

## CIDSO General Membership Virtual Meeting January 19, 2021

### Meeting Minutes

Call To Order at 6:02pm.

1. Present and Quorum: Michelle Newbold, Wendy and Kirsten Boswell, Angela Hedican, Abbey Heins, Brenda Finlen-Harms. And Officers: Deb Presley, Shelley Marquis, Kim Weber, Sandy Ginther, Diane Crutcher. To date, the 2021 Membership is at 23. A Quorum was declared.
2. Approval of December 8, 2020 minutes. Diane moved Minutes be approved and Michelle made the second. Passed unanimously.
3. President's Report – Deb.
  - a. Reminder to fill out Annual Membership form on the website with deadline of 1/31/21. Grace for exceptions considered. If you want to be an Active Member, send email to Shelley with your commitment of how you propose to fill the 15 hours of service during the 2021 year.
  - b. Concerning COVID and access to vaccine: Deb will offer an email group to those wishing to stay in the loop with the changing status.
    - i. Nationally, those with Down syndrome have been named in the Centers for Disease and Prevention (CDC) release on 12/23/20 that they are at high risk of negative consequence. Also the research study in the Annals of International Medicine find a 4-fold increase risk for hospitalizations and a 10-fold increase risk for mortality.
    - ii. At the state level, hoping to hear tomorrow from IDPH (Ill Dept. of Public Health) about priority for early phase eligibility. The Phasing structure and status was discussed. IDHS (Ill Dept. of Human Services) has not yet published, but there is word from the Arc that IDHS – DDD (Division of Developmental Disability) has said caregivers of HBSS participants can go into Phase 1A. Deb contacted Rep Dan Brady's and Keith Summers' offices. Dan Brady's office has a liaison working on it now.
    - iii. With this new info, Brenda has reached out to MCHD (McLean Co. Health Dept) and IDPH (Ill Dept. of Public Health) advocating for vaccine prioritization for those with Down syndrome. (Angela had contact with MCHD previously about testing.) Homes of Hope has not been contacted for vaccination for residents but staff has. Same appears to be true for Marc First. Deb and Wendy have contacted MCHD to gain more info, with little success. As of just now, McLean County is allowing, not only those in CILA services, but also those who are HBSS participants to be added to Phase 1A. There are no vaccine trials on children yet, so they are not eligible. Also there was a Webinar sponsored by the Adult Down Syndrome Center (of Advocate Lutheran General Hospital in Park Ridge) on COVID and DS. It is recorded on their website.

- c. Information on Connect Transit survey on General Manager search: Deb reported that a short survey is out and she has alerted the membership. This is important in selecting a new manager who has interest in those with disabilities and issues of mobility. Deb doesn't know if there is a deadline, but guessing 1/31/21.
  - d. (Added to Agenda) Redbird Readers: Spring 2020 semester began on 1/18 for 8 sessions with 10 individuals renewing from the fall and 3 from past years, and 26 ISU tutors. There was also an orientation session for the tutors. Fee to be paid by participants to Kelli Appel was \$220 for this semester. For Active members this will be valid for Enrichment Fund reimbursement. It remains in Zoom format this semester.
4. Treasurer's Report – Kim.
- a. Kim asked if financials were received electronically by those present and registered for tonight's meeting. The attempt to show financials via screen-share was unsuccessful.
  - b. The Balance Sheet Detail showed line by line info with funds at Heartland Bank. On the Balance Sheet Comparison, the balance is down from last year, as expected. It shows income was down but also expenses were down, too. Kim included the P & L Statement in the whole year format for comparison to previous year. Buddy Walk income was down about half. Donations listed were: Amazon Smiles, Charities Aid Foundation, Network for Good, Wendy's Portillo's Fundraiser, donations in honor of Colton Weber, the Crutchers and Kate Harms. The Administration line items mentioned included the insurance fees and other items. Enrichment Fund disbursements for 2020 will likely be about \$20,000. (Still waiting for all of 4<sup>th</sup> quarter reimbursements requests to come in. Due 1/31/2021)
  - c. Kim is still following up with the 1980 CD that was in the Lock Box. Hoping the bank will get back to her this next week and something will be learned as to the cashed status.
5. VP Report: Diane.
- a. Diane said the Meta file gets a lot of public attention. So she changes the message every 2 weeks or sooner. Diane posts general info about CIDS0 (Mission statement, etc.) if there is nothing new to report. Last month it had 515 views!
  - b. Diane and Deb watch the website to keep it current. Diane has looked over last year's (2020) By-laws and no new changes were needed.
  - c. As past Member-at-Large, Diane has the Website ready for Bethany. Yet Diane will remain available for assistance if needed.
6. VP Report – Funds Administrator: Shelley.
- a. Shelly & Kim have done the 2020 4<sup>th</sup> Quarter reconciliation, and Shelly and Kim's Enrichment Funds records reconcile.
  - b. Only 8 members have emailed their plans for service commitment to become an Active Member for 2021. (One still needs to fill out a 2021 membership form.)

