

# THE ARC, SUSQUEHANNA VALLEY

## BOARD MEETING AGENDA

**April 18, 2018 at 4:30 PM; Wayside Inn**

### **Business Meeting-4:30 p.m.**

1. Call to Order (Attendance will note all members present)
2. Minutes of Previous Meeting Approval
3. Old Business-
  - Review and Approval Financial Reports July 2017- March 2018
4. New Business-
  - Review and Approval of PROVISIONAL 2018-2019 Budget (final budget approved July 2018)
  - Meet new Board Member Prospect – John Michaels

### **Annual Membership Dinner Meeting-5:30 p.m.**

- |  |   |
|--|---|
| 5. Welcome & Opening Remarks                       | Deb Brubaker                                      |
| 6. Jack and the Bean Stalk – a Play in One Act     | Sunbury AMPES Self-Advocates                      |
| 7. Board Member Installation                       | Carmine Picarelli<br>Cindy Hose<br>Anne Kalinosky |
| 8. Blessing  | Robert Roush                                      |
| 9. Meal with Slide Show                            | ALL   |
| 10. Recognition of Retired Board Member Cathy Koch | Leta Jo Maue                                      |
| 11. Acknowledgement of Special Guests/Agencies     | Jannet Tebar                                      |
| 12. The State of The Arc Susquehanna Valley        | Robert Roush                                      |
| 13. Adjournment                                    | Deb Brubaker                                      |

**The Arc, Susquehanna Valley  
Board of Directors Meeting  
January 31<sup>st</sup>, 2018 at 5:30 PM  
Minutes**

**Greetings:** The meeting was held at Marzoni's Restaurant in Hummels Wharf. Following a brief presentation concerning investment opportunities for non-profit organizations by Richard S. Allen of Ameriprise, Vice-president Deb Brubaker called the meeting to order.

**Attendance:** Deb Brubaker, Dan Sweeney, Leta Jo Maue, Jannet Tebar, Margaret Harvey, Judy Davis, Laura Yannes, Joyce McCarthy (Dir. Emeritus), Executive Director Robert Roush

**Absent:** Cathy Koch, Dana Rebuck

**Guests (pending Board approval to become Board members):**

Megan Walsh – nurse practitioner  
Christie Duke – Shared Support regional director  
Brittany Baker – BB&T banking manager

Deb announced Tina Hollister's resignation from the Board and as Board President. Judy moved to accept her resignation and the motion was seconded by Jannet. The vote was unanimous.

**Secretary's Report:** The minutes of the previous meeting were reviewed. Dan motioned to approve the minutes and the motion was seconded by Margaret. The minutes were unanimously approved.

**Treasurer's Report:** Robert reviewed the financial reports and indicated that we are operating in the black. He directed us to note 2 new funds –

- 1) Degenstein gift – given to Brian Habermehl's programs
- 2) Clevestine Trust – totaling \$40,000 to be designated "Home of our Own" Fund

A motion to approve the Treasurer's Report was made by Leta Jo and seconded by Laura. Robert then addressed the 990 Summary and Financial Review. Dan had reviewed each and recommended some needed changes. This review was motioned for approval by Judy was a second by Margaret. All approved these reports.

**"Home of Our Own" Fund:** In light of The Arc's desire to locate to a different location Dan recommended a motion to approve a new account for this purpose. Robert shared that requests for funding this proposal were denied at this time. Dan recommends that the board consider purchasing rather than rent/leasing a property. Robert and interested board members will visit an Arch Street property tomorrow owned by Jesse Woodring. Robert indicated that Jesse or Mark Walberg are at a time of life when they may be thinking about leaving legacies and, therefore, both may be interested in making a charitable gift. Brian Habermehl's class has outgrown the classroom space allotted by Zion Church. Additionally, Laura stated that Zion is difficult to work

with not to mention the issues with parking, accessibility, and space limitations. All of these concerns contribute to our desire to consider other options for an independent office location. As a temporary space solution for classes Dan offered that the Degenstein Library community room could be available at the rate of \$25.00/hr. He also suggested that the library may offer a non-profit organization rate. Jannet made a motion to put some liquid monies into a designated savings account. This was seconded by Judy with all members in favor. This action will still require executive committee approval. Following brief discussion Margaret motioned to create a “Home of Our Own” fund. Laura seconded the motion and all agreed.

