

NACDD Board of Directors—January 31, 2019

Board Attendees: Shannon Buller, Val Bishop, Dan Shannon, Toni Brinegar, Charles Hughes, Ann Trudgeon, Vicky Davidson, Beth Swedeen, Mitzi Profitt, Steve Gieber

Not on call: Kristin Britton

Other Attendees: Eric Stoker (SAC Chair)

NACDD Attendees: Robin Troutman, Donna Meltzer, Jessica Misilo, Erin Prangley, Angela Castillo-Epps, Sheryl Matney

1. Call to Order at 1:33pm
2. Welcome and Introductions—Shannon Buller
3. Approval of Minutes—Charles Hughes
 - a. Correction to the agenda stating it is review and approval of November meeting (not September as it states). No changes or comments were made to the November minutes. Motion to approve the November 7th minutes by Toni Brinegar. Dan Shannon seconds motion. Motion carries by unanimous vote at 1:34pm
4. Updates from Board President—Shannon Buller
 - a. It is important that you know that our Board Treasurer works closely with our staff team on all fiscal matters. While the Board has the official fiduciary responsibility to approve and make sure we stick to our budget, our staff team engages with our budget day in and day out. Donna has the primary responsibility as CEO, but Robin Troutman, as our Deputy Director works directly with all monies of the association that go in and out, works with our accountants, and manages our audits and therefore is the day-to-day point person regarding budgetary matters and working closely with Dan.
 - b. One item that is in your packet of materials for today is our Budget Narrative. The NACDD staff created this document a few years back as a guide for you. It explains for you in narrative form what we spend money on (or money we receive), and why. Being familiar with this document, which we include for every board meeting, helps to remind us all about what we spend our money on or what money we take in and connects the dots for us.
 - c. During today's meeting you will get an update on our budget and a report from Robin from our money manager with Merrill Lynch regarding our reserve funds. I have also asked Donna if she would host a webinar for Board members and other interested NACDD members, about how we build our budget. Donna did a presentation when our Board met in Salt Lake City in July 2017 but I think it bears repeating. She will be scheduling that opportunity soon.
 - d. During our summer board meeting we approved some updates to the Plan and then appointed a committee, led by Steve Gieber, to address how best to report on the progress of the plan to the Board and our members. This has remained a sticking point for us and we are still working to figure out how best to report on our progress and will need to spend time this year working on our next 3-year plan.
5. Updates from CEO—Donna Meltzer

- a. NACDD Staff changes—As of January 31, 2019 Deanna Hartzman is no longer employed. We are currently looking internally at how to take on her tasks and see what skills we need to supplement.
- b. Appropriations and budget—Staff is getting ready for the meetings to request FY20 funding. Instead of doing our normal pre-DPS appropriations discussion with our lobbyists, we are considering a webinar before the end of February. We are asking for an increase in appropriations funding. We are looking at \$80 million instead of the \$76 million we have received in the past 2 years.
- c. Additional Funding—Optum is still our biggest sponsor with both general capacity building funding and project specific funding. They will continue to fund parts of our conference as well as the peer to peer curriculum training. We are also looking at others. NACDD is having good discussions with Anthem as well and looking at new ways to engage. We are looking at a Caregiving project that could be rolled out as part of pre-DPS event.
 - i. Beth Swedeen—Is it possible to designate funds for supporting self advocates to attend events rather than the food? Perhaps getting more people to the event rather than logistics. Donna answered that sometimes that is possible if the funder prefers that. She said it is something that we can look into further for future events but first and foremost our expenses need to be covered.
- d. Office space update—The lease holder, UCP is still looking to find someone to take over the entire lease which includes our space. As of now there is no one that has expressed interest. We are looking at both possibilities to use up space here or for us to move if necessary.
- e. Year of Communications—staff is working on a communications strategic plan that will incorporate the work that the Raben Group is doing with us, as well as the great work that the Councils have created. The Success Files videos now have captioning and have been sent out to the board. We will be working on creating user guides on how to use the videos and the raw footage.
- f. Obligation vs. Liquidation and period of performance—ACL will be putting out guidance and an FAQ hopefully by February 4th (Monday). They will host a webinar to ask/answer questions. NACDD/ITACC will also do a webinar/discussion to collect feedback to send to ACL. We will publicize as soon as we get the information.

6. Committee reports

- a. Policy report—Erin Prangley
- b. Self-Advocacy—Eric Stoker. The SAC met on December 11, 2018 with its new Chair, Eric Stoker UT. Donna Meltzer provided updates on NACDD SA initiatives including, the Art of Impact e-book and Start Your Journey website and the One Vote Now website, which is filled with information and resources to engage people with developmental disabilities in the voting process. Resource update: The Advocacy in Action tool was developed in collaboration with the Administration on Intellectual and Developmental Disabilities (AIDD). The tool was vetted through the SAC and the ITACC SA work groups. The resource was created to support DD Councils in the planning and tracking of their advocacy work. Once language is finalized by AIDD, it will be disseminated to the DD

Council network via webinar and posted to the NACDD/ITACC websites. Members shared information about their current SA work, which included, working with partners in policymaking graduates, re-establishing statewide SA organizations, supporting advocates to participate in coalitions and boards and increasing SA efforts in rural areas. The SAC will continue to inform NACDD on SA initiatives as well as provide input on the annual conference.

- c. Audit Committee- Steve Gieber and Robin Troutman. The committee met in preparation for the audit which began on January 15th. The audit is now over and we will be getting the final report in the next couple of weeks.
- d. Member Services—Robin Troutman. The Member Services Committee and the Policy Committee are holding joint webinars on messaging and communications. The first will be on March 13, 2019 and will be on creating value and factsheets.
- e. Finance Committee-- Dan Shannon. We ran a deficit of \$25,547.17 which includes a shortage of corporate/foundation sponsorships. This is partly because we anticipated the \$95K from Optum in FY18 but it actually didn't get signed until FY19. In addition, there was the added cost of the SuccessFiles video and since no money was taken out of reserves to fund anything in FY18, we therefore we have a deficit.

Looking at the Statement of Financial Position, we are currently not at the 6 month level of reserves that is stated in the financial policies manual, but rather at 3 months. We need to be aware of this and make sure we do not go lower. For the current FY19 budget documents, there are no red flags to date.

- i. Merrill Lynch accounts—NACDD received advice to remain as is rather than make any adjustments to its two accounts
7. Year of Communications—included in Donna's update
 8. Update on Office Space—Included in Donna's update
 9. April in person meeting—Charles, Shannon, Steve, Vicky, Mitzi, Ann, Kristin (if not on Monday), Beth (if not on Sunday). Dan, Toni, and Val will not be there in person.
 10. Motion to move to executive session—Dan Shannon, Val Bishop seconded

Dan Shannon Made a motion to end the executive session and Val Bishop seconded. The motion passed with no nays or abstentions.

Charles Hughes made a motion to end the Board meeting and Mitzi Proffitt seconded. The motion passed with no nays or abstentions. The Meeting ended at 1:35 p.m.