

PTOEC Board of Directors Meeting Minutes  
2014

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## PTOEC Board Meeting Minutes

January 8, 2014

### I. Board Members:

Present: Ken Skiles, Tom Biondo, Alyce Lanxon, Ann Lee, Julie Mongeon, Darla Klaus, Karla McKee, Jeanne Dillaplain, Joe Harnar, Russ Hoernis and Amber Brodak. Visitors: Jena Guldner and Cathy Costello (representing the PTOEC Equestrian program), Marcie Morgan and Megan Leonard.

### II. Proceedings:

Meeting called to order at 6:05 p.m., President Ken Skiles

December meeting minutes accepted with revision re: private donations to the organization should go to all sports and with that correction, approved as written.

### III. Board Vacancies and Elections:

Board Vacancies: Positions are open and available for new board members.  
Considerations for Board membership are the following individuals:

Marcie Morgan requests consideration to become a member of the PTOEC Board. Nominated by Ken Skiles, seconded, and approved by majority vote, and was welcomed as a Board member.

Megan Leonard, special education teacher at Joseph Arthur Middle School in O'Fallon, requests consideration to become a member of the PTOEC Board. Nominated by Amber Brodak, seconded and approved by majority vote, and was welcomed as a Board member.

- a.) Elections: Per PTOEC Constitution and By-Laws, officers will be elected by a majority vote of members present at the first monthly meeting of each calendar year. Elected positions are held for one year. Nominated and elected by a majority vote are the following:

President: Karla McKee                      Vice President: Tom Biondo

Treasurer: Alyce Lanxon                      Recording Secretary: Julie Mongeon

Corresponding Secretary: Ann Lee

At this time the Board and the members, athletes and parents of the PTOEC organization would like to thank Ken Skiles for service as the President of the PTOEC Board of Directors for the last two years. The work of our Board is incredibly valuable to the success of our organization and without the commitment and dedication of people like Ken Skiles; we could not impact so successfully the lives of our valued

members, our children. We thankfully acknowledge Ken Skiles for his service, for sharing his time and talents and for helping us advance our organization as President.

#### IV. Old Business:

- a.) Equestrian Sport- Presentation by Jena Guldner and Cathy Costello. Information was provided, both written and verbal, to the board re: current 2013 equestrian sport expenses and cost breakdown analysis between different equestrian stables. All our athletes did well for first time Equestrians. They all received medals at the qualifiers to attend the state competition and did well there also. In summary of the presentation, it is an expensive sport for both the stable and the participant. It requires horses to have a special temperament and gentle ability which are hard to find. It takes a dedicated commitment of time by athlete, coach and volunteer. It, for safety purposes, requires extra volunteers to enable challenged athlete participation and to prepare the horse/tack for each entrant event. Presently, the cost per lesson is \$40 for a one hour session. Additional expenses for competition can run up to \$400/athlete for things like horse transport, stable fees and staff room and board. This year that cost was significantly reduced due to last minute donations. A specific cost- to-athlete and cost for PTOEC proposal will be put together by Coach Jena Guldner and sport coordinator, Cathy Costello. The proposal submitted will not only include cost to members but detail the commitment required i.e. time frame for practice (6 weeks, 10 weeks?) and number of lessons for example that will enable an athlete to participate in the qualifiers. The proposal will then be reviewed by the Equestrian SOAD and acting coordinator, Cathy Costello detailing what is required for our members to participate in the Special Olympic Equestrian sport. Board to be advised.

Additionally, the Briarstone facility is addressing the addition of the required ADA compliant restroom. PTOEC purchased/provided equipment- stirrups, ramps, and helmets will be part of the assets inventory.

- b.) Discussion re: Athlete from Grasshopper Organization requesting participation in PTOEC snowshoeing. Participation in our organization at his time is a moot point as Snowshoe sport participation is already well underway and the season is almost completed. Participation in PTOEC tabled until next year as the Grasshoppers may establish their own Snowshoe sport and subsequently with mentoring and medication, the athlete's challenges may/may not require consideration by our organization. SOAD responsible for Snowshoe sport will continue to work with Area 12 coordinator and monitor this situation and advise PTOEC board as indicated.

#### V. Reports:

- a.) Financial Report:

- i. Alyce Lanxon reports the organization is solvent. The CD has less than one year before it is able to be accessed and is listed at 15,465.86. Checking account is at 59,421.39. Total \$74,887.25.
- ii. Expenses over the last month have been minimal. Monies have been received from membership dues (\$1,300) and from Variety Club at the Champions for Children Summit (\$3,500). Additionally, several PTOEC members and their parents attended the Knights of Columbus Christmas social where the Knights provided our organization with a gift of \$3,600. To further facilitate our rapport with the Knights of Columbus organization, Alyce suggested that at some time we should attend a K of C meeting and talk about our organization and our mission to support individuals with intellectual challenges.

Financial data, income and expenses per sport as well as fundraising ideas will be further discussed at the PTOEC Strategic Planning Meeting (SPM) on January 11<sup>th</sup>.

- b.) Tech Talk: Amber Brodak, PTOEC Facebook manager reports that our Facebook site has almost 100 likes. Please continue to send pictures, event notifications and news items to post.
- c.) Special Olympics Report:
  - i. Basketball practice continues at SWIC. Members participated in a wonderful event at SIUE where SIUE team athletes and PTOEC basketball participants worked together at a training venue. Alyce remarked that this event would be similar to a "typical" type gathering under the Unified Sport of Basketball and was received well by both groups participating.
  - ii. Equestrian will start again sometime in January, weather permitting. Information will be posted as needed.
  - iii. Aquatics, swimming will start January 12<sup>th</sup> from 11am to 12pm at the YMCA. A certificate of liability was submitted as requested. To better familiarize athletes, PTOEC plans to purchase a starter pistol for use at practices.
  - iv. Snowshoeing regional competition, per Ken Skiles, is slated for January 11<sup>th</sup> in Mt. Vernon. 7 athletes will be participating. The next level of competition, the state competition, will be February 4-6th in Galina. The PTOEC vans will be used for transportation to the competitions. Equipment for snowshoe competition is limited at this time to 2 pairs of shoes donated by Area 12 and 1 athlete has their own equipment. It was decided that until there was a dedicated following of committed individuals to this new sport (similar to when Flag football was

starting), purchase of equipment by PTOEC would be on hold. Decisions regarding equipment purchase tabled at this time.

- v. Golf, per Marcie Morgan- Area 12 Golf team may be dissolved. PTOEC will however, continue to have golf as a sport available to our athletes. Golf clinics will be set up.
- vi. 2014 Proposed budget per sport provided by Darla Klaus. Monetary figures based on previous sport needs/requests. Communication to coaches in October requesting input for budget re: needs for equipment, venues, costs, money etc... yielded minimal to no information.

SOAD positions, two. A preliminary division of duties was established after an initial meeting last week. Further clarification of responsibilities will be outlined at the SPM this Saturday and after another SOAD organizational meeting between Darla Klaus and newly appointed, Ken Skiles.

#### **VI. New Business:**

- a.) ALL PTOEC assets need to be identified, categorized and located- uniforms, equipment, and all items belonging to the organization. Preferably, two people will volunteer to manage this task. Discussion further at the SPM January 11<sup>th</sup>.
- b.) PTOEC vans- location and usage. Discussion at the SPM January 11<sup>th</sup>.
- c.) Stipend for SOADs and for Treasurer. Presently the SOAD gets \$3,500. A proposal was put forth to have each SOAD get a stipend of \$2000 and to decide if the Treasurer position should also get a monetary entitlement for the all the accounting and bookkeeping that is required. Discussion at the SPM January 11<sup>th</sup>.
- d.) 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.
- e.) Strategic Planning Meeting (SPM) for all Board members and SOADs is to be held this Saturday, January 11<sup>th</sup> at Fischer's Restaurant from 0830-1200. Topics to be discussed include organizational goals and future aims, finance/budget, fundraising, sports and general organization governance-policy/procedures.
- f.) Annual Special Olympics Sports Banquet- Budget allowances as previously, for approximate cost \$4,250. Tentative date is March 1<sup>st</sup> at the Eagles. Elaine Hoernis with Russ Hoernis acting as event coordinators. Information forthcoming as plans get underway.

g.) Athlete Governance in Special Olympics- a new focus for Special Olympics Illinois. Cathy Costello, while attending Global Messenger Training, received information stating that a major effort will be made by SOILL to include athletes in all levels of Special Olympics governance, from the state board (which already has two athletes seats) to Area committees to local groups. Proposal put to PTOEC board to take a proactive stance on this initiative and begin to explore possibilities for our own athletes to serve on these governance groups. Suggestions were also provided as to what may be considered to enact this within our domain as well as a statement indicating what positive effects this may have on our own PTOEC members- development of leadership, betterment of self-esteem and self-confidence as well as an increased responsiveness of the organization to better communicate with, understand and meet the needs of our members. Board to discuss further at SPM and at next Board meeting

## **VII. Adjournment**

President adjourned the meeting at 8:00pm.

Next scheduled meeting is for 6pm, February 5<sup>th</sup> at Whiteside Elementary School, library.

Board Minutes submitted by: Julie Mongeon

## PTOEC Board Meeting Minutes

February 5, 2014

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

Present: Karla McKee, Tom Biondo, Alyce Lanxon, Ann Lee, Julie Mongeon, Joe Harnar, Russ Hoernis, Amber Brodak, Marcie Morgan, Megan Leonard and Ken Skiles. Visitor: Tara Miller

### **II. Proceedings:**

Meeting called to order at 5:55 p.m., President Karla McKee

January meeting minutes accepted and approved.

Strategic Planning Meeting Minutes with attached agenda were accepted and approved, acknowledging By Laws Revision and SOAD stipends.

### **III. Board Positions:**

SOAD resignation: SOAD Darla Klaus resigned her position as of January 14, 2014. Her resignation was accepted and approved by the Board as of the date submitted.

Tara Miller expressed an interest and requests consideration for the position of second SOAD. New to PTOEC, Tara has experience with large group organization and management while working with O'Fallon Township High School Marching Panthers. Nominated to the position, accepted and welcomed into the organization as 2<sup>nd</sup> SOAD, Tara will work with SOAD Ken Skiles and both will identify needs and duties for the organization.

### **IV. Reports:**

#### **a.) Financial Report:**

Alyce Lanxon reports the organization is solvent. The CD is listed at 15,465.86. Checking account is at 61,685.33. Total \$77,151.19.

Expenditures for January were \$1,788 and due largely to the quarterly insurance payments for liability and auto/van coverage that came due. Additional costs were for the Sports Banquet Hall down payment and bowling expenses for travel and accommodations to the state games.

The annual external accounting audit for PTOEC for the 2012 year was received. The data will be used for grant writing. This audit is performed pro bono and at no cost to PTOEC.

Memberships are posted as received and updated. At this time we are showing over 80 paid memberships out of 130 listed. Reminders for those who still have yearly dues will go out to members via email, U.S. mail and as a notification on the web and Facebook. Ann Lee will spearhead this notification campaign, coordinating with Joe Harnar for distribution and a link to direct online payment. Cases identified by members or coaches requesting yearly fee waivers due to hardship, should be presented to Board President Karla McKee.

A certificate demonstrating our organization's proof of insurance and liability assumption has been received by District 118 as requested. Similar documentation has been submitted to Whiteside School as a requirement for using the school facility for meetings and activities.

b.) Tech Talk:

Amber Brodak, PTOEC Facebook manager, reports that our Facebook site has over 129 likes but our page has a more global reach. Recently posted items of USA Games Team Illinois members Craig Dillaplain (317 likes) and Danielle Mongeon (197 within 2 hrs.) have been extremely well received. Please continue to send via email any pictures, event notifications and news items to post. Pictures of our members are especially well liked.

April 12, 2014 Sports Banquet announcement is presently on the Facebook page. A RSVP is currently set up with that announcement and replies will be forwarded to Elaine.

