

CIDSO QUARTERLY MEMBERSHIP VIRTUL MEETING

JULY 14, 2020 Minutes

1. **Call to order** was made by President Angela Hedican at 6:08pm via Zoom.
2. **Roll call** of members present and confirmation of **quorum**: Angela Hedican, Deb Presley, Kim Weber, Shelley Marquis, Bill Crutcher, Diane Crutcher, Sandy Ginther. Three other members registered but did not join. Vice President Deb declared a Quorum.
3. **Approval of minutes** of January 28, 2020 meeting were moved by Diane Crutcher and seconded by Kim Weber. Passed unanimously. The DRAFT 1.28.2020 Minutes were emailed to those present at the 1.28.2020 meeting and, now approved, will be posted to the CIDSO website under the About tab.
4. **Treasurer's Report** "Balance Sheet Prev Year Comparison" documented a 13.29% deceased balance from this time last year. Also, the "Balance Sheet" and the "2020 Budget" documents were reported and displayed by Treasurer, Kim Weber. The only income received was from miscellaneous sources (Memorials, Amazon Smile, Network for Good, etc.) and totaled \$2,000. Deb, Diane Walker and Angela will remind the membership of the CIDSO Amazon Smile option, as online ordering is increasing during COVID 19 pandemic. This will go to our Caregivers Facebook, Website and email list.

A discussion was held concerning the CIDSO Safe Deposit Box. Kim noted that it costs CIDSO \$20 a year to retain the box. However, no one has a key. It will cost around \$200 to obtain a replacement key. So, to end more ongoing years of monthly payments, it was moved by Deb Presley to retrieve the contents of the box and terminate the safety box rental account. Diane seconded and the motion passed unanimously. Kim will go into the bank to collect the contents of the box and close the account for the box.
5. **Funds Administrator Report** is contained within the Balance Sheet Detail doc.
6. **Gala/Fundraiser Report** centered on the fact that all plans for the several fundraisers that were being pursued, have been cancelled. However, surviving is the Buddy Walk in a virtual form. Bill suggested the idea of a mail campaign where people receive a request for a donation in lieu of fundraising events. Kim suggested utilizing this with the Buddy Walk.
7. **Buddy Walk Report** ensued with a lot of discussion due to the virtual nature it will have this year. The date, at this point, is 9/26/2020 but the tentative re-location to Eastview Christian Church campus will not occur as there will be no central gathering site this year. Teams will still be built, and donations solicited. The profit *should* be good, given much of the funds collected in past years was from the teams, their donations and sponsorships, and now, from the elimination of costs formerly associated with onsite expenses.

The NDSS is providing local affiliates a Virtual Buddy Walk Tool Kit that Angela and Kim will pursue to assist with creating ours. Some brainstorming resulted in ideas: to offer a letter mailing campaign for donations in conjunction with the Buddy Walk; involving the Redbird Readers to offer a game or create a virtual room with their friends; using Google Meets as a way to save money if the Buddy Walk website revamping for the virtual experience proves costly. To keep the brainstorm going, ideas are sought on this fundraiser and would be appreciated if emailed to Kim and Angela by the end of July (although accepted thereafter). Importantly, they are also looking for those with any experience in virtual fundraising. Angela will send out an email with these requests quickly.

Kim anticipates our community will get a lot of the Buddy Walk details via Facebook, perhaps re-directed from the website. Kim hopes to open the Buddy Walk on the website in early August.

There will still be many opportunities to gain volunteer hours for fulfilling Active Membership requirements (building teams and team donations, sponsorship, etc.) within the virtual format.

8. Social Chair Report was given by Angela. The committee held a Dance Sock Hop for Valentine's that went well. A Bingo Game event was cancelled, just as COVID 19 started keeping people at home. All other plans have also been cancelled for the same reason.

9. By-Law amendment approval (as amended at January 2020 meeting – "Member at Large" description) Diane shared the revised proposed amendment verbiage subsequent to edits suggested at the 1/28/2020 CIDS0 meeting:

MEMBER-AT-LARGE

The Member-at-Large is a member of the Executive Committee serving as a general representative of the membership. This position will perform routine assignments/duties on behalf of the organization to include but not be limited to assuring the By-Laws are consistently up-to-date and published, assessing the status of the website and assuring it is appropriately up-dated and securing/setting up/tearing down meeting sites. The position also performs other duties as assigned.

Diane moved the amended wording be approved. Deb seconded. Motion passed unanimously.

10. Conflict Resolution policy – committee update. A Draft is circulating with the Conflict Resolution Policy committee now. This is an active document under discussion at this time by the committee.

