

## CIDSO QUARTERLY MEMBERSHIP VIRTUAL MEETING

### OCTOBER 20, 2020 DRAFT MINUTES

**1. Call to order** was made via Zoom at approximately 6pm.

**2. Roll call** of members present and confirmation of quorum: Bill and Diane Crutcher, Rhonda Umstattd, Bethany Romer, Angela Helican, Deb Presley, Michelle Newbold, Shelley Marquis, Kydia Tremely, Kim Weber, Wendy Boswell, Abbey Heins, Sandy Ginther. Quorum declared.

**3. Approval of minutes** from July 14, 2020 meeting was moved by Diane Crutcher and seconded by Kim Weber. Previous to the present meeting, the Draft Minutes of the 7/14/2020 meeting was emailed to those present at the 7/14/2020 meeting. The approval of the Draft 7/14/2020 Minutes passed unanimously with no corrections. They will be posted on the CIDSO website under the About tab.

**4. Treasurer's Report** was given by Treasurer, Kim. Virtual screen sharing provided the financial documents: 3<sup>rd</sup> Quarter Balance Sheet; the 3<sup>rd</sup> Quarter Balance Sheet Prev Year Comparison; the 2020 Budget. Memorials have been moved out of the Donations line item and given their own line item: Memorials. Buddy Walk intake was down, but so were the expenses to have the Buddy Walk. Third Quarter Expenses on the Balance Sheet included such things as: taxes; PayPal; renewal fees; production, printing and mailing of the new CIDSO brochure; etc. The 2020 budget is tracking proportionate to 3<sup>rd</sup> Quarter 2019 budget. Also shared was the fact that for some pending transactions there is a time lag that effects some numbers, but will reflect properly as these transactions get through to their destinations.

**5. Funds Administrator Report** is embedded in the Treasurer's report. Shelley Marquis, Vice President - Funds Administrator approves the requests that come in and then submits to Kim for the issuance of checks listed in Kim's 2020 3<sup>rd</sup> Quarter Balance Sheet.

**6. Gala/Fundraiser Report** was given by Angela Hedican. Given the COVID 19 pandemic, consideration is being given for a virtual event on World Down Syndrome Day March, 21, 2021. This Spring date gives a 6-month gap until the Fall Buddy Walk avoiding requesting donations one right after the other, and time for us to plan and produce the Buddy Walk. Local school Spring breaks were discussed for comparison to 3/21/21. Several voiced support of a Spring virtual event. Angela will chair this event. Thus, Angela will be forming a committee to determine and produce this 3/21/21 virtual fundraising event. One member has already stepped forward to join the committee. Angela is seeking other volunteer members for this fundraising event and will put out a request.

Wendy Boswell has arranged a fundraiser at Portillo's restaurant for 11/19/2020. The flyer was shared on the screen. Show the flyer with your food order to apply it to

CIDSO's fundraiser. It can be used in Drive-through too. The flyer will be posted to CIDSO Facebook. But you don't have to have the physical paper flyer to assure CIDSO gets the donation, you can also show it on your cell. Please share flyer with others!

**7. Buddy Walk Report** was shared by Kim. Total income was almost \$13,000 but with expenses the profit was a little over \$12,000. Some sponsor donations are reflected in the PayPal income transfer and some by line entries, and Avanti's was 'in-kind' gift. Individual donations made online are in the PayPal transfers, and checks are reflected in the individual line entries. Gratitude was expressed to the Buddy Walk chairs, Angela and Kim, and all volunteers for a successful Buddy Walk in a whole new format due to COVID-19!

**8. Social Chair Report** was addressed by Angela in Jayna Vroman's absence. COVID has eliminated social plans. However, Michele and Kristi Newbold have faithfully been holding virtual Bingo games every other week. Many members spoke to the benefits (growth in verbalization, socialization and enjoyment) for those attending the Bingo games. Deb Presley stated she believes this non-face-to-face format is less intimidating. Diane voiced that Michelle's patience and resolve have made it effective. Wendy compared it to another not-for-profit group doing a virtual event for those with disabilities and found our Bingo way ahead in quality due to the way ours is planned and executed. Kudos Michelle and Kristi Newbold!

Angela had a call with Linda Smarto of NADS and they are doing lots of virtual events for their self-advocates. Linda invited Angela to get on and check them out. She and Angela may brainstorm about how to offer Zoom opportunities for young/er children. Angela hopes to follow up with that.

Michelle wondered about emulating a virtual Trivia game she's experienced. Michelle and Angela are interested in coordinating to explore these things. Both Wendy and Michelle have joined St. Louis group for activities of this nature. Michelle attended a National Disability Zoom event. They are held on Thursdays and she will share the link with Angela as a resource. Thanks were expressed to Angela for offering a social evening for adults even though it could not proceed due to too little availability.

