

The Arc of Sedgwick County Board of Directors Meeting October 23, 2006

ATTENDEES: Steve Fisher, Marge Zakoura-Vaughan, Linda McCurry, Darcy Eads, Dick Keck, Dave McGuire, Dena Griswold, Jana Bleakley, Ken Dannenberg, Mary Jane Duling, Colette Deeds-Conner, Marlene Sanders

ABSENT: Jayme Gawith, Curtis Tatum, Tim Reimer

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Vonda Bankston

GUESTS: Shawna Fielder, Sandra Fielder, Larry of the NW Lions Club

Call to order

The October 23, 2006 meeting was called to order at 6:12 p.m.

Dick Keck introduced a guest, Larry of the Wichita Northwest Lions Club. Larry presented a check to The Arc for \$150 in honor of Bryan Keck from their pancake feed they sponsored at the Around the Clock NBC Baseball Tournament. Steve Fisher accepted the check on behalf of The Arc.

Self Advocate Report

Shawna Fielder reported that 30 people attended their open forum and agreed to join Linda McCurry to decorate a Christmas tree for the Festival of Trees. They have two big events coming up. Shawna past out a flyer for their 3rd Annual Spookville on Halloween night and their annual Thankful Feast on Nov. 21 at Orchard Park. This year Crossroads Fellowship Bible Church is sponsoring the entire event this year providing all the food and volunteers.

Agenda

Stacey requested to add the new bank approval.

Minutes for September 25, 2006

It was moved by Dave McGuire and seconded by Colette Deeds-Conner to accept the minutes as written. Motion carried unanimously.

Treasurer's Report

Stacey reported that she and Kevin met with Intrust Bank, Bank of America, and Fidelity Bank. We have chosen to switch to Fidelity Bank. She has asked for Board approval to open 2 new ~~market~~ business accounts at Fidelity.

It was moved by Ken Dannenberg and seconded by Dick Keck to open 2 new ~~marketing~~ business accounts at Fidelity Bank. The motion carried unanimously.

Tim Reimer reported that on the profit and loss statement the net income has been separated from operations and fundraisers. We are short \$17,000 - \$20,000 on HCBS billings the Treasurer's Report as printed.

- Q. Jana Bleakley asked what is the plan to address that for the next year?
A. Kevin shared that we have met and are looking at options to deal with it next year.

TCM is behind budget. She has figured in turnover factor for TCM wages.

- Q. Dena Griswold: Dena mentioned the roofing expense at ILRC that is mentioned in the financial report. What does it have to do with The Arc.
A. We damaged their overhang last year when putting up lights.

It was moved by Ken Dannenberg and seconded by Marge Zakoura-Vaughan to accept the Treasurer's Report as presented. Motion carried unanimously.

Executive Director's Report

Kevin reminded everyone of the VIP Breakfast this Wednesday. In March we received \$16,617 from the endowment. In the SRS Stakeholders meeting it was discussed funding being allocated to the state-wide waiting list and increasing funding rates to address a 3% cost of living increase to direct staff.

Q. Ken Dannenberg: What is the percentage based on that we receive from the Wichita Community Foundation (WCF)?

A. It is based on 5% moving average over that last 3 years. The amount we received is actually based on 2 years since that is how long we have had our endowment with them.

Q. Ken Dannenberg: How do we know the WCF is doing a good job investing?

A. We attend an annual meeting and can meet with their financial investors.

Q. Marge Zakoura-Vaughan: Marge inquired if the Board was to approve proposals to the endowment tonight.

A. Request for proposals will not be available until November. The final approval from the Board will be in January or February.

Q. Dick Keck: Have we received the audit report from WCF?

A. Yes. We are waiting for Mike Porter to review it.

Program Reports

Targeted Case Management

A. Vonda: She noted that since she prepared her report she has received 3 more referrals.

Special Projects

Marty: He extended thank yous to Ken Dannenberg and Dena Griswold for helping with the Discovery Days Trick or Treat.

Epilepsy Resource Connection

In addition to his written report to was noted that ERC received County funds today. Fund level stayed the same.

~Break~

President's Report

Nomination for the Allocations Committee are:

Jana Bleakley, Director and Chair

Ken Dannenberg, Director

Curtis Tatum, Director

Vonda Bankston, Director of Client Services

Leonal Kilgore, member featured in United Way video being used for their fund raising campaign; He worked for Cargill for 17 years and is Vantage Foods President.

