

The Arc of Sedgwick County Board of Directors Meeting February 26, 2007

ATTENDEES: Steve Fisher, Marge Zakoura-Vaughan, Linda McCurry, Dick Keck, Jana Bleakley, Jayme Gawith, Curtis Tatum, Tim Reimer, Mary Jane Duling, , Dena Griswold

ABSENT: Dave McGuire, Darcy Eads, Colette Deeds-Conner, Marlene Sanders, Ken Dannenberg

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Vonda Bankston, Marty Rothwell, Stacey Evans

GUESTS: Shawna Fielder, Sandy Fielder, Michael Webb, Marti Johnson, Kim Fisher

Call to order

The February 26, 2007 meeting was called to order at 6:03 p.m.

Self Advocate Report

Shawna Fielder presented her report. Twenty-five advocates attended their February forum. They helped with the Valentine dance had over 300 in attendance. They are currently working on the Community and Celebrity Auction that will be April 28. They currently have over 750 items. She and her mom have sent out hundreds of letters to community companies requesting items for the auction. The self advocates will be helping the Ladies' Luncheon committee stuff their 250 goody bags. Their March Forum will be March 13 at 6:15 p.m. at Orchard Park.

Golf Tournament Update

No update.

Circle of Friends Update

Marty introduced Val Wall, Circle of Friends Coordinator. He shared Val's history with The Arc and the Circle of Friends. Marty also talked about his meeting with Winston Brooks and the Super SAC. Mr. Brooks wants to see the Circle of Friends program in every school. We will be in 30 schools by year end. There are 450 special education students paired with buddies. The Sedgwick County Coop called wanting Circle of Friends in 52 additional schools. Out of county school districts have requested consulting with us to help them develop the program in their schools. Activities they have done are bowling and roller skating to name a few. They are currently working on a city wide variety show involving 13 schools and 125 kids from those schools. The variety show is March 10 at 8:00 p.m. They are selling tickets and t-shirts. Chisholm being an all special education school had to be matched up with regular education students from another school. The Friends University women's basketball team and other groups have been going into Chisholm. Val's general psychology class has been going to Levy, another specialized school with special education students only. We have received \$20,000 from United Way and the Kansas Health Foundation and \$4,800 from State of Kansas Mentor program. This Friday on KPTS channel 8 "It's All Good" will air an episode on the Circle of Friends by Sierra Scott. On Friday over the noon hour on channel 10 Mike Ewen will have some Circle of Friends' buddies on to interview.

Agenda Modifications

Under New Business add:

- E. Treasurer's Report
- F. United Way 2008 Proposal
- Remove item D under New Business

Consent Agenda

It was moved by Marge Zakoura-Vaughan and seconded by Linda McCurry to accept the consent agenda as presented. Motion carried unanimously.

Discussion Agenda

A. Strategic Initiatives

1. Program Evaluations – During management team meeting Kevin reviewed information he collected from the internet and Stacey had information from when she worked on it from before. She is going to work on a spread sheet that we will plug numbers into. We hope to give you a snap shot of what it will look like at our next board meeting.
2. Facility, Transportation and technology – The biggest part is determining offices and storage needs but we won't know more until April 2 when the state makes a decision on case management. Marty shared that the biggest problem is not having a full time custodian. We have issues shoveling sidewalks and parking lot. We have no one to do it.

Q. Dick asked for the cost of hiring a full time custodian

A. Stacey reminded everyone that we are looking at a revenue net of \$37 this year. We do not have the dollars to hire a full time position.

Discussion ensued on landscaping and maintenance options. Boy scouts earn landscaping badges. We are contacting ILRC to find out who they use and get a bid. Marty noted that last year when we contacted a company for a bid it was \$4,000 for a one time clean out. Jana thought that maybe the extension office would adopt us and will ask about it.

3. Arc Awareness and Development – This Thursday is our VIP Breakfast. Please invite someone you know. This Friday Circle of Friends featured on It's All Good on channel 8. On March 6 the proclamation for March as National Mental Retardation Awareness will be read by Mayor Mayans and received by Arc client Stephanie Ward. Wednesday, is The Arc's annual TCM luncheon for all case managers in the county. On March 10 is Ladies' Luncheon and Circle of Friends Variety Show. March 11 is Sabbath Sunday. Our Billboards are going up in March.

