



WISCONSIN
LAND INFORMATION
ASSOCIATION

**Wisconsin Land
Information Association**

Administrative Manual

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Section 1: Introduction

The purpose of this administrative manual is to clarify and document procedures associated with the ongoing management of the Wisconsin Land Information Association (WLIA). This document supplements the guiding principles found in our bylaws.

The administrative manual is updated each year by the WLIA's Executive Services Manager, with support from the Past President of the WLIA and its Board of Directors. Specific non-policy related items do not require a vote by the board of directors to be adopted. Any proposed policy changes are voted on by the board of directors prior to inclusion in the adopted manual.

Section 2: The Roots of WLIA

By Al Miller, Myron Bacon, and Ben Niemann, 2012.

Seeds of computer-based information systems that could manage geographic information were germinated in the Graduate School of Design at Harvard University in the 1960s. As Harvard learned how to handle geographic data, it taught its students who spread the seeds. One seed blew from Cambridge to Madison with the help of Ben Niemann, a recently graduated MA student and new Assistant Professor in the Department of Landscape Architecture at the University of Wisconsin in Madison. Niemann probed the technology with his classes until 1969 when he and Professor Phil Lewis convinced Governor Pat Lucy and the Wisconsin Department of Transportation (WiDOT) to apply the emerging technology to locate an Interstate highway corridor from Milwaukee to Green Bay. To manage the project, Lewis and Niemann hired a new graduate student, Al Miller. The seed was planted.

A digital database constructed from one kilometer cells was manually built to cover the area from the western side of Lake Winnebago to Lake Michigan and from Milwaukee to Green Bay. Models were developed to represent the views of various stakeholders. Using these stakeholder's values, a path was generated seeking a three kilometer wide path between the two cities that best represented the values. A new major asset of the digital database was that transportation planners were able to measure probable impacts of any corridor by tabulating the quantity of any resource affected, i.e. acres of farmland. Ultimately, the study aided in locating the new Interstate (I-43) close to Lake Michigan communities and away from the environmentally magnificent Kettle Moraine. Other applications were made later in siting power transmission lines and in city planning.

Paralleling the work at the University, the Wisconsin Legislature passed the Land-use Planning Grant Program in the 1971-1973 budget to be administered by the Wisconsin Department of Administration (DOA). Grant allocations were to be directed towards land resources information, development of land resources planning capabilities, state land resource planning, and implementation of land resource plans. The DOA, through the State Planning Office, along with the Chicago-based planning firm of Barton-Aschman Associates, Inc. initiated an analysis of a statewide geographically based land information system. The DOA also hired a geographic information specialist (Al Miller) from the University of Wisconsin-Madison to guide the development of a statewide geographic information system (GIS). The stimulation for Wisconsin's interest, and other states as well, was discussion of national legislation directed at state management of land resources. One part of the legislation addressed computer-based land information systems. While planners were excited about the legislation, others were not. The words "land use" made many people apprehensive and the idea died in 1973.

Ben Niemann negotiated a grant from the U.S. Department of the Interior (DOI) in 1973 to keep the idea of GIS alive in Wisconsin. The grant assisted in funding the analysis of who would pay for land records. The state Office of Program and Management Analysis and the DOA, in conjunction with the Institute of Environmental Studies at University of Wisconsin-Madison initiated the study to determine the cost to citizens to maintain land information. This excellent report, "*Land Records: the cost to the citizen to maintain the present land information base*" compiled by Barbara Larsen created significant state and national interest. Larsen demonstrated that the majority of the cost (52%) is borne by local governments and that most collected data are incompatible and cannot be integrated with each other. She also noted that a large number of local officials need land information, including but not limited to the register of deeds, county surveyor, real property lister, planning and zoning director, and soil and water conservationist, and others. Wisconsin citizens collectively spent almost \$79,000,000 in 1976 on land records! The report grabbed the attention of state administrators and legislators. Now they understand the issue!

When the Land Records Committee (LRC) was formed in 1985 by Governor Tony Earl, the mix of land information users became the basis for membership. Along with the core committee of thirty-two members, seventy-one other land information professionals contributed through twelve subcommittees. Subcommittee reports covered the breadth of land information issues, including but not limited to, statutory data requirements, data responsibility, maintenance and security, property records, classification and standards, and cooperative arrangements, to highlight a few. The LRC was important due to the diversity of its membership drawing on the wide-ranging land information community,

the extent of the committee's analysis, the focus on counties as the institutions having the greatest responsibility for land information, and the identification of a central board of land information professionals to provide oversight of progress and a grants-in-aid program.

In 1987 the LRC presented their final report to Governor Earl who thanked the members for their hard work and recognized the excellent recommendations contained in the reports. However, Governor Earl stated that there was no money in the budget to implement any of the recommendations. Undeterred, chair Jim Clapp sent a memo to all 100 participants of the LRC asking "what can we do without government?" Using the American Association of State Highway and Transportation Officials (AASHTO), as a model, as well as the American Medical Association (AMA) and other professions that guide their own activities, it was suggested that a professional GIS organization be established to guide future development of land records modernization in Wisconsin. The suggestion received favorable support from the committee and the final report was modified to include the establishment of a professional land information organization.

With that inclusion, the idea of WLIA was born. Turning that idea into reality was a different story. The new organization had no officers, no bylaws, no staff, and no money! In 1987, a group of LRC members and others met to address these issues. They began by asking Al Miller to serve as president. Four former LRC members were asked to write bylaws. The new State Cartographer, Art Ziegler, volunteered staff support, seeing an opportunity for Wisconsin to take a major step in modernizing its mapping services. Funding was obtained with the support of the Urban and Regional Information Systems Association, better known as URISA. The new group became the Wisconsin Chapter of URISA. During the first year while the group was writing bylaws and organizing WLIA, meetings were held for each separate organization one after the other. Al Miller served as president of both organizations. By 1988, WLIA was fully functional, elections were held, committees were organized and WLIA was operating on its own.

Ben Niemann became WLIA's second president in 1989 and focused his energies on establishing the Land Information Program (WLIP). A legislative staff member, aided in drafting the bill creating the WLIP. After sponsors were found, the bill was voted on and signed into law. In 1990, John Laub (Wisconsin Power and Light) became WLIA's third president and through the efforts of Jane Licht (Dane County Register of Deeds), who would later become president in 1992, found an acceptable funding source (an increase in recordation fees) to begin implementation of the WLIP.

Section 3: Officer and Director Duties

A. President

Function

The president is a member of the board of directors who shall preside at all meetings of WLIA, and provide leadership and direction in all WLIA policies and objectives.

Responsibility and Authority

The president has a single vote on the board of directors, to be cast only in the event of a tie vote by the other directors. The president is responsible for, and vested with authority to accomplish the duties listed.

Duties

1. Shall be the principal officer of the association, and shall preside at meetings of the association and of the board of directors.
2. Shall be responsible for carrying out the policies established by the board of directors.
3. Shall be an ex-officio member, with full voting rights, on all standing committees.
4. Shall quarterly write a “President’s Message” for the website.
5. Shall prepare and present a report at the annual conference based on reports submitted by the committee chairpersons and officers.
6. Shall perform such duties as are necessary incidental to the office of president or as may be prescribed by the board of directors.
7. Lead the annual update of the association’s strategic plan.

B. President-Elect

Function

The president-elect is a member of the board of directors and may be delegated by the president to perform duties of the president in the event of the president's temporary disability or absence from meetings.

Responsibility and Authority

The president-elect has a single vote on the board of directors, and is vested with the duties listed.

Duties

1. Shall serve as chair of the annual conference committee and is responsible for the development and implementation of the program for the annual conference.
2. Under the president's direction, may serve as presiding officer of meetings of the association and board of directors.
3. Shall have such other duties as the president or the board of directors may assign.
4. Acts as president in the president's absence.

C. Past President

Function

The past president is a member of the board of directors and shall serve as advisor to the president when called upon.

Responsibility and Authority

The past president has a single vote on the board of directors and shall have the duties listed herein.

Duties

1. Shall conduct an annual review of the bylaws and administrative manual in cooperation with the executive services manager.
2. Shall provide continuity to the president and the board of the directors.
3. Shall chair the standing WLIA Nominations Committee, Awards Committee, and Scholarships Committee.
4. Shall assist the president with updates to the association's strategic plan.
5. Shall assist with orientation for the incoming board of directors as assigned by the president.
6. Shall have such duties as the president or the board of directors may assign.

D. Treasurer

Function

The treasurer shall be appointed by the WLIA Board of Directors.

Responsibility and Authority

The treasurer may be a termed voting member of the board of directors or an appointed non-voting member of the board of directors.

