

TASP Annual Meeting Minutes

November 18, 2019

3pm EST

Chaired by: Susan Yuan

Participating: Auguste Elliott, Julie Clockston, Sue Jones, Lindsay Brillhart, Cathy Haarstad, Bernadette Irwin, Betsy Misch, Tom Robinson, Ed Feil (Eugene, Oregon), Pat Grosz

Not on call: Nicole Brisson, Ginny Cruz

General Discussion:

- Susan's last call as TASP Board President, and she wanted to thank everyone. All on call thanked Susan as well for her hard work and dedication, and for returning to the role when needed after finishing her last term.
- Reminder to all board members to send their reports and lists for the annual report (needed from Education Committee, Advocacy Committee, SPDC). Chelsea will email that request and we will review at next board meeting and post online.
- Susan noted all organizations are asking for donations and she would like to do that as well. Cathy and Chelsea are working with PJ to get the account up and running and then Chelsea will send the email. Who will develop a fundraising plan? Finance or Development? Cathy is happy to take it on as Finance since Development has a lot on their plate. Cathy will take it on.

Agenda Items:

1. Conference:

- a. General Review/Feedback (Sue Jones)
 - i. Conference Committee met on 11/4, and Chelsea posted minutes on the Google Drive
 - ii. Feeling that overall went very well, had over 100 attendees, people were happy with the location and food. All sessions were well attended. 11 people attended from Iceland, over 20 people from Washington State and additional from surrounding areas. Parent Panel went very well, as did the Coalition Building Workshop and it continued after the conference ended.
 - iii. Working on a decision about when to do another conference or smaller regional conferences.
 - iv. Brainstormed a lot of ideas about how to make the next conference more successful and possibly lower cost. Possibly doing 1.5 days and the second day with a Coalition Building to allow more time to continue that work.
 - v. Follow up with Iceland people – Bernadette is willing to take the lead on this and would like the connection to lead to something more long-term.
 - vi. How will we handle follow-up with following up with attendees, specifically WA people around the Coalition Building?
 - vii. Chelsea reviewed the plan for adding the presentations to the website
- b. Evals: https://drive.google.com/open?id=1LC13jhuL0Sn7L7Voscg5JuVYD_FZKcQ6
 - i. Overall great reflections and feedback
 - ii. Evals on a 4-point scale, most in the 3-4 range

- c. Financial report on the impact of the conference costs on our finances (Cathy)
 - i. Still paying out reimbursements for speakers and staff, so please turn in any outstanding you have.
 - ii. Have an additional \$20k we owe Marriott hotel (already paid \$36k). Cathy had some initial calls with them on Friday to let them know that cost is a hardship for the organization, and they did call back to say they could not reduce the final bill at all. Cathy has directed Chelsea to move money and approve final payment to Lezlie.
 - iii. Ginny has been working with Julie's daughter around some suggestions for reducing the bill. Since we will pay the bill, if we want to move it up the corporate ladder it would be for reimbursement since the bill is owed.
- d. Share report on conference post-mortem and recommendations for the future (Nikki)
 - i. Nikki was not on the call to share the full report. Sue did a re-cap and if anyone wants the full report they can contact Chelsea.
- e. What are next steps to keep the momentum going? Conference Committee was a subcommittee of the Education Committee, so they would be continuing to be under that.
 - i. Suggestion that individual board members contact Nikki with ideas for future conferences
 - ii. Action plan needed on how to move forward – this will be developed by the Education Committee or Conference Subcommittee
 - iii. Request for anyone interested in helping on the next conference to let Nikki know

