

APPROVED CIDSO Minutes – General Membership Meeting
July 20, 2021 5:30 PM. – virtual via zoom link
Meeting time updated to 5:30m

1. **Call To Order** was made by President Deb Presley at 5:34pm.
2. **Attendance – certify quorum.** Present: Michele Newbold, Bill Crutcher. And Executive Committee: Diane Crutcher, Sandy Ginther, Shelley Marquis, Deb Presley, Kim Weber. To date, the 2021 Membership is at 25. A Quorum was declared by Deb Presley.
3. **Approval of April 20, 2021 Meeting Minutes,** Deb. Sandy noted 2 corrections for the Old Business section had been received via email and were embedded: one at 8.b. with the addition of the word “Challenge”; another at 8.d. with the deletion of ‘weeks’ and replacement of ‘months’. Diane moved these Draft Minutes be approved with the edited corrections, and Michelle seconded. Passed unanimously. The 4.20.21 Minutes with corrections stand Approved.
4. **President’s Report,** Deb. Kelli Appel has sent out registration for ISU Redbird Readers due by 8/1/21. There are currently 4 registrations. The program requires 9 registrations.
5. **VP Report,** Diane. In the quarterly website review, Diane found needed updates. They are now being made by Diane W, and Shelley is doing HALO updates. Email is not working again but is being addressed.
6. **Treasurer/VP Funds Administrator Report,** Kim and Shelley. Financial documents have been shared through email. The 2021 Budget was displayed. Admin is a little over half way to our budget. Misc. includes the Blo/No Challenger Avanti meals. Also recorded are things such as the new Birthday cards, EF disbursements, etc. Overall, we are tracking very well with the budget.
The Profit/Loss document contained donations and memorials (Glenn Marquis), Blo/No Challenge in Paypal transfer, etc.
The Previous Year Comparison Sheet showed we are basically flat.
7. **Secretary Report,** Sandy. CIDSO has received lots of calls on the cell with the vast majority being solicitations.
Many memorials have arrived this month and will be recorded for the 2nd quarter, but all the Thank You cards are going out now. Diane alerted that ideally Donations/Memorials need to be mailed to the CIDSO PO Box 595 and clearly stated as such on the CIDSO website. Donations have been coming to the Crutcher residence and previously to Hollis Peden’s residence.
8. **Committee Reports**
 - a. **Advocacy,** Sandy. She has reached out to share resources with the mother of the adult child with brain cancer. However, a determination to go without treatment has already been made concerning the terminal status.
 - b. **Social Media/Family Outreach/Social,** Angela Hedican. Angela is absent tonight.
 - c. **New Parent,** Kim. A new baby was born in Bloomington within last few days, and Angela had met with the family prior to the birth. This baby has health concerns and they expect future surgery. They have received CIDSO Baby Basket. Kim has been in touch with a grandparent so the parents can be made aware of the picnic. They have a CIDSO membership form in the Parent Packet.

9. Old Business

- a. **Review of January 19, 2021 membership meeting decision on the Executive Committee privilege of deciding what dollar amount should be donated to families in need, death of a member, etc. given recent experience with the passing of Hollis Peden**, Deb. It was discovered that the standing limit of \$35 was insufficient when ordering flowers through the experience of Hollis Peden's passing. The Crutcher's covered the expense of a flower arrangement for Hollis' funeral from CIDSO. Deb proposed this limit be revised with an authorized limit of up to \$100 for flower memorials. Other category amounts are up to \$100 for hospital, and up to \$25 for acknowledgement or appreciation of a member moving, etc. Kim suggested the acknowledgement/appreciation amount be increased to up to \$50. Bill moved the limits for memorials be \$100, and for acknowledgement/appreciation be \$50. This was seconded by Shelley, and passed unanimously.
- b. **"Poster" story board opportunity – looking for volunteer!**, Deb. Deb reported Diane has gathered more info for this exciting project. These Minutes reflect the NEED FOR VOLUNTEER FOR THIS OPPORTUNITY TO OBTAIN ACTIVE STATUS HOURS. Also possible could be an ISU student organization/fraternity/sorority/ to take this up. Bill mentioned that ISU Graphics and Reproduction department could be a very reasonable printer for posters. And Diane mentioned that Normal Public Library is a resource that could help stop us from reinventing the wheel. This would be particularly beneficial for the Buddy Walk, and easy to replicate in future years. Diane would serve as a resource, and Deb will continue to see if she can find anytime to assist as well.
- c. **Bloomington Public Library Down syndrome promotional opportunity during March and/or during Buddy Walk/Explore Blo/No Challenge? – looking for volunteer!**, Deb. There are available active hours for these projects!
- d. **Updates to By-Laws based on 2021 minutes** – Bethany. Bethany is absent but hopes to connect with Diane.

10. New Business

- a. **Discussion of Enrichment Fund**, Deb. This quarter has bought new situations in which the Enrichment Fund (EF) could better serve our Active Members.
 - i. **Allowing large expenses (or expenses at the end of a year) to be submitted over multiple years (assuming the fund continues to exist in the following year)**, Deb. Let's consider allowing active members to submit a large request for reimbursement over a number of years instead of just the calendar year in which the expense incurred. The member would remain at risk of not receiving the entire approved reimbursement if in the subsequent year(s), there was a smaller, or no, EF allocation. As well, the member must remain in Active membership status in the subsequent year(s).