Duties

1. Shall work with the executive services manager in preparing and maintaining financial records and reports.
2. Shall review monthly itemized expense and income statements prepared by executive services manager.
3. Shall work with the executive services manager to provide financial reports to the board and membership meetings.
4. On an annual basis, work with the chair and vice chair of the WLIA Spring and Fall Education Committees to evaluate budget trends and make recommendations to the board regarding changes to regional meeting fees.
5. Shall coordinate with the executive services manager a yearly budget in conjunction with the chairpersons of standing committees.
6. Shall oversee an independent audit. The independent audit shall be conducted on an as needed basis as directed by the WLIA Board of Directors. The report of the audit will be presented to the board of directors for appropriate action to be taken if necessary.

E. Secretary

Function

The secretary shall be appointed by the WLIA Board of Directors.

Responsibility and Authority

The secretary may be a termed voting member of the board of directors or an appointed non-voting member of the board of directors.

Duties

1. The secretary and executive services manager shall oversee all records of the proceedings, attest to documents and perform other such duties that are usual for such office or as the president or board may assign.
2. Maintain a record of minutes, headquarters reports and financials on the WLIA website.
3. Shall provide an annual report to the board of directors on the status of the association.
4. Shall work with the executive services manager to establish future meeting locations.
5. Shall be the custodian of the bylaws and serve as parliamentarian on questions of order.

F. Board of Directors

Function

The board of directors shall have supervision, control and direction of the affairs of the association.

Responsibility and Authority

Each member of the board of directors shall have a single vote and is vested with the duties as listed.

Duties

1. Shall determine policy or changes therein within the limits of the bylaws. Shall assist as needed in updating the administrative manual.
2. Shall participate in the development of the association's strategic plan.
3. Shall serve on the conference committee and at least two additional standing committees.
4. For the first year of their term each board member is expected to act as vice-chair of one of the additional standing committees on which they serve and then transition to chair of that standing committee in the second year of their term.
5. Committee chairs have the responsibility of knowledge transfer and the training of their committee's vice-chair.
6. Committee chairs have the responsibility to recruit new committee members and maintain the list of members that should receive committee communications.
7. The vice-chair shall assume the role of committee chair in the chair's absence.

Section 4: Committee Duties

A. Standing Committee on Annual Conference

Mission

The committee shall develop, coordinate, and implement the program for the annual conference.

Duties and Responsibilities

1. Prepare and distribute the call for presentations.
2. Organize all activities related to the conference.
3. Develop the program content for the conference to include technical, professional development and diversity, equity and inclusion content.
4. Sponsor advertising in the preliminary and final programs.
5. Solicit volunteers to help run the conference.
6. Actively recruit new sponsors for the association.
7. Provide updates to the WLIA website on a timely basis.
8. Maintain a record of activities to be passed to future committee chairs.
9. Track Annual Conference expenses with executive services manager to determine a per person cost.

Timeline

WLIA Annual Conference Committee formation	June
Preliminary flyer	Late July
Keynote speaker	Early August
Call for presentations	Late August
Article for website	August 25 th
Outreach to other associations	Ongoing
Exhibitor prospectus	October
Abstracts due	October 1 st
Draft preliminary program	November 1 st
Accept/reject abstracts	November
Article for website	November 30 th
Award solicitation	November
Call for posters	November
Preliminary program	December
Draft final program	January
Press releases	January
Reminder emails	January & February
Moderators/monitors	January & February

Membership

Membership shall consist of the chairperson, all members of the board of directors, and other members of the association. The terms of appointment shall be for one year. The president-elect shall chair the committee.

B. Standing Committee on Awards

Mission

The committee shall develop a list of award recipients for the annual conference.

Duties and Responsibilities

1. Solicit nominations for each award.
2. Validate nominee is a member in good standing.
3. Provide acknowledgement of recommendation to the nominator.
4. The committee may also nominate candidates for awards.
5. The committee shall review the nominations and select one to recommend for each award. In extraordinary cases more than one nomination may be recommended for an award.
6. The committee shall provide a list of recommended award recipients to the board of directors for approval.
7. Post award recipients on the website.
8. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc., to keep association members apprised with committee activities.
9. Work with the executive services manager to update the list of award recipients in the administrative manual.
10. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
11. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the annual conference.

Timeline:

November 1:	Send out requests for award candidate recommendations.
December 15:	All candidate recommendations are due.
January 1:	Committee determines a list of recommended award recipients.
January:	WLIA Board of Directors approves list of award recipients by this date and are asked to keep the list confidential.

Membership

The president shall appoint the committee membership consisting of a minimum of two current members of the board of directors and two at-large members with the past president serving as chairperson.

C. Standing Committee on Communications

Mission

The committee shall promote communication and interaction among the association members, other professional organizations, and the public using print, web, and social media channels.

Duties and Responsibilities

1. Provide feedback on all WLIA publications, brochures, forms, and press releases for clarity and consistency prior to distribution.
2. The committee will have the primary responsibility for the association website and social media presence. The chair will act as the association webmaster.
3. The chair will be an ex-officio member of the WLIA Membership and Outreach and Education Committees.
4. All committee members will solicit and edit content for the website, and regularly post material on our social media pages (Facebook, LinkedIn, Twitter, YouTube, etc.)
5. Web content editing for other WLIA committees will be delegated to those committees as appropriate.
6. The chair will maintain a list of users that have access to edit content on the WLIA website.
7. Along with the executive services manager, the committee will oversee the contracting for the association website.
8. Provide training to board of director members, officers, and the executive services manager as needed.
9. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the annual conference.
10. Maintain a record of activities of this committee to be passed to future committee chairs.
11. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
12. Perform such other duties as the board of directors may assign.

Membership

Membership shall consist of a chairperson and vice-chairperson, and other members of the association as appointed by the chairperson. The president shall appoint a chairperson who shall be a member of the board of directors. The term of appointment shall be for one year.

D. Standing Committee on Education

The WLIA Standing Committee on Education shall be divided into a Fall Regional Subcommittee and a Spring Regional Subcommittee.

Mission

The Committee shall develop the program content for regional membership meetings, and help others to develop educational programs and materials on land information issues.

Duties and Responsibilities

1. Develop content and programs for the Spring Regional Meetings and Fall Regional Meetings to include technical, professional development and diversity, equity and inclusion content.
2. Develop educational materials for members and for guidance to organizations implementing Land/Geographic Information Systems.
3. Advise the membership on resources that support continuing education needs.
4. Actively recruit new sponsors for the association.
5. Perform such other duties as the board of directors may assign.
6. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
7. Shall capture highlights from regional meeting presentations and post on the website.
8. Maintain a record of activities of this committee to be passed to future committee chairs.
9. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
10. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.

Membership

Each subcommittee shall consist of a chair and vice chairperson and other members of the association as appointed by the chairperson. The president shall appoint a chairperson for each subcommittee, both of whom shall be a member of the board of directors. The terms of appointment shall be for one year.

E. Standing Committee on Legislative Issues

Mission

The committee shall monitor proposed legislation and assess the impact of how it may affect the land information program, land information activities, geospatial activities, and the association.

Duties and Responsibilities

1. Identify, monitor and make recommendations regarding proposed land information legislation to the WLIA Board of Directors.
2. Work closely with contracted lobbyists to keep them informed of WLIA's history, goals and objectives.
3. Review and evaluate the effectiveness of the currently contracted lobbyist on an annual basis.
4. Make a recommendation to the board of directors during the annual board retreat to renew the currently contracted lobbyist or implement the new lobbyist hiring process as outlined later in this manual, [Process to Select Lobbying and Political Consulting Services](#).
5. Update the association's legislative priorities documents prior to the start of each legislative session.
6. Pursue state legislator champion(s) for land information and geospatial activities, within both legislative houses.
7. Establish and foster relationships with the Wisconsin Department of Administration staff responsible for land information programs to identify and pursue policy and legislative interests that are consistent with WLIA positions.
8. Establish and foster relationships with WLIC (Wisconsin Land Information Council), the Wisconsin Geographic Information Officer, and the State Cartographer's Office to identify and pursue common policy and legislative interests.
9. Establish and foster relationships with other statewide organizations with a role in land information and geospatial issues to identify and pursue common policy and legislative issues.
10. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
11. Perform such other duties as the board of directors may assign.
12. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.

13. Maintain a record of activities of this committee to be passed to future committee chairs.
14. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.

Membership

The membership of the committee shall consist of a chairperson and vice-chairperson and other members of the association as appointed by the chairperson. The president shall appoint a chairperson who shall be a member of the board of directors. The terms of appointment shall be for one year.

F. Standing Committee on Membership and Outreach

Mission

The committee shall actively recruit members and establish meaningful working relationships with external organizations who foster the understanding, development, operation, and maintenance of land information.