**Personnel Policies:** Robert had asked all Board members to review the drafted Personnel Policies and offer questions or comments. Hearing no questions Judy motioned that we adopt the policies. Dan seconded the motion with all in favor.

**Program Policies:** Robert had asked for comments and suggestions regarding the Program Policies Manual. Hearing none Jannet moved to accept the Policy Manual. Leta Jo seconded the motion with all members in favor.

**Annual Meeting Roster:** At this time of year the Board must prepare the roster of board members as well as our slate of officers to be installed at the upcoming Annual Dinner Meeting in April. Robert indicated that 50% of the board needs to decide if they wish to remain active. Due to lack of attendance we agreed to send a letter indicating that we will not include Cathy Koch’s name on the roster. There was a motion made by Jannet to accept our 3 new applicants to the board: Megan Walsh, Kristie Wertman, and Brittany Baker. Laura seconded the motion and there was unanimous agreement. In review of board members wishing to remain on the board, Dan and Margaret have both agreed to do so. Cathy and Laura are ending their term as board members. Dan and Leta Jo are stepping down as officers of the board. The new slate of officers is as follows: Deb Brubaker as president; Jannet Tebar as vice-president; Brittany Baker as secretary; and Judy Davis as treasurer. Margaret moved to accept this slate of officers with a second by Laura. The vote was unanimous. For further clarification, please refer to the attached chart.

**Recognition of K of C:** The board recognizes the Knights of Columbus for their ongoing support of The Arc. We also recognize Cathy Koch for representing our Arc chapter at their recent meeting.

**Self Determination Awards:** It has been announced by the Self-Determination Awards Committee that anyone may now nominate self-advocates for awards presented at the banquet in June.

**Social Recreation Committee:** Robert will assist Jen in developing a list of activities for 2018-19 to be reviewed by the Executive Committee at their next meeting.

**2018 Fundraiser Activities:** Deb listed upcoming fundraiser events as follows –  
April 7<sup>th</sup> – Grillin’ with The Arc  
August 25<sup>th</sup> – The Arc Poker Run

March 1<sup>st</sup> through March 17 – Little Caesar’s Pizza Kit Fundraiser

Fundraiser “Dine-In”

March 15 – Hoss’s

April – Texas Road House

May – Bob Evans

June – Applebee’s (breakfast)

**Jump Start – May Mini Series:** Cheryl Donlan (a staff employee) has received Discovery Training. When she receives final certification she will be able to customize a job for a self-advocate. Also, The Arc can bill OVR for these hours and get reimbursed. This service is available to individuals who are 14 years and older.

**New Member Search:** The Arc is looking to enlist new members for its rolls. Since this has been an ongoing problem Jannet suggested that the Arc provide discounted fees to Arc members for all paid events. Our mailing could list a member fee and a non-member fee. We will discuss the matter further.

**Other:**

- Dinner meetings – Robert invited feedback concerning dinner meetings. The general tone of the group was favorable. He reminded us that we may need to meet in other counties as we expand.
- Deb reminded us that when conducting any matter of Arc business there should be 3 or more persons in attendance.
- Our Arc website now has a new Q & A section for parents or others who have questions about parenting, self-advocate issues, resources, discipline, etc. Any member within our group can offer responses. Brian Habermehl screens/approves individuals to enroll in this Q & A group.
- Robert distributed remaining handouts informing us of activities and events previously sponsored by The Arc, Susquehanna Valley.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Leta Jo Maue, secretary

## 2018 Annual Meeting Roster

Name	Began Service	Current Director Term Ends	Officer	Current Officer Term Ends
Deb Brubaker	Nov-05	Apr-19	President	Apr-19
Jannet Tebar	Apr-16	Apr-20	Vice President	Apr-19
Brittany Baker	Apr-18	Apr-20	Secretary	Apr-19
Judy Davis	May-17	Apr-19	Treasurer	Apr-19
Leta Jo Maue	Nov-05	Apr-19		
Daniel Sweeney	Apr-11	Apr-20		
Dana Rebuck	Sep-15	Apr-19		
Margaret Harvey	May-16	Apr-20		
Kristie Duke	Apr-18	Apr-20		
Megan Walsh	Apr-18	Apr-20		

