

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

ATTENDEES: Marge Zakoura-Vaughan, Linda McCurry, Jana Bleakley, Darcy Eads, Deborah Gdisis, Shakila Saifullah, Ronda Maass, Steve Fisher, Marlene Sanders, Tim Reimer

ABSENT: Curtis Tatum, Dave McGuire, Colette Deeds-Conner, Ken Dannenberg, Julie Wittich

PRESIDING: Steve Fisher

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

GUESTS: Shawna and Sandy Fielder

I. Call to order

The October 22, 2007 meeting was called to order at 6:03 p.m.

II. Self Advocate Report

Shawna Fielder invited the board to their 3rd Annual Spookville that the self advocates host on Oct 31 at 5:00 – 8:30 p.m. Free pictures will be taken. She requested donations from the board of 1-2 bags of candy by Oct 30 for them to give out that evening. On Nov. 20 they are hosting their 26th Annual Thankful feast. For the 2nd year Cross Roads Fellowship Bible Church members are providing all of the food and workers for the event. Shawna invited the board members to attend. One dollar donations are being requested to help support the monthly dance nights so they can remain free. Their next forum at Orchard Park is Nov. 13 at 6:00 p.m.

III. Agenda Modifications

The quarterly Treasurer's Report will be added as A. of the Discussion Agenda

IV. Consent Agenda

It was moved by Jana Bleakley and seconded by Linda McCurry to adopt the consent agenda as printed. Motion carried unanimously.

V. Discussion Agenda

A. Quarterly Treasurer's Report

The balance sheet is strong. It helps that the school system is picking up the staffing cost for the Circle of Friends staff. \$3000 in YESS fees probably won't get collected. Marty did add that families will not be able to attend next year until they make good on their payments. We have a \$43,000 shortage compared to last years shortage \$17,000. By the end of the year that net los should shrink depending on Lights on St. Paul (LOSP) and other collections. Tim has asked Kevin to factor in a larger cushion to give us a larger plan buffer for the coming year. Kevin noted that they have started to work on the budget for next year.

It was moved by Linda McCurry and seconded by Darcy Eads to accept the Treasurer's report. Motion carried unanimously.

B. Case Management Update

Two case managers are resigning. Two case managers will be hired to replace them in addition to a third case manager that we will be hiring. Vonda, too, had handed in her resignation but we were able to retain her. We are developing a new lead position that Kristy Horsch will move into. This position will cover billing. She will coach new hires and current staff. Also she will review all billings as they are submitted and carry a small caseload.

The state has a surplus of dollars because agencies aren't billing at the level they need to.

The case management department received top marks in all areas for the first time in file review; it is a great achievement for our case managers.

C. Strategic Initiatives

1. Program Evaluations – Kevin passed out some program evaluation forms for the board to review. We are currently working on our surveys for our different programs. Board members will serve on subcommittees to evaluate surveys
2. Facility, Transportation and technology – File room has been moved but are looking for additional storage for old files but still need to hold onto for a certain period of time. Need to expand file storage
3. Arc Awareness and Development – VIP Breakfast Nov. 13; LOSP is crucial this year for our budget. Kevin met with Carolyn Goertz one of the main funders of the golf tournament regarding Golf. She is not sure where she is at in regards to making a donation this year because her husband is looking into retiring and turning over his business to his sons. She suggested to wait for 3-4 years to see if
4. Board Governance – No formal meeting yet since last board meeting. Governance committee will be meeting a week from Tuesday and review the Organizational Notebook and look at revising the bylaws.
5. Staff Productivity and continuity (Personnel Committee): We will try to meet in the next two weeks and start moving forward on succession planning.

Check Presentation

On behalf of the Wichita West Lions Club, Orval Fick presented a check for \$250 in memory of his wife, Mary Beth, for the Bryan Fun Fund.

D. Committee Organization and revitalization

A summary and review handout of the Board Retreat was available for the board members. Steve reminded the board that committees need to set their course relative to what is left to achieve for the strategic plan.

VI. New Business

A. Retreat Wrap-up:

Feedback was requested on the board retreat summary that Marla put together.

Jana Bleakley asked about the selling of Circle of Friends or YESS.

April 25 and 26 are dates set up for organizations/schools to come and get a packet and presentation on the Circle of Friends program. The seminar will cost \$1000 to attend. YESS is a more difficult program to run if there isn't a strong lead in developing it. It is a collaborative program pulling in partners to make it work.

Branding/Marketing is important. We cannot be all things to all people. Where should we focus? Thoughts shared: Focus on education as opposed to just fun. Parents should give of their time if their child is in programs. Discussion was held on challenges of parents to get involved and issues of entitlement.

We are looking into a significant increase in YESS fees because of increases in costs.

We should structure payment requirements. Families should start paying when program is over for the following year. Kevin noted that we have offered that option and families do not do it.

VIP Breakfast is scheduled for November 13, 2007. Invites were passed out to all board members in attendance

Nominating Committee will be contact board members to see who as continued interest in serving.

It was moved by Linda McCurry and seconded by Marlene Sanders to adjourn. Motion carried unanimously.

Adjourned 7:20 p.m.

Secretary – Darcy Eads

Secretary Signature

Recorder – Kristen Phillips