Duties and Responsibilities

1. Develop and update membership/promotional brochures in cooperation with the WLIA Communications Committee.
2. Review and keep a current membership application form on the website.
3. Recruit new members from our three main categories: a) Individual Memberships, b) Organization Memberships, c) Student Memberships. Membership and its entitlements run between annual conferences.
4. Recruit underrepresented populations and ensure WLIA maintains a safe and inclusive space.
5. WLIA Executive Services Manager shall review and notify past members of their expired dues.
6. Shall oversee the schedule for the association's display booth. This includes recruiting new liaisons from our general membership and working with other organizations to establish booth exchanges. Booth exchanges shall follow the policy where a reciprocal booth is given to an organization for free at the annual conference provided WLIA receives the same at respective organizations' meetings, trade shows, and/or conferences. The board of directors shall approve all other expenses related to fees imposed to WLIA for exhibiting at organization conferences.
7. Develop an annual marketing and public relations plan for the association.
8. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
9. Maintain a record of activities of this committee to be passed to future committee chairs.
10. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
11. Shall provide updates to the WLIA website on a timely basis.
12. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.

Membership

The membership of the committee shall consist of a chairperson and vice-chairperson and other members of the association as appointed by the chairperson. The president shall appoint a chairperson who shall be a member of the board of directors. The terms of appointment shall be for one year.

G. Standing Committee on Nominations

Mission

The WLIA Nominations Committee shall develop and recommend a slate of candidates for annual elections representative of the association membership for the WLIA Board of Directors approval.

Duties and Responsibilities

1. Follow the process defined by the bylaws for the election process and maintain records containing activities of this committee to be passed to future committee chairs.
2. Potential candidate(s) for president-elect should have served on the board of directors for at least two years to qualify as a candidate.
3. Potential candidate(s) for at-large board of directors should be representative geographically across the state, demographically and also professionally within membership classes.
4. Should have at least one candidate for each vacancy. If not, the committee will solicit members directly.
5. Notify and invite new nominees to attend the board of directors meeting held during the course of the annual conference.
6. Assure name placement on the ballot is done by random drawing.
7. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
8. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.

Timeline

September:	Send out requests for candidate recommendations – give 30 days to respond.
Late November:	Committee reviews all recommendations and compiles a slate of candidates.
December:	Committee presents slate to the board for approval.
January:	Candidate profiles and instructions to vote electronically are e-mailed no less than 30 days prior to the WLIA Annual Meeting, with responses due back by Noon Central Standard Time, the day prior to the WLIA Annual Conference general sessions.

WLIA Annual Conference: Votes are officially tallied by the chairperson and two association members.

Membership

The president shall appoint the committee membership consisting of a minimum of two current members of the WLIA Board of Directors and two at-large members with the past president serving as chairperson.

H. Standing Committee on Scholarships

Mission

The committee shall coordinate the scholarship program.

Duties and Responsibilities:

1. The WLIA scholarship is permanently named the Damon Anderson Memorial Scholarship.
2. Organize the silent auction at each annual conference.
3. Update and maintain an annual scholarship application.
4. Work with all of Wisconsin's institutions of higher education to advertise the association's scholarship.
5. Obtain from the WLIA Foundation Board the number and amounts for the scholarships to be awarded.
6. Review scholarship applications and make a recommendation to the WLIA Board of Directors on recipients.
7. Contact recipients of the award and work with the WLIA Executive Services Manager to get scholarship dollars allocated.
8. Invite recipients to the next WLIA Annual Meeting.
9. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
10. Maintain a record of activities to be passed to future committee chairs.
11. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
12. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.

Timeline:

- March 15: Request from the WLIA Foundation Board the number and size of the scholarships to award.
- April 1: Send out scholarship applications to all of Wisconsin's Institutions of Higher Education
- June 30: All candidate recommendations are due.
- July 1: Committee determines a list of recommended award recipients.
- August 1: Board approves list of award recipients. Notify recipients promptly.
- January: News posts highlighting scholarship award recipients.

Membership

The president shall appoint the committee membership consisting of a minimum of two current members of the board of directors and two at-large members with the past president serving as chairperson.

I. Standing Committee on Technical Issues and Information Policies

Mission

The committee shall establish task forces to study land information issues and provide a forum for examining new land information ideas.

Duties and Responsibilities

1. Establish task forces to examine and make recommendations on technical issues affecting Wisconsin's land information community.
2. Develop and maintain methods and procedures for creating land information standards to enable the land information networks integration of land records.
3. Annually update the foundational layers status document and foundational layers scorecard.
4. Perform an annual review of WLIA's technical data standards.
5. Serve as the administrator for the association's ArcGIS Online organizational account.
6. Maintain a record of activities of this committee to be passed to future committee chairs.
7. Shall maintain a list of current activities on the WLIA website to keep future committee chairs and WLIA members aware of committee activities.
8. Prepare, or assist the WLIA Communications Committee in preparing, news posts, e-mails, social media posts, etc. to keep association members apprised with committee activities.
9. Perform such other duties as the WLIA Board of Directors may assign.
10. Prepare a report (WLIA Annual Report) on achievements and activities, together with recommendations for the upcoming year, for presentation at the WLIA Annual Conference.
11. Shall provide updates to the WLIA website on a timely basis.

Membership

The membership of the committee shall consist of a chairperson and vice-chairperson and other members of the association as appointed by the chairperson. The WLIA President shall appoint a chairperson who shall be a member of the WLIA Board of Directors. The terms of appointment shall be for one year.

Section 5: Awards

A. President's Award

The President's Award is a meritorious award given at the President's discretion. The President may select someone at their discretion based on the support that person offers the President or the Association. One award is given per year.

B. Distinguished Service Award

The Distinguished Service Award is given to outgoing Board of Directors in recognition for their service to the Association.

C. Outstanding Contribution Award

The Outstanding Contribution Award is given to an individual or organization member that has made a significant contribution to WLIA activities and/or the advancement of the Wisconsin land information community. One award may be given per year, but in extraordinary circumstances, the Board of Directors may vote to allow more than one award. The Board of Directors has the authority not to give this award in any given year even though there may have been a nomination.

D. Friend of Land Records Award

The Friend of Land Records Award is given to an individual or organization that is not a WLIA member that has contributed to the success or advancement of land records modernization in Wisconsin. One award may be given per year, but in extraordinary circumstances, the Board of Directors may vote to allow more than one award. The Board of Directors has the authority not to give this award in any given year even though there may have been a nomination.

E. Allen H. Miller Sustained Service Award

The Allen H. Miller Sustained Service Award was established in 1999 in honor of WLIA's first President. The award recognizes an individual or organization that demonstrates sustained service to WLIA through continued exemplary contributions. The success of WLIA is built upon the efforts of these individuals and organizations – those who work tirelessly on our vision, producing excellence in service year after year in their contributions. One award is given per year. The Board of Directors has the authority not to give this award in any given year even though there may have been a nomination.

F. Government Achievement Award

The Government Achievement Award is given to a municipal, town, county, regional planning commission, state, federal, or tribal government or consortium that has demonstrated excellence in one more of the following areas:

- Innovative and efficient use of resources (best “bang for the buck”).
- Sustainable development of critical local, regional or statewide geospatial datasets.
- Implementation of creative cooperative agreements.
- Creation of innovative applications and information services that improve the delivery of government services to citizens.

One award is given per year, but in extraordinary circumstances, the Board of Directors may vote to allow more than one award. The Board of Directors has the authority not to give this award in any given year even though there may have been a nomination.

G. Emerging Leader Award

The Emerging Leader Award is given to an individual in the first seven (7) years of their land information/GIS career who demonstrates exemplary individual technical achievement and/or leadership within the Wisconsin land information community.

Selection Criteria:

- Must be within the first seven (7) years of their land information/GIS career. This is deliberately an ‘emerging’ award and not a ‘young’ award to also make individuals who choose land information/GIS as a second career eligible.
- Demonstrate exemplary individual technical and/or leadership achievement as a geospatial, land information professional. This is an individual recognition and not meant to recognize an organization or specific project.
- WLIA membership is not a prerequisite.

Based on the merit of the nominees, the WLIA Board of Directors may vote to allow multiple awards each year. The WLIA Board of Directors has the authority not to give this award in any given year even though there may have been a nomination.

H. Extraordinary Service Award - *Retired*

Extraordinary service awards were presented in 1998 and 2000. This category has since been retired and fully replaced with the outstanding contribution and Allen H. Miller Sustained Service awards.

Section 6: Expense Reimbursement Policy

A. Annual Conference Speakers and Workshop Instructors

1. Plenary speakers for the WLIA Annual Conference can be paid up to \$1500 without prior WLIA Board of Directors approval. If there is more than one plenary speaker, the \$1500 amount is the maximum to be spent without WLIA Board of Directors approval. Eligible expenses include all transportation, meals, miscellaneous incidental expenses, and an honorarium.
2. Half-Day workshop instructor (3 hours) - The primary instructor receives free conference registration for one day, a workshop lunch, and one night lodging (if traveling more than 1.5 hours one way), up to \$250 total.
3. Full-Day workshop instructor (or two half-day workshops totaling 6 hours) – The primary instructor receives one full conference registration, membership, a workshop lunch, and one night lodging (if traveling more than 1.5 hours one way), up to \$400 total.