7. Secretary Report: Sandy.
  - a. Thank you and stationary printing needs being priced by Kim.
  - b. Thank you cards have been sent to donors on behalf of CIDSO. Kirsten suggested CIDSO write a thank you to Portillo's (Erica). Sandy will.
8. New Business:
  - a. Deb said its time to fill the Committee positions from last year (2020). Please consider volunteering for any of these committees. Or if you have a passion, propose a new committee.

Advocacy & Resources – Sandy Ginther, agreed to remain for 2021.

Communication Administrator – Diane Walker, agreed to remain for 2021.

Community Outreach – Vacant as Dawn Mattia has moved out of state. Position open.

Conflict Resolution (only needed if called upon)- Angela will coordinate. Diane will represent Executive Committee. Wendy Boswell will join the Committee.

Family Outreach – Kim Weber and Angela Hedican, agreed to remain for 2021.

Social Chair – Jayna Vroman and Angela Hedican, agreed to remain for 2021.

Rhonda Umstatted (not present to reply). Amy Phifer would help out, but not remain on the Committee.

Social Media Administrator – Angela Hedican, agreed to remain for 2021.

Self Advocates – Abbey Heins and Kirsten Boswell, agreed to remain for 2021.

Kathy Peden (not present to reply)

Deb will post open positions to the Website.

- b. Wendy proposed about Happy Birthday cards. She would like to send cards to CIDSO individuals with Down syndrome (which at this point is 23 members {40 last year}) and others in the community that we know of (such as, Homes of Hope). As of now, we have only missed one individual's birthday so far this year.
  - i. CIDSO logo on blank folded cards could be made with our upcoming printing order, and ask our older individuals decorate them as birthday cards, or buy store bought cards. Thus far, Wendy hasn't found any boxed sets.
  - ii. Wendy would like to buy \$5 gift cards from local vendors – especially vendors that employ those with disabilities, but could minimize food gift cards. Ideas for where to buy gift cards: Walmart? Amazon (reminder to use CIDSO Amazon Smile)? McDonald's, Dairy Queen, Steak n Shake, etc.? It was determined to get a variety of gift cards and choose which would be best for each person. Wendy requested Kim check the printing price for blank cards with the CIDSO logo, asked permission to buy both birthday and \$5 gift cards for each CIDSO member and those in the community we know of with Down syndrome. Diane so moved, and Angela seconded. Passed unanimously.