2. Retreat:

- a. Review decisions and assignments:
 - i. Cathy's minutes and plan:
<https://drive.google.com/open?id=14cBMd60MSO6T8VVbJW0wsico2YlkHD-a>
 - ii. Chelsea's minutes and list of tasks:
https://drive.google.com/open?id=1eyj09An-ayyfPYyxPeJkp9k3GS_F28jX
 - iii. Cathy asked that Chelsea pull out the action plan from her minutes and make it a separate document
 - iv. Suggestion to pull Aaron back in the new year to review what we're working on and touch base
- b. Report on action items from Committee Chairs:
 - i. Review articles of incorporation and identify what the term "voting members" means in Colorado (Cathy)
 - 1. Articles and Bylaws say we will have "members." Articles do not spell out conditions of membership but does say decision making is not subject to members in general, but the BOD as the governing body.
 - 2. Based on what the group decides today Cathy will call CO to see how it impacts our current setup and if we need to change our Articles of Incorporation but does not think it has any impact.
 - 3. Julie Clockston is currently listed on the Article of Incorporation.
 - 4. Update is typically due in spring.
 - 5. Cathy will re-submit before due date of 4/30/2020 and will keep the board updated.
 - ii. Develop a comparative 3-year budget with options for board consideration (Cathy)

1. Still gathering info needed, but did send a document with a budget that shows the cost from 2018 and 2019 and current savings account and income
 2. Bank balance will be roughly \$120k after paying off the conference needs.
 3. That would leave \$60k/year for expenses
- iii. Identify costs associated with hiring a full or part-time Executive Director including benefits packets (Cathy)
1. Looking at increasing Chelsea's hours with the idea that she could become an ED.
 2. Current operating costs are roughly \$10k/year, that would leave roughly \$50k/year for whatever use TASP seems most useful.
 3. If Chelsea, or someone, becomes ED, the board stays in place, but Chelsea's hours may increase and it would be up to the board to figure out, ideally, what the ED's goals would be.
 4. Have enough money to increase Chelsea's hours to 25 hours/week for a 2-year period. After that time is up, we'd need to bring in a similar amount of money to continue.
 5. Susan suggested considering continuing at a lower level in order to be able to stretch it further than two years. Cathy noted that in order to increase the amount of money TASP brings into the organization we will need to put time and resources into that. Susan feels strongly that there is not steady source of income/grants that TASP can know. Auguste also noted that as we expand our membership that we have additional needs.
 6. Does TASP want to increase Chelsea's hours in order to help the board reach their goals? Or does TASP want to go in another direction with that money? With all the uncertainties around funding sources, does TASP want to try to move forward dramatically by making a decision that would give more time to an ED to explore things, or continue with excellent support over a longer period (although some see this as treading water).
 7. Board agreed they are not ready to make a vote on this. Part of the discussion should focus on creating a position and developing a job description for an ED and the current Admin Assistant position. Chelsea will send a list of her current duties and breakdown of time.
 8. Cathy suggested developing a budget based on current operating expenses with Chelsea at her current level for the time being
 9. Pat pointed out that an Admin Assistant is someone you give things to, an ED guides and directs an organization and Pat feels Chelsea really does that. Pat feels it gives the organization more credibility.
 10. Who will do the functions of Chelsea if she moves into an ED? She may still do that as many do.
 11. This will go to the EC, Chelsea will prepare summary of her current activities, EC will look at a description for an ED and compare to what Chelsea has been doing. Will come forth with a recommendation to the board before the January meeting.
- iv. Conference post-mortem (shared above)

- v. Mission statement (will be reviewed next)

3. Mission Statement:

- a. Vote on proposed changes
 - i. Current Mission: "We are dedicated to enhancing the well-being of at-risk parents with learning difficulties and their children. This primarily includes parents who may be identified as persons with intellectual disabilities or borderline intellectual functioning!"
 - ii. Proposed Change: "We are Dedicated to Enhancing the Lives of Parents Living with Cognitive Difficulties and Their Families through Education, Advocacy, and Support"
 - *Cognitive difficulties may include difficulties in learning, remembering, and making decisions that affect everyday life
 - iii. Discussion:
 - 1. Tom noted the footnote is a bit awkward and adds a lot of words. Lindsay explained the thinking behind it. Group also noted they were wrestling with the terminology they use.
 - iv. Sue made a motion to adopt the new mission as written. Julie seconded. All in favor: all on call (). All opposed: none. Abstained: none. Motion passed to adopt new mission statement.
 - v. Chelsea will update on the website and in materials.

