

Belleville PTOEC  
Board Meeting  
2 January 2013

The meeting was called to order at 6:00 pm by Vice-President Darla Klaus. In attendance were current board members Tom Biondo, Kathy Costello, Russ Hoernis, Alyce Lanxon, and Ann Lee; new members Joe Harnar, Jeanne Dillaplain, and Jim Harper. Also present were visitors John and Carrie Klaus, Pat and Keith Stumpf, and John Dillaplain.

## **Reports**

### Minutes

December meeting minutes were approved. The recording secretary asked for clarification of distributing minutes. It was agreed that minutes should be distributed to board members as soon as convenient after the meetings. Minutes should not be posted to the website until they are approved by the board; therefore there will always be a one-month lag in posting minutes.

### Financial Report

- Alyce will be attending the annual training for Variety fund recipients to find out what will be new about the grant.
- Several donations were received during December for an income of \$17,155. Expenses for the month were \$956, bringing assets to \$77,161 with \$61,765 in the checking account and \$15400 in the certificate of deposit.
- Two additional checks, totaling \$1200, were presented for use in the basketball program.
- Alyce observed a trend over the last four years: the organization has spent about \$7k less than we have taken in through grants, donations, and fundraisers.
- For more information, see this month's financial report.

### Special Olympics Sports Report

- Gymnastics - The first practice is 13 January; a parent meeting will be held this Sunday, 6 January, at 9 am at World Class Gymnastics.
- Swimming - Dates for swim practices are still tentative due to a scheduling conflict, but the first practice is planned for this Sunday, 6 January.
- Basketball - Discussion continued on the noise issue with the facility. The coach assured the board that practices will continue at the Sportsplex as is for the remainder of this season and will probably be held there next year but at a different time.
- At Darla's request, there was discussion to clarify motion #12.1 as passed. Tom moved and Russ seconded that the phrasing of the policy be amended as follows: (highlighted phrase is the addition to the policy)
- Motion 13.1 the following motion: Because the SOAD is expected to be present at all board meetings, and because much of PTOEC's business is concerned with Special Olympics, the SOAD will remain a voting board member as long as he or she chooses to hold the position. If the SOAD is not able to complete his/her responsibilities or if it becomes necessary to remove the SOAD *as outlined in section J "Removal of Directors" in the PTOEC bylaws*, that individual will also lose his or her voting rights on the board. The motion carried.
- Darla is going to start work on a generic template for use by coaches that will list PTOEC general information and expectations for athletic events, including payment of dues, physical must be current, etc. Kathy will send samples of the existing documents used for the swim and

gymnastics teams.

### Fundraising

Julie has mouse races booked for 9 March at Eagles meeting facility in Shiloh.

### Banquet

Date has not yet been set; Russ and Elaine are looking for volunteers to help organize and run the event.

### Web Site

It was suggested that the following be added to the web site: "If any parent has any concerns about a sport, please direct comments to the coach of the sport or the Darla Klaus, the Special Olympics Athletic Director."

Kathy will contact Donna Biffar and ask if she wants help or wants to turn over the website management to other volunteers.

### Fun Nights

There has been some confusion about fun night chaperones; Kathy will clarify the tasks in writing and post the schedule on line as well as resume personal calls to the designated chaperones.

### **Old Business**

- Kathy presented a report on the membership pre-survey conducted in November both online and through paper copies distributed at the free physical day. Highlights included numbers on athlete members' participation in events for use in grant reports, as well as a list of names of parent members who have volunteered for various tasks in the organization.
- Tom asked for more members on the PTOEC team for "Freezin' for a Reason," the annual Torch Run Polar Plunge.

### **New Business**

- New board members were welcomed and the election of officers held, with the following results: Ken Skiles, president; Tom Biondo, vice-president; Alyce Lanxon, treasurer; Kathy Costello, recording secretary; Ann Lee, corresponding secretary.
- Jim Harper shared information on the Employment First program popular in other states, that may be enacted into law in Illinois this summer.

### **Items for next agenda**

- Discussion of the level of detail that would be included in an annual financial report as suggested by members in the survey
- Discussion of best way to organize new volunteers listed in the pre-survey report

Kathy moved to adjourn the meeting and Ann seconded. Motion carried.

Meeting adjourned at 7:49 pm.

Respectfully submitted,

***Kathy Costello***

Belleville PTOEC  
Board Meeting

6 February 2013

The meeting was called to order at 6:04 pm by President Ken Skiles. In attendance were Tom Biondo, Kathy Costello, Jeanne Dillaplain, Joe Harnar, Jim Harper, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene Layeski, and Ann Lee.

## **Reports**

### Minutes

January meeting minutes were approved.

### Financial Report

- Ken asked for clarification on the two checks that were donated last month that were earmarked for use in the basketball program. The rest of the board clarified that the donors specified that the checks specifically were to be used for basketball needs and that precedence for such action has been set in the past: when the gymnastics team saw that their uniforms would be more expensive than other sports, fund raisers were organized by the coaches and parents of that team specifically for the purpose of defraying the costs of the uniforms.
- Alyce reported that the account balance as of 1.31.13 is \$78,200. The largest expense last month was \$1400 for liability insurance and \$900 for swim team expenses. A summary of total expenses and income for 2012 was presented: Total income was \$61,000; total expenses were \$54,000; net gain was \$7000.
- The recent survey revealed that members of the organization would appreciate more transparency in the reporting of the finances of PTOEC. There was some discussion on how this could be achieved. The board agreed to the following:
  - Monthly board meeting minutes will continue to include the general overview of expenses and income as stated above.
  - The annual report to SAVE will be edited to include a summary of the financials of the organization and will be posted to the website. This report includes a summary of the accomplishments of the organization for the year.
  - Members will always be welcome to contact the treasurer for specifics of budget items.
- Alyce asked the board to consider the insurance that the organization carries. She consulted with Jeff Price, who stated that the current carrier - First Nonprofit - and the broker - Oliver and Associates from Carbondale - were in place before he became the director of PTOEC. The insurance covers the vans, liability for board members, and an umbrella policy for the organization. She also spoke with Ron Hindman, former PTOEC treasurer, who said the insurance should be reviewed and put out to bid. Russ volunteered to take on the task of researching options and will present his findings to the board next month.

### Membership

- Alyce reported that the latest membership report shows that 44 members have not yet paid their dues. Joe suggested that the report could be placed online as a shared document. This would allow more than one board member to add to the document. It could also be used as a read-only document that would be accessible for fun night coordinators, coaches, etc., if the need to check membership for participation arose. Privacy issues were then discussed. Joe will show the product to Alyce and Darla and report at the next meeting.
- Several new PTOEC members have mentioned that it would be helpful to have an experienced member as a mentor. Kathy explained the SOILL mentoring program, Joe

explained the Down Syndrome mentoring program, and Alyce suggested fabricating a PTOEC mentoring program unique to the organization. Joe and Kathy will start trading documents and fashioning the program. Kathy will contact BASCC to see if they have any information on mentoring families new to the special needs community.

- Gene volunteered to get more information about the special needs group at Scott Air Force Base to see if there are any joint projects that would benefit both groups.

### Special Olympics Sports Report

- Basketball - The Lakers team was chosen to go to the state tournament to be held in March. Three athletes received gold medals for individual skills and will also go to the state competition.
- Gymnastics – Practices are underway on Sunday mornings at World Class Gymnastics Center at the Sportsplex.
- Soccer - The first meeting for parents was held; practices begin 16 February. Information about the multiple tournaments the team will be attending, etc. is on the website.
- Swimming – Practices have started at the YMCA facility near SWIC. Coach Jeff sent in the entries this past Sunday.
- Darla and Joe have been working on a one page parent form that informs families of their responsibilities to the athletes, gives them pertinent dates, and other information that is important to know at the beginning of a sport season. Joe will circulate the final document to the board so that it can be approved at the next meeting.
- Darla will circulate the information from SOILL concerning the nomination of coaches and athletes to the next national games
- Darla mentioned that she met with a. Special Olympics coach in Clinton County who might be willing to form a joint softball team with PTOEC. She will bring more information to the next meeting.

### Fundraising

Tom reported that the Polar plunge team is up to eleven people: 11; Gene, Ken, and members and coaches of the gymnastics team. So far \$1300 has been raised, putting the team in second place after one of the local police departments' teams. The plunge is on 23 February at Lake Carlyle.

### Banquet

Russ reported that the banquet will be held 13 April at the Eagles' Hall in Shiloh from 5:30-9:30 pm.