Linda Sorrell, Workforce Alliance of South Central Kansas and retired from SRS

Bill Gale, Sedgwick County Election Commissioner & former Arc Board member

Q. Marge Zakoura-Vaughan: requested clarification on what is the job of the nomination committee. Should the selection for nominations to the Allocations Committee have gone through the nomination committee?

A. Based on the endowment guidelines adopted by the board the nominations would be made by the president and reviewed and approved by the board of directors.

Marge Zakoura-Vaughan: She shared that she is struggling with structure and relationship between the groups. What is the responsibility for nominations?

Steve Fisher: The ByLaws specify the powers for and expectations of the nomination committee and chairperson. The endowment committee is a committee of the board and the president has the ability to appoint standing committees or special committees as necessary. The nomination committee is responsible to coming up with a slate of elective officers for directors to go on and be approved by membership.

It was moved by Darcy Eads and seconded by Colette Deeds-Conner to approve the slate for the allocations committee. Motion carried unanimously.

Good works – Nonprofit board training university put on by the Nonprofit Chamber of Services. It is offered to nonprofit agency members and their board of directors for training and orientation. It is on Nov. 3 @ 8:00 a.m. – 2:00 p.m. Linda and Colette noted that it is more than worth the time to attend.

Reminders: Board Challenge is still open and VIP Breakfast on Wednesday.

Board Member Reports

A. Personnel Committee (Dick Keck)

They were going to meet on Monday but had to reschedule.

B. Nominating Committee (Marge Zakoura-Vaughan)

No Report

C. Endowment

Michael Webb: Thanked Kristen for working on the endowment page for the website. He will be getting finalized documents to her for the website.

D. Lights on St. Paul (Dave McGuire)

A nice donation has been received to promote the event. Nov. 4 is the official start of the work days. We have a big high school group that will be coming out to set out big displays. Dec. 1 is the big opening. Next meeting is Thurs. at 6:00 p.m.

E. Social Committee (Linda McCurry)

They have a meeting scheduled in Nov to plan future VIP Breakfasts and social events. They think it will be nice to meet spouses.

F. Facilities Committee

No Report

G. Technology Committee

Discussed what we currently have taking inventory and assess budget needs for 2007.

H. Corporate Governance Committee

Code of Ethics under Old Business

Old Business

- A. Code of Ethics: Four pages of a revised draft was passed out for the board to review. It will be put on the agenda for approval at our next meeting
- B. Building Expansion: We are needing to hire another case manager. Discussion was held on dividing up the big room for office space and concerns about losing the space of our big room.
- C. Board Challenge Grant: Deadline is coming up Dec. 1.

New Business

- A. Retreat Follow-Up – Proposed Changes
- B. Consent Agenda

Q. Colette Deeds-Conner: Under announcements why do we have legislative news? Could it be under consent agenda?

A. Marge stated that she would prefer to not make a written report. It usually takes 1 ½ minutes to report.

Q. If reports are submitted to Kristen for the packet and we have questions do we send them to Kristen and add to new business?

A. If it is small it can be taken care ahead of time or it can be added to new business

It was moved by Jana Bleakley and seconded by Colette Deeds-Conner to adopt the consent agenda. Motion carried unanimously.

Marla mentioned putting in place a Finance Committee to review financials if we chose to only review them quarterly. Steve would like people to let him know their interest of serving on the Finance Committee.

Q. Jana Bleakley: Why don't we go out into the community to pull in volunteers?

A. Stacey thinks it should be by board members since the board is responsible with financial decisions.

C. Strategic Goals

Marla's input is for the board to get committees and operations in place before looking into establishing long range goals.

Linda McCurry would like to a timeline established to address change.

Stacey stated that the Arc's budget will not support another building, grounds maintenance, heating, etc.

Marge wondered if the board needed to resend the motion the board passed because of lack of homework.

Steve Fisher responded that he does not think the motion was to approve building but to approve moving to the next step.

Q. Dave McGuire: Why can't Kevin and staff make a conscious decision to slow down and not take new referrals?

A. Vonda shared that we have put on a hold but when we do that it counts against our quality of services

Dick Keck suggested to have the SCDDO come out and talk to the board and let the board tell them where we stand.

Announcements

1. Legislative News: Advance balloting is starting. Clients need rides to vote.
2. Spookville and Halloween Dance Oct 31
3. Membership Meeting Nov. 6
4. Board University- check out the flyer that was passed out.

It was moved by Dick Keck and seconded by Colette Deeds-Conner to adjourn. Motion carried unanimously.

Adjourned at 8:19 p.m.

Secretary – Darcy Eads
Recorder – Kristen Phillips