

Executive Meeting 12/03/18

Robert Roush, Deb Brubaker, Jannet Tebar, Brittany Baker, Judy Davis

Meeting began at 5:06pm

### **Investment Policy:**

Reviewed by Executive Committee and attorney reviewed all the governance and oversight as well as how funds should be allocated for investment. Next step is review by Executive Committee. Executive Committee will recommend to Board to adopt.

### **Dance:**

Silent auction with minimum bids went fairly well. We might want to consider Chinese auction because of individuals bidding without having money to collect the items which can cause hurt feelings and confusion.

### **Financial Review and 990:**

Had been sent out and no questions had come up regarding it. Some items such as one time grants with temporary restrictions show sudden surges of income but are all accounted for.

We have not had to touch the already approved \$15,000 of reserves for the move. Robert brought up a recommendation to use it to paint the front of the building. Also the roof patch is holding so far. Found the problem on the roof that no one seemed to know before.

### **Board Involvement:**

Each board member picking something we can attach ourselves to, such as the New Year's Eve party, Wellness Wednesdays, etc. That way we can all get involved and know the staff and self-advocates.

### **New Year's Eve Party:**

Having event at the new location with the Chinese Auction, drinks, and snacks with \$7 for admission. That way it generates funds to cover the costs but also then deters people from just coming in from the cold and partaking in the refreshments.

Insurance is covered for a one-time event with alcohol with BYOB but no selling without liquor license. Wrist band once paid and one drink ticket. We will provide enough wine and beer for the one free drink.

Deb is going to supply the hats and noise makers.

Judy is going to provide the hot dogs and buns.

Pork and Sauerkraut offered by the Habermehls.

Have a toast of ginger ale toast at midnight party starts at 8pm. The Market St location will be key focal point for the New Year's Eve celebration so may attract quite a few people.

### **Calendar Sales and Distribution:**

We have sold partial box out of three boxes. Jerry has been giving them out as promotion items to get donations of auction items back from businesses. Robert and Judy also recommended the counties, representatives, and other agencies receive them. Robert is also going to try and sell them at the Late-Night Shoppers (Dec. 6<sup>th</sup>) and New Year's.

### **Board Elections:**

Judy, Deb, and Brittany said they would run for another 1 year term as officers. Jannet has decided to not run for another term as an officer.

Leta Jo has offered to create a giving society with tiers and with Jannet stepping down it would be good for that person to be involved in the Executive Committee. Deb is going to reach out to Leta Jo about running for the Vice President role.

Joey Hassan one of our self-advocates asked about becoming a board member which he filled out an application to have it for our January full board meeting.

### **Chili Cook Off:**

Tessa really would like to have a chili cook off and the self-advocates compete as groups of teams. Sell \$5 tickets to everyone they get a drink and chili samples to vote on. Having it at lunch time during the week with a 94kx and The Daily Item ask them to do a remote as well as being a judge for a 1,2, and 3 and the tallies are a People's Choice. Winners get a prize.

No date set but looking at spring to early summer.

**Facebook Promotions:**

We have been doing \$100-200 a month on Facebook fundraisers. Tessa also came up with the idea of the 3/21 for National Down Syndrome Day doing a Facebook push for that.

**Northumberland County Base Funding Cut Strategy:**

It will be cut in 2019 but nothing for sure is known yet at this point in time. Reasoning of becoming a provider we are going to lose the base funding as a result. Bridge program \$15,000 roughly is the potential loss we think we may face.

It is written in policy that Brian is the Director of the Self-Advocacy program that would handle all advocacy issues would be brought to the Executive Committee as volunteer to address. Separating the advocacy and the provider parts of the organization addressed in policy is already directly handled.

Judy is going to reach out to Carmine and see where his thought process is saying about losing the base funding.

**Bills and Utilities:**

Final Verizon Bill was not paid in full as there was also an early terminal fee of \$319.00. We tried to have it resolved as we were never made aware contract automatically renews. They would not reverse the charge. Exec committee recommended paying as it will go on agency and Robert's credit report. Robert will arrange payment.

Adjourned at 6:35pm

Submitted,  
Brittany Baker, Secretary