B. Regional Meeting Speakers and/or Workshop Instructors

1. All invited speakers and or workshop Instructors will receive a free registration for the day of their presentation.
2. The president may authorize up to \$3000 per year for speaker and/or workshop instructors expenses at regional meetings without prior WLIA Board of Directors approval.
3. Half-Day workshop instructor (3 hours) - The primary instructor receives free conference registration for one day, a workshop lunch, and one night lodging (if traveling more than 1.5 hours one way), up to \$250 total.

C. Officers and Board Members

1. WLIA does not pay the travel, per-diem, or other incidental expenses incurred by officers and board members in the normal execution of their WLIA duties.
2. The executive services manager is sometimes able to negotiate one free hotel room at the WLIA Annual Conference, which is used by the president as thanks for their dedication to the association during the past year.

D. Members and Volunteers

1. WLIA does not allow free or reduced conference registrations to non-student, annual conference attendees. Any exceptions must be reviewed by the annual conference committee chair.

2. Student members who sign up to volunteer for a minimum of three hours at the annual conference, as opportunities are available, will have their conference fee waived.
3. WLIA offers free membership to students and graduating students, located anywhere in the United States, to be in effect until the following March. Student conference fees and volunteer commitments remain the same.

Section 7: Communication Tools

A. Letterhead

The executive services manager has a graphic designer update association letterhead for WLIA business each year after the annual conference. It is located in the WLIA Board folder in Google Team Drive.

B. Voting

The association bylaws allow the president to call for electronic votes by the WLIA Board of Directors when deemed necessary. Votes made via email can sometimes be convoluted, and no permanent record of the vote is maintained. The president is strongly encouraged to take advantage of a simple Survey Monkey template for all board votes.

The process is outlined in a short video on Google Team Drive:

WLIA Board / Guides for Board Members / Guide for Using Survey Monkey for Board Votes

In addition, we have a process setup for annual voting by our membership for the WLIA President-Elect and Board of Directors. That process is documented here:

WLIA Board / Guides for Board Members / Guide to WLIA Annual Elections

C. Google Workspace

WLIA pays for a Google Workspace account. This gives us access to a number of collaboration tools, including: a shared 30GB of cloud storage via Google Team Drive and email “groups” for all of our committees.

In order to use all of these services, WLIA Board members must have a Google account. If committee members want access, they should create a Google account as well. If you do NOT sign up for a Google account, you will not have write access to shared files via Google Team Drive.

Also see the following document in Google Team Drive:

WLIA Board / Guides for Board Members / Guide to Using Google Apps for Business

D. Website

The WLIA website is now hosted through Novi AMS, which also includes the WLIA membership database. The WLIA.org domain is registered through Network Solutions on a 5-year renewal cycle. Novi links to MailChimp for email distribution lists, which are used for specific functions. All members of the board can request appropriate permissions to post to the website. Novi help articles are available on the website interface.

E. Web Services

- A. SurveyMonkey – Online survey creation service. WLIA uses SurveyMonkey to conduct elections and conference reviews.
- B. MailChimp – Online emailing and newsletter service. WLIA uses MailChimp to send newsletters to specific distribution lists.
- C. QuickBooks – Credit card processing service.
- D. Zoom – Provides audio and web conferencing services with screen share capabilities.

Board members may refer to the following folder in Google Team Drive for help guides and documentation:

WLIA Board / Guides for Board Members

Section 8: Membership Management Tools

A. MailChimp

WLIA has the Essentials Plan MailChimp account that: 1) serves as a simple database of active and inactive members, 2) is used to mail all active membership and/or “segments” of the membership. Our Essentials Plan with MailChimp allows us to have up to 2,500 subscribers, and 25,000 emails per month, 3) members who wish to not receive the mass emails can opt out of the email updates using the MailChimp unsubscribe link. They then remain an active member in the directory, but are not included in the mass emailing.

For more details on MailChimp usage, including yearly maintenance tasks, see the following document on Google Team Drive:

WLIA Membership and Outreach Committee / Membership List Maintenance in MailChimp

B. Membership Directory Distribution Policy

On occasion, requests are made by WLIA members for access to the membership directory data. Active members shall be allowed to request and receive the membership directory upon agreeing to our Terms of Use provision.

Terms of Use:

- a. The directory is not to be used to distribute anything outside the mission, purpose and vision set forth by the Wisconsin Land Information Association as described on the WLIA website.
- b. The directory is not to be used for distribution of anything construed as politically partisan, or overtly religious, offensive, sexually explicit or profane.
- c. The directory and its contents not be redistributed to anyone outside of WLIA members, organizations and sponsors.

The directory will be provided by the WLIA Executive Services Manager as a Microsoft Excel spreadsheet containing all the columns in the MailChimp database and will be sent to requestors within a 10-day period from the date of the request. It will be accompanied with a copy of the Terms of Use for the data.

C. Executive Services Manager’s Registration Database

WLIA’s Executive Services Manager maintains a database in Filemaker Pro 11 that includes historical information on members and conference participants from 1996 through membership year 2021-2022. Data includes all contact info, membership, conference and regional meeting registration details for attendees, exhibitors, sponsors, speakers, workshop registrations. It also has the Bronze, Silver and Gold designations for membership. It also contains history on board members and terms. The Novi database contains membership and event information from 2022-2023 and onward.

Section 9: Policies

A. Code of Conduct

Code of Conduct (Anti-Harassment Policy) – Adopted October 15, 2015

We expect participants, presenters, and exhibitors to follow these rules at the annual conference, regional meetings, and related social events, workshops, online forums, in social media, and any other activity sponsored by the Wisconsin Land Information Association (WLIA).

WLIA is dedicated to providing a harassment-free experience for everyone. We do not tolerate harassment of community members or event participants in any form. Sexual language and imagery is not appropriate for any WLIA event. Participants violating these rules may be sanctioned and/or expelled from the event without a refund at the discretion of the event organizers.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, group status, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, unwelcome photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

Presenters and exhibitors are also subject to the anti-harassment policy. In particular, presenters and exhibitors should not use sexualized images, activities, or other material, or otherwise create a sexualized environment. If a participant engages in harassing behavior, the meeting organizers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund.

Reporting Process

The following reporting process should be communicated to all conference attendees through the online registration form and by the conference emcee.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of WLIA Board of Directors, email admin@wlia.org, or stop by the registration desk immediately. The WLIA President, President-Elect, and Past President will communicate promptly with anyone who reports an issue while working quickly to address the problem in a confidential manner.

If you are being harassed, you may report it to your employer who is obligated to conduct an investigation under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

If you have any questions about this policy, please email admin@wlia.org, talk to a member of the Board of Directors or just stop by the registration desk. All reports will be treated in a confidential manner.

Board Member Responsibility

It is the responsibility of all board members to help foster an environment at WLIA events that is safe, welcoming and harassment free. If a board member is witness to questionable behavior, they should intervene and give a warning whenever possible. All reported incidents are to be taken seriously and the appropriate action taken.

Witnessed and reported incidents should be brought to the attention of the WLIA President, President-elect, Past President or the Executive Services Manager as soon as possible.

While the investigation is ongoing, the confidentiality of both the accuser and the accused should be preserved and respected.

Investigative Process and Sanctions

All reported violations will be investigated. When a violation is brought to the attention of the WLIA Board of Directors, the association adheres to the following guidelines:

1. The president, president-elect, and past president will investigate the violation.
2. If, by the discretion of the event organizers, the WLIA Code of Conduct has been violated, then the following actions will occur:

First offense: A verbal warning will be issued to the violator.

Second offense: WLIA will issue a letter to the violator and the violator's employer stating the person is no longer eligible to attend any WLIA events.

Due to the nature of some violations, a verbal warning may not be given, and a letter may be issued directly to the violator's employer stating the person is no longer eligible to attend any WLIA events.

We expect the suspected participant to comply immediately.

Long Term Record Keeping

The WLIA President will prepare, for the executive services manager, a file that includes the accusation, results of the investigation and any sanctions issued. The ESM will not share this information except when it has relevance to an ongoing current investigation. When this is the case, the ESM will share the specific contents with the WLIA President, President-elect and Past President. The purpose is to ensure the current president is aware of other accusations that may have occurred before their time on the board. Other than this use, the contents of the file will remain confidential.

B. Duty of Care

Duty of Care – Adopted August 11, 2021

WLIA is preparing our meeting experience so that all individuals on-site, attendees, speakers, staff, and venue personnel remain safe, healthy, and comfortable throughout the event. The health and safety of our members is our top priority.

We are monitoring the COVID-19 status and are in communication with the team at the event location. Please visit the Centers for Disease Control and Prevention for recommendations on how to protect yourself against COVID-19. You can also see the current health and safety protocols that event location has in place.

Before Leaving Home

- Follow relevant guidance provided by the Centers for Disease Control and Prevention (CDC) and your local health authority.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you are experiencing any of these symptoms: temperature over 100.4F, loss of taste or smell, cough, runny nose, sore throat, muscle aches, headache.

