

The Arc of Island & Skagit

**Second Annual Business Meeting**  
**June 25, 2011**

*Creating opportunities for people with intellectual & developmental disabilities and their families.*



*Achieve with us.*

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# Welcome to our 2<sup>nd</sup> Annual Business Meeting

**Saturday, June 25, 2011 ~ 1:30 – 3:00 pm**

- Sign in & Member Registration/Renewal
- Appoint Recording Secretary
- Approve Agenda
- Approve Minutes of 1<sup>st</sup> Annual General Meeting - 2010
- President's Report
- Treasurer's Report
- Executive Director's Report
- Process of Elections & Roles of Board Members
- Election of New Officers and Board Members
- New Business
  - Approve 2011 6 month Budget
  - Approve 2012 Budget
  - Amend By-Laws to read "minimum of 5 Board members"
  - Require Background checks for all Board members, Staff and Volunteers who have contact with organization finances, private information, or who are left alone with children or self-advocates.
  - Change Annual Business Meeting to September
  - Committees Formation
    - Strategic Plan
    - Budget & Finance
    - Membership
    - Nominating
    - By-laws
    - Governmental Affairs/Advocacy
  - Mini-Committee Meetings – Members to set dates for next meetings.
- Motion to Adjourn

**Our Mission:** To promote an inclusive community in Island & Skagit Counties with equal opportunity & full participation for people with disabilities by advocating, supporting, educating and empowering individuals and their family members.

# History & Overview

In February of 2009, the Skagit Parent Coalition was formed under the leadership & guidance of Parent Coordinator Joy Caldwell. This program was funded with a grant from Skagit County Human Services with SPARC as the contracting agency.

During 2010, the second year of the program, it became apparent that there was a need for further expansion of services to our community and that a local chapter of The Arc would be most advantageous towards meeting these needs. The Arc of Washington asked us to consider including Island County in our new chapter as well since many residents there had expressed their needs for Arc services.

In the spring of 2010 a series of exploratory meetings were held throughout Skagit & Island Counties in order to gauge interest and solicit volunteers for participation. During the first of these meetings in Skagit County, participants agreed that the name should be The Arc of Island & Skagit – deliberately putting Island County's name first, as a goodwill gesture of friendship and inclusion, inviting their residents to join in our new venture. It was unanimously agreed that Joy Caldwell should remain in her role as Coordinator of the Parent Coalition & take on the role and duties of Executive Director as well.

General members and Board members were recruited, by-laws were drafted and a letter of intent was sent to The Arc of Washington. The local chapter formation was then given the go-ahead by the State Chapter on June 19<sup>th</sup> and we were off and running.

On Friday, June 25, 2010, we held our first official general membership meeting, pot-luck picnic and social at the Anacortes Public Library. A great time was had by all and we conducted our "First Annual Business Meeting" where 10 participants were officially nominated and elected as our first Board of Directors. (\*Only 3 of the original remain due to personal/family emergencies & time-conflicts. Thankfully, a few others have since stepped up to the responsibilities.)

- President – Mike Benway\*
- Vice President – Michele Dods
- Treasurer – Salina Hughes
- Assistant Treasurer – John Mott
- Secretary – Kim Irish
- Assistant Secretary – Sonja Erlandson\*
- Shelly Longacre\*
- Donna Horne
- JoAnn Thomas
- Kat Fritz

Our mission statement was adopted by the membership: "to promote an inclusive community in Island & Skagit Counties with equal opportunity & full participation for people with disabilities by advocating, supporting, educating and empowering individuals and their family members."

It has been a very busy and exciting first year, highlights of which can be found on the following pages in reports as presented by our President, Treasurer, and Executive Director. We are looking forward to the future as we continue to work together to improve the quality of life for people with intellectual and developmental disabilities and their families in our local communities of Island and Skagit Counties.

# President's Report – Mike Benway

Happy First Anniversary! It has been a busy and productive first year.

- ✓ Administrative Actions:
  - Adopted By-laws.
  - Adopted Articles of Incorporation.
  - We have our State of WA UBI (Universal Business Identification).
  - Our 501(c)3 non-profit application is pending with the IRS.
- ✓ We continue to develop our Board of Directors. (We see a need to perhaps move from a minimum of 7 directors to 5 in our early development.)
- ✓ Our proceeds from the clothing donations are continuing to help support us .... Tell your friends
- ✓ For a first year it is amazing how our programs are moving forward
  - Skagit Parent Coalition
  - Senior Family Project
  - Leadership Project
  - Resource boxes for school districts
- ✓ Advocacy: hard work on the part of Joy and several self-advocates
  - The “Shoe” protest made the evening news
  - Legislative session was intense in this tight budget environment
    - Reduced the number of RHC’s & limited admissions
    - Retained much needed supports for our communities
- ✓ Membership Committee developed guidelines for membership fees & benefits.
- ✓ Looking forward to Designing for the Future.

We are very fortunate to be supported by the State Arc during our initial start-up. I represented our Chapter in the State Arc strategic planning sessions.

