Arc of Iowa Board Meeting

December 5, 2018

11:00 AM - 1:00 PM

Ames Public Library and Cedar Rapids Library

11:15 am - Call to order and welcome; after getting online meeting open and set up.

Meeting called to order by Delaine Peterson

Present in Ames: Doug Cunningham, Executive Director, Donna Bachman, Board Secretary, Tricia Crain, Susan Teas.

Present in Cedar Rapids: Delaine Peterson, Kristin Aller, Chelsey Holmes, Michael Wood

Call-in: Alice Phillips,

**11:15 am Board Meeting Minutes**

* October Board Meeting [Minutes](https://thearcofiowa.vpweb.com/AUGUST%202018%20Arc%20of%20Iowa%20Meeting%20Notes-1.docx)

Donna Bachman moved that the October 2018 meeting minutes be approved as written. Susan Teas seconded and all voted in favor. Minutes were approved.

**11:30 am - Local Chapter Reports**

Arc of Story County: Arc March held in October; had ISU pep band and Cy. Approximately $6000 profit. Membership drive is in progress. Vending machines going ‘fabulous’.

Arc of Southeast Iowa: They provide services to clients, and have several accreditations and certifications to prepare for those visits. Do have several fundraisers in the works: such as a bag toss tournament, a race (not as long as a 5K), etc. By January they will have added several new board members, bringing their total to 10.

Arc of East Central Iowa: Recruiting new BSP, have a shortage. Will have annual Christmas party this Sunday.

Chariton and Wayne County Arcs: no decision made at this time about continuing the local chapters and/or joining together.

Meeting in Quad Cities in early 2019 about possibly joining Illinois Arc.

12:00 pm - Ongoing Tactical Action Plan

* The Plan - [WORKING DOCUMENT](https://my.serviceautopilot.com/Clients.aspx)
* Working on a membership driver; we have acquired an AARP person (Jean Dean) who had registered 3000 former and current Arc members, with another 1500 to add by Dec 31, on the Service Auto Pilot database. After that time, anyone not currently served by an existing chapter, we will pursue them to re-engage, and also pursue persons who have not been members for several years.
* We will use Arc of Cedar Valley as a demo/starting chapter, to begin using the online database.
* We also want to establish a Parent to Parent network for support and information. We will start with Arc of Cedar Valley, and Paula Connelly will help to get that going. The smaller chapters have difficulty making connections and finding support.
* Also:

Strategic Plan Development: For right now, we are focusing on membership through the rest of 2018 and the first part of 2019.

National Arc Development: see document on the Arc of Iowa website. National Arc is working on membership also, as memberships are dropping across the nation.

State chapter meeting call: MCO difficulties in Iowa; this does not get discussed during this meeting, but has come up between meetings via memos, as other states are in different places with MCOs and even if it affects long term care in their state.

The National Conference will be in Washington DC: Oct 11-14, 2019.

12:15 pm - Business

Memberships - Delaine

* Progress Report - [Renewal Request](https://thearcofiowa.vpweb.com/ARC%20LETTER%20for%20Advocacy%20Membership%20%281%29%20%281%29.docx)
* Enter Members - New Employee - Jean Dean - [System Updates](https://my.serviceautopilot.com/Clients.aspx)

Doug shared the Service Auto Pilot system and how it works. The system allows us to track notes, send billing, and share information and action alerts.

