

CIDSO

Quarterly Board Meeting

January 11, 2016

I. Call to order

The January quarterly board meeting for the Central Illinois Down Syndrome Organization was called to order by President Steve Newbold at 6 PM, January 11, 2016 at the home of Diane Crutcher.

II. Roll call

Attendees : Kim Weber, Brenda Finlen, Deb Presley, Randy Mattia, Judy Bates, Diane Crutcher, Steve Newbold, Hollis Peden, Kathy Peden, Shelley Marquis, Rhonda Umstatt

III. Meeting

Treasurer Randy reported on CIDSO's current financial standing. He reiterated the facts presented at the last meeting in October, that CIDSO has spent more than we have brought in through fundraising again this year. The October meeting focused on producing a budget for CIDSO which would allow us to spend only approximately what we have historically brought in. Below is the budget decided upon in October:

Approved Budget for 2016

<u>Line Item</u>	<u>Est. expenditure 2015/2016 Budgeted Amount \$</u>		
Speech & Hearing	8,100	/	8,100
Adult Literacy	10,600	/	10,600 (asked to do a fundraiser to help support CIDSO)
Administrative	800	/	800
Family Outreach	2,000	/	2,000
Conference	1,000	/	1,000
Enrichment	2,800	/	2,800 (500 per year per child, not to be used in conjunction with a program already funded by CIDSO, no double dipping)
Program/Project			

Cheer	2,200	/	2,200 (ask about doing a fundraiser)
Tennis	6,300	/	3,150 (50%)
Dance	2,500	/	1,250 (50%)
Seedling	800	/	0
SOAR	2,000	/	0
HALO	10,900	/	5,000 (50% individual's tuition up to 2,500 total per semester split among all who apply)
Total Expenditures	48,000 (appx)	/	36,900

Randy discussed our current account balances and that we still had some outstanding money set aside as part of the Homes for Hope fundraising.

Vice President Deb reported the following items:

The ISU Speech and Hearing clinic will be providing services to 21 individuals this spring (2016) that we know about. There may be more still apply prior to the start of the semester. The clinic charges \$8 per 15 minutes of service, so \$32 per hour. CIDSO will pay \$16 per hour of service for CIDSO families who completed the paperwork. For 13 weeks this will be \$208 per attendee and \$4,368 for the ISU Speech and Hearing bill for the spring semester. As this is the first time we have a good accounting of the services and billing for the clinic, we will be able to do a better job budgeting in upcoming years. We will be over budget in 2016 because there are significantly more clients than we previously knew about and the fees have increased since the previous academic year. Since the academic year and the budget year do not coincide, we decided to honor our commitment to families and continue to fund speech at 50% as promised.

Deb reported that Jean Bates sent an update on a fundraiser planned by an ISU speech and hearing organization. The group is planning a fashion show fundraiser on April 10th. More information will be forthcoming for families. Jean is the contact for this fundraiser.

Deb also summarized a report from Kelli Appel on the Redbird Readers Adult Literacy Program. Kelli was rehired for this year at \$10,000 for the academic year with about \$160 to buy the News to You subscriptions needed. Kelli inquired about the monies usually supplied to provide two end of semester celebrations for the program participants and volunteers. No celebration was held this semester, it was suggested that

perhaps any participants wanting to attend a gathering could pay to do so. Kelli is donating supplies to the program. She was looking into doing a fundraiser for CIDS0 as well. There are 15 participants and 30 tutors this semester and 13 sessions. Highlights of the program last year were the Buddy Walk, Rader Farm outing, creation of a newsletter (could we put this on CIDS0's website?), a Facebook page (also on website?), presentations at ISU and an ISU game. A question was asked if we had a photo release for CIDS0 to put people on social media? We do need to add this to the member form. We agreed links on our site for the program were good. It was also asked that if ISU or Unit 5 were closed, the program would not hold session. This was agreed upon.

Abbey Heinz was reported to be ill and possible in the hospital, Deb provided the attendees with a card to sign and send to Abbey.

Steve introduced the topic of the revision of CIDS0 By-Laws. Steve interpreted the by-laws to have set up CIDS0 as a membership group (not a group with a board of directors). The officers of CIDS0 are elected by the membership as an executive committee, not a 'board'. The members hold the power of voting on issues. The question is whether the executive committee is authorized to conduct day to day business. It was suggested that we not call our quarterly meetings 'board meetings' as this is off-putting to members. All members are invited to quarterly meetings. After much discussion, it was decided that it would be within the current by-laws for CIDS0 to have all members complete a membership form, which need to be kept track of by the secretary in order to have a good accounting of membership numbers. The executive committee would continue to be elected by the membership once a year and given authority to conduct business outside quarterly meeting, but to bring reports and important items to the quarterly meetings so all members would have an opportunity to have input. A quorum has been set so that votes can be taken if 10% of members are present. Questions of who makes up the executive committee were brought up. It was decided that President, Vice-President, Treasurer, Secretary and one member (Hollis) make up the executive committee. The chairs of other committees are encouraged to attend the quarterly meetings as well and report on their areas. For example, family outreach, social and program fund chairs. Each chair will have authority to run their area within the budget constraints and report at meetings to membership. For example, this would mean the program fund chair (Diane) would approve applications for enrichment and program funds without votes from everyone as long as the rules were followed and budget adhered to. Another example would be that Kim could plan and

spend on the family outreach activities without having to have votes on each item, but would then report to the membership at meetings.

Diane had previously submitted a proposed revision to the program/enrichment fund guidelines. This will be discussed further at the next meeting.

This is a clarification of CIDS0's existing by-laws.

The discussion then turned to what level of reserves should CIDS0 maintain? It was agreed that it would be reasonable for us to have a year and half of budget in reserve as we are making a promise to fund budgeted items for the upcoming year. It was also suggested that CIDS0 have reserves available in the event of member family emergency. Deb also proposed a fund to be available for new endeavors for CIDS0. Possibly new ideas needing start up funds or a worthy one time project. Deb will formalize a proposal for such a fund for the next meeting.

For the next meeting, Diane requested that everyone review her proposed revisions for the program/project/enrichment funds. This could be the first agenda item for the next meeting. Deb will also bring a proposal as stated above for a new fund.

Kim questioned our restriction on awarding funds to members within 30 miles. Steve addressed and agreed it was a good question that we would table until the next meeting.

Diane would be able to approve the pending applications she had (for HALO and Tennis) as she is the chair and had the guidelines for applications and budget. So the attendees did not vote on these.

Kim reported that the director of Easter Seals asked if CIDS0 would promote Easter Seals respite program at a new parent event at the end of the month and on our website. Everyone agreed to doing so.

Diane reported that Dawn Mattia inquired if CIDS0 would want her to continue to complete the miscellaneous duties she has been doing. Yes, CIDS0 would appreciate her continued efforts and thank her for them.

Deb will have an updated membership form available with the photo permission included.

Randy will look into the Amazon smile program on CIDS0's behalf.

The next quarterly meeting will be April 5, 2016, at 6:30 PM at the Crutcher residence, 1714 Pfitzer Road, Normal.