At our last meeting we talked about putting together a marketing plan. Kevin spoke with Hawthorne and White, one of the names referred to us. Kevin plans to meet with them to get more details. A plan the put together for a small school cost \$10,000. They are estimating the same amount to put a plan together for us. They want to see our board and membership really support all of our fundraising events. That support goes along way whether it is serving on a committee or attending.

4. Board Governance: To be discussed under new business.

5. Staff Productivity and continuity: This group just met. Staff and management team are working on updating job descriptions.

New Business

C. Nominating Procedures and Board Expectation (moved up to accommodate a time conflict):

Kim Fisher was introduced and reviewed the nominating form to help with the election of executive committee. She asked the board to fill it out and get it to Steve who will pass it along to her or email her with their thoughts or turn in to Marge. There are two vacancies. The nominating committee has selected Ronda Maass manager of Capitol Federal and Shakila Saifullah of Associated Advertising for nomination of those vacancies.

Kim asked the board to review the job descriptions for the Executive officers in the bylaws to make sure they are accurate so they can use those descriptions for next year when selecting nominees.

Kevin reviewed the Board Policy 7-02 for the Nominating Committee duties and procedure for election of officers.

Q. Marty asked to clarify if the new board members or the old board members would elect the officers for the new board?

A. Kevin responded that the new board members will be invited to attend the board meeting in May with the old board and at that time elect their officers so positions will be in place when they meet in June.

Q. Marty wanted to know if the new board could vote before their terms actually start?

A. Kevin that concern was discussed with Ken Dannenberg and he did not think it would be an issue because they are not voting on any business regarding the agency only selecting their officers to put in place.

Q. Marty asked if the President would select a nominating committee from the board members to elect officers.

A. The standing Nominating Committee will do the leg work and submit to the board a list of who's interested in serving as executive officers and the board will elect from that list.

It was moved by Jana Bleakley and seconded by Jamie Gawith to approve Board Policy 7-02. Motion carried unanimously.

A. Bylaws Amendment

Reviewed expanding the nominating committee from three to five members.

Clarification: clarify that the Board elects the board member and membership elects Arc members to the nominating committee.

It was moved by Marge Zakoura-Vaughan and seconded by Tim Reimer to approve the bylaws amendment for expanding the nomination committee with the above clarification. Motion carried unanimously.

B. Board Structure

- A. Steve shared the results of the matrix that all the board members filled out. All board members received a handout

E. Treasurer's Report

1. Reserve summary was in board packet for all board members to review. Tim suggests to transfer to the operating reserve an amount equal to one month average of projected operating expenses for 2007 (\$112,101) along with vehicle repair/replacement reserve and capital items reserve. Reserve classifications and total amount to be approved for reserves is \$144,989.

It was moved by Jana Bleakley and seconded by Linda McCurry to adopt the proposal for the reserve balances as presented. Motion carried unanimously.

F. United Way 2008 Proposal

- We are requesting increases of \$20,000 for Circle of Friends, \$11,000 for YESS, \$3,000 for Special Projects, and \$5,000 for ERC. Our total funding request to United Way is \$287,127.

It was moved by Marge Zakoura-Vaughan and seconded by Jana Bleakley to approve the funding request of \$287,127 to United Way. Motion carried unanimously.

Announcements

1. Let Steve Fisher know if you are interested in serving on the Finance Committee
Q. Tim Reimer asked if a non-board member could serve on the finance committee
A. Yes, Steve and others were fine with it
2. March 24 Lions Club is having a Bean Feed at The Arc
3. Dick Keck invited all board members to The Arc Annual Easter Egg Hunt at College Hill Park off Douglas. Saturday, April 7 at 9:30 a.m.
4. March 1 VIP Breakfast – serving ribeye steaks and eggs

Adjourned at 7:30 p.m.

Secretary – Darcy Eads

Recorder – Kristen Phillips