11. Enrichment fund update began with referencing Angela's 7/3/2020 Quarterly Meeting email sent via the CIDS0 Business group concerning this agenda item. In it she addressed a reduction in the available Enrichment Funds to a maximum of \$2,000

per individual for the 2020 year. Much discussion of the pros and cons of this was had. A desire was expressed to not limit Enrichment funds during this challenging time. This led to conversation about what the maximum cap should be to support each individual yet protect the organization's future bottom line. Such things as: balance of CIDSO funds vs. needs (especially medical) of CIDSO children; the depletion of funds without income opportunities of the past; can you lose not-for-profit money if you don't move it vs. doubt anyone would get an audit during COVID; Quarter 2 had low reimbursement requests due to COVID 19 but now reimbursable activities are re-opening back up; etc.

This lengthy re-evaluation of the reduction in available Enrichment Funds to a maximum of \$2,000 per individual for the 2020 year, opened the door to additional quarterly reimbursement. A motion was offered by Diane to leave Q3 at \$1000, and so, at this point, it would be \$3000 for the year, and re-evaluate whether we are going to do \$1000 for Q4 after the Buddy Walk. Kim seconded the motion. Motion passed unanimously. This motion results in a \$3,000 maximum for 2020 UNLESS 4th Quarter is determined to be able to offer up \$1,000 after the Buddy Walk results are in. If Q4 gets re-assessed with \$1000 available reimbursement level, the original 2020 projection of the \$4000 for the year will be restored. Successful revenue of the Buddy Walk will be important for this possibility.

Angela will issue a special email with this change of re-instating \$1000 for Q3, instead of removing it as was stated in her quarterly meeting email of 7/3/20.

It is to be noted that the Enrichment Funds are only available to those who hold Active membership status.

12. Request for knowledgeable volunteer to read/analyze past meeting minutes to compile a reference document for CIDSO did not secure a volunteer at this low attendance meeting. Volunteer members are needed outside of those present at this meeting. This project would compile those past decisions made that do not require a By-Law change but that establish procedures/policy usually determined through motions. To be a helpful reference, these determinations need to be categorized by topic. This would be a 'look back' review of Minutes, perhaps to 2010. A volunteer with detail skills and a long relationship in CIDSO should be a good match. The Executive Committee approves this project for seeking the hours required towards Active status.

****This discussion led to another discussion about electronic storage of CIDSO documents. CIDSO has a Google Drive for this. New folders on this Drive need to be created to house scanned paper records for Historical Meeting Minutes, Historical Enrichment Funds documents, and the eventual categorized reference document. Deb will make the folders. Diane and Sandy will take do the scanning.**

****Diane has been working with Google to update the Meta file (used for web search engines to find CIDSO when searching). Google requires a physical address and that was updated with Crutcher's address. This was a surprisingly bureaucratic process.**

13. Update to **CIDSO brochure** is needed. Quotes for trifold glossy from the Copy Shop were discussed. Quantities of 100, 300, and 500 were explored. It was decided 300 brochures would be printed as it warrants the cost of the layout. The Executive Committee will serve as a committee to support Diane's updating of the brochure. Photos will be sought from our CIDSO members.

14. **Adult Literacy** status and changes due to COVID-19 were reported by Deb. This fall semester will be 7 sessions between 8/1 and 10/19/2020 done virtually. CIDSO will not owe any additional money because of the cancellation of 7 sessions last spring semester due to COVID. As no members had asked for reimbursement of the cancelled spring sessions, individuals attending last spring and enrolling for this fall semester, will not owe any money either. Individuals who attended last spring and will not be attending this fall, can request reimbursement for their share of last spring's fees for those 7 sessions that were cancelled. To do so, please email Kim at: <mailto:robkimweber@gmail.com> .

15. Status of **Enrichment Fund form revisions** have been updated and uploaded to CIDSO.org under Resources, Membership and Funding Opportunities, application.

16. Status of developing a covered/not covered **list of items for Enrichment Fund** reimbursement was reported by Angela. She created a Draft list. Diane moved we approve this list. That list will be uploaded to the Website under Resources, Membership and Funding Opportunities, CIDSO Enrichment Funds, within the first paragraph.

17. Need to **re-issue** 12/18/19 **letter** regarding definition of Active Member and Enrichment Fund? This was determined as already covered under Angela's special email described in Agenda Item 11 Enrichment Fund Update.

Respectfully submitted,

Sandy Ginther, CIDSO 2020 Secretary

Approved 10.20.2020 seg