Because the venue requires that their own catering service be used, Pasta Faire will not be hired this year. There will be a cash bar, (PTOEC will be charged a \$75 fee for the bartender), soda, and a fried chicken dinner, (\$10/plate). No dessert is included, so the Hoernis Team plans to go to Sam's for sheet cakes and/or cookies. Gene reminded everyone that several athletes have special dietary needs; Jeanne suggested asking members to report their needs in the invitation response. Admission fee will be \$10 for adults and \$5 for children.

Included in the banquet will be the silent auction, dance, awards for athletes, video, and other events.

10 adults, 5 kids

Last year's banquet cost about \$4000 with \$2500 in food costs; Russ estimates that it should be in the same range

### Web Site

Joe reported that the new web site will cost \$136 a year to maintain both addresses (\$276 is being paid for the current site.) He agreed to act as webmaster, with the stipulation that sports information continue to be routed through Darla. He will check on a monthly calendar option and include a drop down menu for individual sports, as well as other features suggested by board members. It was further suggested that parents sign waivers to allow their athletes' pictures to be placed online, similar to the system in place in most schools.

### Fun Nights

- Only six parents attended the meeting to restructure fun nights; all of them were interested in supporting senior fun nights. Tom suggested that interested teachers at Whiteside could organize junior fun nights. He will contact the teachers and invite them to the next board meeting. Kathy will send Tom the names of parents who expressed interest in helping with this project on their surveys.
- There was also some discussion of offering an alternative activity during dance - crafts, movie, game, etc. - as discussed during the parent meeting.

### **New Business**

- Equestrian - Kathy reported that the first parent meeting for a possible equestrian team will be held this Friday.
- With the addition of at least two new sports, the possibility of adding a second SOAD, with responsibilities for specific sports, was discussed. It will be discussed in more detail at the next meeting.
- Special Olympics Illinois is encouraging local agencies to talk to school administrators in their area about the latest educational unfunded mandate: all students with special needs must be accommodated in all school sports programs. If an individual can't be included in regular programs, then the school has to initiate or find an appropriate program. SOILL emphasizes that the time is ripe for partnering with schools to offer Special Olympics sports - particularly unified sports - as an option in meeting this mandate. The board discussed different ways of meeting this challenge. Tom, Ken, Joe, and Kathy will check on the various facets of the imperative and report at the next meeting. Jim volunteered to serve on a committee that would go to schools to begin the dialogue.
- The PTOEC banner is worn and needs to be replaced. The new logo on the webpage, with the new SO logo, could be featured. Tom made a motion to work with a business he knows that can make one for \$6 per square foot. Russ seconded. Tom will contact Peggy Knebel for permission to use the SO logo.
- Tom proposed a new idea to expand the services that PTOEC offers: field trips for the members could be organized, perhaps one every three months. Ken suggested the junior fun night volunteers be included in the planning; Tom will present at next board meeting.
- Tom also mentioned that Julie Mongeon has found someone willing to lead a zumba class for special needs. A report of the details will be presented next month. This project has the potential for becoming a parent/child activity.

### **Items for next agenda**

Hierarchy of Board

Russ moved to adjourn the meeting and Kathy seconded. Motion carried.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

***Kathy Costello***

Belleville PTOEC  
Board Meeting  
6 March 2013

The meeting was called to order at 6:06 pm by Vice-President Tom Biondo. In attendance were Kathy Costello, Jeanne Dillaplain, Joe Harnar, Russ Hoernis, Darla Klaus, Alyce Lanxon, and Ann Lee.

## **Reports**

Minutes February meeting minutes were approved.

### Financial Report

- Alyce presented the annual report that will be used for reporting to the PTOEC membership, Variety, and United Way. The report will be posted on the new web site.
- The Variety grant now requires a separate reporting form for each camper, detailing the camper's age, zip code, disability, how the disability was determined, and the child's success in program. Alyce and Jeff are working on the details.
- The \$15,000 SAVE grant (United Way) was received this month. Costs this month included liability insurance, \$910 to the YMCA for pool rental for swim practices, and purchases to Curt Smith for athletic wear. \$2300 was taken out of the account for change for the Mouse Races this weekend. Current balance is \$75,238 in the general account and \$15,400 in CDs.
- Pat Stumpf chose to use the money donated to the basketball team for blankets for the players as gifts.
- PTOEC Insurance was discussed at length. Russ reported on his meeting with his insurance agent. The agent said we need two basic policies: Director and Operator's liability and vehicle coverage. Russ asked for a volunteer to go with him in a second meeting to continue to ask questions; Joe volunteered. It is also necessary to talk to Oliver and Associates who are the brokers for the current policy. Before PTOEC can put out for bids, we need a good opinion about what we need.
- For more information, see this month's financial report.

### United Way

- The format for United Way reports continues to change. Alyce suggested that a committee be formed, without rotation of members, to keep up with the changes from year to year. Committee members wouldn't have to be board members. Alyce is waiting for a firm date for the training and suggested that more than one person attend; Jeanne volunteered and Ron Hindman will be contacted to see if he would like to participate.

### Membership

- About one third of the listed membership still has not paid dues. Several methods of checking for paid dues were again discussed. It was decided that coaches send rosters to the board after the second practice of the year to allow board members to check the list. Designated board members can then call athletes on the roster who do not have physicals or have not paid dues. Coaches will also be provided with this information.
- The generic report format for membership is still in development; Joe and Darla should have it completed by the next meeting.
- Joe presented an updated membership form that will be posted on the website.

- Alyce suggested that the membership roster be posted on googledocs, with editing privileges for selected individuals and limited viewing for coaches.

### Special Olympics

- Area 12 has two slots for the national games in 2014: one female artistic gymnast and one level two male swimmer. Various board members have contacted coaches to encourage them to nominate themselves and/or athletes for the state team.
- Gymnastics – Practices are proceeding with the team now including 15 athletes and nine coaches.
- Basketball - 23-24 March is the state game. The team has two practices left.
- Soccer - Practice is canceled for this week (again!) because of weather. Coach Rich will post new dates as they are available.
- Flag Football - Area 12 has been approved by the state organization to sponsor a team again this year. Practices will be July through October on Saturdays. Possible out-of-state travel, and the expenses it may mean for PTOEC, was discussed.
- Swimming - The regional meet was last Sunday. One relay team had to be scrubbed because one team member did not have a current physical on record.
- Equestrian - Open house for the athletes is this Sunday; plans are progressing for organizing and funding a team.

### Fundraising

- Mouse Races - Organizer Julie Mongeon is enthusiastic and ready for the day. Tom Compton is doing the music. About 18 tables of ten have already been purchased, with eight more tables still available.
- Polar Plunge - Everyone survived! PTOEC was second in fundraising to the Grasshoppers Group. Patrick Huillung paid for the team's t-shirts. The new PTOEC banner, designed by Joe, made its debut.

### Banquet

Russ reported that several members who had volunteered through the survey to help with the banquet were contacted by email and volunteered to take on different tasks. Tom Compton will supply the music. Invitations will be mailed next week. An email for baskets for the silent auction will also go out next week. Alyce confirmed that \$4000 was budgeted for the event. Since about \$3500 was raised last year through the silent auction, raffle, and admission fees, it cost the organization only \$500. Elaine and Russ expect the same to happen this year.

### Web Site

- The new web site is up and running. New features include an active Pay Pal donation link and links for members to pay dues through Pay Pal or by credit card. Joe reported an average of 130 unique hits to the site per day.
- It was suggested that a PTOEC Facebook page, such as the ones maintained by Special Olympics Illinois and Area 12, be started to share news and happenings in the organization. Tom volunteered to explore this possibility.

### Fun Nights

- Junior Fun Nights - Tom Biondo talked to two Whiteside teachers who are enthusiastic about setting up activities for these events. Necessary next steps include scheduling a venue, (both

Whiteside and Pathways were discussed), choosing dates (perhaps the same Friday nights as the senior fun nights), and developing a list of junior members and their parents to encourage involvement.

- Senior Fun Nights - Board members discussed the need for more chaperones, a list of chaperone responsibilities, and reminders for the participants to use appropriate social skills. Kathy volunteered to take the job on again for the last two dates.

### Vans

- It was suggested that re-keying the vans as previously suggested would be costly and might not be necessary at this time. The original issue was gas usage; requests made to the Douglas staff have largely mitigated that problem. Russ suggested further conversations with the Douglas staff to verify use of vans might solve any problems completely.
- The proposed step for the van was prohibitively expensive and would have required removal of some of the seats. It was decided that leaving a step stool in the van would be a simpler solution.