Joe Harnar reports that the PTOEC website is consistently showing about 230 visitors per month, with an average of 7-12 visitors/day.

c.) Junior Fun Nights:

February 21<sup>st</sup> is the next Junior Fun night at Whiteside Elementary School. The theme for the night will be similar to the popular, "Minute to Win It" game show with members visiting several fun and engaging stations.

March 7<sup>th</sup> will be a combined Junior and Senior Fun Night to be held at Pathways school. A special presentation, "Birds of Prey", will be offered. Cost for all will be \$5 and details and notice will be listed on website, Facebook and sent out via email and U.S. mail as well.

April 11<sup>th</sup> will be Musical Mania culminating in a special concert for parents.

May 10<sup>th</sup>, a Saturday picnic is planned.

The January Fun Night was well received and attended by approximately 15 children. Planning committee members, volunteers and gym staff helped coordinate the event and kept the children engaged and safe at each station. Two of those attending joined in at Special Olympics gymnastics practice the following morning and have become members of PTOEC.

d.) Senior Fun Nights:

Next event is February 14<sup>th</sup> at Fischer's Restaurant. It will be a Valentine's dance with a buffet. Vouchers should be brought but are not essential to attend. Dress code is restricted to no jeans and costs \$25 for members. Volunteers helping at the event may have, if they desire, dinner courtesy of PTOEC. It was also decided after discussion, that Ann Lee will provide Nancy Lang with a small token of our thanks for all her continued efforts as coordinator for PTOEC senior fun nights. A \$50 gift card or flowers was suggested as well as a mention at the annual Sports Banquet for all her service to our members.

e.) Polar Plunge:

The Event is slated for February 22<sup>nd</sup> at Carlyle Lake. Team PTOEC is presently the leading fund raising organization and if they continue to remain so, will be awarded the honor of lighting the cauldron for the Spring State Olympic games. Details, when available, for pre-registration at Scott Credit Union and for travel to the event, will be posted.

f.) Sports Banquet:

Russ Hoernis reports preparations are progressing for the banquet to be held April 12<sup>th</sup> at the Shiloh Eagles facility. Ken Skiles is asked to provide a listing of coaches to the event organizers, Elaine and Russ Hoernis. Amber Brodak reports that the banquet will have a Carnival theme with coordinating decorations. Tara Wentz will again provide the pictorial Parade of Athletes.

g.) Special Olympics Report: SOAD Ken Skiles

Basketball: Two teams comprised of 14 and 15 members, will play in Effingham on February 9<sup>th</sup>. Those who obtain a gold medal will advance to the state tournament March 14<sup>th</sup> and 15<sup>th</sup>. Plans for a reorganization of the current basketball program for next year are anticipated. Team size, composition (an all-girl team) and provision for a Unified basketball team will be some of the new and exciting elements under consideration for our program. There will also be a need for more coaches for our revamped basketball program.

Basketball Skills: PTOEC had 3 athletes, Connor Layeski, Christine Shields and Alan Dethrow, win Gold at the Area 12 Regional Competition. They too will advance to the state competition in March.

Snowshoeing: Seven athletes are now competing at the Winter Games in Galena. Results will be posted on the web when known.

Soccer: The season will start with a parent kick-off meeting scheduled for Saturday February 15<sup>th</sup> from 0900-1030 am at the Belleville Sportsplex, Soccer League Office.

Track & Field: Practices will begin on March 22<sup>nd</sup> at Westhaven School. Additional information will be available and posted from Coach Gene Layeski.

V. Old Business:

- a.) Equestrian: Dialogue continues between Briarstone Riding Academy and PTOEC in regards to costs and support for the athletes. A proposal from Jena Guldner and Kathy Costello outlining ways for our organization to demonstrate continued support for the Equestrian venue was presented in written format (see attached). The proposal detailed 7 specific areas for consideration by the Board. After much discussion, the general consensus of the Board was that PTOEC would provide accommodations that are in line with what is provided to other sports that our organization supports. Uniforms, the use of the PTOEC vans for transport to the Fall festival, gas and lodging costs for two days for

two rooms for Coaches and staff, will be provided. At this time PTOEC will not assume full or partial costs for the 10 lessons required for each athlete leading up to the qualifiers and state competition. That cost will continue to be assumed by the athlete and their family. Additionally, a financial discretionary fund, amount to be determined, will be provided to the Equestrian sport for use as needed for costs incurred during the season. This cost would be similar in monetary amount to that which is provided to support other sports such as the cost for the use of the pool or bowling alley rental. Items like additional equipment, specialized grooming for competition, stabling fees, and horse transport are some ways that the allotted discretionary funds may be used. Funds left over at the end of the season could be tabled for use for the next season and used possibly to lessen lesson costs. It was also noted that there are only so many riders either practicing or riding at one time so that equipment, like helmets, can be shared among athletes and each athlete does not require a 1:1 coach/athlete ratio. Ken Skiles will present back to the Briarstone Riding Stables, Jena and Kathy, the revised proposal for consideration.

- b.) Inventory Committee: ALL PTOEC assets need to be identified, categorized and located- uniforms, equipment, and all items belonging to the organization. Tom Biondo and Megan Leonard volunteered to organize and coordinate this effort. Suggestion for a centralized storage facility for all PTOEC assets was proposed. Discussion to continue after inventory is completed.
- c.) Fund Raising Committee: Proposal for a specialized committee to be responsible specifically for fund raising for the organization. Fund raising to include solicitation for donations, sponsorships for events, grant identification and proposal, community outreach and links as well as different venues to raise money for the organization. Getting the word out about the organization is essential to successful fund raising. A posting to the Website and Facebook to gauge interest in committee membership will be initiated.
- d.) CPR class: Saturday classes, limited to 8 participants per 4 hour class will be offered. Gene Laveski will be contacted to arrange for equipment through Scott AFB to limit cost and Julie Mongeon will instruct. Class dates to be determined after equipment can be obtained. A nominal cost for books and CPR cards for participants of approximately \$4 will be incurred.
- e.) Unified Sports: Ratio of athletes to partners in each sport is set by SOIL. Participating sports are decided by SOIL and include volleyball, golf, bocce and soccer at this time. Key issues are to have partners and athletes that are similar in cognitive and athletic ability that will work together and put forth equal effort in the Unified sport.
- f.) Softball: Interest in establishing softball as an available sport is limited at this time. More member commitment and identifying individuals to volunteer as coaches will decide

whether PTOEC has a viable team versus individual skill participation. Individual skill training/practice can be incorporated into the track and field season.

## **VI. New Business**

- a.) Safety: Concern & question proposed by Julie Mongeon, Who is responsible for, and are the minimum safety considerations during competitions, as detailed in SOIL rules, being provided at each and every competition? Is on-site medical care available for our athletes during gymnastics regional competition or horseback qualifiers? Inquiry to area 12. Coordinator.
- b.) PTOEC Clothing: Significant interest in ordering and purchasing lightweight shirts for the organization. Karla McKee to check with the Winning Streak as to cost/availability/style and designs available.
- c.) Athlete Governance - With the PTOEC Board fully operational at 14 members, Joe Harnar proposed that Board members identify viable athlete/member candidates to consider for participation as active members of our Board. This is in keeping in line with SOIL's plan for increased athlete governance at all levels within the organization. Discussion at next board meeting.

## **VII. Adjournment**

President [Facilitator Name] adjourned the meeting at 7:54 pm.

Next scheduled meeting is for 6pm, March 5th at Whiteside Elementary School library.

Board Minutes submitted by: Julie Mongeon

## PTOEC Board Meeting Minutes

March 5, 2014

### I. Board Members:

Present: Karla McKee, Tom Biondo, Alyce Lanxon, Ann Lee, Julie Mongeon, Joe Harnar, Russ Hoernis, Amber Brodak, Marcie Morgan, Ken Skiles and Tara Miller.

### II. Proceedings:

Meeting called to order at 6:02 p.m., President Karla McKee

February meeting minutes corrected re: Gift for Nancy Lang, flowers OR gift card. With correction, accepted and approved.

### III. Reports:

#### a.) Tech Talk: Amber Brodak

PTOEC Facebook Daily Photo – During the first week in March we will be posting a different athlete(s) photo daily on our page. Pictures have always had an exceptional response and those already posted have had over 1200 hits/likes. Photos received will also be shared with Tara for the banquet. Continue to send announcements and photos to Amber for posting.

Tara Wentz needs pictures of our athletes for the sports banquet slide show presentation. These are needed 2 weeks before the banquet. They can be sent to her via her email which is [gym97@hotmail.com](mailto:gym97@hotmail.com).

#### b.) Junior and Senior Fun Nights: Amber Brodak, Ann Lee

Next event is slated for March 7, 2014 starting at 6:30 at Pathways School. It will be a combined group event entitled "Birds of Prey". Presenters from the World Bird Sanctuary will have a live presentation of birds for both our Junior and Senior members. Cost will be \$5 with music/dancing and pizza prior to the presentation. All are invited.

#### c.) Polar Plunge:

February 22<sup>nd</sup> was a beautiful day for the Polar Plunge at Carlyle Lake. The air was a balmy 60\* and the water a refreshing 32. As the agency raising the most money at the Carlyle plunge, \$6,900, Team PTOEC was awarded the honor of carrying the torch for the last leg of its journey and the privilege of lighting the caldron at the Spring Games. Colleen Costello was nominated and approved by the Board to be the athlete awarded that privilege as she has braved the icy water and raised almost \$1000 this year for Special Olympics. Tom Biondo is to check her availability. This is the first year PTOEC has earned this esteemed honor.

d.) Sports Banquet: Russ Hoernis, Amber Brodak

Elaine Hoernis, event coordinator. Invitations will go out next week. She is finalizing the coaches list and will be determining gifts. Barb Reiner is in charge of the Silent Auction and is looking for donations. Kathy Harnar is in need of grab bag items that would be of interest for our male athletes. Ideas for and donations of attendance prizes are also needed. Joe Harnar will post the flyer/invite on the webpage. RSVP to Elaine is critical for set up and to ensure adequate food provision. Any special dietary needs must be communicated ahead of time as well. Notice from Elaine will go out on Facebook if additional volunteers are needed for set up/take down. Ron Hindeman made a monetary donation to the Sports Banquet of \$500. Wilke Windows and Doors also provided a \$50 check for the raffle. All decorations have been purchased and received with a set-up for 220 persons. Set up on the day of the event to be determined. Individual recognition at the banquet for a "job well done" and for support of our organization will go out to Darla Klaus, Patrick Hulliung (World Class Gymnastics) and Nancy Lang. Plan, after discussion, Karla will pick up a \$50 gift card for both Coach Patrick and for Darla. Nancy received her gift at the dance and will be recognized verbally at the banquet.

e.) Financial Report: Alyce Lanxon

The organization remains solvent. CD balance is at \$15, 477.44. Checking account balance is at \$62, 870.38 with a total combined amount of \$79, 347.82.

Significant income and expenses for this month- We received the donation from the Knights of Columbus for \$3600. Additionally we received a memorial contribution from Rita Helfrick (Toenjes) in memoriam for her father who passed away. Ann Lee will send out a note of condolence and thank you to the family. \$275 dollars in memberships was received and the membership website was updated. Expenses for the month were \$40 in organizational clothing, Senior fun night receipts totaling \$1,250 and the cost of the DJ. Other notable expenses were the directors and officer's insurance policy for \$1,692 (yearly expense) and the February Senior Fun Night Valentine Dance which had receipts totaling \$1,379. This expense was offset by monies taken in that night. Gas expenditures for the vans used for basketball and snowshoeing were \$225 and the \$50 gift card for Nancy Lang. Outstanding bills include use of the SWIC gym for basketball, \$175, and lastly, a bill from our accountant for ~ \$2,500. This bill is for services over the last two years in assessing our payroll, quarterly, and annual taxes, overseeing/dispersing of our payroll for summer camp employees and stipend costs for the SOAD. Prior to payment, Alyce has questions about some specific items for the accountant.