On-Site During the Event

Follow guidance for everyday preventive actions to help prevent the spread of respiratory viruses including:

- Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Agree to follow local and venue mask requirements at the event. If masks are required, you are encouraged to bring your own masks; however, WLIA will have a supply of masks available on-site.
- Adhere to social distance protocols put in place by WLIA and respect others' personal space.
- Meeting sessions will be set for appropriate social distancing. Rearranging of seating is prohibited.
- Hand sanitizer stations will be positioned throughout the hotel and our meeting space.

Other Notes

- Appropriate signage will be displayed to reinforce social distancing and other safety reminders.
- WLIA staff and Board members will work with the venue to ensure adherence to safety protocols at the meeting as outlined.
- Notify WLIA staff immediately if you feel unwell or are experiencing flu-like symptoms.
- Should you exhibit COVID-19 symptoms or test positive over the meeting dates, you will not be allowed to attend the meeting. Any additional expenses you may incur to quarantine or return home will be your responsibility.

Post-Event

If you test positive for COVID-19 up to 14 days after returning home, please contact WLIA staff to advise them of your situation.

For any questions or concerns, feel free to reach out to Ann Barrett, Executive Services Manager.

C. Photo Policy**Photo Policy – Adopted August 8, 2022**

By registering for any Wisconsin Land Information Association (WLIA) event your entry and presence constitutes your consent to be photographed, filmed and/or otherwise recorded. Your likeness may be used by WLIA, exhibitors, sponsors, and fellow attendees on websites, at future events, for marketing and promotional materials, on social media, and for other uses not yet defined. You understand that all photography, filming and/or recording will be done according to this consent.

WLIA would like to create an inclusive and safe environment. If you do not consent to the above, please wear a red lanyard that will be provided by WLIA at registration as a visual cue to those taking photographs and recordings to not include you. If you are taking photographs and recordings at an event you understand that you should not include people wearing a red lanyard. When wearing a red lanyard, the possibility exists that you may appear in a photograph taken at a WLIA event. In such cases, WLIA will endeavor to follow this policy as-written and remind our exhibitors, sponsors, and fellow attendees to refrain from using such photos for promotional purposes.

Section 10: Contracts

Copies of association contracts are available to members upon request.

A. Lobbyist

Contractor

Kammer Group
44 E Mifflin Street, Suite 305
Madison, WI 53703
Ph: 608-512-1280
<https://thekammergroup.com>

General Purpose

To work with the WLIA Board of Directors and the Legislative Committee on the following areas:

1. Legislation: To work with the association in developing and tracking legislation that is important to the association.
2. Administration: To work with the association in developing a strong relationship with the Governor, the Department of Administration, and other areas to help foster the state land information program.
3. Budget: To work with the association in developing and tracking the state budget as it relates to the funding for the Land Information Program.
4. Meetings: To participate in WLIA annual and regional meetings and conference calls as needed.
5. Reporting: To provide reports as needed at WLIA meetings and to also provide written reports for the WLIA quarterly newsletter and annual report.

Term

This is an ongoing contract paid monthly and may be terminated at any time with both parties consent or for just cause.

B. Executive Services Manager

Contractor

Ann Barrett

CAE Conners/Barrett & Company LLC

PO Box 389

Wild Rose, WI 54984

Ph: 715-366-4500

Fx: 715-366-4501

www.connersbarrett.com

General Purpose:

1. Membership Services
 - a. Maintain and keep up-to-date the database of current and past membership including email addresses and provide upon request to committee chairs.
 - b. Respond to all inquiries to the 800-number, fax number, and e-mail.
 - c. Coordinate with the WLIA Communications Committee the distribution of member communications.
 - d. Process new member applications.
2. Regional Meetings/Workshops/Annual Conference
 - a. Consult with the secretary in negotiating hotel logistics and manage hotel contracts, site inspections, room blocks, menus, AV equipment, etc.
 - b. Coordinate with committee chairs and electronically distribute meeting notices and correspondence a minimum of 30-60 days prior to meetings.
 - c. Provide and manage pre-registration and onsite registration for attendees and exhibitors.
 - d. Act as liaison between the association and the hotel management and provide on-site management.
 - e. Coordinate and process all registrations and fees, purchase supplies, promotional items, signage, awards, etc. as necessary.
 - f. Coordinate logistics for the board's spring planning retreat.
3. Board of Director Services
 - a. Provide administrative support to include: record and provide in digital format minutes for each board meeting/conference call(s), mailing and copying correspondence as necessary.
 - b. Coordinate with the WLIA Communications Committee and oversee the storage of the association's display booth and materials.
 - c. Distribute electronically to the membership relevant emails of correspondence received from committee chairs.

- d. Provide administrative and financial reports monthly to the secretary and treasurer for review and submission to the board.
- e. Ensure the passwords are updated on an annual basis when the board turns over.

Term:

The contract is a year-to-year contract with a built-in renewal clause should neither party cancel it.

Section 11: Process to Select Lobbying and Political Consulting Services

The following process will be used by WLIA to select lobbying and political consulting services. Based on its annual review of lobbyist activities, The WLIA Legislative Committee would recommend that the board approve process initiation.

1. WLIA Legislative Committee forms a sub team to coordinate the selection of lobbying and political consulting services for WLIA.
2. WLIA Legislative Committee sub team reviews and updates the *Request for Statement of Qualifications for Lobbying and Political Consulting Services* (SOQ) document, and forwards it to WLIA Board of Directors for approval.
3. WLIA Board of Directors approves the updated SOQ document (example SOQ document follows).
4. WLIA Board of Directors also identifies the method by which prospective firms will be contacted. Ideally, at least three firms should be contacted. The board determines whether the SOQ document will be sent.
 - a. Via the Association of Wisconsin Lobbyists to forward to its general membership.
 - b. To pre-selected firms based on recommendations from members.
 - c. By some other method.
5. WLIA President sends the SOQ document to prospective firms.
6. WLIA Legislative Committee sub team reviews and ranks SOQs returned by prospective firms. Ideally, at least two of the highest ranking firms should be interviewed.
7. WLIA Legislative Committee sub team coordinates and conducts interviews as described in the SOQ document. Interviews may be conducted in-person or via remote meeting options (e.g., conference call, web meeting).
8. The WLIA Legislative Committee sub team recommends the top firm - based on interview and reference check results - to the WLIA Board of Directors for approval.
9. WLIA Board of Directors approves the recommended firm.
 - a. NOTE: If the WLIA Board of Directors does not approve the recommended firm, the board must identify the next step.
10. WLIA Board of Directors enters into contract negotiations with the approved firm.

Request for Statement of Qualifications (SOQ) For Lobbying and Political Consulting Services

Issued by:

The Wisconsin Land Information Association

Box 389

Wild Rose, WI 54984

(800) 344-0421

GENERAL INFORMATION

A. Introduction

The Wisconsin Land Information Association (WLIA) is a grassroots organization representing a collection of concerned professionals working to develop, maintain, and apply a statewide network of land information systems. WLIA members include staff and elected officials from all levels of government, academics, consultants, and other private sector users of geographic information systems (GIS). We are united by an interest in land records modernization, GIS, and related technologies, and by the need for government policies and programs that support their efficient and effective application.

B. Scope

The Board of Directors of the WLIA has instructed the legislative committee to seek statements of qualifications (SOQs) from firms interested in providing lobbying and political consulting services to the association. The legislative committee will review the SOQs and may interview up to three firms. Following the interviews, the legislative committee will recommend one firm to enter into contract negotiations with the association's board of directors. The selection will be qualifications based.

C. Contracting Agency

This request is issued by the WLIA. Any contract resulting from this request will be between the successful firm and the WLIA.

D. Questions

Questions regarding this solicitation should be directed to the current president of the WLIA.

SUBMITTING AN SOQ**E. General**

The evaluation and selection of a firm will be based upon the SOQ, interviews, and references. Firms should submit a digital copy of their SOQ on or before *Time_, Date* to admin@wlia.org.

F. Costs

WLIA is not responsible for any costs associated with or incurred by any firm for SOQ preparation, interview, travel, attendance, or contract negotiation.

1. GENERAL REQUIREMENTS

The selected firm will be required to assist the association in its mission. The firm should be well respected in the bipartisan political arena and be able to aggressively pursue our interests and goals.

The WLIA mission includes:

- Promoting modern land information development
- Providing a unified professional voice on land information issues
- Reviewing legislative actions
- Providing advice on land information issues to public and private decision-makers
- Promoting legislative action regarding land information issues

To aid in the selection process, the SOQ should include, at a minimum, the following:

- A. Familiarity with the Wisconsin Land Information Association
- B. Familiarity with the Wisconsin Land Information Program
- C. Familiarity with the Wisconsin Geographic Information Council
- D. Familiarity with the land information duties of WLIA members
- E. The firm's history, including a client list and potential conflicts of interest
- F. Ability to educate WLIA membership on the political process

- G. Ability to assist WLIA in developing an advocacy agenda
- H. Ability to monitor bills and administrative rules that affect WLIA interests
- I. Bipartisan successes accomplished in the last three years
- I. References (minimum of three)
- J. Any other information you feel is important in our selection

2. INTERVIEWS

WLIA will form a selection team from members of the legislative committee. The selection team will review and rank the SOQs received. The selection team will then invite no more than three firms for an interview. Members of the WLIA Board of Directors may also participate in the interview process, as desired. Interviews will be scheduled during November/December. The exact time and location will be provided with the invitation to interview.

