

**The Arc, Susquehanna Valley
Board of Directors Meeting
Wednesday, July 11, 2018
Bloomsburg University
5:30 p.m.**

Greetings – Special Guests: Arc Columbia/Montour vol: Chair
Beth Burke: CMSU: Karen Dombrowski, Quality Management Specialist, and
Lisa Jarrett, Supports Coordinator Supervisor
Board interest: Joe Baker

Roll Call of board members & Introduction of prospective Board Member: Adam Bednar Chair

Short Presentation/Discussion: Columbia Montour AMPES- Regular, 50 & Fun Beth Burke/Executive

Action Items (Vote needed)

- Previous month minutes Secretary
- Treasurers Report Treasurer
- New Board Applicant: Adam Bednar Chair
- Use of reserve funds for “A Home of Our Own” Chair/Executive
- Ratify PA Disability Rights Contract Executive
- Final Budget 2018-2019 Treasurer/Executive
- Space Search Update Chair
- Investment policy Executive
- Strategic Planning Session (Ad Hoc?) Executive
Facilitator – Needed
- Fundraising Committee – New Chair Needed Chair

Discussion (No vote needed)

- Savings Account Update Executive
- Grants Received and Replied Executive
United Way Concerns
- ODP Executive
- Discovery/Customized Employment (OVR) Executive
- Program highlights (Summer to Remember) Executive
- Insurance Package Chair
- Other All

Staff Reports

- Written Reports in PDF format sent Executive

Adjournment Chair

For next Meeting: Strategic Planning Wednesday, October 17, 2018 5:30 pm – Location TBA

The Arc Susquehanna Valley
April 18, 2018 at 4:30 PM
Wayside Inn Banquet Room

Business Meeting Call to Order: Vice President Jannet Tebar presided and called the meeting to order. Robert introduced our new office administrator, Tessa Moore. Roll call was requested.

Attendance: Brittany Baker, Judy Davis, Christie Duke, Margaret Harvey, Leta Jo Maue, Dana Rebuck, Dan Sweeney, Jannet Tebar, Laura Yannes, Megan Walsh, Executive Director Robert Roush

Absent: Deb Brubaker, Cathy Koch

Secretary's Report: The minutes of the January Board Meeting were reviewed. Judy moved to approve the minutes and was seconded by Brittany. The vote to accept was unanimous.

Treasurer's Report: Robert reviewed the Financial Reports of July 2017 through March 2018 and the Balance Sheet for April 9, 2018. After limited discussion Robert summarized that the numbers on the Balance Sheet looked good for future planning. Judy moved to accept the Treasurers Report and was seconded by Margaret. The motion was unanimously approved.

New Business: Robert led the review of the Provisional 2018-2019 Budget. He pointed out that we are receiving nearly the same allotments as the current budget year. The additional \$20,000 is from completing the "Discovery" process with 6 self-advocates with possibly 1 self-advocate receiving customized job development. Our staff employee, Cheryl Donlan, will go for training in this area in July. Leta Jo made a motion to approve the Provisional Budget and Margaret seconded the motion. The vote was unanimous.

Our new Board candidate, John Michaels, was asked to introduce himself. With many skills he told that his interest in serving The Arc Board was motivated by having first-hand experience parenting a self-advocate. Judy motioned that we accept John as a Board member with a second by Margaret. The board vote was unanimous. John will serve until 2020.

A Home of Our Own: Robert stated that some issues have arisen with purchase of the Bob Newman building. J. Woodring requests that The Arc (Robert) sign a sales agreement for this building although there is NO indication when the current tenants will move out of the property. We agreed that this seemed "odd". Robert has also checked on the building that had housed "The Great Wall" restaurant. He told us that it was in pretty bad shape and would not recommend it. Another possibility would be the Medical Supply building (next to The Great Wall). Both properties include limited parking but offer public parking nearby. Robert will keep us informed of these and other potential properties.