- c. Proposal / Clarification: Deb requested discussion on a procedure wherein the CIDSO executive committee has the discretion to send a gift card (up to \$25) to families whose child is in the hospital, if there is a death of a member (parent, child, sibling), if a member moves away, or in thanks for service above and beyond. Is it ok to extend an appropriate greeting and up to a \$25 gift card by Executive Committee decision or do we want it to come to the membership for authority which could bring a 2-3 month delay?
- i. Kim explained there was a Family Outreach gift budget that allows for new baby baskets and hospitalizations for those with Down syndrome, with no Executive Committee or membership prior approval needed. This allowed for timeliness. Diane suggested that the Executive Committee, overarchingly, have authority in between meetings to decide what needs to go to whom with dollar perimeters.
  - ii. After further discussion it was moved by Diane that the Executive Committee have discretion to authorize gifts for: hospitalization up to \$100 appropriate to the length of the stay and expenses; members who have been truly active in CIDSO and moved away, and/or who step down after dedicated service to CIDSO, a \$25 gift card to express acknowledgement and appreciation; deaths up to \$35. The record of these gifts will be recorded in the Treasurer's Balance Sheet. This motion was seconded by Shelley. Passed unanimously. Kirsten suggested CIDSO send flowers to a staff woman whose husband just passed, but it was through Homes of Hope, and prayer was proposed instead. Many acknowledged Kirsten's caring heart.
- d. Proposal / Clarification: Sandy
- i. Sandy requested a discussion concerning the timing for the distribution of Draft Meeting Minutes from a general meeting. She stated they are not required to be out more than one week before the next meeting where they would be considered for approval. Also discussed was to whom are the Draft Minutes to be distributed: those in attendance at the meeting for which the Minutes were written OR the whole membership.
  - ii. Sandy suggested midway (6-8 weeks) release/delivery of the Draft Minutes between meetings. She proposed making this change either through the By-Laws **or** making it a written procedure. (Procedural decisions are now recorded on a live spreadsheet, '*Critical Decisions Matrix*', drawn from CIDSO Approved Minutes. These are decisions that are not necessary for By-Law changes, but are within By-Law requirements, and give needed structure to CIDSO business protocols and policies.) Discussion led to the recollection that there was a decision made on these points in the past. The *Critical Decisions Matrix* was referenced during the meeting. It was found that at the Dec. 11, 2018 meeting, the membership adopted the expectation that "Draft Minutes of a quarterly meeting be distributed to those in attendance within 30 days of the meeting. The Minutes will be published on the Website after

they are approved at the next quarterly meeting.” While several were in favor of maintaining the current procedure, Sandy requested the procedure be amended to state that in extenuating circumstances/ legitimate reasons the secretary can send an email at 30 days stating the Minutes will be out later and give a with a projected date for distribution. Deb moved for adding the amendment and Diane seconded. Motion passed.

- e. March Fundraiser – Angela
  - i. This committee is designing a fundraiser somewhat like the Amazing Race.
  - ii. CIDSO will ask businesses to be sponsors of the event making them a ‘stop on the race’. As such, race participants visit their business making it a win by bringing the public to their doors. Additionally, participants and teams will pay a registration fee. Participants use social media to document their ‘stops’ along the race, again raising awareness of the sponsoring businesses. The stops will have fun challenges and games for the enjoyment of the participants. Angela stated it is important that this is a socially distanced using cars, and that it gets people out into the community.
  - iii. The committee is looking for some in-kind donations to be prizes for the winners in the race. Wendy learned of an organization in northwest Arkansas that thinks out of the box and has planned such a race. The committee will be having a meeting with this organization’s leader.
  - iv. Angela has a friend who will create a web page for CIDSO that includes Pay Pal and registration as well as provide info for the public.
  - v. Angela would really like to hold this event on World Down Syndrome Day (3/21/21) but unsure if that short timeline is doable. Maybe April this year, but if do it again next year, it will be on Mar 21 Down Syndrome Day.
  - vi. Diane will update the Meta file as fundraiser details develop.
  - vii. Angela wants to keep costs to others down this year due to COVID’s impact on economy for both participants and sponsoring businesses. Businesses will likely pay only a \$100.
  - viii. The concept was well received by those in attendance at the meeting!
- 9. Questions / Comments? None other than that the next Quarterly Virtual Meeting will be 4/20/21.
- 10. Diane moved and Wendy seconded adjournment at 7:31pm. Passed unanimously.