The interviews will last for 45 minutes. Firm presentations should last 30 minutes, allowing 15 minutes for questions and answers. Please have the member of your firm who will work with the association at the interview. No fee information should be provided with the SOQ or discussed in the interview. Fee structure will be negotiated with the selected firm.

3. SELECTION

WLIA will make its tentative selection, pending board approval, by *Date*_____. Contract negotiations will begin immediately with the successful firm. All firms will be notified as to the results of the selection process.

Section 12: Appendices

A. Past Award Winners

President's Award

The President's Award is a meritorious award given at the President's discretion. The President may select someone at their discretion based on the support that person offers the President or the Association. One award is given per year.

- 2022** – Colter Sikora
- 2021** – Kim Meinert
- 2020** – Carmen Novak
- 2019** – Karen Long & Michael Vander Sanden
- 2018** – Jennifer Borlick
- 2017** – Peter Strand
- 2016** – Andrew Faust
- 2015** – Martin Goettl
- 2014** – Jim Lacy & Andy Faust
- 2013** – Trish Nau
- 2012** – Peter Herreid
- 2011** – Andrew Faust
- 2010** – Thomas Tym and Scott Hameister
- 2009** – Kelly Felton
- 2008** – Peter Miller
- 2007** – Ken Pabich
- 2006** – Ann Barrett
- 2005** – Jon Schwichtenberg
- 2004** – William Huxhold
- 2003** – David Fodroczi
- 2002** – Steve Geiger
- 2001** – Jerry Sullivan
- 2000** – David Fodroczi
- 1999** – D. David Moyer
- 1998** – Ted Koch
- 1997** – Doug King
- 1996** – Allen H. Miller
- 1995** – Bernard J. Niemann, Jr.
- 1994** – Brenda Haskins
- 1993** – John Laub
- 1992** – Nancy von Meyer
- 1991** – William S. Holland

Distinguished Service Award

The Distinguished Service Award is given to outgoing Board members in recognition for their service to the Association.

2022 – Shelley Witte, Colter Sikora, Laurel Hodkiewicz, Bryan Meyer, Kim Christman, Sandy Disrud

2021 – Lauree Aulik, Colleen Hermans, Fred lausly, Kim Meinert, Zach Nienow, Jason Poser

2020 – Jennifer Borlick, Jeremiah Erickson, Karen Manske, Ryan Squires, Pat Walker, David Buehler

2019 – Adam Dorn, Jim Lacy, Zach Nienow, Camen Novak, Suzi Smith, Jennifer Tovar

2018 – Tammy Castonia, Christine Koeller, Jim Landwehr, Mitch Moline, Peter Strand, Tony Van Der Wielen

2017 – Sarah Kemp, Jim Lacy, Mitch Moline, Carmen Novak, Jennifer Tovar, Zach Nienow

2016 – William Cozzens, Eric Damkot, Matt Eitrem, Peter Strand, Kim Sundeen, Tony Van Der Wielen

2015 – Kirk Contrucci, Barb Gibson, Martin Goettl, Jim Lacy, Andy Swartz, Mark Teuteberg

2014 – William Cozzens, Adam Derringer, Brian Dubis, John Ellingson, Andy Faust, Trish Nau

2013 – Steve Geiger, Barb Gibson, Ian Grasshoff, Jennifer Reek, Bill Shockley, Jay Yearwood

2012 – Brad Bastian, Justin Conner, William Cozzens III, Andy Hess, Lisa Morrison, Howard Veregin

2011 – Al Brokmeier, Andrea Fagan, Steve Geiger, Peter Miller, David Mockert, Bill Shockley

2010 – Brad Bastian, Emily Champagne, Larry Cutforth, Chris Diller, Doug Miskowiak, Lisa Morrison

2009 – Marge Geissler, Peter Miller, Doug Miskowiak, Dick Vraga, AJ Wortley, Michelle Yanda

2008 – Anthony Bellovary, Larry Cutforth, Kelly Felton, Scott Galetka, Tim Lehmann, Cindy Wisinski

2007 – Kristen Anderson, Marge Geissler, David Hart, Melissa Kraemer Badtke, Brian McGee, Jerry Sullivan, AJ Wortley

2006 – Bret Davies, Jeffrey DuMez, Scott Galetka, Jodi Helgeson, Cristina Pearson, Jay Shambeau, Chris Vanderheyden

2005 – Brian Braithwaite, Brett Budrow, Jeff DuMez, Joyce Fiacco, Scott Galetka, Alan Lulloff, Jon Schwichtenberg

2004 – Brian Braithwaite, Tom Faella, Jodi Helgeson, Cristina Pearson, Jay Shambeau

2003 – Marilyn Mueller, Mark Walter, Mark Teuteberg, Al Lulloff, Ken Pabich, Don Dittmar

2002 – Damon Anderson, Jeff Bluske, Dianne Caffrey, Terry Dietzel, Lee Halbrook, Sally Reedy

2001 – Tim Barnett, Allen Brokmeier, Paula Cummings, Hugh Harper, Brenda Hemstead, Marilyn Mueller, Patricia Wodele, Roxanne Scott, Arden “Sandy” Sandsnes

2000 – Damon Anderson, Jeff Bluske, Terry Dietzel, Todd Halvorson, Mike Koutnik, Jim Johnston, Roxanne Brown for Outgoing President and Diann Danielsen for Past President

1999 – Tim Barnett, Paula Cummings, Pat Ford, Hugh Harper, Brenda Hemstead, Steve Ventura, D. David Moyer, and Diann Danielsen for Past President

1998 – Mary Brickle, Roxanne Brown, Todd Halvorson, William Holland, Dennis Mickesh, Patricia Wettstein, Mike Hansen for Past President

1997 – Diann Danielsen, Andrew Erdman, Lynn Grube, Georgia Hopf, Thomas Tym, Steve Ventura, Helen Schutten for Past President

1996 – Roxanne Brown, Aaron Cohen, Douglas Fuller, Dennis Mickesh, Patricia Wettstein, Brenda Haskins for Treasurer and Dave Fodroczi for Past President

1995 – Andrew Erdman, Michael Hansen, D. David Moyer, Karla Schulz, Susan Simons, Karen Sylvester, La Voun Wruck, Peter Thum for Secretary and Nancy von Meyer for Past President

1994 – David Schmidt, Ted Koch, Helen Schutten, Ron Betz for Newsletter Editor and Rich Leaver for Treasurer

1993 – Dave Fodroczi, Bill Huxhold, D. David Moyer, Karen Sylvester, Cathy Breunig, Rich Leaver, Hardy Mehsner, Nancy von Meyer, Bob Gurda for Secretary and Michael Lefebvre for Treasurer

1992 – Michael Lefebvre, Jane Licht, Mike Romportl, Roger Eberhardy, Al Miller, Tom Patterson for Treasurer and Sue Niemann for Legislation

1991 – Fred Chavis, Mike Johnson, Les Van Horn, Ed Hedges, Hardy Mehsner, Ron Voigt, Harold Charlier, Greg Sperry, Ben Niemann for Past President

1990 – Mike Bacon, Dave Kluever, Jeff Bluske, Marv Ripp, Dave Stuck, Bill Nantell

1989 – Dave Carlson, Harold Charlier, Greg Sperry, Art Ziegler for Secretary

Extraordinary Service Award

Extraordinary service awards were presented in 1998 and 2000. This category has since been retired and fully replaced with the outstanding contribution and Allen H. Miller Sustained Service awards.

2000 – Doug King, Lori Scully, Les Van Horn

1998 – Diane Sommerfeld

Outstanding Contribution Award

The Outstanding Contribution Award is given to an individual or organization member that has made a significant contribution to WLIA activities and/or the advancement of the Wisconsin land information community.

