

Address: 3810 Milwaukee St.
Madison, WI 53714
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Independent Living Council of Wisconsin (ILCW) Membership Committee Teleconference Meeting

December 1, 2025

2:00 P.M. – 3:30 P.M.

APPROVED FEBRUARY 2, 2026

Action Items and Motion Items

A. ILCW Membership Committee Meeting Action Items

- 1. Action Item:** Tyler Wigington will request a copy of the succession plan from Midstate Independent Living Choices to be used as an example for ILCW.
- 2. Action Item:** Ramsey Lee will provide ILCW Executive Director with contact information for the person who is administering the State of Wisconsin Open Records Training.
- 3. Action Item:** ILCW Executive Director will coordinate with Ramsey Lee's contact to provide training about Open Record Laws at the February 9-10, 2025 ILCW Quarterly Meeting.
- 4. Action Item:** ILCW Executive Director will add a discussion about resource development to the January 5, 2025 ILCW Membership Committee meeting agenda.

B. ILCW Membership Committee Motion Items

- 1. Motion Item:** Ramsey Lee made a motion to approve the December 1, 2025 ILCW Membership Committee meeting agenda. Tyler Wigington seconded the motion. ILCW Membership Committee approved the agenda. Motion carried.
- 2. Motion Item:** Ramsey Lee made a motion to approve the March 3, 2025 ILCW Membership Committee meeting minutes. Tyler Wigington seconded the motion. ILCW Membership Committee approve the minutes. Motion carried.

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- 3. Motion Item:** Tyler Wigington made a motion to approve the September 8, 2025 ILCW Membership Committee meeting minutes. Ramsey Lee seconded the motion. ILCW Membership Committee approved the minutes. Motion carried.
- 4. Motion Item:** Tyler Wigington made a motion that ILCW Membership Committee begin discussions regarding resource development activities at the January 5, 2025 ILCW Membership Committee meeting. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to discuss resource development at the next meeting. Motion carried.
- 5. Motion Item:** Ramsey Lee made a motion to adjourn the December 1, 2025 ILCW Membership Committee meeting. Tyler Wigington seconded the motion. Motion carried. Meeting Adjourned at 2:55 P.M.

C. Meeting Minutes

1. Welcome and Introductions, Julie Bergan, ILCW Secretary

ILCW Members Present: Julie Bergan, ILCW Secretary; Ramsey Lee; and Tyler Wigington.

ILCW Members Absent; Excused (*): Mary Jane Grande*, ILCW Chair; and Randi Johnson*, ILCW Membership Committee Chair.

ILCW Staff: Tyler Wilcox, ILCW Executive Director

2. The meeting was called to order at xx:xx x.M. by Julie Bergan, ILCW Secretary

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 890 9852 6645. The meeting was also available via [Zoom](#).

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3. Review and Approve December 1, 2025 ILCW Membership Committee Meeting Agenda

- Ramsey Lee made a motion to approve the December 1, 2025 ILCW Membership Committee meeting agenda. Tyler Wigington seconded the motion. ILCW Membership Committee approved the agenda. Motion carried. See Motion Item 1.

4. Review and Approve March 3, 2025 ILCW Membership Committee Meeting Minutes

- Ramsey Lee made a motion to approve the March 3, 2025 ILCW Membership Committee meeting minutes. Tyler Wigington seconded the motion. ILCW Membership Committee approved the minutes. Motion carried. See Motion Item 2.

5. Review and Approve September 8, 2025 ILCW Membership Committee Meeting Minutes

- Tyler Wigington made a motion to approve the September 8, 2025 ILCW Membership Committee meeting minutes. Ramsey Lee seconded the motion. ILCW Membership Committee approved the minutes. Motion carried. See Motion Item 3.

6. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services

- Link to SPIL (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- No public comments received; comment period closed at 2:50 P.M.

7. Review and Discuss New Member Applications

- There are no new member applications.

8. Discuss Development of Succession Plan

- Ramsey Lee gave description of what a succession plan is and ILCW Executive Director explained further.
- Julie Bergan gave what was done at her work.
 - Staff members wrote up a list of their job tasks and a succession plan was created from that.

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- Tyler Wigington will request a copy of the succession plan from Midstate Independent Living Choices to be used as an example for ILCW. See Action Item 1.
- Further discussion will be tabled until more members are present.
- This will remain a standing agenda item for ILCW Membership Committee.

9. Discuss Training Opportunities for the Full Council

- Ramsey Lee suggested open record training.
 - Ramsey Lee will provide ILCW Executive Director with contact information for the person who is administering the State of Wisconsin Open Records Training. See Action Item 2.
 - ILCW Executive Director will coordinate with Ramsey Lee's contact to provide training about Open Record Laws at the February 9-10, 2025 ILCW Quarterly Meeting. See Action Item 3.

10. Discuss In-Person Meeting

- ILCW Executive Director suggested having an in-person meeting for the August 10-11, 2025 Quarterly Meeting.
 - Making this meeting more like a retreat may improve the attendance at in-person meetings. ILCW could also invite people who are not on the council to attend and participate in some parts of the meeting.

11. Discuss Membership Committee Tasks when Council Does Not Need New Members

- ILCW Membership Committee is currently working on a succession plan, training opportunities, and coordinating the in-person meeting. These activities should be enough for the committee at this time.

12. Review, Discuss, and Approve Parking Lot Items

- ILCW Membership Committee should begin discussions regarding resource development activities.

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- Tyler Wigington made a motion that ILCW Membership Committee begin discussions regarding resource development activities at the January 5, 2025 ILCW Membership Committee meeting. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to discuss resource development at the next meeting. Motion carried. See Motion Item 4.
- ILCW Executive Director will add a discussion about resource development to the January 5, 2025 ILCW Membership Committee meeting agenda. See Action Item 4.

13. Adjourn

- Ramsey Lee made a motion to adjourn the December 1, 2025 ILCW Membership Committee meeting. Tyler Wigington seconded the motion. Motion carried. See Motion Item 5.

Meeting Adjourned at 2:55 P.M.