

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of October 3, 2007

Committee Members Present

Donna Powers, Chair
Ed Myers, Vice Chair *
Gene Heppard, Treasurer
Randy Collins, Secretary
(*teleconference)

Members Absent

Kim March Force, Vice Treasurer

Staff

Tony DiRienzi, Executive Director
Sharon Engelhardt, Executive Assistant

Guest

Jodi Paulsen, Geeks IT Services

Donna Powers, Chair, called the meeting to order at 12:03PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Edward Myers III motioned to approve the minutes of 09-05-07. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

- Tony DiRienzi reported there was a meeting with the SILC accountant last week to go over closing out the FY ending June 30th, preparing year end financials, preparing financials for an independent audit, and modifying the current statements.
- In preparation for meeting with the accountant Tony prepared a sample spreadsheet for the accountant to indicate some suggested modifications. Tony's suggestions are intended to make the financials easier to read, identify separate revenue sources, and clearly distinguish program and project expenditures, e.g., the Just Vote Project. The account suggested maintaining the spreadsheet manually for a trail period of a few months to see if it works and assess if it is what we needed before making changes in the accounting software.
- Tony noted he will send the spreadsheet to the executive committee for review and recommendation.

EXECUTIVE DIRECTOR'S REPORT:

Audit:

- Tony DiRienzi reported that 3 bids were sent out to Auditing firms to conduct an audit of our finances and prepare the FY 2007 SILC tax returns. One bid has come in so far totaling \$8050 from Cronstrom & Trobovich. We will need at least three bids before SILC can proceed.

- In order to move forward it was decided to review other bids as they come in and to approve the spending of up to \$8050.

Gene Heppard motioned to budget an amount up to but, not to exceed \$8050 to conduct an audit and to prepare the 2007 SILC tax returns and to authorize SILC staff to select the appropriate audit. Seconded by Edward Myers III. A vote was taken and the motion was unanimously approved.

Holidays:

- It was noted that the council previously approved (June 2006) adding Columbus Day as another personnel holiday in the 2006 revisions of the SILC policy and procedures. Unfortunately, the revised draft of the document in 2006 did not include Columbus Day.

Gene Heppard motioned to include Columbus Day Holiday into the personnel holidays of the SILC policy and procedures. Seconded by Edward Myers III. A vote was taken and the motion was unanimously approved.

Lease:

- The lease for the new Disability Empowerment Center (DEC) was received for SILC's for review and consideration.
- Tony DiRienzi noted there will need to be some changes regarding square footage for the SILC suite and clarification about conference room space. It is not clear how much shared conference room space will be available at the center and how it will be shared with other building tenants. There was a discussion on our office space requirements including meetings, work space and accessibility.
- It was suggested to have both Phil Pangrazio of ABIL and the architects at the next meeting to get clarity and express concerns.
- Tony said he will forward the 44 page lease document to the Executive Committee.

SILC CONGRESS:

- Tony DiRienzi mentioned that there was some discussions at the NCIL conference about having the SILC congress convene directly after the NCIL conference. Most of the same people attend both so would it require not having to travel twice within the year.
- It was also discussed and suggested that the Arizona representative at the upcoming SILC Congress in January propose and support the initiative of overlapping with the NCIL conference.
- Who will be representing SILC in January to be determined at the next meeting.

COUNCIL MEMBERSHIP UPDATE:

- Several new members were in attendance at the September SILC quarterly meeting. It was mentioned how impressed the Executive Committee is with the new members.
- Tony DiRienzi said that several other new members are still awaiting appointment.

- Tony reported he sent a request to the Governor's office for a photo opportunity with the Governor signing the new SILC Executive Order. It was suggested to tie the ceremony to October's National Disability Employment month and send out a press release.

APRIL CONFERENCE:

- Edward Myers reported he will be leaving tomorrow for the APRIL conference in Missoula, MT.
- Youth and Assistive Technology will be two main topics from the conference agenda.
- Ashleigh Turner one of our new members will also be attending representing the youth population in Arizona.
- There was a discussion on how the aging and disability communities need to work together.
- It was requested that Edward bring back information from an info tech session on new 704 reporting software.

704 REPORT:

- Tony DiRienzi reported the 704 report is to be drafted soon. November 1st is the deadline for submission to RSA. AZ RSA and SILC are working together to complete their respective sections.

EXECUTIVE DIRECTOR'S REPORT (Continued):

SPIL/Contracts:

- Tony DiRienzi reported he attended meetings at RSA regarding revisions to the SPIL that relate to CyberCIL and CochiseAbility contracts. The SPIL was approved. AZ RSA is still working on the drafting the CyberCIL and Cochise Ability contracts.
- It was mentioned that AZ RSA is trying to get an exemption from state procurement protocols. There was a discussion and suggestion to have Katherine Levandowsky at a meeting to discuss the matter.

EDGAR:

- Tony brought up that the EDGAR rules and regulations related to spending monies and writing reports are complex. It was suggested that a 3-4 day training on the EDGAR rules and regulations would be helpful to SILC, CILS and other organizations and Councils.
- Cost for a training would be around \$5K. It was suggested to charge \$250 for up to 3 staff with an additional charge of \$50 per person in excess of three per organization to attend the training.
- Tony will follow up with drafting a budget for the training and explore where in the SILC budget the necessary funds can be allocated.

- Tony reported that he and Phil Pangrazio of ABIL met with Angie Rodgers of the Governor's office on Monday to discuss \$500K in state funding for CIL expansion.

AXIS Dance Event:

- Tony DiRienzi reported that the SILC fundraising event for the Axis dance event will be Oct. 21st at the Scottsdale Center for the Performing Arts.
- There will be a short question & answer session with the dancers after the performance.
- Tony noted he discussed with Arts for All in Tucson support needed to afford accessibility to have some of their participants to attend.
- There was a discussion on how SILC might be able to help support Arts for All to attend.

Randy Collins motioned to approve \$500 from the Executive Committee budget for Arts for All to support their accessibility needs in order to participate in the Axis dance event. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

NEXT EXECUTIVE MEETING/AGENDA:

- Next meeting is November 7, 2007.
- Lease and SILC Congress to be added onto the agenda.
- State protocol exemption to be on the agenda for when Katherine Levandowsky can attend.

ANNOUNCEMENTS:

- Randy Collins announced that a movie is coming out on Nov. 9th called the Music Within which is about the people who started the ADA.

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn the meeting. Seconded by Randy Collins. The meeting was adjourned at 1:48PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers _____ SILC Chairperson