- 2022** – Kim Meinert
- 2021** – Grace White
- 2020** – Colter Sikora
- 2019** – Adam Derringer
- 2018** – Bryan Meyer
- 2017** – Jaime Martindale
- 2016** – Jim Lacy
- 2015** – Barb Gibson, Martin Goettl
- 2014** – Jon Schwichtenberg, AJ Wortley
- 2013** – Brian Dubis, Kelly Felton, Steve Geiger
- 2012** – Bill Shockley, Justin Conner, East Central Regional Planning Commission
- 2011** – Kirk Contrucci, Peter Miller, Bill Shockley, David Mockert, Justin Conner
- 2010** – Paula Cummings
- 2009** – State Cartographer’s Office; Mike Friis, Chris Diller
- 2008** – Cindy Wisinski, Scott Galetka, Melissa Kraemer-Badtke
- 2007** – Richard Vraga, Kent Pena
- 2006** – Ron Voigt
- 2005** – Dan Seidensticker, Alissa Bails
- 2004** – Fred Halfen
- 2003** – Ted Brenson
- 2002** – Lynn Grube
- 2001** – Scott Godfrey
- 2000** – Kathy Swingle, Brenda Hemstead
- 1999** – Tim Barnett
- 1998** – Fred Halfen, Mike Romportl
- 1997** – Sue Niemann, Ron Voigt
- 1996** – Jane Licht, Karen Sylvester
- 1995** – Roxanne Brown
- 1994** – Ronald Betz, Paul Hartzheim
- 1993** – Les Van Horn
- 1992** – None
- 1991** – Leo Hamilton, Joseph Wineke, D. David Moyer
- 1990** – Mike Bacon, Robert Welch

Friend of Land Records Award

The Friend of Land Records Award is given to an individual or organization that is not a WLIA member that has contributed to the success or advancement of land records modernization in Wisconsin.

- 2022** – Al Vonderohe
- 2021** – WI Real Property Listers Association
- 2020** – Jack Dangermond
- 2019** – UW-Stevens Point Department of Geography and Geology
- 2018** – Rob Merry, SEWRPC
- 2017** – Bureau of Indian Affairs
- 2016** – Wisconsin Regional Orthophotography Consortium
- 2015** – Ho-Chunk Nation GIS
- 2014** – Representative Pat Strachota
- 2013** – WI Dept of Children and Families; Division of Safety and Permanence
- 2012** – EWUG
- 2011** – Justin Shell, DATCP; John Pfender, WI DNR; Carol Holden – WI DNR
- 2010** – St Louis County MN; Electronic Recording Council of WI
- 2009** – Sam Batzli, WisconsinView; Wisconsin Society of Land Surveyors
- 2008** – David N. Radermacher, Washington County Board Supervisor
- 2007** – WI Register of Deeds Association
- 2006** – Mark Hilliker, UW Extension
- 2005** – None
- 2004** – John Haverberg
- 2003** – Francis “Franc” Fennessy, Thomas Ourada, Thomas Solberg, Thomas Krauskopf
- 2002** – Southeastern WI RPC
- 2001** – Natural Resources Conservation Service
- 2000** – Senator Robert Welch, Senator Kevin Shibilski
- 1999** – Sheila Harsdorf
- 1998** – Kevin Connors
- 1997** – Kurt Bauer, Don Doyle
- 1996** – Winnebago County Board
- 1995** – Dr. James Clapp, National Geodetic Survey (For State Geodetic Advisor Program)
- 1994** – Governor Anthony Earl, Robert Hoesly (Green County Board Chair), Wood County Board of Supervisors

Allen H. Miller Sustained Service Award

The Allen H. Miller Sustained Service Award was established in 1999 in honor of the WLIA's first President, lifelong friend, and supporter. The award recognizes an individual or organization that demonstrates sustained service to WLIA through continued exemplary contributions.

2022 – Stephen Ventura

2021 – Barb Gibson

2020 – Andy Erdman

2019 – Mike Koutnik

2018 – Al Brokmeier

2017 – Jerry Sullivan

2016 – Lynn Grube

2015 – Jodi Helgeson

2014 – William Huxhold

2013 – Mike Romportl

2012 – Jeff Bluske

2011 – David Fodroczi

2010 – Fred Halfen

2009 – Don Dittmar

2008 – Damon Anderson

2007 – Kathleen Swingle

2006 – Mike Hasslinger

2005 – Ken Pabich

2004 – Ted Koch

2003 – D. David Moyer

2002 – Nancy von Meyer

2001 – Bernard Niemann, Jr.

2000 – Jane Licht

1999 – Allen H. Miller (Establishment), Arden Sandsnes

Government Achievement Award

The Government Achievement Award is given to a municipal, town, county, regional planning commission, state, federal, or tribal government or consortium that has demonstrated excellence.

2022 – Milwaukee County

2021 – GIS Team, DES Bureau of Information Technology Services (BITS), State of Wisconsin Department of Health Services (DHS)

2020 – Wisconsin Department of Military Affairs and Emergency Management

2019 – City of West Allis

2018 – Town of Greenville

2017 – Bayfield County

2016 – Peter Strand (Eau Claire County), Village of Bellevue GIS Program

2015 – None

2014 – Legislative Technology Services Bureau

2013 – North Central Regional Planning Commission

2012 – Washington County, Wood County Surveyor's Office

2011 – Sherri Hawkins, Green County; Louise Olson, Walworth County; Rich Colbert, Walworth County; Andy Holschbach, Ozaukee County; Pat Sutter, Dane County; Tony Pillow, Iowa County; Gerry Kokkonen, Jefferson County

2010 – Douglas County, City of Superior, City of West Allis

2009 – Jefferson County; Vernon County

2008 – City of Sun Prairie/Andy Swartz; Outagamie County/Brad Bastian; Outagamie County/Luke Behling; City of Appleton/Jay Yearwood; Brown County/Jeff DuMez

2007 – Waupaca County/ Land Info Committee; City of West Bend

2006 – Francine Roberg, Village of Ashwaubenon

2005 – Northeastern WI Regional Planning Mapping Initiative, Washington County, Oconto County

2004 – City of Menasha, Burnett County Land Information Office, Dane County Land Information Office

2003 – Brown County, City of New Berlin and Iowa County

2002 – Clark County, Fond du Lac County

2001 – Waukesha County

2000 – Dane County Land Information Office, Southwest Consortium: Lafayette County, Grant County, Iowa County and Vernon County, Village of Ashwaubenon

Emerging Leader Award

The Emerging Leader Award is given to an individual in the first seven (7) years of their Land Information/GIS career who demonstrates exemplary individual technical achievement and/or leadership within the Wisconsin land information community.

2022 – Zachary Swingen, Brannick Beatse

2021 – Nicole Hoepfner, Emily Szabo, Pam Ledin

2020 – Niklas Anderson, Chris Dickerson, Zach Newton

B. Past Board Members

The individuals listed below were elected to the WLIA Board of Directors in the year shown.

2022 – Shelley Witte, Colter Sikora, Joe Fleischmann, Kim Meinert, Kim Christman, Laurel Hodkiewicz, Zach Newton (filled Caitlin Hagar-Kuhn’s director term)

2021 – Niklas Anderson, Lauree Aulik, Caitlin Hagar-Kuhn, Fred Iausly, Joe Martell, Grace White, David Buehler (filled Lauree Aulik’s director term)

2020 – Kim Christman, Sandy Disrud, Laurel Hanson, Bryan Meyer, Colter Sikora, Shelley Witte

2019 – Lauree Aulik, Colleen Hermans, Fred Iausly, Kim Meinert, Jason Poser, Zach Nienow

2018 – Jennifer Borlick, David Buehler, Jeremiah Erickson, Karen Manske, Ryan Squires, Pat Walker

2017 – Jim Lacy, Carmen Novak, Jennifer Tovar, Adam Dorn, Suzi Smith, Zach Nienow, Mitch Moline (filled Eric Damkot’s director term)

2016 – Tammy Castonia, Eric Damkot, Christine Koeller, Jim Landwehr, Peter Strand, Tony Van Der Wielen

2015 – Jason Houle, Sarah Kemp, Jim Lacy, Mitch Moline, Carmen Novak, Jennifer Tovar

2014 – William Cozzens, Eric Damkot, Matt Eitrem, Peter Strand, Tony Van Der Wielen, Lisa Walker, Kim Sundeen (filled Lisa Walker’s director term)

2013 – Kirk Contrucci, Brian Dubis (filled Justin Conner’s director term), Martin Goettl, Jim Lacy, Andrew Swartz, Mark Teuteberg.

2012 – Justin Conner, William Cozzens, Adam Derringer, John Ellingson, Andrew Faust, Trish Nau.