### **Old Business**

- Mentoring program for new members - Kathy and Jeanne will work on setting up the program, including a simple checklist for the mentors. Mentor volunteers will then meet and organize.
- Field Trips per Quarter - Tom reported that Tim Nesbit is able to give a tour of Busch Stadium for free. Tom is planning to schedule a date in April.
- Fitness Classes - We are waiting for the instructor to confirm the cost of the sessions. Whiteside gym is available on Wednesday nights. The program will run for ten-week sessions.
- Special Needs School Sports Programs - A committee will be organized to talk with school administrators concerning the new Illinois law, plans for meeting the requirements, and the benefits of working with PTOEC on such programs. Tom and Ken have volunteered to head up this initiative. Kathy will check with the Belleville 118 superintendent to get an idea of what schools are doing in this regard.

### **New Business**

1. Tom has heard several complaints from parents about boys acting inappropriately at Senior Fun Nights and at some practices. As a result, some girls are now avoiding dances and other events because they are uncomfortable. As a possible solution to the situation, Julie Mungeon provided Tom with the names of speakers, including Call for Help and the Child Abuse Safety Program, who could talk to the group about the social rules that govern interactions with others. It was suggested that a session be held at the next dance. Tom will continue to investigate.
2. Tom will present information about PTOEC at Whiteside's parent organization meeting on 2 April.
3. Tom presented information on a Special Olympics night at Busch Stadium. He explained that a gymnastics group used an evening such as this as a lucrative fundraiser.
4. After a brief discussion of the possibility of the addition of a second SOAD, further discussion was tabled for the next meeting. Discussion on PTOEC hierarchy was also tabled.

Meeting adjourned at 8:10 pm.

Respectfully submitted,  
***Kathy Costello***

Belleville PTOEC  
Board Meeting  
3 April 2013

The meeting was called to order at 6:10 pm by President Ken Skiles. In attendance were Tom Biondo, Kathy Costello, Joe Harnar, Jim Harper, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene L Hayeski, and Ann Lee.

## **Reports**

### Minutes

March meeting minutes were approved.

### Financial

- Alyce reported the monthly budget totals including \$15,400 in the certificate of deposit and \$82,979 in checking. There was a \$7500 net income from the mouse races.
- The Variety grant was submitted. More and more detailed information is being required; Jeff will need to keep records of individualized outcomes and progress for each camper.
- For more information, see this month's financial report.

### United Way

- SAVE/United way will give a presentation on their expectations for goals and reporting on Friday at 3:30 at the SAVE office. Alyce will attend and asked for other volunteers.
- Based on the detail required for the Variety grant, Alyce is predicting that United Way will also require specific details on the goals and achievements of PTOEC members in order to remain qualified for the grant.

### Special Olympics Sports

- Golf - Marcy will be sending information from Bill Howard on the area 12 golf team.
- Gymnastics – The regional meet will be held 5 May at World Class Gymnastics Center at the Sportsplex. Gymnasts will be nominated for a spot on team Illinois for the national games next year.
- Soccer – The teams managed to hold 3 games in spite of the weather. The Clash of the Borders tournament was last weekend. A tournament with Jacksonville at the Sportsplex is upcoming, as well as other tournaments in the area. Regionals will be 20 April at Jacksonville.
- Swimming – Swimmers will be nominated for a spot on team Illinois for the national games next year.
- Track – Coaches were finally able to work in a few practices between the weather. The deadline date to submit entries has been extended to 8 April; 27 April is the first qualifying meet.

### Fundraising

Tom suggested several potential future fundraisers, including an online raffle, percentages of sales at Hardees, and summer car washes near East. Tom will set up dates for the car washes; the board will consider other fundraisers as needed.

### Day Camp

The board confirmed that the cost for summer camp will again be \$325 this summer. Jeff is preparing to disseminate information. Camperships will again be available.

### Web Site

The membership list is complete and available to coaches and board members as a read-only document on Google Docs. SOAD and membership committee will be able to change the document.

### Fun Nights

Tom reported on progress toward junior fun nights. Kathy reported on new chaperone policies for senior fun nights, as well as a document that outlines responsibilities for the fun night coordinators. Helene Stewart and Ann Lee have volunteered to take over this task.

### Vans

Van insurance - Alyce reported on the questions she answered to provide more information to the insurance company so they can give us a new quote for insurance costs. She also suggested that low annual mileage should provide a break for the cost of the insurance. Russ will give the same information to Schmale insurance to get a second quote.

### **Old Business**

Kathy gave reports on Mentor program; the board suggested proceeding with matching mentors to new athlete families.

Zumba Classes report - Tom reported that changes in staff at Whiteside have necessitated a change in the plans to start a Zumba class for PTOEC members. Other options were discussed and will be investigated and reported at the May meeting; an email to the membership to check for interest will be sent.

Equestrian team report - Jim reported that St. Nicholas in O'Fallon is donating over \$1000 to starting the team. Lessons will begin next week. Approximately ten families are participating in this program pilot. Kathy moved and Tom seconded that PTOEC provide funds for five helmets and one t-shirts per athlete. Motion carried.

Monthly Outings report - As soon as Tim Nesbit gives us a date we can plan the tour of Busch Stadium; Tom also has a lead for a history museum tour.

### **New Business**

Tom gave a presentation on PTOEC to the PTC at Whiteside School. He reported a positive response. Special Education teachers will start giving PTOEC pamphlets to parents at IEP staffings. There was more interest from parents with children at the primary level than those with students at the middle school. A natural outcome of this meeting suggests that promoting once-a-month junior fun nights through this group would be a good way to introduce and build the younger component of PTOEC programs. Teachers of the younger kids are more willing to get involved in this type of extracurricular.

It was suggested that the Sportsplex owner and Patrick Hulliung of World Class Gymnastics be invited to the sports banquet and given special recognition for their years of service to PTOEC. Tom will order plaques for them.

It was suggested that members be encouraged to sign up for the following at the Banquet:  
Senior Day Camp, Fitness program, Junior Fun Nights

Flag football - Ken proposed that PTOEC take on sponsorship of the team. The team was started by Area 12 and did exceptionally well in its first year. Expenses for the team would include about \$40-\$45 per athlete for uniforms of shirts and pants, (some athletes would be able to use the current PTOEC shorts), some equipment, and the use of the vans to go to tournaments. Parents paid for other expenses this last year. Next year's tournament may be in DeKalb; there also would be a couple of trips that would require van usage. Coaches' rooms and gas would also be paid by the organization. Ken so moved, Russ seconded, and the motion carried.

Second SOAD - Much discussion on the growth of the organization that would necessitate a second SOAD or a SOAD assistant. It was decided that more information on the current duties of the SOAD are needed before we can make a sound judgment. Darla will email a detailed and itemized list of her duties to the board before the next meeting.

Structure of the board - As membership and services offered both are growing, it is becoming increasingly important to define tasks and responsibilities for each board officer and committee chair, as well as clearly documenting the ways of work that have been found to be most efficient. Joe, Tom, and Russ volunteered to form a subcommittee to tackle the task.

Tabled for next meeting: Should we meet during the summer?

Meeting adjourned at 8:25 pm.

Respectfully submitted,

***Kathy Costello***

Belleville PTOEC  
Board Meeting  
1 May 2013

The meeting was called to order at 6:04 pm by President Ken Skiles. In attendance were Tom Biondo, Kathy Costello, Jeanne Dillaplain, Joe Harnar, Jim Harper, Russ Hoernis, Darla Klaus, Alyce Lanxon, and Gene Layeski.

## **Reports**

### Minutes

April meeting minutes were approved.

### Financial

- The current balance includes \$15,400 in the CD and \$87,690 checking. \$4769 in the checking account is money that has been collected from individuals and groups to support the start of the equestrian team.
- The Sports Banquet generated \$3,113 of income to offset the \$2,472 of expenses incurred. This year's banquet was the least expensive banquet to date, with lowered food costs for food and a minimal expense for gifts, since there were extras from last year.
- A thank you note will be sent to the Hindman family for their donation and to the photographer who provided the photo booth feature at the banquet.
- For more information, see this month's financial report.

### Membership

- Membership stands at about 107 members - our largest ever. There are still a few from last year who might be added when bowling starts up.