## THE ARC, SUSQUEHANNA VALLEY

## Balance Sheet

04/09/18

As of April 9, 2018

Accrual Basis

	<u>Apr 9, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BB&T Savings	30,000.70
Susquehanna Bank Checking	
General	120.00
Susquehanna Bank Checking - Other	<u>105,396.52</u>
<b>Total Susquehanna Bank Checking</b>	<u>105,516.52</u>
<b>Total Checking/Savings</b>	135,517.22
<b>Accounts Receivable</b>	
Accounts Receivable	<u>13,781.05</u>
<b>Total Accounts Receivable</b>	13,781.05
<b>Other Current Assets</b>	
Cash Journal Entry	-0.05
Petty Cash - AMPES 50 & Fun	100.00
Petty Cash-Admin	100.00
Petty Cash-Ampes-Berwick	200.00
Petty Cash-Ampes-Bloomsburg	190.46
Petty Cash-Ampes-Milton	45.56
Petty Cash-Ampes-Selinsgrove	100.00
Petty Cash-Ampes-Shamokin/Sunb	136.67
Petty Cash-Middleburg	75.00
Petty Cash - AMPES STEP Program	<u>100.00</u>
<b>Total Other Current Assets</b>	<u>1,047.64</u>
<b>Total Current Assets</b>	150,345.91
<b>Fixed Assets</b>	
Accumulated Depreciation	-1,086.87
Equipment	8,205.13
Vehicles	<u>32,606.00</u>
<b>Total Fixed Assets</b>	<u>39,724.26</u>
<b>TOTAL ASSETS</b>	<b><u>190,070.17</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accrued payroll taxes	
Accrued FICA Tax (ER)	239.97
Accrued Medicare Tax (ER)	56.15
Accrued PA UC Tax (ER)	<u>-73.13</u>
<b>Total Accrued payroll taxes</b>	222.99
<b>Direct Deposit Liabilities</b>	-567.49
<b>Payroll Taxes Withheld</b>	
Federal Tax Withheld	417.21
FICA Tax Withheld	1,709.25
Local Services Tax W/H	-14.25
Local Tax Withheld	102.61
Medicare Tax Withheld	399.37
PA Tax Withheld	-92.60
PA UC Tax Withheld	<u>-302.84</u>
<b>Total Payroll Taxes Withheld</b>	<u>2,218.75</u>
<b>Total Other Current Liabilities</b>	<u>1,874.25</u>
<b>Total Current Liabilities</b>	<u>1,874.25</u>
<b>Total Liabilities</b>	1,874.25

3:54 PM

THE ARC, SUSQUEHANNA VALLEY

Balance Sheet

04/09/18

As of April 9, 2018

Accrual Basis

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	<u>Apr 9, 18</u>
Equity	
Opening Bal Equity	6,887.87
Temporarily restrict net asset	1,998.24
Unrestrict (retained earnings)	130,214.75
Net Income	49,095.06
	<hr/>
Total Equity	188,195.92
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>190,070.17</b>
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**THE ARC, SUSQUEHANNA VALLEY**  
**Budget vs. Actual Totals only**  
**July 2017 through March 2018**

