Arc of Iowa Board meeting

April 10, 2019

11 AM – 1 PM

Dan Foss Room, Ames, IA

**11:00: Welcome** and Call to Order by Delaine Peterson

Present: Doug Cunningham, Director of Arc of Iowa; Delaine Peterson, Donna Bachman, Tricia Crain, Kristen Aller, Michael Wood, Alice Philips, Susan Teas, Al Fagerlund, Chelsea Markel;

Present via Zoom: Lonnie Polok of Cedar Valley;

**11:05 AM: February Board Minutes:** Susan Teas motioned to accept the minutes, Kristen Aller seconded; motion carried.

**11:10 AM: Local Chapter Updates:**

SE Iowa Arc: Chelsea M reported: Summer camps in planning; 2 age group camp times available. A .5 K Fun Run on May 18. Interviewing for summer help.

Arc of Marshall Cty: Al F reported: Getting staff hired for summer programs, part of Park & Rec programs so inclusion with some activities. On April 13, Marshall Cty Arc will host the District Special Olympics.

Arc of Story County: Tricia C reported: 3rd class of Project SEARCH to graduate next Friday; getting application ready for next Fall class. Will hold Arc March in November, 2019.

North Central Arc: Alice Philips reported: close to being dis-associated if we don’t get more money coming in. Actually disaffiliated at this time. Did get a donation that will help for right now, but need $ to pay for national dues. Talking about reducing down to one county. Arc volunteers/advocates are at the Capitol in DSM today (April 10.

Delaine reported on the letter from National Arc regarding disaffiliation.

Arc of Scott County: Doug reported: want to merge with Arc of Quad Cities. Doug advocated for joining the two groups to include more people and provide more service. Arc of Scott Cty host a dance in the summer. Arc of Quad Cites offer supported employment and client services.

The two Boards have met and agreed to merge, with a start date of July 1. Doug will assist the groups, working with national Arc to determine fees, etc.

Carroll Area: Donna reported: an autism group will hold a summer camp for 5 weeks starting in July; half day program for children with all disabilities and also typical peers. The group pairs with DMACC of Carroll for facilities.

Wayne County Arc: Leonard J reported to Doug: they are holding a board meeting on April 25; Michael Wood is going to try to attend.

Cedar Valley Arc: Lonnie Polok reported: working on grants with Delaine; sewing with nursing homes; still talking about possible summer programs.

**11:25 AM: Finance Committee Report:**

Taxes are finally completed; total gross revenue was higher in 2018: $149,000.

On target to gross ~$88,000 on vending machines. Last year, we grossed $80,983.

Discussion about vending income/sales being tax free. Doug expressed concern that Arc of Iowa have a statement of tax-free status on file.

Statement of financial activity: Total revenue of +$92,000; expenses at +$91,000. All vending machines were paid off in total during the first quarter!

Donna Bachman made the motion to accept the Arc of Iowa Financial Statements; Tricia C seconded, motion carried.

Delaine made the motion that the Board Directors accept the Audit Report once the line item in expenses is corrected; Kristin A seconded, and the motion carried.

2019 Budget is under revision at this time due to the matching the gift of $70,000 donated by an anonymous donor; with the idea to pay off our vending machines. The other wish is that Arc of Iowa start an endowment fund with our matching gift money.

**11:50 AM: Fund Raising Committee Report:**

Doug presented on the potential uses of yearly income from the fund. Our mission is advocacy, and we want to plan to do this thoughtfully. With the vending machines paid off, we will be able to spend some of the income to help the local chapters. Doug has become involved with The Greater Des Moines Community Foundation (GDCF).

Michael Wood has resigned from the position of Board Treasurer in order to spend his energy to get to know the local chapters and be a mentor. A potential new Board Treasurer, Sam Houston has been interviewed to take Michael’s place.

Together We Can conference: there is $ available to make the conference free; information is on the Arc website, and we can help people fill out the request.

Same for the Kansas conference

Make Your Mark conference: Sept 26-27 in Coralville, IA. It is a leadership conference for persons with disabilities, sponsored by the DD council, and is offered cost-free by filling out the request.

Doug shared an appeal letter written by Ryan Crane; the letter is for any level of donor, even individuals. Delaine discussed the need for board members to donate to the matching fund. It is important that we can say 100% of our board members are supporting this by donating to the project also.

**12:10-12:15 Break**

The Board discussed timelines and made decisions for mailing to the historic Arc database. If individual board members want to send letters to people that they know, text Doug with those names and he will compare them to the database to make sure that we are not sending the letter twice. The board decided to set May 6 as the date for sending out the letter to the database, with a response request deadline of June 24.

We decided to call the campaign: “Hear My Voice” and to list every board member at the end or side of the letter.

We will table the discussion of ‘Development of Endowment’ until next meeting, when Ryan is able to attend and discuss how to establish an endowment fund.

**1:05 PM: Arc History Committee:** This committee will help to collect and display the history of the Arc of Iowa and its accomplishments. Donna Bachman made a motion to establish this committee to capture the history of each chapter and also the Arc of Iowa, Alice Philips seconded, motion carried.

Michael stated that we need to gather information from all chapters, have a group to decide how to manage this information and share it as we move forward. Michael Wood will start to map how the committee will work.

We discussed the idea of partnering with the Harkin Institute to organize and possibly display the information.

**Executive Committee Report:**

**1:25 PM:** Donor Website: [www.networkforgood.com](http://www.networkforgood.com) Can use this website to hold info about donors, and collect donations. Can then reach out after a campaign to the donors about the results. Each week the company also offers a new online training.

Costs $300/month with a contract; the company has offered to reimburse us the cost for the first year if we do not make more in donations than we did last year. We will drop Service Auto Pilot, which costs $120/month.

Donna Bachman made a motion to try this website for one year, Kristin seconded, motion carried.

Delaine Peterson made a motion to accept the resignation of Michael Wood as Board Treasurer and also to accept Sam Houston as the new Board Treasurer. Alice P seconded; motion carried.

**1:50 PM:** Doug would like to establish a Board committee to review Chapter Affiliation Fee Structure, as it has not been reviewed in over 10 years, and we do not have an explanation of how fees are determined. Ultimate goal of this shortterm workgroup will be to establish an affiliation fee to put into place for 2020. Donna Bachman made a motion to set up a workgroup to establish the 2020 affiliation fee structure and make recommendations to the board on how to implement it by August 1. The committee would also consider the inclusion of Associate members of the Arc. Seconded by Allen Fagerlund, motion carried. Delaine will review the bylaws and information from national Arc about fees.

**2:10 PM:** Grassley filed a complaint against Mentor Group and REM homes regarding the abuse and neglect of there dependent clients.

Doug sent letter to Lisa Heddens (State Legislator) regarding this issue. He would like to send a version of his letter to Republican legislators. He asked the Board for input to his letter. Al indicated that he would like to see it reviewed by Jane Hudson at Department of Inspection and Appeals before sending it out.

**2:25 PM Adjourn:** Meeting adjourned by Delaine Peterson after announcing that the next meeting has a new date: May 29 At 11:00AM.

Upcoming meetings:

 May 29 **NEW DATE**

 August 14- Annual Meeting

 October 9

 December 11