### Special Olympics Sports

- Gymnastics - Regional meet is later this month.
- Volleyball - There was a discussion of establishing two levels of volleyball teams, based on coach's assessment of skills and parent feedback at the first meeting. The teams would be designated as standard and modified.
- Soccer - Practice will be held this Thursday and Saturday at Laderman park, 11 May is a tournament in Fenton MO.
- Track - Regional was canceled because of rain; they will draw names to see who will go on to state.
- Flag Football - Practices start in July and uniforms will need to be purchased. Darla said the usual procedure is for the coach to meet her at Curt Smith's to purchase them; or they can be purchased elsewhere and the bill sent to PTOEC. Lisa Skortz got the football uniforms last year, at a cost of \$40 for shirt, pants, and socks. 21 athletes have expressed interest in the sport.
- Uniforms - Football, gymnastics, and soccer coaches will continue to take care of their own uniforms; Pat is the uniform coordinator for other sports and general PTOEC wear. She will be informed of the need to order more PTOEC jackets. The board voted to give Pat authority to use her discretion on prices for windbreaker jacket and purchase them as needed.
- There was a suggestion that the information for purchasing PTOEC wear should be added to the website.
- Gene's excellent table of information on PTOEC Sports offerings led to a wide ranging

discussion of various events.

- Craig Dilliplain, Danielle Mongeon, Jenny Hitt, and Jeff Price have all submitted their names for consideration for Team Illinois going to the National Special Olympic Games in 2014

Include PTOEC member T-shirts in welcome/mentor packet

### Day Camp

Alyce asked Jeff how day camp is advertised and learned that he sends information to his contacts in the school districts. Since we're not sure how reliable schools distribution is, the board discussed mailing information to previous years' attendees. There should also be forms posted on the website and possibly emailing them to our membership.

### Banquet

The banquet was widely acclaimed as "the best ever!" One continuing problem is getting an accurate count before the event: 157 replied to the banquet invitation with an RSVP but 180 people attended, resulting in some food and dessert shortages. Elaine will probably run the banquet again next year but don't tell anybody. Baseball hat gifts were suggested for next year's coaches and athletes

### Vans

Joe and Russ are working on finding the best rates for van insurance and hope to finish up this month.

### **Old Business**

- Board Duties - Tom's documents were reviewed, discussed, and will be the subject of an extra board meeting in June.
- Second SOAD - Darla presented a partial list of her duties. This issue will also be discussed at the June meeting.
- Exercise classes - Sportsplex does not have the space to sponsor this activity. Whiteside school can be used. Melissa has 15 members signed up for Monday and Thursday nights starting the first week of June. An email including information will be sent to the membership and posted on the website
- Senior day camp - Very few (three or four members), expressed interest in this event by signing the sheet provided at the banquet. Ken expressed concern that cost and staffing is too much for the low numbers of people interested. It was suggested that the matter be discussed with those parents to hear their ideas and plan a trial run for next year. PTOEC could also partner with another organization for the service instead of starting up our own. Jeanne would be on the committee; Bonnie Harper's name was also mentioned.
- Summer opportunities websites from other special needs organizations could be linked to our website.
- Junior Fun Nights - Whiteside's gym will be provided for free for this event; the first one will be held 1 June. Tom has secured an ample number of volunteers and has informed teachers at Whiteside of the event. It will be free for students ages 5-13. The board authorized up to \$100 per month to be spent for junior fun nights.
- Volunteer Roster - Ms. Pruitt's class at Belleville East has students interested in volunteering, leading to the possibility of starting a list of places where we need volunteers. As always, anyone who volunteers at a PTOEC function should complete Special Olympics training as a

Class A volunteer.

### **New Business**

- End of the year survey - Some paper surveys were collected at the Banquet. An email will be sent to remind members to complete the survey on line.
- Jim represented the organization at the SWIC volunteer fair and talked to 63 people. He distributed booklets and flyers to potential members. Several other organizations will put links to the PTOEC site on their websites.
- The Disabilities Awareness Festival will be held 11 May at Moody Park from 10 am to 2 pm. Jim and his daughter Jennifer (attending as a global messenger) volunteered to be there, as did Joe, Tom, and Ann. Ann will buy candy to distribute. Darla has the table stand and a canopy.
- We need to have 500 brochures and 200 handbooks printed. Julie Mungeon has a Met Life contact who might donate printing costs.
- We will add a request for workers for a float for the Shriner's parade (first Friday in June) to the website. Participation in this event depends on finding someone to organize the float.

Meeting adjourned at 8:00 pm.

Respectfully submitted,

***Kathy Costello***

Belleville PTOEC  
Board Meeting  
5 June 2013

The meeting was called to order at 6:08 pm by President Ken Skiles. In attendance were Tom Biondo, Kathy Costello, Jeanne Dillaplain, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene Layeski, and Ann Lee. John Dillaplain was also in attendance.

This extra board meeting was called for two purposes:

- To finalize board job descriptions
- To decide the need for a second SOAD

#### Board Job Descriptions

Tom used input from the current officers to prepare a document of the descriptions of the various jobs performed by officers and the SOAD. The list was discussed and minor changes were made to descriptions for the treasurer; email communication responsibilities were added to the duties of the corresponding secretary. There were major additions to the SOAD's tasks as listed in a previous document distributed to board members in 2010.

Tom will amend the document as necessary and send it to the board members for discussion and a final approval vote.

#### Need for Second SOAD

Salient points of the discussion included:

- Darla is presently doing a good job of juggling multiple responsibilities
- **Darla is currently the only person who knows the procedures;** in the event of an emergency, it would be difficult to replace her knowledge
- It was noted that language of SOILL supports multiple SOADs for any given agency
- As PTOEC continues to grow, the responsibilities of the SOAD will increase
- Any new person added should begin as an Assistant SOAD as she or he learns the tasks, responsibilities, and SOILL procedures
- Benefits of another SOAD or assistant include better coordination of events, more communication with coaches, and ability for greater presence at practices and competitions

The following motion was made and approved:

PTOEC will appoint an assistant SOAD who does not currently hold a coaching position, with a job description to be formulated by the SOAD, Vice President, and President, who will also decide a pay scale that will be commensurate with the abilities and job performance of the assistant, and will be lower during the training period. This description will be circulated to the board through email and approved by the board through electronic vote. Final vote will take place by 1 August.

Other Business:

1. Due to changes in funding for state programs, it is possible that PTOEC will receive an influx of new members. The board clarified that bylaws state that all intellectually disabled individuals of any age are welcome to PTOEC. It will be stressed to new members that parent(s) or guardian(s) must be actively involved in the organization, attend sports practices and events,

provide transportation for their athletes, and pay dues on time.

2. PTOEC has been offered the opportunity to permanently display a banner at World Class Gymnastics Center. Tom will investigate the cost of a second banner.
3. The first Junior Fun Night was small but successful: five children showed up with two newer members appreciating the support. There was no cost to PTOEC. The event will restart when school starts; venues are being researched. Whiteside is accepting reservations for space for next year.
4. Summer camp numbers are down due to aging of former participants and a lack of distribution of information through schools and lack of a paper mailing. We will need to make sure we do a mailing next year.
5. PTOEC membership is now up to 108.
6. Kathy and Ann will coordinate the welcome letter and mentor program, to begin in the fall next year.
7. Suggested improvements to the already awesome website included posting the final version of the form used for the first meetings of each sport be added to the website and a check to see if buttons can be added to link to various lists for email communications, (i.e. one for each sport, one for coaches, one for full membership).
8. Another task to be performed over the summer is to establish a job description for the web master.
9. Kathy will be stepping down as recording secretary after this meeting. The board voted to appoint Julie Mongeon as a board member and interim secretary. Kathy will make sure Julie has all documents and training necessary to take over the job.

Meeting adjourned at 7:26 pm.

Respectfully submitted,  
(For the last time!)

***Kathy Costello***

# Belleville PTOEC

## Board Meeting Minutes

September 4, 2013

### I. **Board Members:**

Present: Ken Skiles, Tom Biondo, Jeanne Dillaplain, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene Layeski, Ann Lee, Julie Mongeon and Joe Harnar. Additionally in attendance were Karla and Charles McKee.

### II. **Proceedings:**

Meeting called to order at 6:02 p.m., President Ken Skiles  
May and June meeting minutes were accepted and approved as posted.

### III. **Reports**

#### a) **Special Olympics Sports: Report by Darla Klaus**

**Bowling:** 72 Athletes competed at the Area Competition. 24 athletes received Gold medals and advanced to the Sectional Meet which will be on October 20<sup>th</sup>.

**Volleyball:** Practices have begun and 3 modified teams have been established. Competition is slated for September 22<sup>nd</sup>.

**Basketball:** Practice will be held in the gym at SWIC on Wednesday evenings from 7-8:30pm. November 6<sup>th</sup> is the initial start date for practice. Gym is located behind the main buildings at SWIC.

