

The Arc of Sedgwick County Board of Directors Meeting January 22, 2007

ATTENDEES: Steve Fisher, Marge Zakoura-Vaughan, Linda McCurry, Dick Keck, Jana Bleakley, Ken Dannenberg, Marlene Sanders, Jayme Gawith, Curtis Tatum, Tim Reimer, Mary Jane Duling, Darcy Eads, Colette Deads-Conner

ABSENT: Dave McGuire, Dena Griswold

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Vonda Bankston, Marty Rothwell, Stacey Evans

GUESTS: Timmie Teppe, Michael Webb, Marti Johnson, Kim Fisher

Call to order

The January 22, 2007 meeting was called to order at 6:04 p.m.

Steve Fisher thanked Arc staff for the refreshments provided for the board meeting and passed around thank you cards that he received from staff for the staff appreciation gifts.

Self Advocate Report

Shawna Fielder was unable to attend. Marty passed her report out to the board

Agenda

Modifications to agenda: The Endowment Committee and Legislative reports were not in the board packet for the consent agenda but were provided to board member at this meeting.

Consent Agenda

It was moved by Jana Bleakley and seconded by Ken Dannenberg to accept the consent agenda as presented. Motion carried unanimously.

Discussion Agenda

A. Quarterly Financial Report

We ended the year in the black. It was not as successful as last year. Tim Reimer explained that we are seeing the compression of expenses. Expenses are rising faster than revenues. Next year we are looking at breaking even.

Q. Jana Bleakley asked if the undesignated funds will be moved and put somewhere?

A. We are looking at decisions from families. Kevin did send out a letter requesting a decision for designation and if we were not notified in 90 days the agency would make the decision for designating their dollars. The 90 days was up around September.

Ken Dannenberg inquired about the Endowment budget thinking it would be disadvantageous to us to have donations identified as general operating funds. It is misleading. It takes action from the board to move those funds. He wondered if it would be an issue with United Way. Stacey replied that United Way does get a copy of our annual audit and as part of the proposal they used to have a balance sheet but they no longer do.

It was moved by Ken Dannenberg and seconded by Marge Zakoura-Vaughan to accept the quarterly financial report as presented. Motion carried unanimously.

B. Strategic Initiative Updates

1. Program Evaluation: Kevin reported that we have received the program evaluation that is used by the Park Dept from Dave McGuire. The Governance Committee is looking at taking program evaluation under their wing as part of the new standing committee structure that is being proposed tonight.
2. Facility, Transportation and Technology: Kevin reported on behalf of the facilities committee. Kristen is working on a KDOT (Kansas Department of Transportation) grant to increase funds we receive for operating expenses. We have been receiving \$1000 annually. It can increase up to \$4000 annually. To qualify for vehicle placement through KDOT current KDOT vehicles need to have at least 80,000 miles on them at the time of application. The white bus does not have enough miles on it for replacement. The red van does have enough miles and when we replace it we need to look at replacing it with a wheelchair accessible van which will decrease the number of passengers we can transport in it. We have looked at getting the gray van replaced. Gale will start looking at some options. We do have about \$6000 - \$7000 in our transportation dollars that we have set aside from years ago when we first did the campaign for the red and white van which will cover a majority of about what we would need to spend. The gray van is not working at all. Gale is looking into getting it hauled off and hope to at least get some salvage out of it. For Technology we are looking at purchasing some computers here real quick. We just need to talk about some dollars we can allocate towards the YESS computer. We got our new copier machine in giving us an additional copier.

Q. Marge wondered about the concern for insuring 12 passenger vans.

A. The challenge can be insuring 15 passenger vans. Insurance companies may not like to insure them but will.

Marty shared that they are now making a double wheel for 15 passenger vans to help stabilize them. We can look at modifying our van for \$700.

Curtis Tatum shared that there is a Wichita Metropolitan Transit Association program to assist agencies to a purchase a new vehicle at ½ the cost. At the end of 5 years there is the option to purchase the vehicle at ½ the market value. Curtis said he would email the information to Kevin.

