ARC OF IOWA BOARD AGENDA

Saturday, October 27, 2018 | 10:00 am to 1:00 pm

St Andrews Lutheran Church

209 Colorado Avenue |  Ames, IA  50014

**10:00 am - Welcome** and Call to Order by Delaine Peterson

Present: Delaine Peterson, Doug Cunningham, Susan Teas, Donna Bachman,

Present by phone-in: Paula Connelly,

Absent: Alice Philips, Tricia Crain, Kristen Aller, Mike Wood

Motion made by Susan Teas and seconded by Donna Bachman to suspend the Arc of Iowa meeting and go into our Annual Meeting. Motion passed.

**10:05: Annual Meeting** (for 2017) called to order by Delaine. Motion made to elect current officers for another term by Susan Teas, seconded by Delaine Peterson.

President: Delaine Peterson

Vice president: open. Susan Teas made a motion to nominate Paula Connelly, Delaine Peterson seconded, all voted in favor to elect Paula Connelly as vice president of Arc of Iowa for 2018-2019.

Treasurer: Mike Wood

Secretary: Donna Bachman

**Financials:** Doug reviewed the most recent audit and taxes (2017). Revenue was $93,565, with expenses at $108,009, with an overall loss of $14,444. Motion made by Paula Connelly to review the current prices in the vending machines, and adjust the pricing so that it includes the process fees for credit/debit card use. Susan Teas seconded the motion.

Discussion about notice to customers to know about the cost increase. Stickers will be placed on machines to notify customers. Motion carried.

One employee needs to purchase a certain food for the machine at times. Discussion about setting up a charge account at a store vs giving the employee a loaded debit card to make purchases at various stores, recording the purchases on paper. Doug will move ahead with the debit card for the employee.

Donna Bachman moved that we accept the auditor’s report as written, Susan Teas seconded it, all voted in favor and the motion carried.

**Annual Report:** Discussion about what should be included, specifically the affiliation fees that were not collected. A negative bottom line affects success at grant proposals; Doug wants to clearly explain where we have been and where we are headed financially in the annual report.

National Arc meeting will be November 8; discussion held about whether or not Doug should attend. No one from the state of Iowa is attending. The group agreed to give the proxy votes to the national committee. Delaine suggested that if Doug not attend the national meeting in November, that Arc of Iowa should send a presence to the Governmental Affairs Convention in Washington DC in February. Paula Connelly made a verbal commitment to attend.

10:55: Motion made by Susan Teas and seconded by Donna Bachman to close the annual meeting and resume the regular meeting after a short break.

**11:05 Regular meeting resumed.** Mary McCalley joined the meeting.

Motion made by Paula Connelly and seconded by Mary McCalley to approve the August 18 Arc of Iowa minutes, with the correction of spelling Mary’s last name (from McCauley to McCalley).

**Strategic Planning:** Sustainability Action Plan:

Sustainability: Discussion about local chapters that are struggling/closing, which will affect the overall sustainability of Arc of Iowa. Centerville, and Tama closed their local Arc chapter; Chariton is on the brink of closing. All of these are single county chapters. Scott county chapter is being encouraged by the Rock Island, Illinois Arc to join their group, which may occur because of the proximity of the two groups to each other.

Doug shared information about visiting Chariton and Corydon to support their efforts to keep their groups going and become more active. Most members in these groups are over the age of 75. There is a need to reach out to younger families with support and advocacy. Doug would like to host a joint meeting for Chariton and Corydon in December to plan together to do a fundraiser

Paula is available to attend and help educate the group on how to move forward with these concepts. He and Paula will get together to schedule visits with these groups.

These activities will work on Goal #3 of the Sustainability Plan: Helping individuals and families fully participate in where they live, learn, work and play.

Doug shared that AARP is providing a person for one year for 20 hours a week to support The Arc of Iowa. He currently uses this person to enter information about past Arc members into the system for future membership drives. The group discussed ways that local chapters might be able to use AARP support in their group.

Doug reviewed the Sustainability Action Plan and indicated that we are moving forward on most of the core activities. We talked about the letter campaign for former members; that more of us could continue what Delaine has started.

Discussion about memberships: local chapters collecting $ vs the state chapter collecting through the letter campaign and also the membership app. It was suggested that local groups receive a memorandum regarding how the membership fee will be collected and shared with the local group, minus the state affiliation fee.

By our next meeting in December, Doug and Donna will write a memorandum of understanding, Doug will have met with southern Iowa groups and be able to report on progress there, and by November, the website should be up and running for trial use. Paula committed to writing a ‘thank you’ for new membership to offer opportunities for involvement.

**12:45: Management Report:**

Reviewed by Doug; he reviewed the revenue and expenses so far in 2018. Our bank account is not in the red at this time, even though the report says our account is negative.

Discussion with obtaining a machine for the Arc of Cedar Valley; Mary thought that some donors would be willing to buy a machine for the area, but Doug explained the benefits of belonging to the state-wide group of machines, for purchasing power and support for repair and other issues.

**Updates:** Together We Can will be held the first Saturday in May: 5-4-19. Keynote speaker: LeDerrick Horne.

Paula has submitted a general request to Ben and Jerry for $ for a capital liaison

**Prep for December meeting:**

National information: read the link in the board agenda for the December meeting.

Delaine will pursue the sales tax exempt status for Arc of Iowa; will save about $4000/year in expenses.

Doug and Donna will draft a memorandum of understanding for local chapters on how the membership dues will be collected and dispersed.

Paula will do a ‘thank you’ letter for new members.

Doug and Paula will work with Chariton and Corydon to meet together to discuss joining forces to rebuild the local Arc.

1:25 Susan Teas made a motion to adjourn the meeting, Donna Bachman seconded. The meeting adjourned at 1:25 PM.

NEXT MEETING: December 5 at 11:00-1:00 (snow date: Dec 12, same time) |  Ames Public Library | The Dan Foss Meeting Room

Respectfully submitted,

Donna Bachman, Board Secretary