The Variety Club Grant, which helps with summer camp funding, is due by March 28<sup>th</sup>. Alyce will be working with Jeff Price on this proposal as specific information is required.

In addition to our annual report, the grant required that our recreational camp have goals and measurable outcomes for each camper attending. Documentation of each camper's weekly progress in meeting goals regarding behavior and socialization, for example, must be demonstrated to fulfill the grant's requirement.

Dues are required yearly by December 1st and Russ Hoernis personally requests that a reminder notification go out via the website and Facebook for all members, starting in October. Additionally, those members presently overdue will receive a private email notification/U.S. mail notice that payment of annual dues is needed.

g.) Special Olympics Report: SOAD Ken Skiles and Tara Miller

Soccer: Practice is held Tuesday and Saturday, rain or shine, at the Sportsplex. With more than adequate athlete participation, 2 teams have been established and at present we are working on establishing a Unified team. Area 12 and PTOEC are in discussion on how best to support a Unified team and perhaps, an all girls' team as well. Specifics re: the soccer program has been posted by Rich and is on the website.

Aquatics: Saturday, March 8<sup>th</sup> is the district competition with approximately 25 athletes competing. Van is available if needed by Jeff Price.

Basketball: Two teams competed in Effingham but failed to win gold and advance to the state competition. Discussion between Coach Pat and Area 12 was initiated for consideration for PTOEC to attend the state competition because our teams were seeded incorrectly for the competition and competed against teams that were far superior in skill and ability resulting in blowout losses. Plans under discussion for next year include having more teams, a junior team, additional coaching staff and a girls' team. Two individuals were successful competing in individual skills and will advance to the State competition.

Track & Field: Practices will begin on March 22<sup>nd</sup> at Westhaven School with 20 participants enrolled. An equipment purchase of \$191.98 was approved by the board for various items needed for the sport- starter gun, whistles, stopwatch, and lanyards. All receipts are to be submitted to the Treasurer for review and reimbursement. Additional track and field information is available and posted on the website from Coach Gene Layeski.

Athletic Certified Training School to hold on March 22<sup>nd</sup> at the Sportsplex. Training program is conducted by Area 12 for those members looking to be certified Coaches for Special Olympics sports. The morning session is for soccer coaches and the afternoon is geared for information regarding Unified Sports. All Unified Sports Coaches must be certified.

Big Blue Coach Training Weekend May 30- 1 June at Millikin University in Decatur is a 3 day training event sponsored by Special Olympics that is open to all who wish to certify as a coach in any and all sports that Special Olympics offers. Also available is CPR and First Aid training. A nominal enrollment fee of \$10 is required for each class but it is reimbursed

upon attendance. Cost for meals and lodging is also included. Information will be posted on the website.

Softball: 9 individuals are interested, minimum of 10 are required. No coach has yet been identified. Participation as a team and/or individual skills is available. If PTOEC is unable to generate enough interest or secure a coach, members may participate with another local team. Softball practice is through the summer with competition held at the same time as golf, September at Hickory Park.

Gymnastics: The current competition gymnastics leotard has been discontinued by the manufacture GK. Coach Tara Wentz is working with them to fabricate competition apparel that is similar in color and design. For competition this year an additional 15 uniforms are needed- 14 boys and 1 girls. Estimates for cost will be in March 6th and once approved w/partial payment, will be shipped April 18<sup>th</sup>.

Golf: Practice to start April 2<sup>nd</sup> from 6-7 pm at the Practice Tee, 14 members are signed up to participate.

Equestrian: An athlete summary fact sheet was provided detailing participation in the sport. Discussion continues regarding costs and support for athletes. Invoices for purchases must be submitted to the Treasure for those items outside of the costs that PTOEC agreed to assume- hotel expense for two rooms, t-shirts/uniforms for athletes, and vans and gas for transport to Fall games. Further discussion as to how the discretionary fund will be utilized, managed and accounted for is ongoing.

Practice cancellation notifications should come directly from individual Coaches.

#### IV. Old Business:

- a.) Inventory/Storage: Karla spoke w/Coach Pat regarding storage of PTOEC apparel, athlete uniforms and equipment. She is not supportive of a centralized storage facility for the organization and as such, will not continue to manage the equipment, apparel and uniforms. Approved by Board, (7 FOR, 4 AGAINST), a centralized location for all PTOEC belongings. Different storage facilities will be examined for availability and cost.

#### V. New Business

- a.) SOADs request a credit card with a set amount for discretionary purchases: Purchases would be limited to a set amount that wouldn't require Board approval. Presently Jeff Price has a card for Summer Camp expenses/purchases and Darla had one as well. Receipts/invoices are always required and will continue to be required for all purchases. Board approval after discussion, (8 FOR, 3 AGAINST), one credit card for SOAD use with a \$1500 card limit with, (unanimous agreement), of a non-board approval spending amount of \$200.
- b.) SOAD Board Voting Privileges and Position Term Limit:

Term Limit- After discussion, in agreement by unanimous Board decision, no position term limit for SOADs. A SOAD can resign or be removed from their position by the Board.

Voting Privileges: After discussion, in agreement by unanimous Board decision, SOAD will no longer have voting privileges within the PTOEC organization. The SOAD will present their athletic reports to the BOARD at the beginning of each Board meeting and then be dismissed from the remainder of the meeting.

Payment for time served. Darla will be paid through date of resignation, January 14<sup>th</sup> 2014. She will be paid \$1750 as soon as possible from the accountant and not have to wait for the usual yearly payment in July. New SOADs required paperwork, W4 will be obtained and pro-rated payment for their service will be in July.

c. Membership Listing- Updates for the year were done initially by Joe Harnar at the Sports physical clinic and afterward, are logged by Alyce Lanxon as registration and payments are received. SOADs can update physicals received on the registry but memberships and payments received by Coaches or by SOAD's should be forwarded to the Treasurer for accountability and log in. Alyce additionally requests that SOAD's, when logging physicals, also log in the athletes DOB (date of birth) on the registry as this information is important for age distribution breakdown.

d. Communication to Area 12 should be limited. Concerns or questions should be directed to the SOADs as the appropriate PTOEC liaison to communicate with this organization.

e. Coaches: Presently looking for individuals to coach bowling and softball.

f. Vans: (2003) PTOEC van is in the shop after having significant electrical and possible transmission issues requiring towing to the repair shop. More information after assessment.

g. Ann Lee received at check for \$25 from the Fairview Heights Kiwanis Club. With the donation, a request that besides speaking about PTOEC sport opportunities (Pat Stumpf) an additional member may come to speak about all aspects of our program. Tom Biondo to spearhead this effort.

h. Fun Run/5K July 19<sup>th</sup> in Smithton. Letter received from Sherry Krause. Her son Jonathon is a member of the Freeburg Community HS Cross Country team and last year raised money for their team and for charity. At the event last year, they raised \$7500 and half the proceeds were given to a charity of their choosing- Victims of the Boston Marathon. This year they voted to support local charities and would like to include PTOEC as a recipient along with two other designated charities, Adapt for Autism and Alpha Foundation. They request that members of PTOEC assist July 19<sup>th</sup> at the fund raising event. Tom Biondo will coordinate this event.

i. K of C letter of thank you sent by Alyce Lanxon. She also included a PTOEC brochure with the letter. At the time of the K of C event and check presentation, they asked to have a member of PTOEC come and speak to their agency about what we are about and what we do for our members. Opportunity for our global messengers/ambassadors.

#### Adjournment

President [Facilitator Name] adjourned the meeting at 8 pm.

Next scheduled meeting is for 6pm, April 2nd at Whiteside Elementary School library.

Board Minutes submitted by: Julie Mongeon

## PTOEC Board Meeting Minutes

April 2, 2014

### I. Board Members:

Present: Karla McKee, Tom Biondo, Alyce Lanxon, Ann Lee, Julie Mongeon, Joe Harnar, Russ Hoernis, Amber Brodak Jeanne Dillaplain and Megan Leonard.

### II. Proceedings:

Meeting called to order at 6:00 p.m., President Karla McKee

March meeting minutes accepted and approved.

### III. Reports:

a.) SOAD report: Report from Ken Skiles, read by Tom Biondo.

Soccer: Teams played March 29<sup>th</sup>, participating in 3 games each as qualifiers. Data was submitted to Area 12. Soccer is heading to Greenville College the weekend of April 5<sup>th</sup> and will be utilizing the PTOEC vans for transport.

Unified Soccer: Participation will continue through the football season. Regional competition will be at SIU on Sept 27<sup>th</sup> and state competition will be 18-19 Oct in Chicago. There are 4 teams in the area, two of which are from PTOEC.

Track and Field: Gene Layeski and the team is off and running. Scores and ratings have been compiled and sent to Area 12 for spring games. The letter of intent has also been sent. Spring games will be held at SIUE on April 26<sup>th</sup> with our own Colleen Nesbit carrying the last-leg of the torch and lighting the cauldron. We won that honor for being the agency that raised the most money for the Polar Plunge. Colleen Nesbit was awarded this honor as she is a spring athlete, has been a supportive spectator at the Plunge for two years and her brother raised the most money for team PTOEC. Well done, Colleen!

Softball: Scott Lanxon has volunteered to be the coach for this new venue. He and wife Alyce will be attending the certification training on May 13th. Tom Biondo has additional experienced volunteers to help coach as well.

Coaches: PTOEC SOADs and members are canvassing for new and additional coaches for our offered sports. Signup sheets will also be available at the Sports Banquet for those wishing to help out. Notifications will also be sent out via the web and Facebook. Tom has been contacted by a Mr. Dowd, who has offered to help with coaching both bowling and basketball. He has been an active coach in Clinton County. Bocce Coach Denise Feld will still be coaching and will continue to do so at the Klaus bocce court. Bowling is in need of a coach and additional volunteers to help set up the lanes for the weekly practices. Stephanie Henschen is considering the position. Volleyball will also need some additional coaching staff. Inquiries for the positions can be directed to Tara Miller, SOAD for these two sports. This year basketball will also need some additional coaches to handle the added teams. There will be 2 senior teams, one girl's team and one junior team offered this season in addition to the skills

competitions. Coach Pat Stumpf and Tim Pfeil will continue with managing the seniors teams and Tom Campbell and Keith Stumpf will handle skills. Wally Wegrzyn, Shelby's dad, has expressed an interest with helping out as well.

SOAD Duties: A request has been made to have SOADs update coaching staff information on the PTOEC listing. It was suggested that lead coaches provide to the SOADs, current demographic data for participating assistant coaches and for themselves. SOADs would then be responsible for updating the system. In addition it was felt that coaches should provide their contact person information for each of the training venues utilized for each sport. Lastly, it was requested that the current listing of available volunteers/sport be updated, noting specifically when their protective training is set to expire. Volunteers can then be alerted to update their protective behavior training as needed. SOIL has a listing of all volunteers/training dates that can be provided to each SOAD for updating the system and for providing information to the coaches as to who can volunteer to assist with the athletes.

b.) Financial Report: Alyce Lanxon

The organization remains solvent. CD balance is at \$15,477. Checking account balance is at \$78,434 with a total combined amount of \$93,911.47.

Significant income and expenses for this month- We received the actual cash donation from the Knights of Columbus for \$3,600. Additionally at the end of the month we received \$15,000 dollars from the SAVE grant. A thank you note was sent to them, thanking them for continuing to use PTOEC as a partner agency. The SAVE grant, money comes from its parent group United Way, supports our agency and our mission- the things that we do year round for our members and families. Additionally monies came from memberships (\$625), memorial contributions and senior fun night receipts. A new category, Special Olympic donations was added to accommodate specific donations. Donations designated for the sports banquet- \$500 from Ron Hindman & family and \$50 from Wilke will be used to offset banquet expenses specifically.