**Equestrian:** SOAD and Coach Jena Guldner reviewed required paperwork. The 1<sup>st</sup> of two Equestrian qualifying events was held Saturday, August 31<sup>st</sup> at Beverly Farms in Godfrey, Illinois. The second qualifying event is slated for September 15<sup>th</sup> at Briarstone Riding Academy.

Ken Skiles inquired as to the progress of Briarstone Riding Academy in meeting the requirements for participation as an Equestrian Special Olympics facility- specifically the availability of a mounting ramp and accommodative restroom. All required upgrades to the riding center are the fiscal responsibility of the participating facility, not PTOEC. Russ Hoernis volunteered to check on the progress of the stable and will report back. Riding helmets of various sizes were a PTOEC purchase /donation for general use by the members of the Equestrian Team.

**SOAD News:** Darla Klaus will attend a Coaches/SOAD meeting in Highland on October 13<sup>th</sup>. Changes involving spring sports/competitions are the proposed agenda.

#### b) **Membership: Report by Alyce Lanxon**

**Data Access:** A master list of all members, their demographic and membership data is only

available to Board Members. Discussion ensued regarding expanding access to that list to include PTOEC Coaches.

**Current Demographic/Biographical Information:** Membership information, email addresses and contact numbers are not current. Legibility on enrollment forms and having multiple versions of our enrollment form skews the accuracy and reliability of the membership data. Form revision to accurately reflect member information, to eliminate repetition of data and to include fields i.e. the addition of age and birth date for example, that is needed for grant applications, is needed. It was, by general consensus, decided that the yearly physical exam clinic is an ideal time to have members review their current demographic and biographical data. Joe Harnar will coordinate with Darla Klaus during the physical clinic in November to provide computer access for family/member review of personal information. For those members without computer access, hard copy forms will be provided and available for members at the clinic event.

**Membership is at approximately 120 members.**

c.) **Social Activities: Report by Ann Lee**

**Senior Fun Nights:** Scheduled for the first Friday of the month. Volunteers to help chaperone are needed and Ann Lee will bring sign-up sheets to the upcoming picnic.

**Welcome Program and Family Mentorship:** Jeanne Dillaplain volunteered as the Board Representative to oversee the program. The Mentor Coordinator position is open at this time. Ann Lee will meet with the individual under consideration for the position, Stephanie Henson on Oct 19. The program's procedural steps have been outlined but specific details are still being developed. Also discussed by the Board was what to include in a new member package- the mentor name, contact information, the PTOEC brochure, and PTOEC sports handbook which provides the guidelines and requirements for Special Olympics participation, were identified as things to be included and reviewed verbally with the new families. Ann Lee will re-establish a current listing of available mentors.

**Fitness Class:** Class will be held from 6:30 -7:30 on Monday evenings starting October 7th at Whiteside Elementary School gymnasium. Information is posted on the website.

**Junior Fun Nights:** To be held on the 2<sup>nd</sup> Friday of the month and will start October 11th. Event to be held at Whiteside Elementary School Multipurpose room from 6pm till 8:30pm. Tom Biondo is the contact person for this activity.

**Family Picnic:** To be held this Sunday in Mascoutah at 1pm. Mary Dories is the contact for this event which has had an overwhelming response. Gene Layeski will check the availability and condition of grills and has also extended an invitation to the Mascoutah Parks and Recreation coordinator, Melissa Schwann, as a thank you for all her help and generosity to our organization.

**Annual Bonfire at Stumpf's House:** November 9<sup>th</sup> at 5pm. Details to follow.

**Scott AFB Air Show:** Gene L Hayeski will continue to coordinate transportation and the particulars re: dates, base access for the base Air show. Information and details will be relayed to Joe Harnar to post accordingly.

**Mailings:** Ann Lee will initiate a September mailing to those members without computer access. Information on fun nights, the October Annual Meeting, exercise class, basketball start date and physical clinic date in November will be included.

d.) **Financial Report: Reported by Alyce Lanxon**

Current fiscal status includes an active checking balance of \$64, 895.77. CD account is at \$15, 454.17. Information on summer expenditures for camp and Summer Olympics is pending.

Discussion on uniforms and individual use versus sharing will be tabled until November.

e.) **Fund Raisers:**

- 1.) **Car Wash:** Proposed was a possible date of September 28<sup>th</sup> at Effingers but contact information for that facility to coordinate the date is needed. Car wash at Effingers is a typically a late spring/early summer activity providing income generation and notoriety for the facility and may not be possible at this late date.
- 2.) **Tootsie Roll Drive:** Scheduled for Saturday, September 21<sup>st</sup> at Schnucks. Volunteers are still needed to help out.

**IV Old Business/Open Issues:**

- a.) **Job Description of SOAD/ Additional SOAD position:** The job description, developed with input primarily from previous meeting minutes and with some input from Ken Skiles and Tom Biondo, was made and posted on the web. The division of the duties between the two athletic directors will be decided when an individual who wants to serve as an additional sports director, is identified. Once identified, that individual will receive 1:1 training with the current SOAD. The initial task for the two individuals will be to develop a continuity folder whereas the specific steps are outlined as to how to proceed with any Special Olympic athletic program- rules/criteria for participation, contact information, required forms, etc... This procedural outline will enable either individual to then facilitate the operation of Special Olympic Athletics for our organization in a consistent and coordinated manner. Ken Skiles requests that a job posting announcement be posted on the PTOEC website. It was also noted that Darla Klaus has done a fantastic job in juggling the multiple responsibilities as PTOEC SOAD and that sharing her knowledge will be a valuable asset to the additional SOAD.

The possible availability of a training seminar for coaches and SOADs through USA Special Olympics was identified. Tom Biondo will check into the specifics and report back to the board.

- b.) **Board position availability:** Positions will continue to be listed on the website and will remain posted as there will be additional vacancies in December when Kathy Costello and Gene L Hayeski will be stepping down. Discussion re: board member chronic absenteeism from meetings without valid excuse. Consideration to

approach the individual and ask to step down from the board will be addressed by Ken Skiles.

- c.) **PTOEC on Facebook:** Previously discussed at meetings and investigated further by Tom Biondo and Joe Harnar. Facebook has different media pages. The one that is utilized by many professional organizations and under consideration by PTOEC is a controlled page that is “READ only”. The site and subsequently, its members, are protected from the use/misuse or inappropriate accessibility by other people because only the information from a group manager is posted. There is no cost to set it up. A forum for quick group notification of event details, event cancellations, member news and as a way to advertise our organization was mentioned as additional benefits. Tom Biondo and Joe Harnar will develop this further with Amber Brodak and report back to the board.
- d.) **Business Cards:** Business cards for Board members are a relatively inexpensive way to publicize our organization. Member’s names, email, and website information can be listed and exchanged at different events. Further discussion of this will be tabled until the November meeting.
- e.) **Membership Meeting:** The annual membership meeting is scheduled for October 2<sup>nd</sup> at Douglas School (Ken Skiles to verify availability of the facility and needed technology with Jeff Price). Board Members volunteered to arrange for speakers and at this time, no definitive agenda/availability is set other than for an area 12 representative to speak (Tom Biondo coordinating). Ken Skiles will check with Kathy Costello regarding the arrangement of a PUNS coordinator to speak to the group.

Attendance at the annual meeting is an issue. The online survey identified lack of adequate child care as one possible reason attendance may be low. Tom Biondo and Julie Mongeon will check with the local Middle and High School Honor Society coordinators to see if their members will act as child care providers during the meeting. Discussion of ways to increase member attendance ensued. It was decided that as a means to try to increase turn out at the meeting, a raffle prize would be offered. Russ Hoernis will provide a Movie Gift basket as the incentive raffle prize. Refreshments of some type will be provided- Alyce Lanxon and Joe Harnar to coordinate.

## V. New Business

- a) **New Board Member:** Karla McKee introduced herself to the Board and volunteered to be further involved in the PTOEC organization as a Board member. Citing her association with the organization as a parent of a 14 year old son, Clark, she also spoke of her experience as Whiteside School Parent Teacher Club Vice President and current position of President. Karla expressed a desire to utilize her skills and abilities to further promote the goals and support the mission of the PTOEC organization. President Skiles nominated her to a position on the board, seconded by Joe Harnar.
- b) **CPR and First Aid training:** Kudos and a Big Thank You go to Pat Stumpf for bringing to the Board the critical need to have PTOEC coaches trained/certified in CPR and First Aid. Training is not only needed for our athletes’ health and safety. In order for PTOEC to use the gym at SWIC, our organization must provide the dedicated presence, at every practice or game, 2 individuals that are certified in CPR. Discussion re:

training and certification. Outcome was that Julie Mongeon is a certified CPR instructor who can initially train PTOEC coaches/assistant coaches. Available dates for training will be decided upon and equipment for training will be arranged by Julie Mongeon, coordinating with Darla Klaus. Gene Layeski will also check with SAFB Medical Unit for perhaps additional instructors or equipment to use without cost. Contemporary Life Saving, J. R. Dietl, will also be contacted by Julie Mongeon to see if there are voluntary instructors &/or equipment to be utilized free of charge including training with an AED (automated external defibrillator).