Policy

* Election: Discussion about the results of the recent election. Doug suggested that we make a plan on how to move forward and work with the elected persons. He also suggested that we write a Thank You note to each. Delaine and Donna will make a draft note that members can add to and send to their congressperson.
* MCO Updates - Paula (not available) Doug shared that the links in the agenda that will members will want to view for information. He expressed concern that quality of care was not part of the report, and that all persons and needs were grouped together. Currently, we hear nothing about the issues, as Hubbell was the person pushing these issues.
	+ MAAC Members and Interested Parties
	+ MAAC Full Council meeting, here are the links to the Medicaid Budget, MCO Contracts, and Cost Savings Summary that Director Randol referenced.
* Managed Care Savings Summary:
	+ <https://dhs.iowa.gov/sites/default/files/ManagedCareCostAvoidance_Summary.pdf>
* MCO Contracts:
	+ <https://dhs.iowa.gov/MED-16-009_Bidders-Library>
* State Fiscal Years 2020 & 2021 Medicaid Budget:
	+ <https://dhs.iowa.gov/sites/default/files/3_Improve_Iowans_Health_Status_3.pdf>
* Also, here is the latest Managed Care Ombudsman Report:
	+ <https://www.iowaaging.gov/sites/default/files/library-documents/MCOP%20Monthly%20Report_092018.pdf>

**Training**

* **Together We Can Conference** [**Update** No update available at this time. We need to help plan sessions.](http://askresource.org/togetherwecan/)
* **Regional Soar Conference -**[Doug shared the dates (May 31-June 2); there will be a variety of sponsors and speakers. We are writing grants to help raise money to send persons to this conference.](http://heartlandselfadvocacy.org/conference/)

**Development**

* **Social Enterprise Project - Vending -** [**Overview** Vending machines are breaking even in making their own payments, some will be paid off early in 2020. No new machines added, even though the board had approved a new machine in Iowa City. But the facility had a small number of employees and the profit from a machine there would not cover the costs. We do have a machine in Des Moines that might be moved to Iowa City to a new Systems’s office that is opening there.](https://greenlite.mycantaloupe.com/cs4/MachineSale)
* **Board Meetings - Establish 2019 Board Meeting Calendar**

Discussion about day of the week; people reported that Wednesdays work well, over a Saturday meeting. We will meet in February, April, June, August, October, December, and meet on the second Wednesday of those months from 11:00-1:00. The meetings would be as follows:

* Feb 13
* April 10
* June 12
* August 14
* October 9 – Annual Meeting
* December 11
* October 9  Annual Meeting
* December 11
* **Database Development -** [**3000 of 4000 members entered**](https://my.serviceautopilot.com/Clients.aspx)

**Website**

* **Progress Report -** [**Website**](https://aitest.wildapricot.org/Find-Your-Chapter)

Doug opened the website and talked through the new things in the website. There will be chapter pages, where information about chapter activities can be listed, along with training videos shared. Or local chapters can link their existing website to this website.

**Financials**

* **2017 Taxes -** [**REPORT**](https://thearcofiowa.vpweb.com/financials)
* **Current Financials -** [**REPORT**](https://thearcofiowa.vpweb.com/STATEMENT%20OF%20ACTIVITY%20THROUGH%20%20OCTOBER%202018.pdf)

Doug reviewed the items in the financial reports. Susan Teas made a motion to approve the financials; Tricia Crain seconded it, and the board voted in favor to approve.

* **Fundraising**
	+ **100 letters for $100**
	+ **Delaine's** [**Fundraising Letter**  All information is included in this letter so that board members can send a letter, not just Delaine.](https://thearcofiowa.vpweb.com/DELAINE%27S%20FUND%20RAISING%20LETTER.docx)
	+ **Donor Request** [**Support Form**](https://thearcofiowa.vpweb.com/Advocacy%20Support%20Donor%20Form.docx)
	+ **Case Statement -** [**Lead the Way**](https://thearcofiowa.vpweb.com/Lead%20the%20Way%20CASE%20STATEMENT.docx)
* **Donors**
	+ **[Current 2018 Donors](https://thearcofiowa.vpweb.com/donors)** [Located](https://thearcofiowa.vpweb.com/donors) on the website

12:40: Kristin Aller made a motion to adjourn the meeting, Donna Bachman seconded the motion, and all voted in favor. The meeting was adjourned at 12:40 PM.

Respectfully Submitted,

Donna Bachman

Arc Board Secretary