



Down Syndrome Association of Wisconsin, Inc.
Board of Directors Meeting Minutes
December 13, 2011

Attendees:

Andrew Gerbitz

Tom O'Day

Peter Loeffel

Marita Stannis (by phone)

Ron Malloy

Mike Bare

Nicole Cook

Amy Bontempo (by phone)

Liz Streubel

NOTE: THE PACKET OF MATERIALS HANDED OUT IN ADVANCE OF THE BOARD MEETING IS ATTACHED TO THESE MINUTES.

- I. Discussion of meeting times for the Board in 2012. The Board will meet the second Tuesday of every month in 2012, with every other month meeting being held by conference call. Conference call-in numbers will be made available for all meetings.

- II. The Board reviewed the Secretary's report and minutes from the November 2011 Board Meeting. T. O'Day provided two revisions to the Secretary's minutes. T. O' Day moved to approve minutes as revised, A. Gerbitz seconded. Passed unanimously.

- III. The Board reviewed the Office report. R. Malloy discussed the idea of releasing endowment-related funds for uses other than scholarships. The Board would like to track education-related expenses in 2012 to get a sense at the end of the year what total costs associated with education are. R. Malloy stated that new office hours are published allowing more families to utilize DSAW. Governor Scott Walker will be involved with "Take Your Legislator to Work Day" and will job shadow Andrew Gerbitz at the YMCA.

- IV. The short-period (6-month) budget in CY 2011 DSAW should be about \$20,000 favorable to budget, due to walk contributions which were favorable to budget and savings related to salaries for office staff.



- V. Discussion regarding the fiscal year 2012 (Jan. 1 – December 31) budget. On the income side, \$450 in line 4724 Golf Outing Classic will be zeroed out. On the expense side, the budget will need to be revised to add \$1,000 to postage in line 5140. This brought up discussion on whether DSAW should go paperless. R. Malloy will prepare a proposal on paperless processes. N. Cook moved to approve the fiscal year 2012 budget as revised, P. Loeffel seconded. Passed unanimously.

- VI. The Board reviewed the DSAW- Fox Cities Budget. Some line items needed clarification prior to approval of the budget: Peer sensitivity training, “Handwriting Without Tears” program and the “Signing Times” project. Once the Board has these clarifications the budget will be revisited. Other chapter budgets will be reviewed at that time as well.

- VII. The background check policy of all volunteers was discussed. All volunteers will be required to go through a background check and rules for what the volunteers can do will be put in place. There will be further discussion on this at the Chapter Advisory Board Leadership Retreat in January.

- VIII. Discussion of partnerships with other organizations. Where it makes sense, DSAW will strategically pair up on certain projects or events as appropriate.

- IX. The agenda for the January Chapter Advisory Board Leadership Retreat was discussed. The strategic planning tool will be handed out to all Chapters for use. The Office staff will rate their performance and hand out at the retreat as well.

- X. T. O’ Day moved to adjourn the meeting, N. Cook seconded. Passed unanimously.