**VI.** Adjournment

President Ken Skiles adjourned the meeting at 7:33pm.

Minutes submitted by: Julie Mongeon

Minutes approved: 8/2/2013

# Belleville PTOEC

## Board Meeting Minutes

October 2, 2013

### I. **Board Members:**

Present: Ken Skiles, Tom Biondo, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene Layeski, Ann Lee, Julie Mongeon, Karla McKee and Joe Harnar.

### II. **Proceedings:**

Meeting called to order at 6:11 p.m., President Ken Skiles

September meeting minutes accepted and approved after specific date/time corrections.

### III. **Reports**

a.) **Financial Report:** Tabled until November.

b.) **Equestrian Sport Update:** Russ Hoernis to provide information at the November meeting.

### IV. **Old Business/Open Issues:**

a.) **Additional SOAD position:** Inquiry as to any parties interested in the available position-negative. Information/position will remain posted on the website and will be additionally advertized via a mailing to PTOEC members.

b.) **Board Positions:** Inquiry as to any interest in assuming a Board position as a position will be open in December when Gene Layeski steps down. Advertizing for the position will continue to be listed on the website and additionally via mail out to PTOEC members.

Ken Skiles to meet with Jim Harper re: Board member participation.

Joe Harnar informed the Board that an O'Fallon Middle School Special Education Teacher has expressed an interest in assisting our organization. Invite to attend November Board Meeting extended to them and to Tom Biondo's Whiteside School Special Education connection as well. Bonnie Harper noted as a resource to contact for her O'Fallon School affiliations.

c.) **PTOEC on Facebook:** Information regarding setup and full discussion tabled until the November meeting.

d.) **Membership Meeting:** Scheduled for tonight following the Board Meeting. Russ Hoernis voiced concern about adequately advertizing the meeting date/time stating that some PTOEC members were confused as to the exact date/time of the annual meeting. He stressed that

starting notification to members at least 3 weeks in advance w/repeat notification until just prior to the event, would be beneficial. Member discussion re: Facebook meeting notifications and current and complete membership listing including email contact information will be discussed further at the November 6<sup>th</sup> meeting.

- e.) **CPR and First Aid training:** Gene Layeski reports that due to the present federal government shutdown, Scott AFB contacts and arrangements are at a standstill. Julie Mongeon reports that her contact person is looking into what he can do for the group re: additional instructors and equipment availability. Communication and arrangements with him are slowed due to his family health issues. Darla Klaus informed the Board that she and Pat Stumpf have contacted Cathy Clayton, an instructor, to provide training for herself and the basketball coaches as that sport is starting up in early November and CPR/AED certification is required. Arrangements as yet to be decided.

#### V. **New Business:**

- a.) Annual Physical Exam Clinic: Clinic is slated for November 9<sup>th</sup> at Douglas School. Location, date, time and MD availability all arranged. Await Jeff Price confirmation as school staff member to provide access to the school.
- b.) Variety Club Grant: The Variety Club has awarded monies in support of the PTOEC Summer Camp. To collect the donation, a PTOEC member must attend their luncheon on November 12<sup>th</sup>. Cathy Nesbit will be asked to represent the organization. On line registration and payment will be completed prior to the luncheon by Alyce Lanxon.
- c.) SAFB Exceptional Family Member Program: Brenda Reed is the new contact person at SAFB for their Exceptional Family Member program. She has expressed an interest in addressing and working with our group. Gene Layeski will extend an invitation to her to meet with Board members at the December meeting.
- d.) Volleyball Tournament-Member Participation in Rockford. Discussion begun and tabled until the November meeting due to time constraints.

#### VI. **Adjournment**

President Ken Skiles adjourned the meeting at 6:35pm.

Next scheduled meeting is for 6pm, November 6<sup>th</sup>.

Board Minutes submitted by: Julie Mongeon

October Annual Member Meeting

Speaker Jane Nesbit, Executive Director Developmental Disability Services of Metro East.

Mrs. Nesbit spoke tonight about PUNS- Prioritization of Urgency of Need for Services. She explained how PUNS is a survey and needs assessment tool that identifies and documents the current and future needs of a person with developmental disabilities. The initial survey is completed with a face to face interview and then updated annually. Information collected from the survey is then entered into a statewide database which can be viewed at [www.dhs.il.gov](http://www.dhs.il.gov). The initial purpose of PUNS was to identify individuals and their needs for services for budget and planning purposes. Today PUNS is the entry point for enrollment for services in Illinois. DDS is the agency that is tasked with enrolling individuals with developmental disabilities into the PUNS database. Flyer provided regarding Listening Sessions with Celia Feinstein from CFA, Inc. Sessions have been set up to meet with individuals with disabilities, family members, advocates, providers and agency staff to share their experiences with PUNS. Input from these sessions will provide information and recommendations about possible improvements that may be needed to make PUNS more efficient and useful to the persons who use it. Wednesday, October 30<sup>th</sup> from 10 am to noon at the Gateway Center in Collinsville is the closest location for this meeting.

Educational Program flyer also provided entitled “Life Long Planning for Your Relative with Special Needs”. Speaker is Theresa Varnet, M.S.W., J.D., an advocate for persons with disabilities for over 40 years. Fee and registration required to attend multi-date/multi-location program.

Speaker Peggy Knebel, Area 12 Special Olympics Director. Peggy presented information on programs new and changing in Area 12, a 10 county area in Southern Illinois. She mentioned snowshoeing, softball, power lifting, golf, equestrian and flag football. She informed members that training for coaches and coaches themselves if needed, can be obtained for sporting programs through her agency. A flyer was available for member participation in Special Olympics Illinois Global Messenger Program. There was a short discussion with members about how and where state events venue is decided. She stated that locations are based primarily on the availability and suitability of facilities. Member input, presented to Area Directors, is reviewed at the annual policy and procedure meeting and can have an impact in changing locations.

Speaker Jennifer Marcello, soill representative, presented information on Project UNIFY, Illinois. Her opening statement, “Special Olympics is not just a sports event but an everyday movement”, was the focus of her presentation. Begun in 2008, Project UNIFY is a multifaceted program of unifying sports programs, youth leadership, and school/community collaborations that has been developed as a means to activate youth, engage educators, and promote school communities to allow acceptance and inclusion for all people with intellectual disabilities. After her presentation, discussion with members about aligning local schools with Special Olympics Project UNIFY, Illinois, ensued.

# Belleville PTOEC

## Board Meeting Minutes

November 6, 2013

### I. Board Members:

Present: Tom Biondo, Darla Klaus, Alyce Lanxon, Gene Layeski, Ann Lee, Julie Mongeon, Karla McKee, Jeanne Dillaplain, and Joe Harnar. Absent Ken Skiles, Russ Hoernis and Jim Harper. Visitors: Amber Brodak, JoAnn Kish, Tom Campbell, Pat and Keith Stumpf, John and Cari Klaus.

### II. Proceedings:

Meeting called to order at 6:24 p.m., Vice President Tom Biondo

October meeting minutes accepted and approved as written.

### III. Reports

#### a.) Financial Report:

- i. Alyce Lanxon reports the organization is solvent. The CD has approximately one year before it is able to be accessed and is listed at 15,442.62. Checking account is at 53,966.65.
- ii. YTD Income and Expense report presented illustrated that July through September is the time of greatest expenditure as bills from summer camp and summer games matriculate. A listing of detailed expenditures per specific Special Olympics sport is available from the Treasurer, Alyce Lanxon. She noted that the overall greater cost this fiscal year can be attributed to a greater number of athletes serviced and to additional sports offered to our members. Inquiry by Gene Layeski re: equestrian expenses. Alyce reported that to off-set some expenses for start up of a new sport, Equestrian had additional monies, \$4,700, provided by donations. These donations were to specifically help with the expense of helmets, break-away stirrups and a mounting ramp that are required equipment for sport participation and safety. It was also noted that fund raising is greatest at the beginning of the fiscal year, usually through grant monies from the Variety Club, SAVE, membership dues and the Knights of Columbus.
- iii. Summer Camp expenditure report detailed cost breakdown for entertainment, crafts, payroll, taxes, transportation and fuel. The full cost for summer camp is off-set by the Variety Club grant that is received annually. In past years our investment to support the camp has been around \$7,000-8,000 dollars. We are able to still maintain camp tuition at \$325 for the scheduled three weeks of camp. It was noted that camp membership is down slightly this year at approximately 40 camperships this summer

versus 50-52 in previous years. Suggestion proposed that better canvassing of current PTOEC members to provide information about the camp and to invite members ages 5-21 to participate, should be accomplished not only through the website and email but via mail as well. This year, camp membership was an equal mix between members and non-members of PTOEC. Non-member campers became members of PTOEC after realizing our organization exists and is much more than just a summer camp opportunity and PTOEC members joined camp after realizing that there is more to the organization than just sports and Special Olympics.