Expenses for the month were van repairs which totaled \$317 and insurance payments that were due for the insurance for directors and officers. Specific expenses, authorized/allowed were for: Pat Stumpf for basketball expenditures, gas to Bloomington and for hotel- ~ \$175 and from Senior fun nights for Nancy Lang. These were for \$550 for December gifts (due to cancellation because of snow, gifts will be given next December), \$102 for Valentine dance centerpieces and \$588 for the March event for food, music and the Birds of Prey presentation. Total due to Nancy for reimbursement, is \$1239.59.

The Variety Club Grant, which helps with summer camp funding, was submitted. Additional information was requested from Variety as to how the grant will be used. Alyce will continue to work with Jeff to capture the data required by the Variety club to complete the grant requirements for next year's packet. A proposed budget for next year's camp expenses was prepared. Figures were based on recruiting 50 kids for next year's program with a total operating cost of about \$28,850 dollars. \$7000 of that expense would be off -set by the Variety club grant, \$8,300 would be picked up by

PTOEC and \$13,000 as a direct cost to campers. Camp this year will be held June 2<sup>nd</sup> through June 20<sup>th</sup> at Central Jr. High from 9-2pm. Tuition cost is to remain at \$325/camper with full and partial scholarships available for qualifying individuals. Information will be posted on Facebook, website, via word of mouth and via an announcement at the Sports Banquet. Informational flyers, "Save the date", can also be provided to school Special Ed coordinators and BASSC to get the word out to others. It was decided that vans will still be available for camp use as well as Jeff Price's access and use of the PTOEC credit card for camp expenses. A consideration for the future, as identified by Alyce; our camp membership is aging out and we will need to recruit younger members to keep our participation up and our camp program going.

1. c.) Tech Talk: Amber Brodak

a) Facebook is a continued success.

d.) Junior and Senior Fun Nights: Amber Brodak, Ann Lee

Next event is a Junior Fun Night slated for April 11, 2014 starting at 6:30 at Whiteside School gym. It will be a Music All Star event with performances from a local school Poms team and from Music Mary, a music therapist from BASSC. The second half of the program will be a talent show. Details are still being worked out. May 2<sup>nd</sup> is the last Senior Fun night dance until the fall. May 10<sup>th</sup> is a picnic at Pavilion A at Township Park by Wolf Branch School.

e.) Sports Banquet: Russ Hoernis

Elaine Hoernis, event coordinator. Expense listings/receipts will be forwarded to Alyce. Overall cost for the event has gone up and has exceeded the proposed budget. Our organization has grown considerably! Last year's attendance was 160 people. Thus far this year, 260 people have said they were planning on attending. Out of the 260 attending, 80 will be athletes and 31 will be coaches whose meal is provided for by PTOEC. There will be a fried chicken dinner, dessert, music by Tom Compton, a silent auction and Craig Dillaplain is to speak as a Global messenger. Elaine will review the program with Board president Karla McKee prior to the event and a current listing of all athletes and coaches will be reviewed for any omissions before the banquet begins. Set up for the event will be at noon Saturday. Tara Wentz will provide the slide show of athletes. Additional volunteers for set up help will be requested via Facebook.

#### IV. New Business

2. a.) Scholarships:

3. Ken Skiles brought forth the name of a family seeking a scholarship for annual membership expense. The cost for membership is \$25, and request was approved unanimously by the board.

b.) Brochure: Joe Harnar

Option 2 was voted as the most liked layout for our new brochure. Next it will be edited for content and the pictures will also be edited to insert actual pictures of our athletes/members. Print of 250 copies planned.

c.) Insurance:

General discussion initiated by Russ Hoernis regarding van usage, adequate insurance coverage, coverage and qualification listing for van drivers- background checks, driver licenses etc. Need data log to show van usage, mileage, passengers transported for Variety Club. Amber Brodak to review insurance policy.

d.) Fairview Heights Disability Awareness Event: Scheduled for May 17<sup>th</sup> from 10- 2pm. PTOEC organization booth will be staffed by Tom Biondo. Need additional volunteers to help hand out candy, register new members and answer questions about our organization. Special Olympics will also have a booth at the event.

e.) Fairview Heights Kiwanis Club:

With the donation we received, the Kiwanis Club requested that besides speaking about PTOEC sport opportunities (Pat Stumpf), they would like an additional member of our organization to come to speak about all aspects of our program at their big group meeting. Tom Biondo contacted Doris Driscoll and will arrange this.

f.) Additional miscellaneous topics for generalized group information/ discussion:

Grasshopper member resolved, storage shed rental versus purchase, Polar plunge outstanding success for the state, Memorial Day parade float participation?, Memberships fees still outstanding, beginning inventory of equipment, and resource information.

Adjournment

b) President Karla McKee adjourned the meeting at 7:15 pm.

c) Next scheduled meeting is for 6pm, May 7th at Whiteside Elementary School library.

Board Minutes submitted by: Julie Mongeon

*PTOEC Board Meeting*

May 7, 2014

First Wednesday of each month, September through May at 6pm, Whiteside Elementary School

Attended:

Julie Mongeon, Karla McKee, Tom Biondo, Ann Lee, Amber Brodak, Megan Leonard, Joe Harnar, Jeanne Dillaplain, Tara Miller

Meeting Minutes

1. Proceedings

Proceedings called to order at 6:20 pm by President Karla McKee.

April meeting minutes corrected re: Shriner's parade and banquet gift from Ron Hindman and family. With corrections, April minutes accepted and approved.

2. Sports//SOAD Reports

Report by SOAD Tara Miller

Gymnastics: All athletes competing at the regional meet May 4th qualified to attend the states games in June.

Golf: PTOEC portion for the shirts is \$330.50 \$384 is the additional order by parents. Order will be placed this evening.

Equestrian: No response to email that has gone out requesting start date/practice schedule. Believe riding practice commenced in April.

Basketball: Coach Pat will coach the Senior basketball team. We will also plan to have an all-female basketball team and a Junior team. Coaches for these specific teams will be needed. Additionally, emails will be sent out, targeting our younger members and our female members to alert them of the new basketball team opportunities. These teams will go to state because their groups are limited in membership throughout the state. Area 12 will look for specific regional competitors. The senior basketball team will have to compete in several tournaments so that they can be properly seeded for competition at the state level.

Volleyball: Unified volleyball will be separate from regular volleyball. They utilize the standard volleyball and standard rules. Unified practice sessions will be held at times different from our regular volleyball. Tara Miller will coach the unified team. Regular volleyball will be held from 4:30-6pm on Mondays at the SWIC gym. Practices will commence in August.

Bowling: Area 12 competition will be in August.

Problem: Volunteer forms are being sent directly to the Area 12 office with missing information and without the SOAD, coach or director signature. These forms are then being rejected. Ken has notified Area 12 to not accept or process any volunteer forms without SOAD signature on them. All members wishing to be volunteers for Special Olympics must have a completed form with a SOAD signature before it is sent to Area 12. Website will reflect this important consideration.

3. Financial Report- Treasure, Alyce Lanxon is absent.

Submitted, as of 5/1/2014 CD-small business has an account balance of \$15,477.44. Checking account balance of \$73,951.50. PTOEC total worth, \$89,428.94.

4. Fun Nights

Junior Fun night is cancelled for May and will start again in the fall. Possible plan is for every other month fun night/ 4 a year. Survey needs to go out to identify what activities would be desired and is there truly a need for a Junior fun night.

Senior Fun nights are also done until the fall. Consideration to extend the fun night to a full year and to incorporate the middle school age students was discussed. Utilizing the forum for occasional educational sessions similar to the Birds of Prey offering was offered as a change versus "just dances" and using the time for a parents support group/FYI meeting as a co-function was suggested.

5. Fund Raisers

Mouse Races are scheduled for Saturday, September 20th. There will be no auction to be held at this event. It will be held at the Belle-Air Banquet Center. Bigger venue seats almost 400. The event was cleared and is not in conflict with the state gaming commission rules. Volunteers will be needed for betting windows, ticket sales, 50/50 sales. Family event. PTOEC Member assistance is requested to reach out for additional people to attend the function and to request donations from them.

PTOEC McDonald's Night will be held June 4th at the O'Fallon McDonalds on Highway 50 from 4-8pm. A portion of the sales that evening will be donated to PTOEC. That evening, Craig Dillaplain, a 22 year employee at this franchise, will also be honored by his employer and franchise owner, Mr. Peck, for his selection to the USA games. The Belleville News Democrat reporter Terry Maddux is doing a story about Craig who is not only a member of Team Illinois but is also now a Global Messenger for Special Olympics. PTOEC will post notice of the fund raiser event on the website, Facebook and via email blasts. McDonalds will post flyers throughout the community advertising the event.

6. Tech Talk

## 7. Old Business

Inventory: The storage shed, 10x15, is rented. All uniforms will be collected and inventoried as to type and size after state competition. Notification will go out via letter, email, Facebook requesting that any/all PTOEC belongings be submitted for inventory/storage. Tom Biondo, Amber Brodak and Megan Leonard will be designated "drop off" locations. Inventory sheets will be available, listing all equipment/ uniforms for a particular sport. The coach can then sign out the equipment and upon completion of the season, everything can be logged back in based on the listing/inventory sheet that was available at start up. After the inventory, we can also see what items we are in need of... PTOEC blue shirts for example and order in bulk for discount cost. Plan is to have the PTOEC website have a posting as to what equipment /clothing items that we have in stock now that will be available for purchase and in the future, plan to have a "store" where members/parents/guests can purchase specific PTOEC gear.

## 8. New Business

SOAD Lodging at State Competition: SOADS are responsible for arranging chaperones for those athletes lodging in the dorms during state level competitions. SOADS, coaches and chaperones are to insure that athletes are chaperoned appropriately and that their needs are being met; equipped for meals/medications/emergency care etc... If lodging is available in the dorms, the SOAD should choose to avail him/herself to those accommodations. Only if there are no dorms/state sponsored lodging available, during state competitions, will PTOEC then allocate \$125/night for hotel/lodging for SOADs.

Baseball tickets: 15 Cardinal tickets are available for the Special Olympics game May 21st. They were provided by Special Olympics Illinois. By majority consensus, the tickets will be offered to those PTOEC members and chaperones who reside in group homes and to Tom Kish and his brother, who recently lost their father. PTOEC vans are available for use and parking costs will be reimbursed by PTOEC.

Shriner's Day Float: Parade is May 30th. Float decoration and assembly has started. Initial budget, \$125 has been increased to \$200 for this project. We have the wagon and the vehicle is courtesy of Oliver C. Joseph. We have a wonderful group of volunteers already and if more our needed, word will go out. Candy from the banquet, popcorn from Special Olympics and peanuts have been donated from Logans and Texas Roadhouse. Circus decorations, balloons and circus-type animals help with our circus theme and hay bales for seating will finish it up.

Annual Meeting: October is the annual member educational offering after the October Board meeting. Discussion ensued as to ways to increase member interest, attendance and how to format the event. Thought is to move the annual meeting from Douglas school, were member participation is limited, to Pathways School, holding it on Friday during the Fun Night event. This change would allow more parents to attend the educational meeting as members, both Junior and Senior, will have a chaperoned activity at the same time. Roundtable discussions, multiple educational meeting

room offerings versus the traditional "lecture" format were also discussed. Joe Harnar and Megan Leonard will address these issues jointly, as the newly formed Annual Meeting Planning Committee.

Meeting concluded at 1940. Next meeting will be September 2014, date/place to be determined.

PTOEC Board Meeting  
September 10, 2014

First Wednesday of each month, September through May at 6pm, Whiteside Elementary School

Attended:

Karla McKee, Tom Biondo, Ann Lee, Amber Brodak, Alyce Lanxon, Megan Leonard, Joe Harnar, Julie Mongeon, Ken Skiles, Marcia Morgan, Russ Hoernis, Tara Miller

Meeting Minutes

1. Proceedings

Meeting called to order at 6pm by President Karla McKee. May meeting minutes reviewed. Correction/clarification of statement SOAD responsibility with athletes lodging in the dorms during state competition to be changed to: Coaches and chaperones are to insure that all athletes residing in the dorms are appropriately chaperoned and their needs are being met; equipped for meals, medication, emergency care etc... With correction, May meeting minutes accepted as written.

