennis Farnsworth at 715/284-5615 if you need a W-9 form.

The Counties will be responsible for their own hotel registrations and payment terms. You must use the forms provided. Please fill out the hotel registration forms and return to the hotel by September 16th, 2004.

The registration fee, authorized training time, and travel expenses may be requisitioned to the State for two (2) employees in accordance with your County's training and travel guidelines. Counties may bring additional people at the County's expense.

WIN \$25.00 CASH!! Simply register by **September 1st** and your name will automatically be entered in our \$25.00 drawing. Two winners will be drawn at the banquet. Winners must be present to win except for one-day conference participants.

Annual Training timeline: August 15th, 2004 - **Nominations to Juneau County**
September 1st, 2004 - **Registrations to Walworth County**
September 16th, 2004 - **Hotel Reservations to Wintergreen**

We look forward to a good meeting and hope to see you there!

CHEMS Annual Training Committee

Christy Parker, Chairperson

Bill Frisch

Ann Johnson

Lynne Black

Francie Freeberg

Agenda For CHEMS Annual Training

October 14th and 15th, 2004

Wintergreen Resort and Conference Center Wisconsin Dells, Wisconsin

Thursday, October 14th, 2004

| | |
|-------------------|--|
| 11:30 A.M. | Registration |
| 12:00 P.M. | Opening by CHEMS Board President |
| 12:00-12:15 P.M. | Address from WisDOT |
| 12:15 – 1:15 P.M. | WisDOT Auditor |
| 1:15 - 2:30 P.M. | * Training Sessions |
| 2:30 – 2:45 P.M. | Break |
| 2:45 - 3:45 P.M. | Keynote Speaker, Ron Dentinger |
| 3:45 - 4:30 P.M. | CHEMS Support Staff |
| 4:30 - 4:45 P.M. | Nominations Committee <ul style="list-style-type: none"> ➤ Review Voting Procedures ➤ Nominations From The Floor ➤ Introduction Of Nominees |
| 4:45 – 5:00 P.M. | Review events for Friday |
| 5:00 P.M. | Adjourn to Friday @ 8:00 A.M. |

***There will be five training topics, and you will be able to attend three of the sessions.**

| Topic: | Thursday 1:15 | Friday 8:30 | Friday 10:15 |
|-------------------------------------|------------------|----------------|--------------|
| State Year End Financial Forms | X | | X |
| GASB 34 | | X | X |
| Shop Related Activities | X | X | X |
| Payroll, Retro & Related Activities | X | X | |
| Excel Workshop | X | X | X |

For all Training Sessions – Bring your questions!!

Sign in for each training session that you attend. Please turn in individual session evaluation forms before leaving that session. Thank you for your cooperation!!!!

Agenda For CHEMS Annual Training
October 14th and 15th, 2004
Wintergreen Resort and Conference Center
Wisconsin Dells, Wisconsin

Friday, October 15th, 2004

- 8:00 - 8:05 A.M. Announcements & Review Agenda
- 8:05 - 8:30 A.M. Election of CHEMS Board
- Vice-President
 - Secretary / Treasurer - Two Year Term
 - Director - One (1) - Two Year Term
- 8:30 - 9:45 A.M. * Training Sessions
- 9:45 - 10:15 A.M. Break and Checkout time
- 10:15 - 11:30 A.M. * Training Sessions
- 11:30 - 11:45 A.M. Introduction of the 2005 CHEMS Board of Directors
- 11:45 - 12:00 P.M. Closing Remarks
- Please turn in evaluation of CHEMS Annual Training and fill out suggestion forms before departing.
- 12:00 P.M. Adjourn CHEMS Annual Training

The steering committee is a volunteer group and anyone interested is welcome to join. Please advise the president if you wish to be on this committee. The board and steering committee will meet briefly after the Annual Meeting.

2005 CHEMS Annual Training will be October 27th & 28th
Chula Vista Resort, Wisconsin Dells, Wisconsin.

The board would like to thank you for attending.
It was a pleasure to see everyone again!

