

**The Arc of Sedgwick County**  
**Board of Directors Meeting**  
Wednesday, June 24, 2009

**ATTENDEES:** Sean Amore, Shelly Belles, Ken Dannenberg, Colette Deeds-Conner, Eric Kauffman, Deborah Gdisis, Ronda Maass, Lindy May, Kayla Jean Mitchell, Tom Racunas, Sue Schmelzer, Sarah Vaughan, Julie Wittich, Marge Zakoura-Vaughan

**ABSENT:** Curtis Tatum

**PRESIDING:** Ken Dannenberg, President

**STAFF:** Kevin Fish, Marty Rothwell

**GUESTS:** Fred Frasier and Pat Frasier (Wichita West Lions Club)

**I. Call to Order and Agenda Modifications**

- Ken Dannenberg called the meeting to order at 6:37 p.m. and modified the provided agenda to allow Marty Rothwell to give an update on the YESS program before following the beginning the stated agenda and removed the “team photo” from the agenda.
- Eric Kauffman moved to accept the revised agenda. The movement was seconded by Tom Racunas and carried unanimously.

**II. Update on the YESS Program**

- Marty Rothwell discussed the status of the YESS program and reported on the evening’s dinner attendance. Mr. Rothwell commented that the Rea Woodman school and staff had been very accommodating and that this was the biggest YESS program ever and problems had been minimal, even with the extreme heat.

**III. Presentation of Gift from West Lions Club**

- Marge Zakoura-Vaughan introduced Fred Frasier of the West Lions Club who presented a check for \$1,000, on behalf of the club, to support the tennis program. The check was received by Kevin Fish.

**IV. Introduction of New Board Members**

- Ken Dannenberg asked Tom Racunas to formally introduce our two new board members Shelly Belles Lindy May.

**V. Report on Personnel Matters**

- Kevin Fish gave an overview of staff happenings including Marty Rothwell’s return, Mac McKenzie’s move to the Targeted Case Management staff and the hiring of Ben Stauble to assist with Special Programs.

**VI. Nomination Committee Wrap Up**

- Tom Racunas summarized the work of this year’s nominating committee. Tom noted that the committee will begin searching for candidates to begin 2010 terms soon with the hopes of establishing a number of director candidates for consideration.

## **VII. Committee Assignments**

- Following much discussion, there were changes made to the suggested committee assignments for the 2009 – 2010 Board of Directors. Changes suggested include the following:
  - The Sean Amore Committee will be named the Strategic Communications Committee
  - The Governance and Finance Committee will function separately
  - Shelly Belles will serve on the Capital Improvements committee
  - The Facilities Committee will be renamed the Facilities and Resources Committee
  - An Ad Hoc Task Force will be formed to evaluate programs and service offerings. Members on that committee (which will be led by Kevin Fish) include Tom Racunas, Julie Wittich, Collette Deeds-Conner, Marge Zakoura-Vaughan and, if he is willing, Curtis Tatum
  - A Strategic Planning Task Force will be formed to support Kevin Fish and The Arc staff in the strategic planning process. That task force will be led by Sue Schmelzer and will include Sean Amore, Tom Racunas, Lindy May, Julie Wittich, Deborah Gdisis, Sean Amore and Curtis Tatum (if he is willing)
  - Deborah Gdisis will “advise” the endowment committee
- Kayla Jean Mitchell moved that we accept the revised committee assignments and the motion, seconded by Ronda Maass, carried unanimously.

## **VIII. Strategic Planning**

- Kevin Fish and Sue Schmelzer discussed the early stages of formulating and finalizing a new strategic plan to govern organization and board direction and to serve as a guide for Executive Director evaluation. The Strategic Planning Task Force, we learned, held its first meeting on June 24 and evaluated and assigned the stated, initial plan goals as follows for committee and task force evaluation:
  - Program Analysis – The Program Ad Hoc Task Force
  - Diversify the Arc’s Revenue Streams – Strategic Planning, Strategic Communications, Financial and Endowment Committees
  - Increase the Arc’s Recognition Within the Community – Strategic Planning Committee
  - Develop a Capitol Improvement Plan – Facilities and Resources, Strategic Communications, Financial, Endowment Committees and Programs Ad Hoc Task Force
  - Improve the Arc’s Governance Efficiency – Governance and Executive Committees
- Each committee chair will meet with Kevin Fish as early as possible. Once their direction is clarified by Kevin, they will meet with their full committees and perform a mini-SWOT on the content they are assigned to before the July board meeting, as appropriate.
- A full list of “next steps,” assignments and a full timeline calendar to ensure delivery of a full draft of the strategic plan before the September board meeting will be distributed by Sue Schmelzer before the July board meeting.

## **IX. Year End Bonus Issue**

- Ken Dannenberg asked Kevin Fish to review last year’s year end bonus structure and opened board discussion around how we might more proactively handle year end bonuses for 2009 and perhaps establish a more hardened policy for following years.
- After much board discussion it was decided that Kevin Fish will discuss this issue with Curtis Tatum and then to report back to the board with his decision on how he wants to handle year end bonuses for the staff.

## **X. Circle of Friends**

- Kevin Fish gave an overview of the Circle of Friends program with specific focus on recent conversations between The Arc, USD 259 and Val Wall about “ownership” of the Circle of Friends program/name. Kevin clarified that The Arc and USD 259, through their lawyers, had issued a formal response to Val Wall’s lawyer clarifying “ownership” of the Circle of Friends program/name/materials earlier in the week.
- Kevin Fish indicated he would keep the board posted on additional happenings on this issue.

## **XI. Executive Director's Report**

- Kevin Fish gave an abbreviated Executive Director's report and distributed his entire report for the board to peruse. Content specifically discussed includes:
  - The Arc is currently \$44,000 ahead of budget but \$12,000 behind on fundraising
  - The Arc stands to lose as much as \$32,000 in state aid funding for the 2010 calendar year. This loss would greatly impact the YESS program for 2010 so there is some concern there. The Arc is currently considering strategies for dealing with the impact of state aid loss (regardless of total amount)

## **XII. Audit Report**

- Deb Gdisis gave a reviewed the recent audit performed on The Arc's finances.
- The Arc received a "clean bill of financial health" for the year and Deb, Kevin Fish and Effie Pettinger will be meeting with the auditor to ask for additional input and direction for moving forward
- Deb mentioned that she would give a full debrief/report, as appropriate, on the meeting with the auditor to the board at a future board meeting

## **XIII. Endowment Committee Report**

- Ken Dannenberg announced that the Endowment Committee will be meeting with the Wichita Community Foundation on Wednesday, July 7 to discuss The Arc's endowment fund, the overall management of the fund by the Wichita Community Foundation and to get some clarification on how the fund is being managed.
- Ken will report back on findings from that meeting at the July board meeting, as appropriate.

## **XIV. Organizational Chart**

- Ken Dannenberg reported that The Arc's revised organizational chart was attached to the meeting agenda and requested that any questions or concerns on the chart be forwarded to Kevin Fish.

## **XV. Staff Luncheon/Dinner**

- Ken Dannenberg suggested that the board of directors host a lunch or dinner where they would provide and serve a meal to The Arc's staff as a way to show their appreciation for the staff and their work and to spend more time with the staff. The board agreed it was a great idea and Ronda Maass agreed to lead efforts to organize the lunch for Wednesday, July 22, 2009.

A motion to adjourned was extended by Sean Amore and seconded Eric Kauffman. The motion carried without opposition. Ken Dannenberg adjourned the meeting at 8:11 p.m.

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Secretary Signature

Secretary – Sean C. Amore

Recorder – n/a