3. Arc Awareness and Development: Kevin reported on behalf of the fundraising committee. The following points are areas they are working on to improve:
 - i. Overall communication between events, get cooperation to promote each other's events and make sure we do not interfere with sponsorships from other events
 - ii. improve donor database

The marketing committee is working Mental Retardation Awareness month in March. We have our VIP Breakfast, the hanging of the greens on March 1. They are also looking at doing a billboard campaign. Kevin passes around samples for the billboards. They submitted a proposal for the billboard campaign to the allocation committee that will be discussed later.

4. Board Governance: The proposed committee set up is in the board packet. The plan is for the board to charge committees with certain aspects of The Arc operations and report back to the board. Hopefully this will allow us to use our board time more efficiently. It was talked about to not have it create additional time demands but to replace some board time with committee time. Kevin added that as part of the strategic plan the governance committee is charged to set up policies/procedures for the board. We have been looking at policies from other agencies. In the next couple months we may have some sort of recommendation to present to the board.
5. Staff Productivity and continuity: Dick reported the personnel committee discussed job descriptions. Some are outdated and will be assigned to staff to update. ED evaluation is due next month. Marlene put together the evaluation that will be used for Kevin. Kevin will be evaluated on his job description because there were no goals set on his last evaluation. Kevin will email his job description to Marlene to include in her email when she sends out the evaluation. Directors' comments will be kept confidential. Comments will be summarized for Kevin. She emphasized the importance that goals for next year should coordinate with the strategic plan and that is what he will be evaluated on for next year. She prefers to email it out to everyone and have them email it back for her to compile. She will mail it to anyone if email is not preferred. Marlene noted that the evaluations are due back to her by February 1. They can be faxed to her at 293-3964 which is a direct line to her. No one else will see them.

Q. Marge inquired how they should respond when there is an area that they do not have a good perception on.

A. Marlene responded to mark NA and it will not weigh against Kevin.

New Business

A. 2007 Budget

Stacey reviewed her summary of the proposed budget that was sent in the board packets.

Q. Marty Rothwell: Last year we kept \$5000 from the interest earned for the endowment. What was it used for? He did not see it noted in the budget anywhere.

A. Stacey said it was used for the video that was used at the Ladies' Luncheon and brochures. A portion has been spent but not all. She will make an audit adjustment for the rest of the expenses that come in since they should be expenses for 2006.

Q. Dick Keck: Is staff time charged to the endowment.

A. No.

Q. Marge Zakoura-Vaughan: Is it allowable?

A. Yes.

Q. Ken Dannenberg: How confident are we in receiving the Sedgwick County funds? The budget shows a large increase.

A. Those dollars are tied to how many TCM (targeted case management) clients we have.

Q. How confident are we in receiving the United Way funds?

- A. The United Way funds have already been allocated to us. We were notified of the 2007 allocations in November.

Jana Bleakley commented on the expense of postage and shipping, line item 8300. She mentioned the expense of the board mailings and would prefer for everything to be emailed out.

Stacey was not sure of the convenience of emailing reports to board members because that would be a lot of printing required at their place of business or at home.

Colette Deeds-Conner: She is fine with having board packets emailed out. There is a snag in printing when you get to the financials needing legal sized paper.

Marge Zakoura-Vaughan: What would be of ease for operation and staff?

Kevin Fish: If we had to do it both ways we don't save much time.

Marty Rothwell: If in the process all board members do not get items for the consent agenda it can't be voted on. We can email packets out or have board members come by to pick them up.

Linda McCurry commented on the expense of special assist food, line item 8901. \$80,000 is a lot of money to spend on food. She discussed the issue of obesity in individuals with disabilities. She thinks healthier food options should be made available and it could be done at a lower cost.

It was moved by Jana Bleakley and seconded by Colette Deeds-Conner to approve The Arc's 2007 Budget as presented. Motion carried unanimously.

B. Board Structure

Steve Fisher had the board members rate themselves on the board matrix. Under Personal/Professional heading Social Services was added as number 15. Steve reminded the board that the ultimate goal of this matrix is to provide the nomination committee direction for recruiting new board members. Steve requested that the board turn their matrix in to him to tabulate.

It was moved by Ken Dannenberg and seconded by Jana Bleakley to approve Steve Fisher to release his tabulations of the Board's matrixes to the nomination committee. Motion carried unanimously.

C. Board Committee Structure

Kevin reviewed the standing committee structure the governance committee is proposing. Copies were sent in the board packets.