**9. Voting for Executive Committee roles – 2021** was presented by Deb Presley. Appreciation was expressed to Angela for the patient leadership as President that she has provided over the last couple of years. As well as the willingness to step into the Fundraising role now. The 2021 slate of officers and Executive Committee was previously announced by email and our website as follows: President, Deb Presley; Vice President, Diane Crutcher; Vice President - Funds Administrator, Shelley Marquis; Treasurer, Kim Weber; Secretary, Sandy Ginther; Executive Committee General Member – Bethany Romer. Deb moved the announced slate for vote and Diane seconded. A roll was taken and the slate was approved without change, unanimously. Bethany was welcomed and introduced herself.

***At this point the Agenda was re-ordered as follows:***

**11. Status of 4<sup>th</sup> quarter funds availability for Enrichment Fund** was presented by Angela. The decision that needs to be made is should the Enrichment Fund for 4<sup>th</sup> Quarter be allotted at \$1,000 for each active member as was originally planned in January 2020.

Given the financials that were shared in earlier in the meeting, discussion was opened. For more information, Kim pointed out that in 2019 the total for Enrichment Funds dispersed was \$22,900. Currently we are sitting at about \$10,000. Diane moved that CIDSO allot up to \$1,000 per qualified active member for the 4<sup>th</sup> Quarter as was originally projected. Discussion pointed out that this motion would restore the original 2020 projection with the yearly cap \$4,000. Sandy Ginther seconded. The motion passed unanimously. Jan 31, 2021 will be the 2020 deadline for the submission of any earlier quarter expenses not previously submitted, and all 2020 4<sup>th</sup> Quarter requests. However, it is very helpful for the Treasurer and Funds Administrator if members can submit requests during the Quarter in which they occur.

**12. Redbird Readers update** was led by Deb. The Fall 2020 school semester virtual program had 11 participants and 22 tutors and went very well with social and conversational skills rising. A lot of positive feedback was expressed. Parents were able to see their sons/daughters enjoying it. Kelli Appel spent a lot of time researching how to make this virtual approach successful and it paid off. Spring 2021 semester will be 8 weeks and will require a minimum of 9 participants. The current participants have been informed and outreach to others is encouraged. The fee is \$220 for the semester. Active members can submit to the Enrichment Fund for 75% reimbursement by submitting their cancelled checks. However, it was proposed that in the future (Fall 2021) it would be less cumbersome if active members using the Enrichment Fund would receive a bill from CIDSO for the members' 25% of the Redbird Readers \$220.00 fee, instead of sending the \$220 to Kelli and then submitting that to CIDSO for 75% reimbursement. Yet, this is the protocol that was used under CIDSO's previous "Program" funding format and CIDSO doesn't fund Programs any longer. The Enrichment Fund is used in lieu of Program funding. No motions were made to make changes.

It was also discussed that for 2021, we could consider active members submit expenses quarterly for expenses that occur in that quarter. This could be discussed further at the December or future meetings.

**13. Conflict Resolution policy – review final recommendations** brought up some questions. Are the recommendations for a 48-hour timing for response to a grievance reasonable for a volunteer organization? Discussion concluded with consensus that it needs to be a 2- week turnaround timeframe. Does 'member' mean both active and non-active members? Consensus was yes, it means both. When is something "CIDSO Business"? CIDSO business means that the President, Vice-President and Treasurer

are involved. Angela will review with the Committee and perhaps be able to update at the December meeting. Diane thanked the committee for the well thought out Conflict Resolution work.

**14. CIDSO safety deposit box – current status** is that when it expires the end of the year, Kim will go to the bank to open it and terminate the service.

**15. CIDSO brochure – update** has been received with much appreciation. It is very cheery and professional. Kudos to Diane for her production and the Executive Committee for their review.

**15. Need for additional CIDSO stationery items (stationery, business cards, and thank you cards)** was pointed out by Sandy. It was determined that Sandy should contact the Copy Shop and order Thank You cards and Stationary. A supply of Business Cards was located with other members.

**16. CIDSO reference document of critical decisions – update.** Diane has completed this document in Excel going back a little less than 10 years. As of July 2020, it will be the Secretary's duty to add to it as operation decisions are made. The document is designed by topic and does not contain By-law and Constitutional information. The CIDSO Reference Document of Critical Decisions is for protocol and policy that is adopted during meetings by CIDSO and/or Executive Committee meetings.

**17. CIDSO Meta File – update.** This is now highly improved with map pin point and CIDSO ability to change what is posted. Thanks were extended to Diane this task.

Upcoming meetings include a Zoom November Executive Committee meeting to develop a proposed 2021 Budget, and a Zoom December General Membership Budget meeting.

At 7:28pm, Diane moved the meeting be adjourned and Shelley seconded. All responded affirmatively.

Respectfully submitted,

Sandy Ginther, CIDSO 2020 Secretary

*Approved 12.8.2020 seg*