Adjournment of Business Meeting: Laura moved to adjourn with Margaret seconding the motion. All voted to adjourn to our Annual Membership Dinner Meeting.

Annual Membership Dinner Meeting: The meeting was reconvened by Robert and guests were welcomed to the dinner. Brian Habermehl welcomed everyone to our celebration and told briefly of some accomplishments of our self-advocates and our chapter. He hinted at some future activities of The Arc Susquehanna Valley.

Board Member Installation: Board officers and members were installed by the following leaders at Northumberland County Human Services; Carmine Picarelli, Marcy Klinger, and Tara Avelino. Board officers were called forward: Vice-president – Jannet Tebar, Secretary – Brittany Baker, and Treasurer – Judy Davis. Additional Board members were called forward to be installed: Christie Duke, Margaret Harvey, Leta Jo Maue, John Michaels, Dana Rebuck, Dan Sweeney, and Megan Walsh. All members agreed to fulfill the responsibilities to which they were appointed.

Entertainment: Jack and the Beanstalk – A One Act Play was performed by self-advocates of the Sunbury AMPES Program under the direction of John Shosh. The cast and sound effect personnel did a great job and the audience was appreciative!

Dinner and Slide Presentation: Following the blessing, dinner was served by Wayside staff. The meal consisted of salad, roast beef, broasted chicken, chicken and beef gravies, mashed potatoes, corn, rolls and butter. Apple pie and coffee were served afterwards. Slides of Arc events throughout the year were shown throughout the mealtime.

Recognition of Outgoing Board Members: Leta Jo Maue recognized two outgoing Board Members and thanked them for a job well done! Those members were Laura Yannes and Cathy Koch. Each will receive a Certificate of Appreciation for they will be missed.

Acknowledgement of Special Guests and Agencies: Several guests were able to attend the dinner meeting and were introduced to those in attendance. Robert introduced Maureen Cronin, our State Director of The Arc. Also, he welcomed Joe Choker for the Knights of Columbus, Amy Badorf representing Linda Schlegel-Culver's office, and Cindy Hose of CSMU. Mr. Choker addressed the Arc Membership and presented the Arc with a check for \$1,000.

The State of The Arc Susquehanna Valley: Robert addressed the membership on the current state of our chapter by highlighting the following areas:

1. The continuing struggle to live by the code of self-determination.
2. The addition of employment + Discovery Series.
3. The expansion of the Arc Susquehanna Valley into all counties within our region.

A complete copy of the address can be found on the "Board Members Only" web page.

Adjournment: At 8:05 Jannet Tebar adjourned the meeting.

Respectfully submitted,

Leta Jo Maue, Secretary

THE ARC, SUSQUEHANNA VALLEY
Balance Sheet
As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	159,754.39
Accounts Receivable	22,268.38
Other Current Assets	779.64
Total Current Assets	182,802.41
Fixed Assets	39,724.26
TOTAL ASSETS	222,526.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued payroll taxes	1,156.48
Direct Deposit Liabilities	-567.49
Payroll Taxes Withheld	3,456.99
Total Other Current Liabilities	4,045.98
Total Current Liabilities	4,045.98
Total Liabilities	4,045.98
Equity	
Opening Bal Equity	6,887.87
Temporarily restrict net asset	1,998.24
Unrestrict (retained earnings)	130,094.75
Net Income	79,499.83
Total Equity	218,480.69
TOTAL LIABILITIES & EQUITY	222,526.67