2. SOAD Report

Tara Miller: State Summer Olympic Games went well. For future reference, for an athlete to participate in an event, the paperwork must list not only the participating coaches but also have the SOAD signature for validation.

Fall games are quickly approaching and Equestrian athletes have qualified to proceed to the state games.

Volleyball has at least one team that will also participate in the State games at Rockford.

Bowling has 2 teams, 2 doubles and 10 singles that qualified and are moving on to compete at the sectional level. Practice is set up at St. Clair Bowl at 7pm on Sept. 14, 28th and Oct. 12. Those who qualify for State competition by winning a gold at the Sectional level have practice set up for Nov 2nd, 16th and 23rd.

This weekend Outdoor festival will be attended by Ken Skiles.

Bocce, competition Highland October 4th.

Tara voiced a concern about the need for emergency training for CPR, AED and First Aid for our coaches so that our athletes, at both practice and at the competition level, have some form of

immediate medical assistance if needed. Discussion ensued. Julie Mongeon to explore the cost/person to provide training and bring information back to the board.

Question brought forth re: Do coaches receive an allowance for lodging if there are no dorms available. It was decided at the May meeting that up to \$125/night would be available for lodging expenses for SOADs if no dorms or state sponsored lodging were available. The same courtesy is extended to our volunteer coaches.

Ken Skiles: 2014 Outdoor Sports Festival is being held this weekend Sept 13th and 14th. We have 4 members of the golf team participating at Hickory Point Golf Course; Andrew Dorries, Tyler McDaniel, Travis Skiles and Thomas Stewart. Participating in softball skills at Rotary Park is Katelyn Dowdy. All athletes and their families are attending and providing for their own travel and lodging for this event. No state sponsored lodging is available.

Unified soccer has a tournament slated for Sept 20th at McKendree College for both our girls and boys unified teams. Games will commence at 8am and each team is required to play two games. Players must play in order to be eligible to participate in the state tournament in Chicago. That tournament, The Chicago Fire/Toyota Park Invitational, will be October 18th and 19th. There are no state sponsored facilities or lodging for coaches or athletes for this event. A special arrangement has been arranged with the Crane Tower Hotel (\$76/night plus tax and an additional parking fee of \$13) for this event. Rooms have been reserved for PTOEC. After participating in the qualifiers at McKendree we will have a better idea as to who will be eligible for the Chicago Fire Invitational as 6-7 teams will be participating at the tournament. Soccer teams Justice 1 and Justice 2 participated in the Missouri Tournament (Missouri Special Olympics) which was held September 6th in Barnhart, Missouri. Both teams won Gold at this event and played extremely well.

The Flag Football tournament will be held October 3rd through the 5th in Chicago. Teams will play 2 games on Friday, Oct. 3rd for bracketing purposes. Competition will then be held on Saturday October 4th. There is no state sponsored lodging facilities for athletes or coaches for this competition and the special arrangement with Crane Tower Hotel (as above) will be available. Rich Crothers has made these arrangements with the hotel for our members. The PTOEC van will be available for use as needed for transportation however many of the participating athletes are being accompanied by their parents/families and will provide their own transportation.

A Flag Football Developmental Training tournament, sponsored by Area 12, Special Olympics, will be held in Trenton, Illinois on November 1st. PTOEC athletes will be participating along with 6 other teams. At this time, flag football is garnering a lot of publicity with a lot of tournament play. It is considered a premiere team sport and as such, Special Olympics Illinois is hoping that flag football will become a team sport that has participants throughout the entire state.

Basketball: SWIC is unavailable for use for basketball practices this year as all the dates are booked for SWIC tournaments and their teams. Freeburg HS, the YMCA and Lindenwood are being explored as possible venue sites. Availability and cost are issues. Season runs November through January 15th and would involve 3 teams and an area for those who participate in basketball skills. Whiteside School is also a consideration as is Pathways school. Pathways gym is small however and would necessitate practice for different teams on different days. This season we are attempting to have 3

separate teams for playing basketball. A coach will be recruited for each team and each coach will be responsible for their own team, and responsible to the SOAD who oversees the sport of basketball. A Junior team, age guidelines per SOILL, is for age 8-15 and another division is set for age 16-22. For our purposes, a younger team is envisioned. An all-female team will also be established. The junior team and the all-female team will compete against teams of the same make-up. As these groups are limited in scope, they will most likely be guaranteed to play at the state level. This year, if we are unable to get enough members to make a junior or all female team, we will continue to get the word out, establish the makings of a team and perhaps be able to play at the competitive level next year. Basketball letter of intent to play is due by Oct 25th.

SOAD stipend payment, for a full year, will run from July through June with payout, for ease of accounting/financing to be when the majority of our other payments/checks go out- as we support PTOEC day camp/salaries etc.

SOAD Debit Card: President Karla McKee inquired as to the where we were with getting the 2nd debit card for SOAD Ken Skiles. Treasurer Alyce Lanxon has a question out to the bank re: in the past, Jeff as president and Darla as SOAD had the debit cards and also possessed signature authority on the bank account. Her question to the bank, Can signature authority be limited to the current President and Treasurer only and NOT be needed for the SOAD/Camp director who have an active debit card. Additionally, per Alyce, the account was set up with the ability to establish a cash advance of up to maximum of \$800/withdraw amount and daily purchase amount of up to \$7000 was available. Previous established by the board in March was the set amount of a maximum amount \$1500/day for each debit card. Ken Skiles, SOAD and Jeff Price as PTOEC camp director, will hold these cards. Alyce will obtain the card and see what additional information that the bank may need for those individuals who hold an active debit card but do not have signature authority on the account.

### 3. Financial Report: Alyce Lanxon

Account balances as of 9/9/14 are as follows: CD, small business at 15, 492.79. Checking/working cash is at 45, 326.83 for a combined total amount of \$60, 819.62. The CD is no accessible for up for a year.

Reports provided by Alyce regarding finances/expenses to include 5 year trends, cost per Special Olympics sports, and summer camp expenditures.

Our expenses now, 8 months into the fiscal year is equivalent to where we were at the end of the fiscal year, last year. We will pick up some monies from membership drive, the mouse races and from the tootsie roll drive but the check for that may not arrive until next fiscal year. Ken Skiles submitted a check to the organization from the Freeburg track team. We were one of their designated charities and received \$1,100 dollars from that organization's 5K event. Tom Compton's August motocross rally netted us an additional \$707 + dollars.

Special Olympic expenses YTD detailed per sport and general expenses: Discussion and review of costs and expenditures. Bowling costs total on average run \$3400/year. It is one of our most

expensive sports. Storage costs were examined and outlay of \$600 to Pat and then an additional \$750 for moving and storage were noted expenses for this year. Generally per year we run around \$12,000 to 13,000. The addition of new sports, their startup costs for equipment, uniforms, new venues etc... add to our yearly expense. The important point to be made is we need to look at each sport and establish a budget for each sport and come up with a way to manage/support our activities while keeping our organization solvent.

Report on Summer Camp expenses, trends for the last 5 years: Last year's summer camp was more expensive.... an increase in number of campers, counselors, a significant greater cost for transportation and higher minimum wage are some factors affecting our camp expenses. We have a higher inequity between what we get from Variety club, what we got from camper payments and the amount subsidized from PTOEC. Karla noted that the Variety club grant is now a split donation and the second installment from the grant will be provided at the end of the year. That amount will further decrease the amount that PTOEC is responsible for however it was noted that the overall cost of the program averages about 10,000/week. Camp expenditures should be examined for ways we can possibly cut back on some of the cost- less counselor/camper ratio, transportation costs or less outside activities were mentioned. Setting an annual proposed budget for the camp was also mentioned. It was felt that the difference between money coming in and to offset the cost to the organization as a whole, that we may need to increase our tuition cost to attend. The amount has been \$325 for several years for a very active program that provides many activities for our members. Discussion regarding increased cost ensued. Camp tuition cost was proposed to be increased to \$350, seconded and approved by board majority. Additionally discussion re: length of camp, moving camp to later in the summer and extending the age of the camper ensued. Input from Jeff Price is warranted and further discussion will be tabled until that meeting can be set up.

Member discussion re: fund raising, donations, time, and general member support for the organization seems to be the same group of people over and over. A suggestion was put forth re: raising of the annual membership fee might show a more committed or vested interest in the group and would at the least, provide a small provision of income for the organization. The membership cost has been unchanged for at least 8 years. Discussion ensued. Per group consensus, the annual organization membership fee will be raised to \$ 40/year to enable us to support our members in all the new activities, social outings and additional sports we provide.

Variety Club site visit: A consideration from the Variety club was for us, as a Variety club partner and grant benefactor, to have a group picture of all our campers. That was done. Additionally we can also send a video or the picture DVD the camp puts together annually to the Club as they like to see an accounting of what our group is doing- member participation. We, per the club, are considered a Variety Partner and as such, they would like us to promote Variety club activities, resources and events. Alyce is the link between the club and PTOEC as her name is on the grant and she will post/provide Variety Club information to share. Lastly, the Variety club is interested in our members who have graduated from our program and their take as to what they have gleaned from attending this program- what goals have been met, what they have achieved for example, greater socialization or self-confidence. A suggestion was put forth by the Variety club to possibly consider having some of our members continue on at camp, participating as a counselor- in- training.

4. Fun Nights: Ann Lee

October 10th is the first Fun night to be held at Pathways at 6:30 pm. November 10th will be the second Fun Night. It will be the annual bonfire at the Stumpf house, specific details to follow.

#### 5. Fund Raisers

Tom Biondo volunteered to chair a new standing committee dedicated to fund raising. This fund raising committee's sole purpose would be to coordinate and set up and actively work on fund raising for our group. One thought is to have a book fair. Discussion tabled for later. Tom will set up and oversee this committee.

#### 6. Tech Talk: Amber Brodak

Facebook continues to show more recognition and more favorable response from people. Photos of our members are especially well liked. Please continue to send photos and information to Amber to post.

#### 7. Old Business: Annual Meeting Coordinator, Joe Harnar

Nancy Lang has checked with BASSC and Pathways and got approval for the additional rooms that would be needed to hold the Annual meeting. It will be held in conjunction with the first October Fun Night. Fun night will be a combined event for both Junior and Senior members and will serve as "child care" so that more members can attend the Annual meeting. Tentative agenda includes a summary financial statement/annual report from the Treasurer, reviewing our major expenses as well as our major revenue sources; a membership survey to include the choices for new shirts; informational booths and speakers. Choices for speakers to be considered are the new Area 12 director, a representative from SOILL, Sherry Krause from ROE who represents Starnet, Brenda Reed, resource coordinator for the base special needs program, EFMP group and base Special Olympics program and the Regional area coordinator/manager for SSI.

Alyce Lanxon: 3 Board positions will be open as of January first. Position availability should be outlined on Facebook and the Website, via email and at the Annual Meeting. Sherry Krause has mentioned that she would be interested in taking a position on the Board.

#### 8. New Business

Uniforms- per Tom Biondo. We no longer have the plain cotton blue t-shirt available for our members. For a minimal additional cost we can upgrade our shirts for our members to that of a more substantial quality, less fade, and more durable- dry fit material. We can, at minimal expenditure, add in a logo or make them two color choices. Plan is to design a shirt/logo and pick colors, providing 4 choices for our members to select as a favorite. An estimated cost/budget is needed to replace the PTOEC member shirt and then eventually, after procuring those, additional uniforms for each sport can be upgraded in a stages. Discussion re: suggestions for uniform items for each sports and ways to fund additional and new uniforms for the group. Parents can provide additional income by purchasing shirts as well.