2011 – Jon Schwichtenberg, Steve Geiger, Ian Grasshoff, Sue McDonald, Jennifer Reek, Bill Shockley, Jay Yearwood

2010 – AJ Wortley, Brad Bastian, Justin Conner, William Cozzens, Andy Hess, Lisa Morrison, Howard Veregin

2009 – Kelly Felton, Brad Bastian (filled Ron Ostrowski’s term who retired), Al Brokmeier, Andrea Fagan, Steve Geiger, Peter Miller, Doug Miskowiak (filled Kelly Felton’s director term), Dave Mockert, Bill Shockley

2008 – Cristina Pearson, Emily Champagne, Larry Cutforth, Chris Diller, Kelly Felton, Lisa Morrison, Ron Ostrowski

2007 – Jodi Helgeson, Michelle Yanda, Peter Miller, Dick Vraga, Doug Miskowiak, AJ Wortley, Marge Geissler

2006 – Jason Grueneberg, Kelly Felton, Scott Galetka, Larry Cutforth, Cindy Wisinski, Tony Bellovary, Tim Lehmann

2005 – Fred Halfen, Jeff Dumez, AJ Wortley, Kristen Anderson, Dave Hart, Marge Geissler, Jerry Sullivan, Brian McGee, Scott Galetka (filled Fred Halfen’s director term)

2004 – Bret Davies, Fred Halfen, Jodi Helgeson, Cristina Pearson, Jay Shambeau, Chris Vanderheyden (Brian Braithwaite and Brett Budrow were the 7th and 8th highest vote "getters" so filled Drew Heiden's vacant position and Ken Pabich's Director position as he moved to President elect)

2003 – Don Dittmar (Don Dittmar resigned in 2003 and the board appointed Jon Schwichtenberg to complete that term), Jeff DuMez, Joyce Fiacco, Scott Galetka, Alan Lulloff, Ken Pabich

2002 – Brian Braithwaite, Tom Faella, Drew Heiden, Jodi Helgeson, Cristina Pearson, Jay Shambeau

2001 – Don Dittmar, Alan Lulloff, Marilyn Mueller, Ken Pabich, Mark Teuteberg, Mark Walter

2000 – Damon Anderson, Jeff Bluske, Dianne Caffrey, Terry Dietzel, Lee Halbrook, Sally Reedy

1999 – Tim Barnett, Allen Brokmeier, Paula Cummings, Hugh Harper, Brenda Hemstead, Pat Wodele

1998 – Damon Anderson, Jeff Bluske, Terry Dietzel, Todd Halvorson, Jim Johnston, Mike Koutnik

1997 – Tim Barnett, Paula Cummings, Pat Ford, Hugh Harper, Brenda Hemstead, Steve Ventura

1996 – Mary Brickle, Todd Halvorson, William Holland, Dennis Mickesh, Pat Wettstein

1995 – Diann Danielsen, Georgia Hopf, Lynn Martens, Glen Meyer, Steve Ventura

1994 – Ron Betz (Replaced mid-term by Doug Fuller), Roxanne Brown, Aaron Cohen, Brenda Haskins, Dennis Mickesh, Pat Wettstein

1993 – Andrew Erdmann, Mike Hansen, D. David Moyer, Karla Schultz, Susan Simons, Karen Sylvester, Peter Thum

1992 – Dave Schmidt, Ted Koch, Ron Betz, Helen Schutten

1991 – Dave Fodroczi, Bill Huxhold, D. David Moyer, Karen Sylvester, Cathy Breunig, Rich Lever, Hardy Mehsner, Nancy Von Meyer

1990 – Michael Lefebvre, Jane Licht, Mike Romportl, Roger Eberhardy, Al Miller

1989 – Fred Chavis, Mike Johnson, Les Van Horn, Ed Hedges (Replaced mid-term by Hardy Mehsner), Ron Voigt, Harold Charlier, Greg Sperry (one year replacing Nantell)

1988 – 1 year terms: Dave Carlson, Harold Charlier, Greg Sperry; 2 yrs: Mike Bacon, Dave Kluever, Jeff Bluske, Marv Ripp, Dave Stuck, Bill Nantell

C. Presidents

The individuals listed below served as President to the Board of Directors in the year shown.

- 2022** – Zachary Nienow, Ayres Associates
- 2021** – Carmen Novak, Bayfield County
- 2020** – Jeremiah Erickson, Monroe County
- 2019** – Peter Strand, Eau Claire County
- 2018** – Eric Damkot, Washington County
- 2017** – Emily Champagne, Milwaukee Metropolitan Sewerage District
- 2016** – Martin Goettl, University of Wisconsin-Eau Claire
- 2015** – Adam Derringer, Ayres Associates
- 2014** – Justin Conner, Wood County
- 2013** – Scott Galetka, Bayfield County
- 2012** – Jon Schwichtenberg, GRAEF
- 2011** – AJ Wortley, State Cartographer’s Office
- 2010** – Kelly Felton, Sauk County
- 2009** – Cristina Pearson, Ozaukee County
- 2008** – Jodi Helgeson, Adams County
- 2007** – Jason Grueneberg, Wood County
- 2006** – Fred Halfen, Ayres Associates
- 2005** – Ken Pabich, Calumet County
- 2004** – Alissa Bails, RA Smith
- 2003** – Jeff Bluske, La Crosse County
- 2002** – Jane Licht, Dane County
- 2001** – Jim Johnston, Polk County
- 2000** – Steve Ventura, University Wisconsin-Madison
- 1999** – Roxanne Moore, Burnett County
- 1998** – Diann Danielsen, WisDOT
- 1997** – D. David Moyer, DD Moyer & Associates
- 1996** – Mike Hansen, Wood County
- 1995** – Helen Schutten, H & J Associates
- 1994** – Dave Fodroczi, St. Croix County
- 1993** – Nancy von Meyer, Fairview Industries
- 1992** – Michael Lefebvre, GRAEF
- 1991** – Dave Fletcher
- 1990** – John Laub, Wisconsin Power and Light
- 1989** – Ben Niemann, University of Wisconsin-Madison
- 1988** – Allen Miller, University of Wisconsin-Madison

D. Damon Anderson Memorial Scholarship Recipients

The individuals listed below were awarded a scholarship in the year shown.

- 2022** Grace A. Condit, Carthage College
 Jake Steinberg, UW – Madison
 Savannah R. Thomas, UW – Whitewater
 Zachary T. Blackert, UW – Eau Claire
- 2021** Jana Gedymin, UW – Milwaukee
 Timothy Prestby, UW – Madison
 Madelyn Loeffler, UW – Eau Claire
 Abigail L. Bruederle, UW – Whitewater
- 2020** Alicia Iverson, UW – Madison
 Catherine Dederich, UW – Eau Claire
 Hamideh Moayyed, UW – Milwaukee
- 2019** Megan L. Banaski, UW – Stevens Point
 Josie C. Myers, UW – Eau Claire
 Eric S. Passler, UW – Whitewater
- 2018** Susan A. Borchardt, UW – Milwaukee
 Anna R. Hogan, UW – Stevens Point
 Taylor N. Tremain, UW – Eau Claire
- 2017** Yoon Bae, UW – Stevens Point
 Allison M. Burg, UW – Madison
 Lauren R. Hagi, UW – Stevens Point
 Nettie M. Potter, UW – Platteville
 Bradley T. Vowels, UW – Madison
- 2016** Nicolaus P. Anderson, UW – Stevens Point
 Monique D. Hassman, UW – Milwaukee
 Preston J. Konop, St. Norbert College
 Scott C. Nesbit, UW – Eau Claire
- 2015** Michael J. Bomber, UW – Eau Claire
 Marissa L. Hanson, UW – Superior
 Peter J. Sawall, UW – Eau Claire
 Delten L. Schmitz, UW – Stevens Point

- 2014** Shane C. Loesch, UW – Stevens Point
 Julee M. Mitchell, UW – Milwaukee
 Kristin L. Vincent, UW – Madison
- 2013** Steve Oxley, UW – La Crosse
 Chloe Quinn, UW – Madison
 Morgan Ripp, UW – Madison
 Ashley Vedvig, UW – Whitewater
- 2012** Gretchen Gottsaker, UW – Stevens Point
 Hagen Kaczmarek, University of Minnesota
 Carl Sack, UW – Madison
 Ashley Vedvig, UW – Whitewater
- 2011** Marlee Crave, UW – La Crosse
 Daryn Hardwick, St. Cloud University
 Carly Mertes, UW – Madison
 Brad Willems, UW – Milwaukee
- 2010** Anne Reis, UW – Milwaukee
 Robert Ronfret, Northeast Wisconsin Technical College
 Jason Tilidetzke, UW – Milwaukee

Note: The WLIA foundation was established in March 2010

- 2009** Jin Gao, UW – Madison
 Melissa Mann, UW – Milwaukee
- 2008** Cheryl Arcand, UW – River Falls
 Jennifer Hart, UW – Green Bay
 Kyle Lange, UW – Stevens Point
 Benjamin Vondra, UW – Stevens Point

Note: The WLIA Scholarship was named the Damon Anderson Memorial Scholarship in November 2007

2007 Natalie Hunt, UW – Madison
 Joe Kottwitz, UW – Stevens Point
 Stephanie Lind, UW – Madison
 Corrine Neeb, UW – Stevens Point

2006 Daryl Austin, UW – Madison
 Ann Hess, UW – Stevens Point
 Robert Roth – UW Madison

Note: Starting in 2006 scholarship awards were \$1000

2005 Nathan Koster, UW – La Crosse
 Andrew Turner, UW – Milwaukee

Note: Scholarship awards in 2005 were planned to be \$500. When one of the original candidates got a job instead of continuing their education, their scholarship was split between the two remaining candidates making their total award \$750 each.

Note: WLIA establishes a scholarship fund in 2004