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3100 Government	113,248.40	124,027.89	-10,779.49	91.3%
3150 Representative Payee	6,020.00	4,874.99	1,145.01	123.5%
3200 Foundations	4,154.16	5,000.00	-845.84	83.1%
3300 Fundraising	10,443.80	0.00	10,443.80	100.0%
3400 Other United Ways	7,200.00	6,750.00	450.00	106.7%
3500 United Way-GSV	3,088.55	3,375.00	-286.45	91.5%
3600 Interest Income	63.35	187.51	-124.16	33.8%
3700 Mbrshp Dues/Program Fees	17,366.96	17,765.14	-398.18	97.8%
3800 Other Contributions	2,351.25	374.99	1,976.26	627.0%
3815 Fashion Show.	97.00			
3820 Grants from Outside Source	0.00	2,000.00	-2,000.00	0.0%
Grants by Outside Sources	2,041.67	0.00	2,041.67	100.0%
<b>Total Income</b>	<b>166,075.14</b>	<b>164,355.52</b>	<b>1,719.62</b>	<b>101.0%</b>
<b>Gross Profit</b>	<b>166,075.14</b>	<b>164,355.52</b>	<b>1,719.62</b>	<b>101.0%</b>
<b>Expense</b>				
6100 Salaries & Wages	93,648.66	100,182.65	-6,533.99	93.5%
6200 Employee Benes/PR Taxes	8,606.93	10,018.25	-1,411.32	85.9%
6300 Professional Fees	3,787.46	3,407.74	379.72	111.1%
6400 Supplies & Equipment	9,352.57	10,824.99	-1,472.42	86.4%
6500 Postage	2,421.10	1,900.39	520.71	127.4%
6600 Printing/Publications	2,690.28	1,504.61	1,185.67	178.8%
6700 Utilities/Phone	1,801.23	1,874.98	-73.75	96.1%
6800 Occupancy & Cleaning	4,800.00	5,399.97	-599.97	88.9%
6900 Equipment Maintenance				
Maintenance Contracts	224.25			
6900 Equipment Maintenance - Other	0.00	1,499.99	-1,499.99	0.0%
<b>Total 6900 Equipment Maintenance</b>	<b>224.25</b>	<b>1,499.99</b>	<b>-1,275.74</b>	<b>15.0%</b>
7000 Travel/Conference/Mtgs	1,348.54	3,603.84	-2,255.30	37.4%
7100 Dues/Fees	7,136.30	4,875.00	2,261.30	146.4%
7200 Insurance	6,641.00	5,812.50	828.50	114.3%
7300 Direct Client Grants	0.00	100.00	-100.00	0.0%
7400 Other Program Expenses	20,626.81	17,565.22	3,061.59	117.4%
7900 Grant Expenses				
Technology Expense-Norry Contra	204.95	0.00	204.95	100.0%
<b>Total 7900 Grant Expenses</b>	<b>204.95</b>	<b>0.00</b>	<b>204.95</b>	<b>100.0%</b>
8000 Software	269.00			
<b>Total Expense</b>	<b>163,559.08</b>	<b>168,570.13</b>	<b>-5,011.05</b>	<b>97.0%</b>
<b>Net Ordinary Income</b>	<b>2,516.06</b>	<b>-4,214.61</b>	<b>6,730.67</b>	<b>-59.7%</b>
<b>Net Income</b>	<b>2,516.06</b>	<b>-4,214.61</b>	<b>6,730.67</b>	<b>-59.7%</b>



**THE ARC, SUSQUEHANNA VALLEY**  
**Degenstein Self Advocates Designated Fund**  
**July 1, 2015 through November 27, 2017**

Type	Date	Num	Name	Memo	Amount
<b>Designated Funds</b>					
<b>Self Advocate Degenstein Grant</b>					
Check	07/23/2015	EFT	BEST BUY		4,006.24
Deposit	07/24/2015			Deposit	-10,000.00
Check	07/28/2015	EFT	The Sausage Maker	fruit press	254.99
Check	08/11/2015	EFT	BEST BUY	projector & Sc...	569.98
Check	08/24/2015	EFT	The Sausage Maker	used to make ...	279.99
Bill	12/15/2015	reimb	Brian Habermehl		58.97
Bill	01/12/2016	food/s...	Brian Habermehl		34.34
Bill	01/26/2016	food fo...	Brian Habermehl		72.57
Bill	02/05/2016		SUSQUEHANNA T...		2,553.89
Bill	03/08/2016		Brian Habermehl	pork & sauerk...	83.95
Bill	03/22/2016		Brian Habermehl		89.94
Check	05/25/2016	5596	Jackie Zeisloft		100.00
Check	05/31/2016	5604	Brian Habermehl	classes	229.22
Bill	06/15/2016	mileage	Brian Habermehl		198.54
Bill	06/30/2016		Brian Habermehl	garden supplies	40.33
Bill	09/06/2016	reimb	Brian Habermehl		111.39
Bill	10/04/2016	mileage	Brian Habermehl		36.00
Bill	11/01/2016	food	Brian Habermehl	4 boxes apples	48.00
Check	12/20/2016	6053	Brian Habermehl		14.00
Bill	02/07/2017		Brian Habermehl		77.72
Bill	05/02/2017		Brian Habermehl		167.83
Check	06/30/2017	6227	Brian Habermehl		26.00
Check	06/30/2017	6227	Brian Habermehl		115.06
Check	09/05/2017	6292	Brian Habermehl	How to prepar...	105.55
Check	09/18/2017	6320	SUSQUEHANNA T...	Baltimore Aqu...	1,197.45
Check	09/22/2017	6326	Brian Habermehl	Art Center Cla...	11.45
Check	10/06/2017	6335	Brian Habermehl	Cooking class	97.63
Check	11/02/2017	6366	Brian Habermehl	Supplies	121.42
Total Self Advocate Degenstein Grant					702.45
Total Designated Funds					702.45
<b>TOTAL</b>					<b>702.45</b>