Three PTOEC coaches, Jeff Price (aquatics), Jennifer Hitt (gymnastics) and Rich Crothers (soccer) have been selected to represent Team USA as coaches and participate at the Special Olympics World Games to be held in 2015 in LA. Additionally, two PTOEC athletes, Jordan Stumpf and Jenny Harper were honored by having their names presented to the Illinois selection committee for consideration as Team USA members. Unfortunately they were not selected to participate in the 2015 World Games in swimming or rhythmic gymnastics. Plans to recognize our coaches at either the Annual meeting or during the annual member Sports Banquet is planned.

#### Equestrian Donation: Russ Hoernis

A private donation is being offered to PTOEC, earmarked specifically for the Equestrian sport. Discussion ensued by members regarding the donation. Briarstone's group, Hoofbeats for Heartbeats has not yet established /secured for itself as a not for profit status (501 3C ). The donation is said to be generous and the benefactor would like to take advantage of PTOEC's not for profit status/donation tax advantages. The board previously established that donations must come to the organization//PTOEC and not specifically to one group/sport within the organization. At this time, Russ has advised Briarstone/Gena to accept the donation on behalf of the PTOEC organization. Additionally he will put forth the previous proposal from the Board to Gena which stated that PTOEC would assist the group by providing 2 rooms/lodging for coaches/support members for 2 nights, provide use of van and gas for staff/coaches as a mode of transportation to the State meet in Rockford, provide for uniforms/t-shirts for Equestrian members, and provide a proposed sport specific stipend of \$1000 for use for the support of or to off-set the cost for additional equipment, specialized grooming, horse transport/gas and stabling for the horses to competitions or to State. If at the end of season, there is money left over, it can be saved/used for next season or to decrease the cost of lessons for the members. Expenses for use of the \$1000 must be cleared through the sport SOAD, Tara Miller. Russ will provide this proposal to Gena with Tara Miller's (SOAD) contact information for them to further discuss/decide to accept and get back to the board. Gena/Cathy Costello must explore the costs of transport/stabling and gas for transport of the horses to the competitions/state game. Additionally itemizing the costs for lodging coaches/volunteers as well as the income coming in through riding fees/lesson fees would provide a clearer list of expenditures for the sport.

Meeting adjourned at 8:12 pm. The next Board meeting will be held October 1st at Whiteside School Library, 6pm.

## PTOEC Board Meeting

October 1, 2014

First Wednesday of each month, September through May at 6pm, Whiteside Elementary School

### Attended:

Karla McKee, Tom Biondo, Ann Lee, Amber Brodak, Megan Leonard, Alyce Lanxon, Joe Harnar, Julie Mongeon, Ken Skiles, Marcia Morgan, Russ Hoernis, Tara Miller

### Meeting Minutes

#### 1. Proceedings

Meeting called to order at 6:07 pm by President Karla McKee. September meeting minutes reviewed. Per Ann Lee, corrected date of November Fun Night should read, November 7th and Sheri Kraus' name, (correctly spelled) where listed. With corrections, Sept. 10th meeting minutes accepted as written.

#### 2. SOAD Report

Ken Skiles: The Special Olympic Flag Football tournament is this weekend, the 3rd through the 5th of October, in Chicago at Piotrowski Park. 19 athletes will be attending with 4 coaches. 7 members will be utilizing the PTOEC van for transportation.

The Unified Soccer tournament held at McKendree College went well. The boy's team took 1st place and our girls placed second. Due to unforeseen circumstances, individual team members previously committed to attend the October 18-19th Chicago tournament can no longer participate and it was decided that PTOEC would NOT be attending this tournament as planned.

Greenville College soccer team has extended an invitation to Team PTOEC to join them on the field prior to the start of their October 8th game. The purpose is to honor and recognize our Special Olympics athletes. Use of the PTOEC van has been requested for transportation to the event. The event is open to all members of PTOEC.

Basketball is exploring several venues for practice; FCHS, Lindenwood University, YMCA and Harmony Edge Jr. High. Whiteside Elementary School gym is also available, at no cost, Mondays from 6pm onward. Ken Skiles will post information when the venue site is decided, mid-month. Practice is to start Nov 3 after the venue location has been decided. Westhaven has agreed to provide a facility if no other facility can be obtained.

Snowshoeing Practice is scheduled to begin in November. Date to be decided by Coach Rich Crothers and information will be posted by SOAD when available.

Discussion: Athlete //member Code of Conduct, Athlete participation in practice, athletic events and social activities, return of PTOEC uniforms.

Tara Miller: Bocce tournament will be held Oct 4th in Highland starting at 8am. 18 athletes will be participating.

Volleyball will have 1 team at the fall games in Rockford and we are exploring the possibility of a second team to attend as well.

### 3. Financial Report: Alyce Lanxon

CD is valued at 15,492.79 and the checking account is at 51,740.89. Mouse Races, preliminary numbers show \$6,600 income. Additional income from Freeburg cross country donation of \$1,100. Outstanding expenses from the mouse races still to be processed as well as costs for bowling. Discussion initiated re: no longer paying \$2/game for bowling, how did that come about especially in light of the numbers that show bowling to be the most expensive sport we support? Through discussion we established that we need to identify a monetary amount that we need to raise and collect each year to offset expenses that we incur for sports venue costs and PTOEC activities. We need to devise a budget detailing income needed and expenditures. Additionally Alyce reported that the debt card for SOAD expenditures has been obtained and given to Ken Skiles. The revised account now has a limit of \$2000/day with no ATM withdrawals.

### 4. Fund Raisers: Tom Biondo

After last month's committee formation, there have been some additional people who have volunteered their assistance for the general fund raising committee. Coach Tara Wentz, SOAD Tara Miller, and Vicki Stiles. Kathy Harnar will continue with the Tootsie Roll Drive that is linked in with the Knights of Columbus. The committee is looking for ideas that are money makers and easy to do such as used book sales and yard sales as well as 1 or 2 significant money making events. We are very fortunate to have Tara Miller to help us with this as she is a fund raising coordinator for O'Fallon Marching Band and has several ideas/methods that may be helpful for us. Discussion re: same people, doing the same things, supporting ourselves and general consensus that everyone who participates in PTOEC needs to help out somehow, someway. Our group and our activities are growing and to support them we need to fund raise or we may have to start charging for or increasing the current costs for the activities and sports we currently have.

### 5. Old Business

Annual Meeting: Joe Harnar

Speakers were approached by Julie Mongeon; Member of Lewis and Clark College was asked to speak about their College for Life/Life skills program and a representative from SSI. Lewis and Clark would be happy to provide on line program information for us to disseminate and will, schedule permitting, be happy to talk to the group about their programs. They are to get back to Julie by end of next week. SSI, messages left and awaiting their reply. Dorris Driscoll contacted Tom Biondo, she is affiliated with the local Kiwanis Club. The Kiwanis have a program where disabled persons do projects for other disabled persons in the community. The coordinator of the program, from Chicago, is a possible speaker for the meeting.

Annual Meeting presentation/slide show by Alyce Lanxon to include income and expense graph, a visual of our 5 year trends, major revenue sources, major accomplishments for the year, membership with demographics of our 132 members, 13 sports we provide including the new sports of snowshoe, equestrian, softball, and unified soccer and volleyball. Also a mention of our 70+ volunteers and all that they do for our group.

Additionally there will be mention of increased membership dues, new uniforms, pictures of our members and snacks/punch available for those attending. Upcoming events slide will end the program detailing starting sports and activities.

Uniforms: Tom Biondo

Uniform colors- graphite with lime green, orange with white, navy with white and a darker green with white. Two of the shirts will have different color insets on the sides. Style and color to be voted on at the meeting. After the price is determined by the manufacturer, the intent is to post the shirt on line and offer it to parents/others at a slightly increased cost to try and offset the cost to PTOEC in providing new shirts to the members. The logo, to be developed and decided, will be large and centered on the shirt. The shirts will be dry-fit material. Thought presented that the new shirt could be, if developed in time, be given as the annual gift to our members at the sports banquet. Cost is in line with what has been given as a gift at the banquet in the past. Presently the plan is to obtain a new shirt for the organization and then taper in new shirts for different sports at a much later time.

Inventory: Tom Biondo/ Amber Brodak

Amber requests \$600 for expenses to provide storage items and bins, shelves and shelving material, hooks and labeling materials to start and organize items and uniforms for the storage facility. Proposed and agreed by the Board to provide money as requested.

Equestrian: Russ Hoernis

After meeting with Coach Jena Guldner, Russ informs the Board that Equestrian is in agreement with the counter offer proposed by the PTOEC Board; provision of an annual stipend that can be utilized for specific equestrian needs such as additional equipment, specialized competition grooming, special uniforms for riders, assist with defraying the cost of horse transport to competitions (thus lowering PTOEC member monetary contribution for this) and stabling costs. All expenditures must have receipts and be reviewed with and approved by the SOAD responsible for Equestrian, Tara Miller, PRIOR to purchase. Any stipend money remaining at the end of the season can be saved and used next year for costs or possibly used to defray the costs of weekly lessons paid by PTOEC members. Additionally, the standard competition PTOEC Equestrian t-shirt will be provided for by PTOEC, the PTOEC van(s) can be utilized for transportation of Equestrian support staff to competitions, gas for the vans for member transport will be reimbursed and PTOEC will provide 2 rooms at the state competition for 2 nights for Equestrian coaches/assistants/volunteers. Additionally, PTOEC purchased equipment must be secured and stored at the end of the season. Board proposes and agrees to provide a \$1000 stipend for reimbursement of expenses for the Equestrian sport.

## 6. New Business

Megan Leonard: Mission Statement. Point made that the statement of the organization is dated, and needs redefined. Discussion ensued and Megan will look into the cost of having a professional consultant to assess our organization and help to define where and what we want to focus on and achieve and what is the organization willing to support and fund. This will be addressed at a later time and Megan will be gathering information as an FYI. Megan to review our current mission statement.

Tom Biondo/Tara Miller: Charms. Charms is a communication system where your group enrolls for a nominal fee/year or contract and then group members can be alerted for anything i.e.

announcements of events, physical scheduled, dues due, when practice changes, cancels etc... Notice can be sent out via text, calls. Charms can also, for a small cost, be used for inventory of equipment- bar code reader. A coordinator for this would be needed. Tara Miller will explore the cost and the specifics of how this program works and return to the board.

Alyce Lanxon: Variety Club's annual Champions for Children's Summit luncheon is Wednesday, November 12th. This luncheon has guest speakers and break out information sessions and is very informative. It is also the time when Variety club provides us with a notice of or a portion of, our annual grant. This year Alyce is unable to attend and a member from PTOEC is needed.

Joe Harnar: Belleville autism group is looking for a representative from PTOEC to speak about our organization. Joe to post via website a request to members

#### 7. Follow up:

Julie Mongeon: CPR/AED training. Available at Contemporary Life Savings on Monday and Wednesday starting at 4pm for First Aid and 5:30 pm for CPR/AED. Cost is \$7 per individual as each person has to have their own book PRIOR to training and for a completion card. This is at a significantly reduced cost. All coaches must call and schedule prior to attending, must mention "Julie Mongeon" when scheduling and can attend training based on their schedule. Strongly recommended, not mandated for coaches. Cost (\$7) will be assumed by PTOEC. Post on Facebook, website, and SOADs are asked to encourage Coaches at the beginning of the season to get training done.

Meeting adjourned at 8:10 pm. Next meeting to be held at Whiteside Elementary School Library at 6pm, November 5th.

## PTOEC Board Meeting

November 5, 2014

First Wednesday of each month, September through May at 6pm, Whiteside Elementary School

### Attended:

Tom Biondo, Ann Lee, Amber Brodak, Megan Leonard, Alyce Lanxon, Joe Harnar, Julie Mongeon, Ken Skiles, Marcia Morgan, Russ Hoernis, Tara Miller

### Meeting Minutes

#### 1. Proceedings

Meeting called to order at 6:07 pm by Vice President Tom Biondo. October 1, 2014 minutes reviewed, approved and accepted as written.