2004 CHEMS Annual Training October 14th & 15th, 2004 Lodging Reservations

Lodging Registration DEADLINE, September 16th, 2004

County:

Tax Exempt #

Address:

City:

State:

Zip:

Contact Person

Phone:

| | Arrival Date | Departure Date |
|--|--------------|----------------|
| <p>Name <input type="checkbox"/> Single Occ. N-Smoking <input type="checkbox"/> Double Occ. N - Smoking</p> <p><input type="checkbox"/> Single Occ. Smoking <input type="checkbox"/> Double Occ. Smoking</p> | _____ | _____ |
| <p>Name <input type="checkbox"/> Single Occ. N-Smoking <input type="checkbox"/> Double Occ. N - Smoking</p> <p><input type="checkbox"/> Single Occ. Smoking <input type="checkbox"/> Double Occ. Smoking</p> | _____ | _____ |
| <p>Name <input type="checkbox"/> Single Occ. N-Smoking <input type="checkbox"/> Double Occ. N - Smoking</p> <p><input type="checkbox"/> Single Occ. Smoking <input type="checkbox"/> Double Occ. Smoking</p> | _____ | _____ |
| <p>Name <input type="checkbox"/> Single Occ. N-Smoking <input type="checkbox"/> Double Occ. N - Smoking</p> <p><input type="checkbox"/> Single Occ. Smoking <input type="checkbox"/> Double Occ. Smoking</p> | _____ | _____ |

| | Room Rental | Restaurant Charges | Phone Charges | |
|------------------------|--------------------------|--------------------------|--------------------------|--|
| County Paying for: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any Charges not paid by the County will be due upon Check-out by the registered guest |
| Individual Paying for: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Credit Card # _____ Exp Date: _____

Mail or FAX copy of Purchase Order, and Tax Exempt form with this registration to:

Attn: Shirley Lewandowski
 Wintergreen Resort and Conference Center
 60 Gasser Rd., Box 296
 Wisconsin Dells, WI 53965
 1-800-648-4765, (608) 254-2285
 FAX (608) 253-6235

TO: CHEMS Counties

From: CHEMS Nominations Committee

The CHEMS Organization Bylaws state as follows:

Section 1. Nominations

- a. **Nominations shall be accepted by the Vice President from the Group membership, prior to and at the Annual Training Meeting for at least one candidate for the offices of Vice President, and in alternating years for Secretary/Treasurer and one Director, or for two Directors. All nominees must indicate their willingness to serve if elected.**
- b. **Nominees must be full members of the Group in good standing. The President or Vice President may not succeed himself by election, unless such a person is filling the unexpired term of another duly elected officer.**

Please enter your nominations for the CHEMS Board of Directors offices below:

Vice President: **Name:** _____ **County:** _____
 Name: _____ **County:** _____
 Name: _____ **County:** _____

Secretary/Treasurer: **Name:** _____ **County:** _____
 Name: _____ **County:** _____
 Name: _____ **County:** _____

Director: **Name:** _____ **County:** _____
 Name: _____ **County:** _____
 Name: _____ **County:** _____

All nominees will be contacted prior to the Annual Training to accept/decline their nominations. Please feel free to nominate yourself.

Return nominations to: **Bill Frisch**
 Juneau County Highway Department
 930 E. State St.
 Mauston, WI 53948

Email: bfrisch@co.juneau.wi.us

FAX: **(608) 847-5106**

Return no later than: August 15, 2003

AGENDA
CHEMS BOARD OF DIRECTORS / STEERING COMMITTEE MEETING

Tuesday, December 14, 2004

10:00 A.M.

Marathon County Highway Department
1430 West Street
Wausau, WI 54402
(715) 842-2205

1. Call to order.
2. Roll call.
3. Approve and / or revisions to the current agenda.
4. Approve minutes of August 10, 2004 board meeting and October 14-15, 2004 Annual Training
5. Old Business - Items to be discussed.
 - 1 User Group Tax Exempt Status / Update
 - 2 Treasurer Report
 - o 2004 Annual Meeting Expense Summary
 - o Account Balance Remaining
 - 3 Review 2004 CHEMS Annual Training
 - o Evaluations
 - o 2006 Location responses
 - 4 Lacrosse County Bar Coding
6. New Business - Items to be discussed.
 - 1 Establish 2005 CHEMS Annual Training Committee
 - 2 Non CHEMS Counties Support
 - 3 Walworth County G/L Summary Export
 - 4 Alpha County Update
 - 5 Training Team Document
 - 6 Update from: Jon Gray OIS / CHEMS Staff / Alpha Sites
 - 7 Update from: Doug Meek, WisDOT Auditor (Machinery Management Updates)
7. Group discussion on any other business.
8. Adjourn to **February 8, 2005** meeting.

If you have any special needs or if you require special accommodations, you can contact

Bill Frisch at bfrisch@co.juneau.wi.us

Phone 608-847-5874

Juneau County Highway Department

930 E. State St.

Mauston, WI 53948