4. TASP Membership

- a. Review Membership Doc:
<https://docs.google.com/document/d/1ZIVGjXWfKDIzpzWCiVR97RIkVvSqNsIZ6XbQfM64tjU/edit?usp=sharing>
- b. Vote on type of membership organization TASP wants to be going forward
- c. Cathy reviewed the types of membership organizations:
 - i. Informal membership (benefits to the members usually for a fee)
 - ii. Memberships with Public Interest (organization functions on behalf of the members to advance a greater cause, i.e. PP, AARP, American Heart Association)
 - iii. Formal Membership Organizations (granting members rights to participate in our internal affairs, would require change in Article of Incorporation and bylaws)
- d. Discussion:
 - i. If we go with "informal" can we still involve members in advocacy? Yes!
 - ii. If we go with informal we can change that at any time, but if we go with Formal Membership any subsequent changes would need to be made by the membership.
- e. Motion: Auguste made a motion for TASP to become an "informal" membership organization. Julie seconded. Discussion: Betsy noted she was interested in Membership with Public Interest as it elevates TASP a bit, and why wouldn't we go with that? Advocacy committee hasn't had strong leadership the past year and may not be able to take it on. Would not close the door on it in the future. There is also a lot on flux right now and it may not be the best time to take on something more involved. All in favor: all on call (). All opposed: none. Abstained: none. Motion passed.
- f. Betsy and Auguste will review membership categories in the bylaws and make a recommendation to the board that they stay the same or be changed, in conjunction with the EC who will look at it in terms of any greater changes needed to the bylaws.
 - i. Ginny had concerns about the bylaws and what it says about members paying and voting in officers/directors – does this need to change?

- ii. Auguste would like to survey possible donors and members about what they would like from a membership organization (could be sent to the mailing list). Also could be posted on FB.

5. Annual Report

- a. Reminder to submit your committee report and activities of members related to the mission and values of TASP
- b. Congratulations to Julie on completion of her doctorate and congratulations to Nikki, Julie and Ginny for gearing up for assessment capacity

6. Committee reports: was not reviewed on this call due to time constraints

- a. Finance Committee
- b. Development (including ad hoc committee on membership)
- c. Education
- d. Advocacy Committee

7. Officer Elections

- a. Cathy as Treasurer and Lindsay as Secretary are in continuing positions. Ginny as VP and Susan as President both have terms ending.
- b. President: nominee Julie Clockston, no nominations from the floor. All in favor of electing Julie Clockston as President: all on call. Opposed: none. Abstentions: none.
- c. Vice President: nominee Nikki Brisson, no nominations from the floor. All in favor of electing Nikki Brisson as Vice President: all on call. Opposed: none. Abstentions: none.
- d. New EC: Julie (Resident), Nikki (VP), Cathy (Treasurer), Lindsay (Treasurer), Susan (Senior Board Member),
- e. Discussion of Senior Board Members and whether Sue or Bernadette moves in to the other position.
- f. Cathy moves that Susan Yuan, Sue Jones, and Bernadette Irwin serve as Senior Board Members for a one year period. Susan seconded. No discussion. All in favor: all on call. Opposed: none. Abstentions: none.
- g. 3 Senior Board Members elected.

8. Board Changes/Elections

- a. Resignations: Ellen and Molly. Lindsay noted that in talking to Ellen Frank may also be stepping down.
- b. Reelection of continuing board members – no terms are up this year so not necessary
- c. Election of new board members
 - i. Lindsay nominates Ivanova Smith, a parent with a disability who was the TASP keynote speaker on Day 2 of the Conference and a parent on the parent panel. Lindsay shared Ivanova is the mom of 2-year-old Alexnadra, and is an amazing advocate and self-advocate. She works with LEND in WA State.
 - 1. Susan is happy to provide any support needed, as well as Lindsay. They will email her with board meeting dates and committees she can join. Cathy can also mail her a board book that they can go over with her.
 - ii. All in favor of electing Ivanova Smith to the TASP Board: all on call. Opposed: none. Abstentions: none.

9. Updates from Chelsea

- a. Google Drive and what you can find there:
<https://drive.google.com/drive/folders/1IYmC46mg0mK6FqN4CfjxAHtuw3Xe-Gwk?usp=sharing>
- b. Upload Conference pictures to the Drive

10. Other business