



SCAAIDD Executive Committee  
April 30, 2011  
Minutes

The Executive Committee met on Friday, May 30<sup>th</sup> at 11:00 at SCDDSN and the following people were present: Renee Staggs, Jay Altman, John Hitchman, Kevin Wright, Lois Park Mole, David Rotholz, Crystal Wright, Nikki Bramlett, Debbie Walsh, and Terry Schilling.

Renee welcomed everyone and called the meeting to order. David made a motion that the minutes from the March meeting be approved, Kevin seconded the motion, and it passed.

Lois stated that she had gone to the bank to have her signature added to the bank card and said we need to have a second signer on the account. She felt that it should be someone close by so Crystal agreed to be the designated person in Lois' absence. Crystal signed the bank card and Lois said she would drop it by the bank today. Lois did not have a treasurer's report, but stated that we had over \$30,000 in the bank.

**Old Business:**

A. Chapter By-Laws Revision – David reviewed the changes that need to be made. SEAAIDD is not in existence anymore, so that needs to be deleted. Since SEAAIDD no longer exists, we need to say that our funds would revert back to the National organization should we dissolve the South Carolina chapter. We want to change the word scholarship to honorarium each time it appears in the awards section. We also took out the award amounts for the honorariums so that we could determine it each year based on our budget. David added that we could also use electronic voting. The final change involved stating that the secretary, treasurer, and members-at-large can succeed themselves if elected. David plans to make the changes discussed and we will vote on this at our next meeting. We will also have to vote on the changes at our annual business meeting.

B. Review/Progress on Strategic Plan Objectives

Email List Serve options – Aaron has looked into this and given us several options. Also, someone heard on the radio about “i-contact” which allows for 500 email addresses free, so that is another possible option. Terry will talk with someone at the National office to see if we can set up these lists through their system. These lists would need to be updated quarterly. We will continue working on this.

Member Survey – This is ready to go. David said he would put the survey into survey monkey and then show us what it will look like at our next meeting.

Recognizing Excellence in the Field – Jay sent out a request for information from the boards about their employee recognition programs, but he received only four responses. Some people have employee of the month awards and some have employee of the year. We thought it would be nice to send a letter to people recognized and then publish the names in our annual conference program. The title on the page can be “People Who Have Found a Way to Enhance Quality” and then list the names. This may also lead people to question why their names weren’t listed which, in turn, might encourage other boards to begin sending in that information.

### **New Business:**

- A. Annual Finance & Leadership Report/AAIDD – Renee and Lois are working on this report and will meet after the Executive Committee meeting is over and finish it up.
- B. Annual Filing Secretary of State/990 – Terry had the form ready for signatures, but she also needs the 501(c)(3) letter and the 990. Lois said that she would work on the 990 and get it to Terry as soon as possible. Terry, Renee, and Lois will look for the 501(c)(3) letter. The deadline for submission is May 15<sup>th</sup>.

### **Committee Reports:**

- A. Membership – Terry reported that we have 57 members at this time..
- B. Education – John and Crystal did not have a report for this month.
- C. Historian/Website/Newsletter – Ron was not at the meeting and Renee said she would contact him concerning the next newsletter.
- D. Direct Support Professional Development – Kevin stated that he would like to have some training in the near future on leadership and professionalism.
- E. Nominations/Awards – Debbie will be handling the nominations and awards since Rick Magner has not renewed his membership. The offices up for election this year are 1<sup>st</sup> Vice Chair and the three Members-at-Large. Her committee will be made up of her, Rufus, and three members appointed by the Chair.
- F. Conference Committee – Nikki reported that a conference committee meeting was held prior to the Executive committee meeting and that plans for the annual conference are shaping up.
- G. Legislative News – Lois said that the legislation to remove the “R” word is in its third reading in the Senate and then it will go to the House. She also reported that she expects the full Senate to vote on the budget this next week and SCDDSN feels good about the outcome. Lois also talked a little about 1<sup>st</sup> Steps and what was happening to their monies.
- H. AAIDD News/Developments – David said that the National Conference looks really good this year. Both David and Renee will be attending.

Renee announced that she would not be at the May meeting, but Debbie agreed to chair the meeting in her absence. There was no further business, so the meeting was adjourned.

**NEXT MEETING: May 27, 2011**

Respectfully Submitted By:

*Terry Schilling*

Secretary, SCAAIDD