Q. Jana Bleakley: Can more than 2 board members sit on a committee.

A. Yes, 2 is just the suggested minimum

It was moved by Jana Bleakley and seconded by Colette Deeds-Conner to adopt the standing committee structure as presented by the governance committee. Motion carried unanimously.

D. Endowment Fund Distribution

Jana Bleakley shared that 8 proposals were submitted. The allocation committee recommendations are:

1. Fund at \$7500 the probono legal work to families for guardianship/conservatorship
2. Fund at \$908 the billboard proposal. It is a good buy. It will be an inexpensive way to get The Arc's name out there.
3. Use the remainder of the amount (\$6200) that is not allocated to go towards a consultant to help develop a marketing plan. They researched that to hire a marketing consultant will cost around \$100 - \$125 an hour. Whatever remainder amount of the funds not used for the consultant can go back into the endowment as unallocated funds.

Colette Deeds-Conner: We need to identify what we want for this marketing plan. If we do not know we can ask the consultant "What do you want to see from us?"

Other proposals either did not meet the criteria or fell into the issue of The Arc not having a coordinated marketing plan.

Marti Johnson presented on the probono legal work for guardianship. She has been coordinating efforts with KU Law School, the Bar Association and the local probate court. These efforts will be for uncontested guardianship cases.

Curtis Tatum: Regarding proposal #3 on the large media coverage he hopes that by not allocating anything at all we do not send the wrong message to major sponsors and risk the possibility of losing them for future events. He thinks it could be punitive down the road.

The proposal requested \$10,519. Jana suggested that they could send that proposal out to the board for review and Michael could get some quotes and the board decide at the February meeting what they would like to do. Timmie said the February would be too late for a decision. They need to get things started before then because of how close it is getting to the Golf Tournament date.

Colette shared that she experiences it also with the Ladies' Luncheon trying to pull in sponsorships on zero visibility is very difficult.

It was moved by Colette Deeds-Conner and seconded by Dick Keck to accept the endowment allocation as recommended by the allocation committee. Motion carried. Opposed was Curtis Tatum.

E. Concealed Weapons Policy

Kevin reviewed the policy.

Recommendations

1. Define knife. What meets the criteria to be a weapon? Spell it out.
2. Needs to state somewhere that it is inclusive of those people who have a permit to carry.
3. In the next to last paragraph ... Failure to report knowledge of person carrying a firearm or other deadly weapon on Arc premises may be subject to employee discipline. Should there be a qualifier "appropriate" discipline?

4. Reference Arc premises or vehicle instead of using building or the bus. These terms will give a more consistent reference of terms throughout the policy.

- Q. Marlene Sanders asked for clarification that this is not being adopted for the employee policy handbook but just a procedural policy for leadership and agency.
- A. Kevin reinforced that it is for the agency.

It was moved by Marlene Sanders and seconded by Colette Deeds-Conner to adopt the concealed weapons policy pending the changes and language cleanup of the policy. Motion carried unanimously.

Announcements

1. Steve gave an update of the Board Challenge grant. Total donations received from board members is \$4,591. The match came to \$2,315. Total is \$6,906. With the funds going towards the endowment receiving from the Wichita Community Foundation one dollar for every three brings total to around \$9,200. He thanked all those who participated.
2. Steve reminded board members that the bylaws changed regarding board membership. There are no longer excused absences. It is five absences and then removal.
3. Lights appreciation dinner is this Sunday at 5:30 p.m.
4. Wednesday, Feb. 7 is Lights Sponsorship Lunch at 11:30 a.m. We would also like to invite potential sponsors. If you know anyone please bring them.
5. Kevin passed out VIP Breakfast invitations to board members to invite guests March 1 at 7:30 a.m. ending with the hanging of the greens.
6. Marty shared that 48 gift baskets will be delivered on Superbowl Sunday to our community neighbors as a Thank You for their support during the Lights on St. Paul
7. Kim Fisher informed everyone they are looking at February 13 to have a VIP Breakfast for potential board nominees.
8. Darcy Eads also shared that the Ladies' Luncheon has sold out their seats.

It was moved by Jana Bleakley and seconded by Ken Dannenberg to adjourn. Motion carried unanimously.

Adjourned at 8:23 p.m.

Secretary – Darcy Eads
Recorder – Kristen Phillips