

**The Arc, Susquehanna Valley
Board of Directors Meeting
January 31st, 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 7th – Grillin’ with The Arc
August 25th – The Arc Poker Run

March 1st 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 | | |