Discussion points, in summary: we need to get the word out about camp, age eligibility for camp, about PTOEC, need to offer membership and perhaps have higher tuition cost for camp for non members versus members as revenue and as an incentive to join the organization.

- iv. Champions for Children Summit, Tuesday November 12. This will be attended by Kathy Harnar and Alyce Lanxon. PTOEC member attendance is strongly encouraged in order to secure donation by Variety Club to PTOEC.
  - v. Fundraising: Discussion initiated re: Fall is associated with many organizations asking for annual charitable donations. We would like members to consider specifically donating annually to PTOEC. Suggestions re: advertise on our webpage, on the PTOEC Facebook page and as an additional line item notice on the membership form as possible ways to encourage charitable donations to give to our organization. Indirectly through the Combined Federal Campaign and through the United Way, PTOEC receives money via an organization called SAVE (St. Clair County Vocation Enterprise). We have received approximately \$15,000 thorough this organization. Gene Layeski offered to check with SAFB on how to become a “directed entity” on the CFC. PTOEC has also received regular donations from specific members as a payroll deduction and additionally, with employer matching contributions. Lastly it was noted that people need to be aware that donations to Special Olympics or Special Olympics Illinois does not mean that any money given to them, comes to our organization. We are NOT part of their organization and receive no monetary support from them. Tom Biondo suggested that each member come up with a way to fund raise to present at the next board meeting.
  - vi. Questions regarding specific expenses involving Equestrian sports and an additional soccer expense were initiated by SOAD, Darla Klaus. Discussion ensued re: equestrian sport, expenses and organization of the sport. An inquiry will be made to each sport/coach for clarification of expenses.
- b.) **Mentorship:** Jeanne Dillaplain and Ann Lee continue to work on the Mentorship program and are meeting with some difficulty. Challenging items identified are volunteer mentors are slow to acknowledge their continued participation in the program, mentors list of volunteers

has dwindled, the Welcome letter and Mentor check list are completed however the Handbook and brochure previously identified to be provided to new members/mentors is still under consideration for revising/reprinting versus altering with a cover up label to provide new updated information. Discussion re: to asking again for mentors via survey versus a line item on the membership form.

Off topic discussion initiated re: membership form with revisions needed and additional items to include such as DOB, line item charitable giving, line item mentorship, line item current physical needed for sport participation and how best to disseminate the form via mail, web, email and/or at the physical clinic

c.) **Social Activities:** Ann Lee reports Fitness Exercise class is continuing on Monday nights and is going well. Senior Fun night is this week, Nov 8<sup>th</sup>. Members need to look to the website/Facebook for notification as a few nights are not the usual first Friday of the month. Dates were changed due to scheduling conflicts. Joe Harnar reported that he and Tom Biondo met with Kristy Corrale, a special education teacher at Fulton Junior High who agreed to join the Junior Fun Night committee. Amber Brodak has also graciously volunteered her assistance and two special education teachers at Whiteside, Stephanie Baltz and hopefully, Brenda Pruett, will join on also. A kick off meeting will be scheduled within the next week and the first Jr. Fun Night is slated for Friday, December 13<sup>th</sup>. Presently, Tom Biondo reported, we are opening up Jr. Fun Nights to “non PTOEC members” as a way to enlighten them about the organization and to recruit them as young members of PTOEC. We hope that children as young as 5 will join in, with their parents of course, and use this forum as an entry point into PTOEC and as an opportunity to tell them about the organization and to see what is available to them now and in the future. Jr. Fun Night has thus far been a volunteer- no cost event that may eventually have to incur a small fee dependent on what activities we schedule. Movie night and dance activities were mentioned as possible events. Question/discussion from members re: PTOEC in the school setting, getting the word out, enlisting new members from a young age.

d.) **Tech Talk:** Amber Brodak, PTOEC Facebook manager stated that PTOEC’s Facebook site was launched 1½ weeks ago with an overwhelming positive response! Within the last week we have gotten 49 new Likes to the page, 50 people have engaged and it has reached 355 people. Information/updates are posted directly and it is a great way to reach out to everyone who has and wants access. Notifications specific to the organization re: changes due to weather for events, awards, and member success stories and sports schedule changes are perfect for this social media venue. It was stressed that Facebook is an additional media to alert and inform our members. It was noted that technical input and specific direction may be required by some of our members to access this form of communication efficiently and effectively. Joe Harnar reports that we have set up a goggle apps account and have consolidated our email and membership lists. We have 117 contacts listed. Website had 256

visits last month. Saturday November 9<sup>th</sup> there will be an opportunity to update contact information as well as make membership payments during the Physical Exam clinic. PTOEC business cards have been ordered that are “general information for the organization” cards listing the contact information for PTOEC.

e.) **Special Olympics Report:** Darla Klaus reported the following:

- i. Basketball practice has started at SWIC and is now on Monday evenings. Pat Stumpf and Tom Biondo reported that two forms were passed out at the first meeting- a general information form and a Letter of Intent, to be returned, indicating whether the athlete will be participating at the next level or state competition. The second form will enable the Coach to make teams that can participate at the next level and be supportive of all athletes.
- ii. Equestrian is done and will start again in January. Information will be posted as needed.
- iii. Bowling State Competition will be held Dec 7<sup>th</sup> in Peoria. A double pair and 4 member team will represent PTOEC.
- iv. Discussion re: PTOEC members feel strongly that if a member competes and receives gold and cannot compete for whatever the reason then the next level, the silver medalist can participate in their place. Special Olympics Illinois needs to be lobbied to change this policy.

**IV. Open discussion/Communication Issues:** Visitor PTOEC members and SOAD voiced and discussed difficulties within their position, with the Board and with the organization as a whole. Organizational Guidelines and the mission statement were reviewed as points of discussion and the disagreement elevated to a pointed exchange of words between different groups. Communication was identified as a difficulty between the parties and within the organization. The need for PTOEC to have specific organizational procedures was also identified as a need for the group- guidelines for coaches, for the board, for the SOAD and for starting new sports activities and groups. Discussion was halted and suggested to be either dropped and the slate cleared or further discussed amongst the parties more closely involved.

**V. New Business:**

- a.) Tom Biondo nominated Amber Brodak to fill the open Board member position. Joe Harnar seconded the nomination.
- b.) Tom Biondo identified and requested member input as how to handle the issue of Board

member, Jim Harper's lack of attendance at meetings. Jeanne Dillaplain noted that it was discussed and decided at the September and October meeting. She then made a motion that as Jim Harper hasn't been an active member of the board, a letter should be initiated from President of the Board, Ken Skiles, thanking him for his willingness to serve and support the organization but that due to his inability to commit to the position, he is being asked to step down from the Board. Seconded by Joe Harnar and unanimously agreed.

- c.) Second SOAD position presentation and discussion tabled for the December Board Meeting.
- d.) Board Meetings will now be held in the Whiteside School library. Karla McKee to confirm with Whiteside Administration.
- e.) Special Olympics Illinois Polar Plunge will be held February 22<sup>nd</sup> at Carlyle Lake. Donations are welcome. PTOEC has a team that will plunge and volunteers are always welcome.
- f.) Two PTOEC athletes were selected to represent team Illinois at the USA games. Craig Dillaplain for swimming and Danielle Mongeon for gymnastics. Coach Jenny Hitt has also been selected as Illinois team coach for Gymnastics. The games will be held in and around Princeton, New Jersey, June 14<sup>th</sup> through the 21<sup>st</sup>, the summer of 2014.
- g.) Special Olympics email has a link to a video that features some of our members.
- h.) Unified Sports discussion tabled till the December Board Meeting
- i.) Joe Harnar suggests a Strategic Planning Retreat that all Board Members/SOAD can attend. Plan to be held in January for half a day at a nominal cost to discuss plans and organization needs for the PTOEC organization. Group agreement.