#### 2. SOAD Report

Ken Skiles: Basketball started November 3rd at Whiteside School. There are presently, based on the initial interest at the first meeting, enough participants for two senior teams and 2 girls teams. There were no members present to fund a Junior team. Each coach will coach their own team and provide assessments to the SOAD who will coordinate the sport and submit documentation/rosters etc... to Special Olympics as needed/required. On Nov 23rd McKendree College will host our first basketball tournament. This Special Olympics sponsored tournament will allow an assessment of all the participating teams to enable proper bracketing of teams for the competition to be held in Trenton (replaced Effingham). At present there are three slots available with a possibility for a fourth, to attend this basketball event. Currently there are 2 coaches available for the Girls team, 4 coaches volunteering for the Seniors teams and 1 coach for the Skills team. Ken is to contact/discuss with Tom Compton and the Stumpfs, who are on vacation, to see if they will continue to support PTOEC athletes by lending their experience and skills in coaching basketball. He has initially designated the coaching positions for each team based on the current volunteers and anticipates positive support by all our members, especially in the presence of our athletes, at the coming practices and games. Coaching positions can be adjusted based on volunteers available, their skills, interest and support for the program. Input from the district and from the state level has provided the impetus for changes in our program. They have not only changed some rules, regulations and requirements for Special Olympic sports but are looking for an expansion of athletes and teams (younger member participants/ all- female teams for example). Uniforms for the girls are needed and participating athletes are asked to inform the Basketball SOAD of current sizes. Additional members are still welcome. A map to Whiteside has been provided and it is requested that no one park in the alleyway between the building and the trailers so that working WS staff can access their parking area. Practice times will be adjusted and extended as needed.

Tara Miller: Equestrian- Equestrian is requesting reimbursement for expenses incurred. One receipt was for the purchase of medals/awards ~ \$300. The qualifier competition held at Beverly Farms was not a Special Olympics sponsored event so no medals were provided for. Equestrian purchased medals for the event. Questions were raised by the Board as to whether the medals were purchased

as a joint contribution with Beverly Farms for event or if PTOEC purchased medals for the entire event. Concern/discussion by Board re: the medals were quite expensive, there were a lot of them for the number of participating competitors from PTOEC and there was an identified shipping cost of \$60. Additionally it was suggested that perhaps the medals could've been obtained through Special Olympics at a lesser cost or re-vamped from medals that PTOEC members already have. These were purchased without PTOEC SOAD knowledge/approval, as per the proposal guidelines. 2nd request for reimbursement was for the purchase of blue polo shirts for the coach/staff. No receipt has been received for this purchase which too was not pre-approved or to the knowledge of the SOAD. Receipts were presented (some, not all), for gas for the PTOEC van and for the truck that pulled the horse trailer. Additionally SOAD mentioned challenges associated with hotel bills/payment and that an additional room may be on the credit card. Charges were listed on credit card but no actual receipts were submitted for room usage for two days. Discussion ensued by all members present which identified this sport as having significant problems with accounting and communication that has not bettered over the 2 years we have engaged in this sport. Accounting for all monies donated from inception and items purchased (where are they/are there any extra t-shirts, where are all the PTOEC helmets), receipts for all items purchased (only have receipts for helmets, ramp and post it note for t-shirt cost; no receipts for any stirrups or other equipment ever purchased have been presented to Treasurer), accounting for use of the PTOEC van (borrowed for competition Oct 25th and not returned until Nov 8th), communication with the SOAD/board as to current costs/itemized accountability to run program and current costs to members (was there a fee imposed for going to state games this year?, what is the status of the "donation"?), timely communication re: qualifier dates to SOAD/participating members and accountability for training/instruction. It was stated by Tom Biondo that prior to an Equestrian reimbursement payment, PTOEC must have a detailed accounting of final expenses, with corresponding receipts, submitted to the Treasurer, for all expenses incurred by going to the state competition. Expenses to be reimbursed, must be within the established guidelines as per the proposal. Question proposed by Joe Harnar as to whether the program should continue next year given the difficulties and the costs involved. Recommended by Tom Biondo as to not continue given the difficulties experienced with communication, accountability and the expense of the sport to the organization. Amber Brodak and Marcia Morgan concur that the sport is having its difficulties and at this time doesn't warrant continuance. Additionally, as the season has ended, it was voiced that all items/equipment purchased over the last 2 years must be accounted for and secured in the PTOEC storage shed, like all other sports, as able. Final expenses for this season must be identified with receipts. Formally proposed and voted unanimously by members present to obtain all equipment, review and reimburse financials and once that is achieved, to no longer continue with the Equestrian sport at this time. PTOEC members who desire to participate or continue with the Equestrian sport can still do so if they so choose and compete on their own or have Briarstone establish themselves as an agency through Area 12 for competitions. PTOEC will no longer offer or financially support the sport of Equestrian.

Bowling- December 6th is the State competition in Peoria and one four member team has qualified at the sectionals and will be attending the afternoon competition.

Cheerleading- Jena Guldner has volunteered to coach our members who wish to be part of the Cheer group. Cheer practice will be starting Monday Nov 10th at Whiteside Elementary school. Tom Biondo will look into what he has available for Pom Poms and an inquiry will be made to Darla Klaus by Tara Miller as to where the silver poms from previous seasons, are located. Participants can wear

their PTOEC shirts as recognized members of the Cheer Squad as any previously purchased shirts were "given" to members who participated with the group in the past. Time and location within the gym to be decided as Whiteside space outside the gym is not available because it is allocated to other groups (girl scouts, boy scouts etc...) and is being cleaned by the WS staff.

Volleyball- There was a team of 6 committed to go to the state competition (minimum required amount) however illness of one member and injury/transportation issues with another member, precluded their attending. Next year teams will need to be set up by availability and skill level to allow PTOEC to attend both the regional and state competitions. Similar to basketball, SOAD input will be greatly relied upon to devise team rosters and verify availability for competitions. Hopefully practice times next year would better facilitate greater participation in the sport.

### 3. Financial Report: Alyce Lanxon

CD presently is listed at \$15,500. The checking account is at \$47,564. Total balance at \$63,064. For this year, at this time, we are showing almost \$12,000 more in expenses than what we have taken in. Alyce foresees that this number will be increasing. Anticipated income sources still to be received are the monies from the Variety Club grant (earmarked for Summer camp and comes usually in 2 installments) and the Tootsie Roll drive (\$1000 minimum anticipated late November ). Ron Hindman and the Nesbit family will be attending the Variety Club luncheon for us this year. Additionally, the Knights of Columbus of O'Fallon have supported us in the past ( thank you to the Harper family connections) but that donation, if it is to come in, will be early next year. Membership drive/dues will also be a source of income.

Special Olympics sports, flag football and equestrian specifically, need clarification of some items/receipts for the expense accounts. Receipt for Fed Ex. presented by Ken Skiles were for a cost associated with printing (\$284.75) for PTOEC. Julie Mongeon to check with previous donors Met Life and UPS to see if we can get print items gifted/donated or at a discounted rate.

Variety club, "How We Helped" flyer was presented by Alyce as a single page information/demographics page that we might consider doing for our organization to show what we've done, who we helped, how many participated etc.... Suggest that we start tracking who, what, where etc... as it might be beneficial information needed for the annual report and for information that may be needed for grant applications. Things to possibly include would be Special Olympics participation, fun nights attendance, annual picnic attendees and the physical clinic participants to name a few.

Belleville Khoury League has found that due to a changes/selectivity in the sport of baseball, their property, Arnold Field, which was used by our members for softball this year, are not being utilized to its fullest extent. They are willing to discuss with our Board a proposal that would allow PTOEC use of their fields at a nominal cost. Use of the field would include use of restrooms and if needed, concession stand access. The field has 3 baseball diamonds, an area that could be used for soccer, bocce, or flag football. Chalk is available for marking the fields. They could be used

for practice as well as for tournament play. This is very advantageous for PTOEC. Fields are NOT being listed as available for purchase but for use for us at a minimal cost and perhaps maintenance. Alyce Lanxon to set up a meeting between them and the PTOEC board to discuss and negotiate this proposal.

#### 4. Fund Raisers: Tom Biondo

Tom proposed that In January, with the newly appointed Board Treasurer, we establish a budget for everything that PTOEC does- sports, camp etc... and then we can specifically target fund raising based on those budgets.

#### 5. Tech Talk: Amber Brodak

Face book is still a viable social media for our group but our "likes" are starting to stagnate. After a conversation with one of our members, Fannie, PTOEC has been presented the opportunity for our members to self-promote. For free, we can have access to a green screen and can make videos with their help, to promo our group. We can do ads, make announcements, promo Fun nights, Summer camp, winners at Special Olympics competitions, make a Variety club video or just have our members get together and do silly videos that have gone "viral", like the "Call Me Maybe" parody. A video was already recorded by our members at the last bowling competition. Amber to coordinate with Fannie to develop this further.

#### 6. Old Business:

##### Annual Meeting: Tom Biondo

The Annual meeting went well. The turnout was acceptable and more members attended than in the past. The content this year was varied and well liked. Alyce Lanxon's slide show was well received and informative. This year we had a booth at the meeting where Items that have been in storage were available for purchase. We collected \$150 dollars from selling those items. Additional items available for purchase will be listed on the website. The venue, Pathway school, was comfortable and accommodated the members that attended. Having the program on the same night as the Fun night seemed to aid the attendance by our members at the program. Next year's meeting will most likely continue at Pathways school and be held on the same night as Fun Night to facilitate member attendance.

##### Illinois Center for Autism: Joe Harnar

They have requested a short presentation by one of our members to discuss and outline our organization. Their monthly meeting is the last Wednesday of the month from 10-12 in Fairview. Tom suggests making a video with our members and that he will go and present it to their organization.

Uniforms: Tom Biondo, Amber Brodak, Megan Leonard

Inventory continues and we have gone through the uniforms and some are extremely worn, old, stained, "non-sized" or mis-sized. They have served us well. Tom requests that PTOEC allocate funds today for the purchase of basketball uniforms (shirts/shorts/socks) for the girls team. Unanimously approved for uniforms for girls shirts/shorts (\$25/total cost) for basketball. Socks to be purchased by members. Tops will be grey with bright yellow inset and shorts will be solid grey. Ken to verify with Special Olympics Illinois re: required placement of and numbers allowed to be used for competition.

Board Members: New board members will be introduced for consideration at the December meeting and Board position appointments are decided in January at the first meeting of the calendar year. Required Board member participation at meetings was also discussed.

## 7. New Business

Ken Skiles- Volunteer. A Smithton physical therapist known to Ken, Natalie Heberlie, is interested in volunteering with our organization. Her son, age 7, will also like to volunteer but he is below the acceptable age group. It was noted that he could help out in a NON-official capacity. Ken to inquire with Natalie at next visit as to how involved she would like to be with our group, explore what she would like to help out with and note what skills she might have that would be helpful for us as well.

Tom Biondo: There is a request for consideration for PTOEC to award 3 membership scholarships for 3 members. Verification of need was determined by the SOAD, Ken Skiles. Unanimously approved.

Tom Biondo: Polar Plunge Time- We have a team established and have 5 new plungers this year already. We are looking for additional people to join the fun!

Alyce Lanxon: Updates needed- New PTOEC membership form with increased membership cost needs to be disseminated to the school districts. Specifically District 201 is using the old form/old rate. Discussion re: membership fees continued.

The membership fee \$40 is due by December 1st. Cost is for your participation in the PTOEC organization and is required by that time. It is not pro-rated or lessened dependent on when you pay your fee or how many events/sports that you participate in.

Suggestion by Alyce for establishing an Advisory or Parent Panel or perhaps Social Outing where parents can network with each other and advise about different stages for other parents- IEP help, transitioning from grade school to high school, transitioning after education, establishing trusts, help with behaviors etc...

