

The Arc Susquehanna Valley
January 16, 2019 at 5:50 PM
ARC Facility at 326 Market St

Business Meeting Call to Order: President Deb Brubaker presided and called the meeting to order.

Attendance: Deb Brubaker, Brittany Baker, Judy Davis, Jannet Tebar, Christie Duke, Leta Jo Maue, Margaret Harvey, Dan Sweeney, and Executive Director Robert Roush.

Absent: Dana Rebeck (e), Megan Walsh, and John Michaels (e)

Prior to Meeting Called to Order

Planning: In our long range planning we had talked about starting with expansion in the AMPES program for Lycoming County. Robert reached out to the Lycoming/Clinton Joinder which they responded immediately to schedule a meeting with individuals. Robert sent them AMPES, STEP, BRIDGE, and other brochures.

Robert loaded our employment specialty areas into the HCHIS system but the rates are not loaded into the system yet for the different areas. The other specialty areas still to be enrolled include respite, companionship, nursing and other community and habilitation services, but we are approved to offer these services by the AE (Tara at Northumberland County). Robert had to fill a separate paper form for each additional registration. Robert was also able to register with the PROMISE billing system.

Called to Order 5:50PM:

Minutes: Deb asked for a motion to accept the minutes from the prior meeting Jannet Tebar made the motion and Judy Davis seconded to accept the minutes, unanimous to accept.

Treasurers Report: Robert reviewed the treasurers report. We made more money than we spent. The government money looks like we are behind because of accounting for things as they happen prior to it coming in. Dan raised the concern with retained earnings from our income prior year and if we need to be concerned about IRS implications. We can have roughly 2 years of operating expenses without appearing to be acting outside of non-profit standard financial behaviors.

It also appears we are behind with the Rehoboth trip as we have not started to collect the funds at this moment. We raised the costs of \$10 per person for our individuals but a difference of \$17 per person for our costs. We had to negotiate the price with the bus company.

Deb Brubaker requested a motion to approve the treasurer's report which Judy Davis made the motion and Margaret Harvey seconded, unanimous to accept.

Executive Committee Approvals: The policies were sent out in October and the Executive Committee approved the minutes from the previous meetings. These were the policies we had to adopt to become an ODP provider. It was also approved name the building The Market Street Arcade. The scholarship fund the Executive Committee also provisionally approved to begin using the scholarship funds again and contacting the school prior to the end of the year.

Leto Jo made the recommendation to contact the schools prior to April time period to allow the schools to put out the feelers for gathering information on who would be going into the future educational fields. Dan had been able to previously approve all applications that came in but then they stopped coming in and it got dropped off. We will send out the feelers to the schools in February of the scholarship coming, March the big announcement, and the awarding at award ceremonies.

Deb asked for a motion to approve all the policies above Dan Sweeney made the motion and Judy Davis seconded, unanimous to accept.

Financial Review: There are no questions on the financials and the 990s at this time. Deb asked for a motion to approve the financials Margaret made the motion and Judy seconded, unanimous to accept

Investment Policy: This was sent out in October and sent as a link for tonight's meeting as well. Robert reviewed the outline of the policy with due diligence, investment strategy being low to moderate risk, and computing spending rate. Dan made the recommended to have within the large cap funds to have a 5% allocation of blue chip funds.

Deb called for a motion to approve Dan made the motion and Margaret seconded all approved with the exception of Brittany who abstained from voting due to conflict of interest.

Long Range Planning: Some of the highlights of the plan include to work on the IM4Q as a goal to work toward carrying ID and keys with them. Setting a goal of working toward reducing funding sources from the current local counties, CMSU, etc as base funding within 3 years to 30% by increasing other funding sources. Leto Jo after the planning session recommended an Arc Angels program be added which involves approaching individuals for contributions. Health insurance for full time employees as an option in next 3 years was also a feature of the plan.

Deb called for a motion Judy made the motion and Brittany seconded it.

Board Member and Officer Roster: We approached members for renewal on board members. Dana Rebeck has chosen to not renew her board member position after 2019. Jannet is not going to run again for Vice President in 2019 and Leto Jo has accepted the nomination to run for Vice President. We are also going to send a letter to Megan as she has not been at the past two meetings (required by the bylaws).

Deb called for a motion to approve the roster of Board members and officers for the Annual meeting and Brittany made the motion and Kristie seconded it, unanimous to accept

New Business: Dan would like to put a golf tournament together using the Chamber of Commerce as a resource. Very labor intensive and requires sponsors and funding. Dan requested permission to look into it. Permission granted and recommended for a mini golf or glow ball tournament as well.

Surveys: Deb discussed the surveys and we got a lot of really good ideas but we need to inspire more responses. We are going to give a \$25 Hoss's gift card for the best responses. Robert will send another reminder and the contest will end March 1st. The Executive Committee will determine which submissions present the most useable ideas in order to award the incentive.

Contests: We are also running a contest of "What the Arc means to me" and we have two responses so far and the winner gets 2 entries to the membership meeting at Wayside. Deadline is March 30th. The decision to award the incentive will be as noted above.

Projects: State Arc of Pennsylvania is doing a calendar just like we did and every month will have a photo from different Arc chapters. We need to submit one of our self-advocates doing an activity.

Deb would also like to do a video we can put up on our website. Having each board member take 5 pictures of different activities to get the board involved as well as select the ones we like the most and include them in our video.

Next Executive Meeting is Monday March 11th at 5pm at Frank and Mellie's.

Adjournment: At 6:45pm adjourned by President Deb Brubaker.

Respectfully submitted,

Brittany E Baker, Secretary