Our Executive Director, Joy, has worked tirelessly and has accomplished more than has been asked of her. Thank you for all you've done, Joy.

I’m looking forward to the new year of progress and serving our community.

Respectfully,



Michael Benway  
President

## Treasurer's Report - Julie Bean

We are very grateful to The Arc of Washington for taking care of our books to date and acting as our fiscal agent. However, it has come with some complications and frustrations at times due to duplicating business (getting approval, passing motions & signatures) through both Boards of Directors & Executive Directors. As we are now "official" with the State & Federal governments, we have opened our own Bank account and are slowly moving new grants and contracts to our own authority. We are looking forward to operating completely independently by January of 2012, though we realize it will require more work and commitment from the Treasurer & Finance Committee on a more regular basis than it has previously.

We have also been privileged to have the continued support and funding for the Skagit Parent Coalition from Skagit County Community Services. This ongoing grant provides the majority of our income. Island County has not yet been able to fund us through direct grants; however, we are able to serve Island County residents through our "Truck donation proceeds" as it is available. Thankfully because Island and Skagit Counties are so close and share Legislators, Island County residents indirectly benefit from much of the advocacy work done on behalf of Skagit County. Island County resources will continue to be pursued though just as soon as funds are available.

As the needs of individuals, families, services, and programs expand, so will our financial needs for staff, equipment, supplies, and overall expenses. Thus, a finance/budget committee to discuss new revenue sources and fund-raisers is needed very soon.

Please see the following pages for our 2010-11 Financial Reports and for the 2011 & 2012 Budgets.

I look forward to continue working together to make a stronger, more prosperous future for our organization and the people we serve.

Respectfully,



Julie Bean  
Treasurer





## Executive Director's Report - Joy Caldwell

It is my honor and privilege to serve as the Executive Director for our two counties – Island & Skagit. I feel so blessed to have this job as we work together to improve the quality of life for individuals and families with intellectual and developmental disabilities.

This past year we have accomplished a lot together. The Skagit Parent Coalition has continued to be the heart of what we do, yet we have taken on other small ventures and projects, too, with the help of our Board members and numerous volunteers. Some have helped a little, some have helped a lot – but the most important point is that we're all stronger and louder when we're working together! To each one of you, thank you!!

As a result of our Leadership Project which completed last September, several of our graduate leaders have combined efforts to put together Resource Boxes for our local school districts. These boxes provide books and DVD's for teachers to teach Disability awareness in their classrooms, increasing education and awareness about inclusion for all and the value of people of all ages and abilities. Our volunteers are involved in different aspects of the project, from helping select resources to talking to District superintendents to helping raise awareness and sponsors in our business community. We hope to have at least 3 boxes complete and ready to go by September if not more.

This last Legislative session was the toughest that any of us have had to experience in many years as the economy and our leaders struggled to balance the budget. We worked hard, relentlessly advocating to ensure that our law makers understand the needs of our most vulnerable population. As the session finally came to a close, it would appear that our joint efforts were rewarded. Though many services were reduced and some very deep cuts were made, we managed to escape what could have been much worse devastation as had earlier been anticipated.

Though we can't be absolutely sure, I would like to think that our grass roots "shoe protest" (which had a high participation rate from our local members) had something to do with our overall success. The shoe protest got a fair amount of press time, highlighting the 14,000 individuals and families in Washington State who are eligible and still waiting for services, yet receive none. When the final decisions were made, there was a lot of language included in the bills and budgets about any savings being used for those in the community not receiving any services.

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One of the services that has been eliminated is the No-Paid Service Case Managers from the Division of Developmental Disabilities. These NPS Case Managers helped families navigate the system and connect them to other available community resources and services when there were no other services available. These families in crisis and individuals in need are now calling us to help them as we struggle to provide these services with limited resources. Thankfully, Skagit County Community Services increased our funding by \$3,000 for 2011 in order to help us cover some of the costs of this service.

One of the key services that we have improved is our information by way of newsletter, keeping our web-site up-to-date, and current postings on social media (facebook & twitter). This significant improvement is due solely to us being able to contract with Dawn Chapman, our Communications Support Specialist, part-time up to 40 hours per month. She is doing a fabulous job and assisting me in so many ways with the information and communication support. I am so grateful to her for all of her hard work and her great attitude while doing it.

The Developmental Disabilities Council of Washington State has given us another grant of \$13,333 beginning in July for another Leadership Project. We are looking forward to teaching another group of students more about their leadership abilities as they learn to advocate for themselves & others with our government systems over the course of the next year. We are required to have a Program Assistant; thankfully Dawn will be able to serve us in this capacity as well.

In order to give our grant funders and sponsors a more measurable picture of the outcomes of what we are accomplishing, I compiled the following page of data from the past year. (June 2010 – May 2011) It includes services provided to both Counties, though you will note that direct services to Island County are marked with an asterisk\* and significantly less. I hope you find the information valuable as we look to creating more inclusive opportunities together.

Respectfully submitted,



Joy Caldwell  
Executive Director