

SCAAIDD

Executive Committee Meeting

March 23, 2007

The Executive Committee met on March 23, 2007. In attendance were: Jim Manning, Jason Tavenner, Rufus Britt III, Grady Evans, Teresa Ricke-Kiely, Selina Hart, Nikki Grimball, Hester Wannamaker, Jay Altman, Terry Schilling, and Renee Staggs.

Meeting was called to order by Mr. Manning. An invocation was led by Ms. Schilling. The minutes for the January Executive Committee meeting were presented for approval. Mr. Evans moved to accept the minutes. Ms. Schilling seconded. The motion passed unanimously.

Mr. Tavenner presented the treasurer's report. (A copy is available upon request.) Last year's conference did very well. \$3000 are still outstanding from the DDSN grant. Per Mr. Barfield it is usually processed in February or March. Once that is received the conference will show almost \$7000 in profits. Congratulations were offered to Mr. Manning for running a very profitable conference. SCAAIDD currently has \$47,670.15 in the bank. There are no outstanding bills at this time. Ms. Ricke-Kiely moved to accept the report. Mr. Evans seconded. Motion passes unanimously.

Mr. Manning informed the committee that national AAIDD is looking at rebating some money to state chapters. The amount for SCAAIDD is \$156.00. Some paperwork is required for us to get the money including information on our current funds. Mr. Tavenner will complete the financial paperwork and get it to Mr. Manning to submit as a packet.

Mr. Tavenner raised a question as to whose signature should be on the bank card for SCAAIDD's account. Mr. Evans stated that in the past the chairperson signed the checks but this made it difficult to get things paid in a timely manner. Recently we have authorized the treasurer or the chairperson to sign. That has worked well. Since the treasurer has to present a detail ledger to the committee any risks are limited. Mr. Manning and Mr. Tavenner will have signature authority. Mr. Tavenner also reported that Mr. Magnur has completed the transfer of financial materials to him.

Committee reports were offered as follows:

- A. Membership – Ms. Schilling reported that there are currently 81 members with another 7 regular members who have not yet renewed. This number is higher than usual for this time of year. The consumer and direct support staff person who were presented with awards at the conference received free memberships. The paperwork was given to Mr. Tavenner.
- B. Historian / Website – Ms. Wannamaker has taken over as chair of this committee. She reported that the volunteer person to maintain the website did not work out. Ms. Ricke-Kiely offered the name of Liesl Bradshaw as a consultant who might be available. She will approach Ms. Bradshaw and if she is interested she will

- have her contact Mr. Britt for additional information. Any other possible names for website maintenance should also be given to Mr. Britt. The purchase of a digital camera has been authorized. Ms. Wannamaker will be responsible for the purchase.
- C. Education / Training – Ms. Ricke-Kiely provided a summary sheet of identified training needs, possible presenters, and target audience for review. (A copy available upon request.) The committee provided names of some additional possible trainers for topics identified. Some presenters could be brought in from out-of-state as well. She recommended setting up training for all four regions. Brochures for the trainings will be needed. Ms. Staggs stated that Aiken County day services could assist with mailings if desired. Further discussion centered on the need to accommodate direct support staff work schedules in order to allow more DSPs to attend trainings. Suggestions included offering half-day trainings and offering training in the evening or on a weekend. We have been charging \$25 for attendance with a reduced cost for members. This amount can be adjusted if needed and costs for sessions can vary. It was suggested that a way to increase attendance for DSPs might be to offer a pay for three, get one more free registration option. Previously registrations all went to Mr. Rotholz so he could coordinate. Ms. Ricke-Keily would like a local person for each region to coordinate. Mr. Britt and Mr. Magnur indicated their willingness to coordinate for Coastal and Pee Dee regions. Mr. Manning will coordinate for Midlands region. Ms. Ricke-Kiely will coordinate for Peidmont region. It was also noted that Mr. Rotholz had been awarding \$25 gift cards as door prizes. The committee approved a continuation of this practice to be paid from the education / training budget.
- D. Legislative – Mr. Barfield provided a copy of the budget proposal now under consideration. This is the final house version. The house version does not include any additional money for crisis prevention. We hope the senate version will include crisis prevention funding. The senate will approve its version soon and then it will go to joint committee. The proposed budget looks good for DDSN / providers. A 3% raise is included. An additional item was added to the budget in the house by local legislators to have the Recreation Commission run Camp Spearhead in Greenville. This was not a DDSN request. Mr. Barfield also mentioned the family backed legislation to require insurance companies to pay for ABA therapy. The bill has been submitted and is out of committee in the senate.
- E. Direct Support – The committee welcomed back Ms. Hart. Ms. Hart stated that she would like to set up 2 counterpart sessions for DSPs with at least one before the conference in October. She would also like at least one training session specifically for DSPs to be held. Possible topics include active treatment, team building since that was also an identified need on Ms. Ricke-Kiely’s list from the earlier survey. Ms. Hart suggested having the training and / or counterpart meetings at DDSN Central Office as direct support staff rarely have the opportunity to come there. Mr. Altman, Mr. Magnur, and Ms. Staggs commented on the positive comments from direct support staff attending the conference with regard to the opportunity to mingle with the “big wigs.” For many of them this is the only time they get to meet and interact with Dr. Butkus and other state

- management. It was suggested that if the meetings were held at Central Office Dr. Butkus and other State Agency Management might be able to participate in the sessions. Ms. Hart would also like to use some of the budget to provide refreshments at sessions and do mail outs.
- F. Newsletter – Mr. Grimbball will chair this committee. He asked if a library of previous newsletters is available. Mr. Manning has it. The timeline for newsletters was discussed. Mr. Manning suggested sending one to members only with a preview of coming events and another one later to call for nominations. A separate newsletter would be mailed out to the broader mailing list leading up to the conference. The newsletter could include information regarding the direct support sessions, training schedules, etc. Information should be sent to Mr. Grimbball (ngrimball@ddsn.sc.gov). Mr. Altman recommended expanding our mailing list. Ms. Staggs asked who currently has the list and if it could be sent to her. Ms. Schilling has the membership list and Mr. Evans has the broader mail out list. Both will email them to Ms. Staggs. Ms. Staggs will maintain the list throughout the year.
- G. Nominations / Awards – Mr. Evans stated that additional committee members have not yet been named by Mr. Manning. He suggested that Mr. Tavenner and Ms. Hart be named to the committee. Both indicated their willingness to serve in this capacity. Mr. Manning named them to the committee. This year nominations will be needed for three at-large members and the vice-chair elect. Nominations for awards will be solicited for four areas – direct support, professional leadership / management, student, and self-advocate.
- H. Conference – Mr. Britt submitted the proposed budget for the conference as amended by the conference committee in earlier session. Proposed budget was approved.
- I. National Happenings – Mr. Rotholz was absent. Mr. Manning stated that Mr. Rotholz had requested SCAAIDD contribute a silent auction item for the AAIDD national annual meeting. Ms. Wannamaker and Mr. Barfield stated that we have done this before. Usually the chair purchases the item and takes it to the national meeting. It is often jewelry, a print, or a similar item that represents the state. Ms. Wannamaker agreed to purchase the item this year. Mr. Manning informed the committee that he will be unable to attend the national meeting and has designated Mr. Britt to attend in his place.

The next scheduled meeting will be on April 27th.

There being no further business the meeting was adjourned.

Respectfully submitted by Renee Staggs, Secretary