Deb expressed appreciation that the EF was established for funding to follow each individual's needs for enrichment vs. the previous 'program' model of support. She is pleased to see the EF structure morph into more flexibility regardless of age or the interest of each individual. She sees this idea of extended reimbursement as a continued action in serving our members individually.

Sandy spoke to this proposal as she had just experienced it this past quarter. Abbey had to have 2 tests and it was not sure that the 2nd one would be covered by insurance. The cost would be \$6,000 even though it was necessary. Sandy asked if the EF could reimburse Abbey's allotment for 2021 and then Sandy would resubmit the remaining balance for the 2022 allotment, should she become responsible for this 2nd expense. But because the CIDSO EF has not encountered a situation like this, it is being brought tonight for consideration for others.

Michelle favors this, but wants clarification on the number of years in which a requested reimbursement can be extended/re-submitted for the remaining amount of expense. Kim has concerns about the accounting management of an extended reimbursement over too many years. It was pointed out that the active member would be responsible for: providing the accounting of the approved reimbursement payments, such as the prior CIDSO quarterly reimbursements (such as check numbers, etc.). Shelley likes the caveat of the family indicating what reimbursement funds have been received previously. She does not like the idea of having to keep track of the amount due to someone every quarter. The family could take responsibility for reminding the Funds Administrator each quarter of the that quarter's reimbursement amount approved for them – thus lessening tracking some. Deb proposed a limit of 2 years. Shelley pointed out that while the extended approved reimbursements are underway, no new requests can be submitted and/or pushed into the next coming year.

It was stated that there remains the need for CIDSO officers to verify that the family's 'proof' is legitimate. There needs to be an audit trail. And this is extra work for those in this leadership.

We need to extend with a limit of 2 consecutive calendar years, but look for the easiest way to administrate it... for example, the family emailing the Funds Administrator every quarter with a reminder of the ongoing approved reimbursement. It was decided that the family does not have to re-submit the request as a whole. As this gets underway, the Funds Administrator shall contact the Executive Committee of any problems to seek resolution.

Diane moved that for critical and large expenses, the EF can approve a consecutive calendar 2 year period for reimbursement at the quarterly allotment, provided: there is an allotment in effect for each quarter of each year; the member is in Active status; the member provides all required accounting and paper/electronic requirements (including not needing to re-submit the request for re-imbursement annually or quarterly, but the obligation to email the Funds Administrator every quarter with a reminder for disbursement of the quarterly allotment of the previously approved request); no new reimbursement requests can be submitted until this extended reimbursement is fulfilled. Therefore, no

expenses from Year 2 can be extended to Year 3 for payment. The family takes responsibility for providing previous payments for the convenience of the Funds Administrator in verifying the current quarterly reimbursement payments. After Diane moved this, Deb seconded and it passed unanimously.

- ii. **Allowing reimbursement of travel expenses (gas, parking, hotel) for out-of-town medical needs**, Deb. It is a common thing for our families to need to go out-of-town for medical care of our children/adult children. There is expense for insurance out-of-pocket charges, but also travel and lodging. Deb requested discussion on this and CIDSO's role in having provided travel expense or to start doing so. It was raised that previously there had been discussion around reimbursing hotels with the determination not to do so. However, now examined was the possibility of a contribution towards a hotel night's stay. Gas was presented as too difficult to calculate. Brainstorming pursued and there was consensus that travel from the family's home to medical facility (but not to hotel or back and forth between facility and hotel) would be reasonable and easily tracked with Google maps. Also explored was the using the current Standard IRS Mileage Rate for Medical Purposes. As always, the extent of the reimbursement request for travel expenses would be contingent on the EF allotment per family. Parking was discussed and family's experiences were shared on this expense as well.

Diane moved that mileage from home location to facility calculated at the current Standard IRS Mileage Rate for Medical Purposes using Google Maps will justify the amount and is required as part of request for reimbursement. And that, for hotels a rate of up to \$150 per night reimbursement for number of nights needed is allowable for submission. And that, parking at the medical facility with receipts required, are allowable for submission. Michele seconded and the motion was unanimously passed. Airfare was not determined.

- iii. **Review of all potentially "denied" requests by Executive Committee for input**, Deb. The question was raised as to what reimbursement requests get denied. Kim stated that everything that gets denied is brought to the board {Executive Committee}.

- b. **Role for CIDSO on the McLean County Board of Health?** Tabled until next general membership

Next meeting tentatively Oct 19,2021

Kim: Buddy Walk will be on 9/27 {later corrected to 9/18/21} at Eastview Church. Its free, walk is free of gravel, can use indoor gym and parking lot. Need volunteers, Kelli Appel will help with this and registration. Shelley is doing Raffle.

- 11. **Adjourn.** Bill moved adjournment at 6:35pm. The meeting adjourned.

(Minutes approved 10.19.21)