

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of June 10, 2008

Committee Members Present

Edward Myers, Chair
Randy Collins, Vice Chair
Kim March Force*, Vice Treasurer
Rudy Buchanan, Secretary

Members Absent

Gene Heppard, Treasurer

(* teleconference)

Staff

Tony DiRienzi, Exec Director
Sharon Engelhardt, Exec. Assistant
Donna Powers, Program Coordinator

Edward Myers III, Chair, called the meeting to order at 11:08 AM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Randy Collins motioned to approve the minutes of 4-22-08. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

- The financial reports for month ending April 30, 2008 were sent prior to the meeting. They were reviewed at the meeting (See handouts – Financials).
- As Tony DiRienzi reviewed the statement he mentioned the acceleration of expenses anticipated for the months of May and June is occurring.
- Tony reported he and Sharon met with the accountant to explore how to revise the SILC chart of accounts to reflect accordingly the segregation of fund accounts. But moreover to make the financial statements easier to read. A sample revised spreadsheet was distributed for review (see sample financial spreadsheet).
- There were questions and a subsequent discussion of the Just Vote Arizona financial activities. Tony reported that approximately \$35,000 will be carried over from FY 2008 into FY 2009. He is projecting \$90,000 for the FY 2009 budget. The expenses will primarily be related to staff, coalition members' list enhancements, voter registration campaigns, and a get out the vote (GOTV). The timeframe will include list enhancements

occurring in July/August, voter registrations campaigns in September and the GOTV drive in November just prior to the elections.

Randy Collins motioned to approve the financial report for month ending April 30, 2008 as presented. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

FY 2009-2010 Budget/Contract:

- A summary budget of '08 and a proposed budget for '09 was presented, reviewed and discussed (See summary and proposed budgets handout). Noted changes in items included:
 - Administrative budget for FY 2009 of \$115,990 represents 100% of the Executive Assistant salary, approximately 30% of Program Coordinator and 60% of Executive Director. 70% of the Program coordinator's salary will be attributed to Committees and 40% of the Executive director's will be attributed to the Just Vote Arizona project budget.
 - Website maintenance was revised and increased to \$2000.00. That line item represents the budget that was previously attributed to Web Developer in the category of professional fees. The line item amount was increased from \$1500.00 to \$2000.00.
 - It was suggested to always request from vendors if they provide nonprofit discounts with purchases and contracts.
 - The Insurance policies budget remains the same. However, Tony DiRienzi reported that the policies are currently being reviewed by SILC Counsel to make sure SILC and council members are properly and appropriately protected.
 - A storage rental line item has been added to the budget. It is related to the need for off-site storage.
 - The budget for Council Member Support Category was increased considerably from '08 to '09. The revision is in part based on scheduling a Board Retreat and because of increases related to council members' travel reimbursements. The Board Retreat is an agenda item and will be discussed later in the meeting (see agenda item of Board Retreat). It was mentioned that gas prices, transport and lodging expenses have increased with members attending meetings. It was suggested with the increases that alternative means to conduct business might need to be considered. Suggested alternatives included: video conferencing, internet, video phones, and web cameras.

- The Committee budgets were adjusted to support the expenses associated with the Program Coordinator.
- It was discussed with any funds that may not be expended with the FY08 budget be allocated to support increased accessibility in the office, e.g. voice recognition software, automated adjustable work table and other related workstation technologies. Another consideration is purchasing promotional items to direct more activity to the AZ Disability Post website.

Randy Collins motioned to approve the proposed budget for FY 2009 and recommend it to the full council for their approval. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

OSERS/RSA: - (Office of Special Education and Rehabilitative Services)

- Tony DiRienzi reported that the OSERS review last month went well. There were 5 days of meetings held both at AZRSA and SILC.
- SILC's collaborative partners responded well to our request to participate in the process.
- OSERS' written report is expected in August.

DVA Summit (Disability Vote Alliance) Report:

- Tony DiRienzi reported that the DVA Summit was held the end of April and went fine. He noted it was a lot of work. The committee discussed their thoughts on the Summit. It was mentioned that it provided good networking opportunities and it was good to hear about how other states run their vote projects. It was also mentioned that the organizing for power training was good but seemed too long.
- Tony noted that \$2,343 was spent by SILC to cover SILC member costs to attend the Summit. Tony also noted that just over \$12,000 was spent by the DVA to cover the Summit expenses at the resort.
- The Summit next year will be held in Montana.

NCIL Conference:

- The NCIL (National Council on Independent Living) conference is scheduled for July 21-25, 2008 in Washington DC.
- Tony DiRienzi will be attending to represent AZ SILC.

BOARD RETREAT:

- There was a discussion of convening a Board Retreat September 19 & 20, 2009. A draft budget was distributed and discussed (see board retreat draft budget).

- The retreat location being considered is the Radisson Fort McDowell Conference Center.
- It was suggested to have the meeting begin Friday September 19th from 5-7 pm to conduct board business followed by a reception that evening. It was noted that the retreat would be considered as our regularly scheduled quarterly meeting.
- On the proposed agenda Saturday September 20th will focus on activities related to board development, networking, and team building. A facilitator will be engaged to conduct the retreat. The goal is promote and support the function of the council as a collective group.

Staff Performance Reviews:

Randy Collins motioned to go into Executive Session to discuss staff performance reviews. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

(Executive Session from 12:17 PM to 12:38 PM)

EXECUTIVE DIRECTOR REPORT:

- Tony DiRienzi distributed a matrix of the Council membership for review and discussion. (See council appointments chart) Three positions are currently open.
- The position for the CIL representative needs to be filled. The CIL Executive Directors will be meeting on June 20th and should vote on a representative at that meeting.
- There was a suggested to recommend Alan Strauss for appointment to SILC. It was also suggested that we search for someone with a financial background as a candidate for the other vacant position, if possible. Recommendations of several community members were given.

QUARTERLY MEETING AGENDA:

- A draft of the June 19 Quarterly meeting agenda was reviewed (see Agenda draft.)

NEXT EXECUTIVE MEETING/AGENDA:

- No discussion.

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: Kim March Force motioned to adjourn. Seconded by Rudy Buchanan. The meeting was adjourned at 12:50 PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Tony DiRienzi/Edward Myers III _____ SILC ED/SILC Chair