

CIDSO Meeting Minutes

January 9, 2017

Attendees:

Diane Crutcher	Peyton Preslely	Judy Bates
Kim Weber	Steve Newbold	Dawn Mattia
Kathy Peden	Shelley Marquis	Wendy Boswell (Via telephone)
Hollis Peden	Abbey Heins	
Deb Presley	Sandy Ginther	

Quorum

There are currently 65 CIDSO members. 13 members were present at the meeting therefore a quorum was established.

Approval of Minutes

Motion was made by Diane Crutcher to approve CIDSO Minutes from the Annual Meeting, held November 2016. Motion was seconded by Hollis Peden. Minutes were approved.

Election of Officers

The following officers were elected at the 2016 Annual Meeting and will serve in their positions for 2017.

President:	Steve Newbold
Vice President:	Deb Presley
Secretary:	Dawn Mattia
Treasurer:	Kim Weber

Although not elected officers, the following members will serve in the following capacity:

Funds Administrator:	Diane Crutcher
Social Chair:	Judy Bates
Advocacy & Resources:	Sandy Ginther
Communication Administrator:	Diane Walker
Community Outreach:	Shelley Marquis
Self Advocates:	Abbey Heins Kathy Peden

Treasurer Report

- Account Balances and Cash Flow for 2016 were presented. Assets in all accounts for 12/31/16 totaled \$135,007.19.

- Information for 2016 Tax Return and 1099 preparation has been dropped off at Phillips & Associates, CPA. Kim Weber will meet with CPA and obtain an electronic backup of CIDSO's records.
- Kim Weber has been put on all of the CIDSO accounts and was given the checkbook and treasurer materials, including past tax returns and supporting documents.
- Treasurer will follow up with Matching Funds as needed.
- It was recommended CIDSO retain tax returns and supporting documents, including paid bills, for 7 years in the event of a possible audit.

Membership Defined

- The Secretary will be responsible for maintaining the CIDSO Membership List and act as "Membership Chair".
- Membership forms will be updated to reflect the definition of a member.
 - A member is defined in our bylaws:
 - Over age 18 who is a member of a family which has/had a child with Down syndrome
 - Meets other eligibility requirements as adopted by the general membership:
 - Must live in McLean County (and/or)
 - Petitioned for a waiver which has been approved
- A waiver can be granted when a perspective member does not have another Down syndrome group in their area and they want to actively participate in CIDSO.
- A waiver can be granted when a perspective member lives outside of McLean County but has a relative with Down syndrome who resides within McLean County and they want to actively participate in CIDSO.
- The Membership Chair is responsible for handling waiver requests.
- "Active Membership" will come into play with funding requests. The "Funds Administrator" will work with various Committee Chairs to determine if a member is "Active". CIDSO President may assist in determining if a member is "Active".
 - Active Membership does not require a functional assignment but can be obtained by attending 2 of the 4 yearly meetings.
 - CIDSO Quarterly Meeting attendees will vote on exceptions if needed.

Funds Administrator

Program Funds:

- Program must "reside" within McLean County to be considered for funding.
- If the program has been supported by CIDSO in the past and the structure of the program has not changed, the Funds Administrator has the authority to determine funding, within budget guidelines.
- New programs and programs with structure changes will discussed at the CIDSO Quarterly Meetings and voted upon based on the program's merits by the CIDSO Quarterly Meeting attendees.
- Programs must benefit those with Down syndrome but may also include people of various disabilities.

- The CIDSO website will be updated to remove the 50% funding restriction.

Enrichment Funds:

- The Funds Administrator has the authority to determine funding, within budget guidelines.
- Funding will be limited to “Active Members”.
- Funds are limited to \$500/year for each member, within budget guidelines. Funds are also limited to \$3000/year.

Conference Funds:

- The Funds Administrator has the authority to determine funding, within budget guidelines.
- Funding will be limited to “Active Members”.

Library Funds

- Funding for the Bloomington Public Library was overlooked in 2016 but will be included in the 2017 budget.
- The treasurer will work directly with the library to ensure funds are distributed.

Adult Literacy/Redbird Readers

- Funding determined in 2017 budget discussions is actually for the 2017-2018 school year.
- Participants must be CIDSO members. Participants are limited to those who have aged out of high school.
- Fall 2016 included 17 participants and 34 tutors.
- Spring 2017 will include 18 participants and 36 tutors.
- Value of the program was discussed and it was decided to continue to financially support the program.
- Program will continue to be monitored by Vice President.

ISU Speech & Hearing Clinic

- Funding determined in 2017 budget discussions is actually for the 2017-2018 school year.
- Participants must be CIDSO members.
- ISU has begun to bill insurance/Medicare/Medicaid for services. Once all funding options have been exhausted, CIDSO’s funding will be limited to 50% of the remaining bill.
- The Spring semester billing will be larger than Fall due to new deductibles being met at the beginning of the calendar year.
- Participants who wish to receive CIDSO funding will need to complete a form allowing CIDSO access to the billing and allowing CIDSO to pay.
- Value of the program was discussed and it was decided to continue to financially support the program.
- Program will continue to be monitored by Vice President.

HALO

- Abbey Heins will be obtaining her certificate in May. Abbey has received a scholarship for her final semester so there will be no additional tuition bills for her.
- There have been substantial changes in the HALO program, including a great reduction in the number of credit hours required for the certification. There is also a new age restriction on the program.
- At this time we do not anticipate any new CIDSO members participating in the program therefore it will be removed from our budget and information regarding HALO will be removed from the CIDSO website.
- CIDSO will re-evaluate as needed.

Tennis

- \$3600 Program Fund application was presented and approved.
- There are currently 10 adults with Down syndrome participating.
- Consists of weekly practice in addition to Unified Tennis Clinic which will be held monthly.
- Value of the program was discussed and it was decided to continue to financially support the program.
- Program will continue to be monitored by Vice President.

Stacey's Dance

- There are currently 8-9 participants with Down syndrome.
- There are 2-3 yearly competitions.
- Students pay \$5/lesson.
- Program is open to any age.
- Value of the program was discussed and it was decided to continue to financially support the program.
- Program will continue to be monitored by Vice President.

2017 CIDSO Budget

ISU Speech & Hearing Clinic	\$ 4,000
Adult Literacy/Redbird Readers	\$ 10,600
Administrative (Treasurer Bond/Storage)	\$ 3,500
Family Outreach	\$ 1,500
Conference Funds	\$ 2,000
Start Up Funds	TBD
Program Funds	\$ 9,600
Cheer	\$ 2,000
Tennis	\$ 3,600
Stacey's Dance	\$ 2,000
Seedling	\$ 1,000
SOAR	\$ 1,000

Miscellaneous:

- Meeting reminder postcards will no longer be mailed.
- Keys to storage facility and PO Box will be retained by Secretary.
- Donation thank you notes will be written by the Secretary.
- CIDSO phone will be maintained by Secretary. (Brenda Finlen currently has possession of the CIDSO phone)
- NDSC Conference will be held in Sacramento, CA (not Orlando, FL) as was stated at the meeting
- Next meeting will be held on April 3, 2017 at the Crutcher home. The meeting will begin promptly at 6:00 pm, dinner will be served.

Adjournment

A motion was made by Diane Crutcher to adjourn the meeting. Sandy Ginter seconded the motion. Meeting was adjourned.

Outstanding Issues:

- Steve Newbold will verify if there are any legal restrictions to who can benefit from our Program Funds, Enrichment Funds, and Conference Funds.
- Bond still needs to be secured for the CIDSO Treasurer and the Signature Authority for the CIDSO Golf Account.
- Complete budget discussion and "Start Up" category.