

Executive Meeting 5/22/18

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

Building Follow Up-

Current discussion is to offer \$118,000 on the building and with 20% down financing for approximately the \$94,400 balance. Does not have inspection, title work, appraisal factored in.

Utilities run more than mortgage would be. Estimated mortgages giving approximate payment options for 25-year amortization and 15-year interest fix for under current rent payment of \$600/month. Budgeting more water for additional people and longer hours for power usage etc than current building occupants. Heating replaced approximately 90s, cooling 80s, and duct work 2000s.

County said potential 15k in funds for handicap accessible restroom and maybe 5k for handicap accessible furniture. Budgeted roughly 2k for moving expenses and \$1,800 for phone/intercom system. Both over estimated. Leaving approximately 7k in funds over budget for building counter offer or additional needs and appraisals/inspections needed for loan.

Brittany the new Admin Assistant just did the shopping around for services and all of these similar needs for previous nonprofit employer. This will be very handy for us.

We will need an attorney to handle the nonprofit county declarations. Start with Ben Apfelbaum and try for pro bono.

Jannet questioned if we have a security system for the building. Even though we are on Market St. with police station still have break ins. There is a hardwired system there just need to see about activation and costs.

Judy and Deb recommending making the offer to include the current occupants leave the unwanted furniture still in working order behind such as desks and chairs.

Robert is going to write offer letter to send to Deb for the board approval. Looking for authorization for a range of offering \$117,500 to cash \$121,000 and up to total purchase price of asking price to include difference of asking price of \$127,500 and maximum cash offer of \$121,000 to be a gift of equity from

current owners to non profit as potentially tax deductible option for the owner. Subject to their taxes and speaking with their accountant and attorney on how to word the gift.

Board Meeting Agenda-

Budget vs actual is currently showing an approximately 25k surplus which can mostly be accounted for in the vacation money being collected but not paid for at this time. There is a bit of an overage in reserves aside from that. We'll have a better picture at full board meeting.

Adam Bednar latest board application is an HR Director, his sister Tina is a self-advocate, and his mother was the Executive Director of the Arc for many years. He will be a good resource for potential jobs or other business connections.

Robert is working on final budget pending the building for July.

Brittany had the preliminary investment policy reviewed by an investment consultant. Our risk tolerance is on the conservative to moderate, but the preliminary policy is more high risk. So will make some notations and update the policy for a second look.

We are looking for October board meeting to work on a long-range planning sessions as well as creating a fundraising plan for the organization.

Do we want to have someone else facilitate the planning session? New potential board member, Adam? Maybe Megan knows of a graduate student at Bloomsburg University who would do it for a project within their course requirements or volunteer program.

Savings account rates adjusted after opening but we were able to receive a 6-month promotional rate of 1% which is higher than what we had looked at to begin with and gives us time to revise investment policy.

Deb effective immediately stepped down as the fundraising chair because of pulling double duty as board President.

Fundraising we are over our met goal for the year of 7k, so we can step back a bit to do some future planning or until we have a new chair.

Next item is our next event on 8/25 bike run. Already has multiple bike runs that day but we've already paid for the social club rental. We need to determine do we try and get rental back, hold a different type of event such as ice cream social/walk a thon/ etc. We also need to let the band Jesse know too.

Do we wait and see about a new chair to have event or work on cancelling it now?

Deb recommends asking the board for a chair or recommendations of who could do it. Chair does not have to be a board member, so it could be anyone with desire or experience, so board can think outside the box. It only requires two board members be on the committee not chair it.

Deb also recommended we think of having a New Year's Eve party for our self-advocates. If we have a new home, then have it there and get a tv to project the ball drop or if we are on Market St. then they have the ball right there with downtown celebrations.

Jannet is going to send email to board for fundraising chair recommendations

July meeting trying to get a room at Bloomsburg University from Megan's connections.

Sending Jackie Zeisloft Brehm to other meetings and she is one of our coordinators so have her go over what she's learned and have her keep expanding on that.

Deb looking at trying to get more participation in Facebook group through questions etc. Wants to offer rewards for answering the questions to encourage participation.

Also looking at opening invitation to group to all parents and self-advocates so they can invite others they may have on their friends lists.

Deb was talking to Maureen at the State level they are talking about the same thing for getting participation. Once Deb gets going on the Executive committee at the State level she will be working on

taking charge of that trying to increase participation. Recommended by others to ask Brian for some suggestions on question to ask or topics of interest.

Also looking at the self-determination dinner to include a flyer, website information, and announce it to draw attention to the group and its benefits.

Self-determination dinner is June 5th at the Brady Fire Company and today was RSVP deadline although unwritten rule is we try to give a week extra past deadline to allow for all those who want to enroll in things can do it unless we have hit capacity.

Also looking at a suggestion box or paper at dinner to allow those who are not as vocal or don't want to say something that they can be identified the opportunity to give suggestions on what we can plan to do or change etc.

Judy said there are 15 awards to be given out this year and Robert needs to make sure we keep all winners after awards for a group photo and possible press release.

A Summer to Remember includes overnight camping August 7-9 at Central Oak Heights. Also, pontoon boats and other day trips or activities planned. Looking for it to be the youth group up to age 21 but will include everyone and especially camping with family members and whole families.

Final Notes-

Building inspection recommendation from John Michaels is Marino who does it for codes in the city etc.

Mark Naugle in contracting out of Northumberland has also assisted and done plumbing so we could look to him for the accessible bathroom and wash sink/tub as they are immediate needs.

Next board meeting is July 11th and executive meeting is September 10th.