## **VI. Adjournment**

Vice President Tom Biondo adjourned the meeting at 8:25.

Next scheduled meeting is for 6pm, December 4th.

Board Minutes submitted by: Julie Mongeon

# Belleville PTOEC

## Board Meeting Minutes

December 4, 2013

### I. Board Members:

Present: Ken Skiles, Tom Biondo, Amber Brodak, Joe Harner, Russ Hoernis, Darla Klaus, Alyce Lanxon, Gene Layeski, Ann Lee and Karla McKee.

Absent: Jeanne Dillaplain and Julie Mongeon

### II. Proceedings:

Meeting was called to order at 6:02 pm by President Ken Skiles

November meeting minutes accepted and approved as written.

### III. Reports:

#### a) Financial Report:

- Alyce reported there was no significant changes since the November meeting.
- Deposits have not been for the membership dues that have been collected because she was waiting on more information.
- We received the 1st installment from the Variety Club in the amount of \$3,500. We will receive the second installment in May. This will cover about half of our Summer Camp out of pocket expenses from this year.
- Financial Report was approved as submitted.

#### i) Combined Federal Campaign:

- Gene reported that in order for PTOEC to be a part of the CFC we would have to have a standing office with hours and staff, therefore, PTOEC is not eligible. Variety Club and Special Olympics Illinois are part of the CFC.

#### ii) Fundraising:

Ideas for fundraising were discussed.

- Ford - Will only do fundraising for High Schools
- Subdivision Yard sale - Tom's neighborhood does a yard sale every October. We could collect items for the yard sale and he will volunteer his garage.
- Mouse Races - Julie is doing this. We are holding them every other year.
- Talked about forming a Fundraising committee to looking to Grants.
- Looking into nights at a Restaurant was discussed as well.

- We are encouraged to “Think outside the box” for ideas. This will be one of the areas we will focus on at the retreat.
- Charitable Giving - Discussed doing a charitable giving campaign. Maybe in June with pictures from the summer games. This time of year people are inundated with requests - so trying in the summer might be a good time. We could also include membership information. **Mark to bring back up in May / June.**
- Fundraising needs to be for ALL sports - not just one sport.

- iii) **Annual Budget:** It was discussed if we ever did an annual budget.
- Darla reported that she sent a request to the coaches for projected expenses and did not get any response
  - We have never wanted to tell any of the coaches “no” before. With spending approx. \$19,000 on Special Olympics we need to make sure expenditures are in the best interest of all athletes.
  - We may need to have a meeting with the Coaches, SOADs and Board and lay the ground work that they need to submit expenses in advance or they may not get the money they need.

b) **Mentorship:**

- Jeanne Dillaplain is chairing the Mentorship program and was not present to give an update.

c) **Social Activities:**

i) **Senior Fun Night:**

- Scheduled for Friday, Dec 6th. If cancelled due to the weather, it will not be rescheduled.

ii) **Jr Fun Night:**

- Scheduled for Friday, Dec 13th. We will be having Christmas Karaoke.
- Other Jr Fun Nights are to include gym night at World Class (January), a Dance with a DJ (February). We can possibly get a photographer for \$100 that night as well, and Birds of Pray (March).
- March will be combined with the Sr. Fun Night.
- Also working on getting the Snake Guy for a combined Sr/Jr night - possibly use the educational fund grant.
- For now the Jr. Fun Nights are free to try and build attendance. The events combined with the Sr. Fun Nights will be a charge. Once we have a good amount of kids attending the Jr. Fun Nights will be a minimal charge just like the Sr. Fun Nights.

d) **Tech Talk:**

- Facebook - we are gaining popularity. We are up to 82 likes!
- Reminder to let Amber know of any cancellations / important messages that need to get out. She will post them on the Facebook account.

- Please send Amber any pictures or anything you would like posted on the page.

e) **Sports Reports:**

i) Equestrian Questions:

- Questions will be tabled until the January meeting. Tom will contact Gina and Ken will contact Cathy Costello and ask them to attend the January meeting to answer questions regarding the expenses for Equestrian.
- This year the PTOEC spent \$4597 on helmets, breakaway stirrups and a ramp. Most of that was covered by a donation specifically for Equestrian.
- This equipment needs to be inventoried and put in storage since it belongs to the PTOEC.
- Concerns were voiced about fundraising / donations for specific sports. All PTOEC fundraising / donations should go toward all sports. Some of the donations that were given specifically for Equestrian use to come to the general PTOEC. In a sense that hurts the other sports.
- Clear expectations need to be sent / explored before a sport is started. Parents need to be made aware of out of pocket expenses before they commit to a sport or going to competition.
- We also need to shop around for lessons. There may be places that can accommodate PTOEC and may be less expensive than where the current lessons are being held.
- Organization of this sport did not go through the SOAD, so therefore, Darla did not know answers to questions she was approached with. That needs to happen with new sports so that we have a clear picture of what it required.

ii) Basketball:

- Continuing to practice

iii) Swimming:

- The competition schedule has been sent to Jeff Price. Darla asked Jeff to let her know practices so she can coordinate with the YMCA for the practice.

iv) Gymnastics:

- The competition schedule has been sent to Jenny Hitt. A parent meeting is set for January 5th and practices will start January 12th at World Class Gymnastics.

v) Bowling:

- Competition is supposed to be this weekend.

- vi) Physicals:
  - Physicals were held on November 9th. We saw 63 athletes.
  - Motion was made to give the Dr's and Mary a gift. Darla will take care of getting the three gift cards. Ken made a motion to give the 2 Dr's and Mary each a \$50 gift card. Tom seconded and all approved.
  
- vi) New Sports:
  - All new sports need to be presented to the Board for approval before they are added. With that should be the projected expenses for PTOEC and the athletes (if any).

f) **Strategic Planning Retreat:**

- Date is set for January 11th, 2014 from 8:30 - 12:30. Most likely the event will take place at Fishers.
- Please send Topics / Agenda items to Joe
- One item to be discussed is a stipend for the Treasurer. What would we have to pay an auditor to do what Alyce does? The only other stipend positions we have are the SOAD's and we pay Pat \$50 a month for storage.

IV) **New Business:**

a) **Second SOAD:**

- With 9 sports and the possible expansion into Unified Sports the Board feels there is a need for a second SOAD position. Darla has done an outstanding job as our SOAD. With the continued growth we feel she will need some help.
- SOADs are appointed by the PTOEC Board and work for the Board - not the other way around.
- Duties are to be split equally. SOADs will meet with each other and a Board Member to divide duties. They are to strive for continuity between SOADS. The stipend will be split evenly. The other SOAD will cover in an emergency. Set Clear duties. Be in communication with Area 12 to let them know of the changes.
- Gene motioned for Karla McKee to be appointed the second SOAD for PTOEC. Tom seconded. All approved.
- Karla and Darla will meet to divide duties and give a report at the January Meeting.

b) **Sport Expenses:**

- Alyce brought up that coaches approach her for reimbursement of expenses. ALL sports expenses are to go through the appropriate SOAD. This will make sure that the SOAD's know the expenses that are incurred and Alyce won't pay anything that hasn't been approved by the SOAD. Any large expenses will need to be brought to the Board.

c) **New Business Cards:** They include the website and Facebook page.

**d) Athlete request:**

- Darla brought a request to the Board from an athlete, Patricia Kahok, that was kicked out of the Grasshopper's organization. She is interested in participating in Snowshoeing. She lives by herself and also asked about transportation to / from practices and competitions. This athlete made this request before and the Board denied it. She reports that she is much better now. A member of her church called Darla to vouch for her as well. Concern was voiced as to who would be responsible for her. We as parents take care of our children and the coach is responsible for the team. We don't want to put unnecessary burden on a parent or coach. It was decided to table this until the January meeting. Darla will contact the church member and ask if they are willing to be her mentor which would include transporting her to and from practice and events as well as be the point of contact if there is a problem. We will also contact Rich to see his views on this. Rich and the mentor will be invited to the January meeting to discuss this further.

**e) Athlete Medication:**

- We need to come up with a way of handling athlete medications in the future. Often when competitions are over an extended period of time athletes require medications. As of right now it is up to the coaches to handle.

**f) Resignation:**

- Gene presented his formal resignation to the Board. After 5 years he feels it is best for him to step down from his position on the board effective November 7th, 2013.
- Gene will continue to Coach Track, plan the picnic and coordinate the Air Shows.

**V) Adjournment:**

President Ken Skiles adjourned the meeting at 7:45 pm

Next scheduled meeting is for 6 pm, January 8, 2014 at Whiteside Elementary School.

Board Minutes submitted by: Karla McKee