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Technology - North'd County	-1,897.80			
3100 Government	185,338.91	178,116.65	7,222.26	104.1%
3150 Representative Payee	8,225.00	6,500.00	1,725.00	126.5%
3200 Foundations	10,654.16	5,000.00	5,654.16	213.1%
3300 Fundraising	14,620.78	7,000.00	7,620.78	208.9%
3400 Other United Ways	11,200.00	8,000.00	3,200.00	140.0%
3500 United Way-GSV	4,304.20	4,500.00	-195.80	95.6%
3600 Interest Income	92.99	250.00	-157.01	37.2%
3700 Mbrshp Dues/Program Fees	28,248.59	35,521.60	-7,273.01	79.5%
3800 Other Contributions				
Contributions	2,515.27			
Membership Contributions	210.00			
Memorials	467.50			
3800 Other Contributions - Other	135.00	500.00	-365.00	27.0%
Total 3800 Other Contributions	3,327.77	500.00	2,827.77	665.6%
3815 Fashion Show.	97.00			
3820 Grants from Outside Source	0.00	2,000.00	-2,000.00	0.0%
Grants by Outside Sources	4,473.47	0.00	4,473.47	100.0%
STEP Summer Program.	1,100.00			
Total Income	269,785.07	247,388.25	22,396.82	109.1%
Gross Profit	269,785.07	247,388.25	22,396.82	109.1%
Expense				
6100 Salaries & Wages	127,928.99	133,699.31	-5,770.32	95.7%
6200 Employee Benes/PR Taxes	11,847.90	13,369.91	-1,522.01	88.6%
6300 Professional Fees	3,907.45	4,000.00	-92.55	97.7%
6400 Supplies & Equipment	13,295.53	14,500.00	-1,204.47	91.7%
6500 Postage	2,757.75	2,500.00	257.75	110.3%
6600 Printing/Publications	2,924.82	2,000.00	924.82	146.2%
6700 Utilities/Phone	2,398.60	2,500.00	-101.40	95.9%
6800 Occupancy & Cleaning				
Rent	6,600.00			

10:15 AM

07/06/18

Accrual Basis

THE ARC, SUSQUEHANNA VALLEY
Budget vs. Actual Totals only
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6800 Occupancy & Cleaning - Other	0.00	7,200.00	-7,200.00	0.0%
Total 6800 Occupancy & Cleaning	6,600.00	7,200.00	-600.00	91.7%
6900 Equipment Maintenance	355.20	2,000.00	-1,644.80	17.8%
7000 Travel/Conference/Mtgs	2,468.19	4,500.00	-2,031.81	54.8%
7100 Dues/Fees	8,358.56	6,500.00	1,858.56	128.6%
7200 Insurance	6,954.00	7,500.00	-546.00	92.7%
7300 Direct Client Grants	0.00	100.00	-100.00	0.0%
7400 Other Program Expenses	52,913.31	41,518.46	11,394.85	127.4%
7900 Grant Expenses	704.95	5,000.00	-4,295.05	14.1%
8000 Software	269.00			
Total Expense	<u>243,684.25</u>	<u>246,887.68</u>	<u>-3,203.43</u>	<u>98.7%</u>
Net Ordinary Income	<u>26,100.82</u>	<u>500.57</u>	<u>25,600.25</u>	<u>5,214.2%</u>
Net Income	<u>26,100.82</u>	<u>500.57</u>	<u>25,600.25</u>	<u>5,214.2%</u>

10:07 AM

07/06/18

Accrual Basis

THE ARC, SUSQUEHANNA VALLEY
"Home of Our Own" Designated Fund
July 2017 through June 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Designated Funds					
Home of our own					
Deposit	10/18/2017	30519...	Wells Fargo Bank, N...	Dorothy Clev...	-19,367.25
Deposit	10/18/2017	30519...	Wells Fargo Bank, N...	Dorothy Cleve...	-614.49
Deposit	10/18/2017	30518...	Wells Fargo Bank, N...	Edward Cleve...	-19,274.45
Deposit	10/18/2017	30518...	Wells Fargo Bank, N...	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 M...	Donation	-500.00
Deposit	11/30/2017	5939	LETA JO MAUE	Donation	-200.00
Deposit	12/21/2017	30588...	Wells Fargo Bank, N...	Edward Cleve...	-4.35
Deposit	12/21/2017	30588...	Wells Fargo Bank, N...	Dorothy Cleve...	-4.76
Check	06/01/2018	6552	Square Diehl Realty	Downpayment...	2,000.00
Check	06/19/2018	6581	NPI	326 Market In...	575.00
Invoice	06/28/2018	326M...	MH/MR-NORTH'D CO	326 Market St...	-20,000.00
Total Home of our own					-58,056.78
Total Designated Funds					-58,056.78
TOTAL					-58,056.78

