

COALITION Board Meeting Minutes

January 4, 2017

Conference Call

MEMBERS PRESENT: Colleen Moran, David Scherer, John Baxter, Keven Moulton, Lorri Bohm, Matt Cain and Tom Kober. **MEMBERS ABSENT:** Jack Mortenson and Margot Burton. **STAFF PRESENT;** Shelly Pfaff. Due to Tom joining the meeting late, Colleen, Board Secretary/Treasurer, chaired the meeting and continued to do so once Tom joined per his request.

OPENING ACTIONS: WELCOME - Colleen called the meeting to order at 2:05 pm. APPROVAL OF AGENDA – Colleen asked if there were any additions or changes. Hearing none - **MOTION TO APPROVE THE AGENDA – MADE (M), SECONDED (S) AND CARRIED (C).** APPROVAL OF MINUTES – Colleen checked to see if all had reviewed the October minutes. She called for any changes; upon hearing none – **MOTION TO APPROVE THE OCTOBER MINUTES – MSC.** At this time Colleen invited Shelly to provide the Executive Director’s Report.

EXECUTIVE DIRECTOR’S REPORT: SDCF GRANT PROPOSAL – Shelly reported that on 12/28 we received word that we have been awarded \$5,000 from the SD Community Foundation for the grant proposal we submitted to support our efforts to explore the workings of the Disability Advocacy Network (DAN) and its role within our organization and the larger disability community. We must match this with \$5,000 and in answer to a question, Shelly reported that some match is presently provided through funding from the Council on DD and we’ll need to provide the additional match. The timeframe of this grant is January 2017 through June 2018. It was designed this way because of legislative session, winter travel conditions and the need to be able to travel to gather input from current DAN participants and organizations presently not involved in the DAN. A suggestion was made that we may raise some of the needed match by asking current DAN participants to contribute what they can in support of our work in this area. Consensus was this was a good idea. DRS REQUEST FOR PROPOSAL (RFP) BVR/SILC SUPPORT – Shelly reported that this RFP was published on 12/30 and it appears to have been circulated to a wide network of providers statewide. A question was raised if this was how it’s typically been handled or do we need

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to be concerned if this is a new approach. Shelly indicated that since the state moved this agreement into the RFP process, it has always been an open/public process. She has no indication that things are being done differently do to dissatisfaction. She is preparing to submit a letter of intent before she heads to the SILC Congress next week. The full proposal is due March 31st. She did indicate that if we are not awarded the agreement, it will be dramatic downsizing almost immediately. If we are awarded the agreement, she would like to see more relationship between the Board and the BVR, SILC and DRS as it related to this agreement. Over the years there have been times when confusion occurred based perceptions due to Coalition staff being staff to BVR and SILC no matter what steps have been taken to clearly identify the roles staff is in at any given time. Shelly believes strengthening Board relationships would help to alleviate these types of situations.

Next, Colleen invited Shelly to move on to the next portion of the agenda – Financial Picture.

FINANCIAL PICTURE: FY2016 AUDIT – Shelly had sent out some pages from the draft preliminary report yesterday, and she reported that the final report was delivered today. She will be sending an electronic copy of the final report to board members following the meeting. Shelly reported that the report shows movement in the ‘right’ direction with a swing of \$20,000 to the positive. At the end of last year we had over \$8,000 in the red, whereas this year we show almost \$11,000 to the positive. Our balance is still a negative \$18,000 – our auditor felt this was a swing that is sustainable and better than if it had all been erased in one year and was more of a fluke that could not be sustained. The report shows an increase in cash and cash equivalents and a decrease in total liabilities. It also shows a decrease in revenue. The decrease in revenue is primarily due to unspent grant funds from various agreements under which expenditures are directed outside of us. A majority of our expenses decreased under the areas of salaries, specific grant expenses, meeting expenses, NDEAM expenses (pass through), payroll taxes, newsletter and Governor’s Awards luncheon (pass through). Several members positively commented on the report results. One asked if our current staffing was adequate. Shelly reported she feels it is adequate for the work presently in front of us. FUNDRAISING – RAFFLE – Shelly reported

that tickets are being sold but not fast and furious. She asked how board members are doing, and several indicated that they have sold some. She invited them to send in what they've sold with the revenue on a regular basis, so we can have a regular sense of total ticket sales. Dave asked how the outlying stores were contacted. Shelly explained her initial contact with the Lynn's corporate person. He had indicated he would send an email out to his managers saying to expect the raffle items and to support the effort. Dave indicated that in going to a couple of the stores locally, he had not seen any sign of the raffle. He is now going to follow up since posters, tickets and other related items were sent out in early December. Shelly said she is attempting to make contact both via email and phone – it's been difficult. Matt asked if we had done a mailing to our members. We have not. He will send Shelly a sample of what they do, and staff will get this mailing out this week or next. It was also agreed that Dave would assist Shelly in developing an email/social media blast that others can send out to friends, family. Shelly encouraged that now is the time to start pushing sales. Staff will be working on greater outreach in Pierre/Ft. Pierre to raise sales in our area since the 'prize' is on display here, as well as the organization and staff.

DISABILITY ADVOCACY NETWORK PLANS FOR 2017: Shelly reported that the first meeting was held via conference call, and consensus was to hold meetings this year via conference call vs. video conference. Meetings have been scheduled through early February, and the frequency and timing will be reassessed regularly. Approximately 15 people participated in the first meeting, representing about 12 organizations. All agreed that it is going to be critical for all to be watchful and active not only during the SD Legislative Session, but also as a new administration enters Washington DC. Shelly is anticipating that the DAN activities may require more staff time and energy than other years because of the dramatic shifts occurring on both fronts. There are tentative plans to host a face-to-face meeting the afternoon of Disability Awareness Day, February 14th. Shelly also shared some of the topics raised during the initial meeting. As a result, the conversation moved into talking about how the Coalition is going to function in the coming weeks, months as it related to activities in Pierre and Washington D.C. Shelly was asked if we could prioritize things, and she expressed that what she perceives as most pressing at the moment is providing input to our congressional delegation members on the efforts to repeal the Affordable

Care Act. Board members agreed, and **MOTION THAT SHELLY DRAFT A LETTER ON ACA REPEAL FOR THE BOARDS REVIEW, AND ONCE APPROVED, SEND IT TO OUR CONGRESSIONAL DELEGATION MEMBERS – MSC.** She will try to get this out to the board in the next day or two, as she feels the sooner we do this the better.

OTHER BUSINESS: Colleen asked about the training that Colette and Shelly received from the “Date Safe” Project. Shelly explained how we were able to participate in the training, and the fact that it is geared towards middle and high school students. If we provide it, we expect there would be some fee for doing it. We have not marketed it at this time, as presently we are working with our collaborators on Bridging SD to develop a continuation grant for the work we’ve been doing in the area of addressing the intersection of sexual assault services and services for people with disabilities and people who are deaf.

CLOSING ACTIONS: SCHEDULE NEXT MEETING – Consensus was to hold the next meeting face to face in Oacoma. After looking at possibilities in early April, the date selected was April 6th. Staff will see what can be arranged, and then be in touch with members. Colleen thanked everyone for their participation today. She sought a motion and second to adjourn – **MOTION TO ADJOURN – MS.** Meeting adjourned at approximately 3:15 p.m.