**THE ARC, SUSQUEHANNA VALLEY**  
**"Home of Our Own" Designated Fund**  
**July 1, 2017 through April 9, 2018**

Type	Date	Num	Name	Memo	Amount
<b>Designated Funds</b>					
<b>Home of our own</b>					
Deposit	10/18/2017	30519...	Wells Fargo Bank, N.A	Dorothy Cleve...	-19,367.25
Deposit	10/18/2017	30519...	Wells Fargo Bank, N.A	Dorothy Cleve...	-614.49
Deposit	10/18/2017	30518...	Wells Fargo Bank, N.A	Edward Cleve...	-19,274.45
Deposit	10/18/2017	30518...	Wells Fargo Bank, N.A	Edward Cleve...	-616.48
Deposit	11/03/2017	8797	Judy Davis	Home of our o...	-50.00
Deposit	11/30/2017	162	Authur and Gwyn Mo...	Donation	-500.00
Deposit	11/30/2017	5939	LETA JO MAUE	Donation	-200.00
Deposit	12/21/2017	30588...	Wells Fargo Bank, N.A	Edward Cleve...	-4.35
Deposit	12/21/2017	30588...	Wells Fargo Bank, N.A	Dorothy Cleve...	-4.76
Total Home of our own					-40,631.78
Total Designated Funds					-40,631.78
<b>TOTAL</b>					<b>-40,631.78</b>

The Arc Susquehanna Valley PROVISIONAL 2018-2019 Budget

	<u>Annual Budget Total</u>
Agency Income	
County Government	\$ 179,356.26
Rep Payee	\$ 9,504.00
Customized Employment (OVR)	\$ 20,700.00
Foundations	\$ 5,000.00
Fundraising	\$ 7,000.00
Other United Ways	\$ 5,000.00
Greater Susq. Valley U. Way	\$ 4,500.00
Interest	\$ 250.00
Membership dues/co-payments fees	\$ 32,284.00
Other Contributions General	\$ 500.00
Grants from Outside sources	\$ -
Total Income	\$ 264,094.26
Agency Expenses	
Salaries	\$ 143,870.89
Employee Benefits + Taxes	\$ 14,387.09
Total Staff	\$ 158,257.98
Professional Fees Including Audit, Bank fees	\$ 3,000.00
Supplies/Equipment	\$ 14,037.85
Postage	\$ 4,174.07
Printing/Publications	\$ 3,842.12
Utilities/Phone	\$ 6,367.94
Occupancy	\$ 10,800.00
Equipment Maintenance	\$ 500.00
Travel/Conferences	\$ 5,050.00
Arc Affiliation Fees	\$ 6,750.00
Insurance Costs	\$ 8,500.00
Direct Client Grants	\$ 100.00
Other including fundraising expense	\$ 3,683.76
Events	\$ 29,030.54
Technology Expen (Norry Contract)	\$ 5,000.00
Self Determination Banq (Norry Cont)	\$ 5,000.00
Total Expenses	\$ 264,094.26
Income/Expense	\$ (0.00)