10:10 AM

07/06/18

Accrual Basis

THE ARC, SUSQUEHANNA VALLEY
Degenstein Self Advocates Designated Fund
 July 2015 through June 2018

Type	Date	Num	Name	Memo	Amount
Designated Funds					
Self Advocate Degenstein Grant					
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 f...	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
Check	12/05/2017	6399	Brian Habermehl	supplies and t...	98.92
Check	04/20/2018	6514	Brian Habermehl	2018 Sunbury...	42.18
Bill	05/31/2018		Brian Habermehl		8.44
Bill	05/31/2018		Brian Habermehl		31.27
Bill	05/31/2018		Brian Habermehl		60.95
Bill	05/31/2018		Brian Habermehl		14.50
Bill	05/31/2018		Brian Habermehl		7.35
Bill	05/31/2018		Brian Habermehl		42.38
Paycheck	06/15/2018	DD	Cheryl L Donlan	Direct Deposit	40.54
Paycheck	06/15/2018	DD	Cheryl L Donlan	Direct Deposit	2.51
Paycheck	06/15/2018	DD	Cheryl L Donlan	Direct Deposit	0.59
Paycheck	06/15/2018	DD	Cheryl L Donlan	Direct Deposit	0.00
Paycheck	06/15/2018	DD	Lisa N Zellmann	Direct Deposit	113.30
Paycheck	06/15/2018	DD	Lisa N Zellmann	Direct Deposit	7.03
Paycheck	06/15/2018	DD	Lisa N Zellmann	Direct Deposit	1.64
Paycheck	06/15/2018	DD	Lisa N Zellmann	Direct Deposit	3.00
Paycheck	06/29/2018		Cheryl L Donlan	Direct Deposit	40.54
Paycheck	06/29/2018		Cheryl L Donlan	Direct Deposit	2.51
Paycheck	06/29/2018		Cheryl L Donlan	Direct Deposit	0.59

10:10 AM

07/06/18

Accrual Basis

THE ARC, SUSQUEHANNA VALLEY
Degenstein Self Advocates Designated Fund
July 2015 through June 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Paycheck	06/29/2018		Cheryl L Donlan	Direct Deposit	0.00
Paycheck	06/29/2018		Lisa N Zellmann	Direct Deposit	154.50
Paycheck	06/29/2018		Lisa N Zellmann	Direct Deposit	9.58
Paycheck	06/29/2018		Lisa N Zellmann	Direct Deposit	2.24
Paycheck	06/29/2018		Lisa N Zellmann	Direct Deposit	4.08
Bill	06/29/2018		Brian Habermehl	Cooking Clas...	91.99
Bill	06/29/2018		Brian Habermehl	Garden Suppl...	21.19
Bill	06/29/2018		Brian Habermehl	334miles x.50	167.00
Total Self Advocate Degenstein Grant					1,671.27
Total Designated Funds					1,671.27
TOTAL					1,671.27

