



SCAAIDD Executive Committee  
July 22, 2011  
Minutes

The Executive Committee met on Friday, July 22<sup>nd</sup> at 11:00 at SCDDSN and the following people were present: Renee Staggs, Jay Altman, Kevin Wright, Lois Park Mole, Nikki Bramlett, Crystal Wright, and Terry Schilling.

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

Lois reported that we have \$31,139.59 in our account and she will be depositing \$2,490 today.

**Old Business:**

- A. Annual Filing Secretary of State/990 – Our annual registration for the Secretary of State’s office was returned again stating that we must have our 501(c)(3) letter or we must check that we are not a non-profit organization. Terry contacted someone at the IRS to find out if they would send us a copy of our letter, and while the lady was very helpful, she said that our case had been closed because we didn’t send in needed information. She said we needed to start over again and said we could pull the forms off the Internet. Lois asked Terry to send her the past three years of forms submitted to the Secretary of State’s Office so she could contact them, show them what we have submitted in the past, and see if they will accept our application. We will still have to do the 501(c)(3) application, but Terry can work on that for next year. It takes a couple of months for that application to be processed. Something has to be done by August 15<sup>th</sup>, which is also when the 990 is due to the IRS and the Secretary of State’s office. Lois plans to have the 990 completed by the deadline.

**New Business:**

- A. Newsletter – Crystal contacted Ron on her phone and put him on speaker so we could all hear. Renee told him what we had for the newsletter and he said he thought he could get it out by the end of next week. Renee told him she would forward the information to him today or Monday. He will have “Save the Date” information, an article from Kevin, the call for papers, etc. to go in this time. Ron said that he hopes to be at the meeting next month.

**Committee Reports:**

- A. Membership – Terry reported that we have 58 members at this time.
- B. Education – Crystal said they want to get information from the survey before setting up future training sessions. The survey is ready to go now.
- C. Historian/Website/Newsletter – Ron will be getting the newsletter out next week.
- D. Direct Support Professional Development – Kevin reported that he sent out a request to the CQL e-community asking for suggestions in the area of professional development training and he received a few hits. He plans to bring more information to our next meeting.
- E. Nominations/Awards – Debbie will send out requests for nominations and awards in August. We will give people a two-three week time frame to get nominations in.
- 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 going well.
- G. Legislative News – Nothing new to report.
- H. AAIDD News/Developments – David was unable to attend the meeting so there is nothing to report.

There was no further business, so Jay made a motion to adjourn, Terry seconded the motion, and it passed.

**NEXT MEETING: August 26, 2011**

Respectfully Submitted By:

*Terry Schilling*  
Secretary, SCAAIDD