

HLAA-WA Exec Committee Planning Meeting

December 7, 2013

Cheri Perazzoli's home

Attendance: Greg Bawden, Rick Faunt, Michael Bower, Cheri Perazzoli, Elizabeth Jensen, Karen Utter, Alexi Pedersen, Glenda Philio, and Judi Carr

The meeting was opened by our President Elect Greg Bawden at 9:15 AM.

Cheri and Karen reported on their attendance at the retirement party for Frances Pennell from WA Access Fund. Partnering with this group is to be cultivated.

Transition Planning: Greg introduced his goal of mentoring for the future, "succession planning."

With the resignation of Lilia as Chapter Coordinator, it was decided that Karen will step in until a permanent replacement is found.

Karen wants to continue to build on the board member "Operations Manual" to clarify roles and build opportunities for others to serve.

Cheri reviewed the importance of the calendar and HLA-WA member presence at events. It would be helpful to have schedules of availability for members to advance this.

Budget Planning: Elizabeth presented her report and proposed budget. Discussion included promoting looping of Sr. Centers, a history of HLOF, and a recommendation to review the number of printed newsletters necessary. The budget for the Board retreat is \$2000. Hospital kits will be removed from the budget after the existing stock is sold. Tips for making your own may be included on website.

Cheri discussed contributions from Big Give and expressed need for new person to organize this. **Karen will ask other members.**

Break 10:15 – 10:35

January 2014 Training: After discussion it was decided to make this a one day event, January 25, 2014. **Suggested locations are to be submitted to Karen by Tuesday, December 10.** (12-15-2013 Addendum: HSDC in Tacoma has been confirmed for the training day location.)

It was suggested to extend a stipend for meal/room depending on the final location. David Hart (CART) may need a room. Stipend will be determined when the location is set.

Meeting agenda was discussed.

1. History - Karen (10-15 minutes)
2. Bylaws – review (John Allen?) Board is to pre-read the Bylaws given them. (15 minutes) followed by Q&A (15 minutes)
3. Leadership Challenge – Greg
4. Strategic Planning – Greg (30 min)

Goals to be presented:

Increase Chapter membership and HLA membership

Increase budget for Convention scholarships

There was discussion of criteria for scholarships, number of scholarships. Alexi shared his experience as a recipient. It was decided Scholarship Committee would submit request to HLOF for \$5000 for 5 scholarships bearing in mind the increased expense this year of travel to Austin.

5. Financial responsibility of a Non-Profit Board and how to read/interpret a financial statement – Rick (30 min)
6. Jobs Available – Greg

7. Convention (15 min)
8. Fundraising/Donations – Cheri
9. Calendar for 2014
10. Planning for Juliette Sterkens event (business meeting) (15 min?)
11. Assistive equipment training (on separate table)
12. Computer/Social Media

Michael offered to bring a team building exercise.

New equipment delivery – Karen announced our new audio equipment has arrived. It has been inventoried and checked by John Allen who maintains our equipment records. The older system components will be inventoried and distributed to the Renton chapter to use.

Alexi volunteered to be on the Scholarship Committee.

Greg distributed two handouts: Sample Meeting Agenda and Meeting Guidelines

The meeting was adjourned at 12:15

Respectfully submitted,

Glenda Philio, Secretary