The Arc Susuqehanna Valley
Budget 2018-2019

	Formerly Approved 4/18	Notes on Changes	Changes for July Final Total
Agency Income			
ODP and ODP pass through	\$ -	New contract	\$ 37,944.00
County Government	\$ 179,356.26		\$ 182,356.26
Rep Payee	\$ 9,504.00		\$ 9,504.00
Customized Employment (OVR)	\$ 20,700.00	Reduction in assumption of income	\$ 15,000.00
Foundations	\$ 5,000.00		\$ 5,000.00
Fundraising	\$ 7,000.00		\$ 7,000.00
Other United Ways	\$ 5,000.00		\$ 5,000.00
Greater Susq. Valley U. Way	\$ 4,500.00		\$ 4,500.00
Interest	\$ 250.00		\$ 250.00
Membership dues/co-payments fees	\$ 32,284.00		\$ 32,284.00
Other Contributions General	\$ 500.00		\$ 500.00
Grants from Outside sources	\$ -		\$ -
Total Income	\$ 264,094.26		\$ 299,338.26
Agency Expenses			
Salaries	\$ 143,870.89	New staff position for new contract	\$ 161,322.39
Employee Benefits + Taxes	\$ 14,387.09		\$ 16,132.24
Total Staff	\$ 158,257.98		\$ 177,454.63
Professional Fees Including Audit, Bank fees	\$ 3,000.00	Accountant for payroll taxes	\$ 3,500.00
Supplies/Equipment	\$ 14,037.85		\$ 16,599.41
Postage	\$ 4,174.07		\$ 4,524.07
Printing/Publications	\$ 3,842.12		\$ 4,242.12
Utilities/Phone	\$ 6,367.94	water, gas, electric, phone based on more real numbers and padded	\$ 9,553.72
Occupancy	\$ 10,800.00	Mortgage \$568.333 mo.+\$1,200 Zion notice and double occupancy + wiggle room	\$ 9,000.00
Equipment Maintenance	\$ 500.00		\$ 1,000.00
Travel/Conferences/Training	\$ 5,050.00		\$ 7,550.00
Arc Affiliation Fees	\$ 6,750.00		\$ 7,750.00
Insurance Costs	\$ 8,500.00	Increased building and new position costs	\$ 9,850.00
Direct Client Grants	\$ 100.00		\$ 100.00
Other (including fundraising expense)	\$ 3,683.76		\$ 4,183.76
Events	\$ 29,030.54		\$ 31,030.54
Technology Expen (Norry Contract)	\$ 5,000.00		\$ 5,000.00
Self Determination Banq (Norry Cont)	\$ 5,000.00		\$ 8,000.00
Total Expenses	\$ 264,094.26		\$ 299,338.26
Income/Expense	\$ (0.00)		\$ 0.00

Moving Budget

<u>Item</u>	<u>capital/service</u>	<u>Amount</u>	<u>Notes</u>
Tables for classroom	C	\$ 1,299.80	
Chairs	C	\$ 2,346.40	
Table & Chair carts	C	\$ 494.08	
Room Dividers	C	\$ 500.00	
Phone system		\$ 1,800.00	Guyette- used by clinic
Moving costs (transpo)		\$ 2,000.00	
Code modifications	C	\$ 35,000.00	
Bldg downpayment		\$ 15,600.00	
Inspection		\$ 750.00	
Appraisal		\$ 1,000.00	
Fridge	C	\$ 2,500.00	
Stove	C	\$ 900.00	
Taxes		\$ 4,500.00	Should be temporary
Closing costs		\$ 3,040.56	Title search, transfer tax, settlement/notary
Attorney's Fees		\$ 1,600.00	Non-profit waiver of property tax filing
Signage		\$ 2,500.00	
Ernest \$		\$ (2,000.00)	
TOTAL		\$ 73,830.84	
Home of Our Own		\$ 40,000.00	<u>326 Market Street</u>
Norry Start-up and Accesibility \$		\$ 20,000.00	Offer: \$ 114,000.00
Self-Loan from accumlated assets		\$ 15,000.00	Loan: \$ 88,400.00
Sunbury Norry Fund		\$ 5,000.00	Building appraisal: \$ 104,000.00
TOTAL		\$ 80,000.00	After dnpmt:
			Montly pay:
Expense/Funds		\$ 6,169.16	