Email correspondence read by Ann Lee from Cathy Nesbit and family. The Nesbit's sent a kind note to PTOEC to again thank us for selecting their daughter Colleen to carry and light the torch at the 2014 Spring Games in early May. The privilege of lighting the torch at the games is awarded to the team, group or individual that raises the most money for Special Olympics at the Carlyle Lake Polar Plunge. Colleen was selected because she has been braving the cold each year to cheer Team PTOEC plungers and this year, her big brother Tim raised the most money for the team, making Team PTOEC the top contributors. Cathy said that it was a very special event for Colleen, and a great honor for her and the entire Nesbit family and they are most grateful for the opportunity afforded them.

Shortly after that event, Colleen's health became quite a challenge for her and at this time, participation would not be possible.

Please keep Colleen and her family in your thoughts and prayers.

#### 8. Follow Up Items:

Tom Biondo: New Uniforms/member shirts: Color scheme decided by members that voted were the graphite (gray) and bright yellow, followed by the bright neon green and then the traditional green. PTOEC logo designs are welcome from all. Several preliminary designs were presented that are similar to the Special Olympics logo using Vector images.

Megan Leonard: Strategic planning meeting in late January? She has information regarding Group mentor/planner/consultant to possibly assess our group and help devise a more current mission statement that she would like to present.

Meeting adjourned at 8:33pm. Next meeting to be held December 3rd at 6pm, Whiteside Elementary School, library.

## PTOEC Board Meeting

December 3, 2014

First Wednesday of each month, September through May at 6pm, Whiteside Elementary School

### Attended:

Karla McKee, Tom Biondo, Ann Lee, Alyce Lanxon, Julie Mongeon, Jeanne Dillaplain, Marcia Morgan, Russ Hoernis

### Meeting Minutes

#### 1. Proceedings

Meeting called to order by President Karla McKee at 6:08 p.m.. November Meeting minutes reviewed and approved as written with the exception regarding the formal Board vote to continue Equestrian as a PTOEC sponsored sport.

December meeting attendees augmented by potential Board inductees, Ron Hindman and Sheri Kraus, as well as Kathy Costello (Equestrian presentation) and Belleville Khoury League President, Todd Cheffer (land proposal/partnership with PTOEC)

#### 2. SOAD report: Tom Biondo for Tara Miller and Ken Skiles

Bowling is this weekend in Peoria.

Basketball is going well. Competition at McKendree went well with the boys splitting one and one in each of their competitions. The girls, for their first team event, did well but were overrun by significantly skilled opposing team members. Discussion regarding team member participation- Special Olympics allows for younger members to be on an older teams (not vice versa) and groups/teams are devised to try and maintain appropriate age/size and competitive skills.

#### Equestrian Presentation: Kathy Costello

State Equestrian Competition: It is held in Rockford. The horse venue is ~40 minutes from Rockford at the Bergmann Equestrian Center while opening ceremonies and other activities are in Rockford itself. Kathy presented information regarding the competition, the different individual competitions that constitute an Equestrian Competitive Horseshoe and the general run-down from Friday arrival through competition Saturday, ending with Opening ceremonies, the dance and the parent dessert meet and greet. Completion of the State competition is on Sunday. This year there were 6 participants who competed at the state level and all received a medal or ribbon for their individual 2 event efforts. This is the second year at State Competition for PTOEC. At the competition venue there are 3 staging areas; Area 1-arrival to prepare for competition, Area 2 for only coaches, athletes and volunteers and Area 3 where the athletes actually mount the horses and get ready to enter the ring. Challenges for the coaching staff this year involved the greater security and required credentials for entrance into the secured areas of the facility and the barn. Coach Jena, in her hurry to get the horses unloaded, left her credentials in the truck and wasn't permitted admittance to the secured areas until her identity was verified. Additionally, her co-coach had a family situation and was unable to attend the state competition leaving her and the team with only her high school assistants, none of whom had ever attended the state competition. Also a difficulty to overcome,

one of the elder horses became lame during transport and was unable to be utilized for riding (showmanship- a non riding event only) during the competition necessitating use of another horse for 3 of the athletes to use instead. She didn't have the proper bridle and saddle for riding this smaller horse with her. These were handled behind the scenes by Jena and athletes and parents were none the wiser of the challenges that were faced. The last challenge was the mix up regarding meal tickets- they were cancelled by Rockford staff when PTOEC Volleyball cancelled and were not available when the coaches, assistants and athletes went for meals. This was rectified. Two areas of need were identified for will be rectified for subsequent competitions- 1. After the actual competition is complete, the athletes are technically "unsupervised" by their coach/coaching staff as they are tending to the horse's needs- feed, care, stabling. This isn't necessarily a problem as each of the athletes are with their parents. It would have to be addressed if this was a parent was not in attendance. The second area is with the competition itself. A knowledgeable member must be in each of the staging areas- Area 1 "outside" the venue to support the parents, keep them informed and get the athletes to staging area 2 for their competition- Kathy to handle; a person knowledgeable about horse competitions for Area 2 and Area 3, Jena herself, to focus strictly on the horses, their needs and safety around the riders. Additional assistants/support staff would be needed here as per Special Olympic guidelines for competition.

Qualifiers: Athletes are required to just participate in two events prior to being able to compete at the state level. They do not have to medal, just participate. At present, our qualifiers at Beverly Farms and Briarstone Stables, are not sanctioned events by Special Olympics and the burden/cost to hold them falls to Beverly Farms and to PTOEC. Unlike the Chicago Area where Special Olympics supports their qualifying events, we are "too new" to be supported. Hopefully next year the intent is to have Special Olympics support our event at least partially and that decisions regarding "our" qualifier will be done by PTOEC only. Coach Jena is still in her apprenticeship and is not yet PATH certified. She is still in her internship phase (2nd out of 3 years required) and her mentor is PATH certified instructor, Jeff Rains from Beverly Farms. She, per Kathy, has been following her mentor's recommendations and is learning the ropes. One recommendation was that Beverly Farms and PTOEC would each be in charge of one qualifier- meaning foot the bill for the entire competition- snacks for athletes, medals etc... Regarding the non pre-approved medal expense to PTOEC- Jeff Rains ordered the medals for both groups without discussion or prior approval from PTOEC and as Jena's mentor, she didn't disagree. Enough medals were required to accommodate both teams' participation and for dual placement positions if needed. That's why so many were purchased. Additionally, we, PTOEC, were embarrassed as Jeff misplaced the specific medals designated for our group competition; and the ones given out, were blank Gold, Silver or Bronze.

Costs/Equipment/Miscellaneous: No new purchases for equipment this year. Requested reimbursement for the medals purchased, reimbursement for gas (horse transport van) to attend the qualifier and gas (horse transport van) for attending the state competition. Per agreement, 2 hotel rooms and van gas reimbursement to transport coaching staff was allocated. Kathy was unaware of the new shirts purchased. Helmets, loaned out, are difficult to get back. Hoernis' are purchasing their helmets. Others may have also. Kathy informed the board that Special Olympics requires that when an athlete competes in the ring, that there must be two people to assist- one to assist the athlete and one to manage the horse. This is the highest ratio in any Special Olympic sport. At this time, High School students are Jena's only qualified staff assisting in the Equestrian program who are familiar with horses and horse shows. She has no other adult assistants besides her neighbor, Denita. They, being high school students, cannot pay their own way to attend these competitions (Jena has assisted with their costs for meals/lodging). Additionally, per Kathy, she is truly dedicated and committed to this sport. She closes her business/stable, losing income during

the height of her competition season to attend the qualifiers and state competition with the PTOEC team. That is, subsequently, the reason the PTOEC van didn't get returned in a timely manner (3 weeks) as she had back to back competitions and couldn't get to it. When emails were forwarded to Kathy, identifying the problem with the van being at the barn versus the Douglas School lot, she resolved the issue. Kathy also requests that reimbursement for payment be submitted to Jena as 3 months have elapsed. Lastly, she voiced her disappointment with the Board's inability to specifically address any issues or concerns for clarification with her especially as she was the person who presented the sport and Briarstone partnership to PTOEC. She respectfully demands a recount of the decision at last meeting to no longer financially support or provide the Equestrian sport for PTOEC members. Discussion ensued with Kathy, chief points being made was the problem of a lack of communication and disorganization of the sport. In the future, if it is continued, Kathy Costello will be the support manager for the Equestrian Sport. Jena is responsible for her barn; her focus is the horses and she likes working with the kids..... the rest is secondary. Last year the person who was to assist with the running of the sport, walked on her and this year, Kathy was unaware of the difficulties that the team/sport was presenting to the organization.

End of Board meeting Equestrian revisited/discussion- Identified and persistent problems/concerns noted by the Board: communication is a significant issue; lack of organization; significant expense to our organization that currently only supports 6-7 PTOEC members who also pay for lessons; supervision/assistance by only high school students who are experienced with horses but are young and therefore, working with people with special needs and safety of members is a concern. Proposal put forth that, at this time for PTOEC to not include equestrian as a PTOEC sponsored sport in 2015, seconded. Vote 7 yes, abstained 2 and 1 no. Unanimous agreement to reimburse for medals purchased expense of \$335.48, gas for horse transport and for expenses as agreed in initial proposal- hotel /lodging and gas for PTOEC van transport. Equipment, helmets to be gathered and stored in PTOEC storage. Ramp to remain at Briarstone at this time.

### 3. Financial Report: Alyce Lanxon

CD is currently at 15,500.60. Checking account is at 47, 947.20. Total, 63,447.80. Membership money, a little over \$2000, has come in and is not yet included in this total. Additionally, 1/2 of the Variety club grant for Camp expenses has been received (not yet deposited) in the amount of \$3,325. Report presented showing the 5 year income/expense trends. Current expenses for end of the quarter are around \$700 for new basketball uniforms for the girls team and income expected from the annual PTOEC raffle which generally nets around \$1000. All in all this year we should see that we have spent more than we have taken in as income which isn't necessarily a bad thing as we are a not for profit organization and we presently have more members than ever that we are providing services to. We will continue to have money in reserve. Our goal, as we have discussed in the recent months, is to plan a budget for each venue PTOEC supports- sports and activities. Last report provided is regarding Special Olympics expenses.

Accounting/Treasurer: Alyce to submit the final deposit at the bank and signature sign over on our account at the bank will be needed between her and the new Treasurer. Also discussed the possibility of looking for a new accountant for PTOEC as our current accountant is difficult to access and get responses from in a timely manner. Karla and Russ to check to see if CPAs they know will be able to assist us. Commitment is minimal time- 20-30 hours a year and payroll is required only once/year. Alyce Lanxon has volunteered to continue to do the Variety Club Grant.

#### 4. Old Business:

##### Uniforms Tom Biondo

Swimming Uniforms, discussion initiated by Jeanne Dillaplain. Per Tom, swimsuits cannot be provided by PTOEC but specific colors/styles can be arranged through a vendor if that is what is desired. At this time, Tom Biondo has not had a response from Coach Jeff as to any specific "wants" for the team. Discussed possibility of a team PTOEC towel for those that compete versus those that just participate in swimming. Jeanne will try and contact Jeff to further discuss this issue.

Marcia Morgan has graciously agreed to purchase new uniforms for PTOEC members. Purchase would be for unisex uniforms (\$1000 cost/donation for ~ 30 uniforms) that will be used for basketball and other sports. Tom will arrange the order through Kurt Smith. A giant thank you to Marcia for her generosity!

#### 5. New Business:

Presentation/proposal by Belleville Khoury League President, Todd Cheffer. Belleville Khoury League is all about the kids. It is an organization established in 1957 that offers baseball, softball, umpires, sports organization that owns and manages designated parks for league use. The park/field being discussed tonight is Arnold Park. Arnold Park is an approximate 3 acre park in Belleville that presently houses 3 diamonds/fields each with a backstop and dugouts, a masonry building that houses a concession stand with 2 bathrooms and a storage area, perimeter chain linked fencing, and a large gravel parking lot with security lighting. The park is well used but has been sufficiently maintained and is surrounded by a nice supportive neighborhood. Proposal to PTOEC, Belleville Khoury is offering Arnold Park for PTOEC exclusive use at basically no cost with land ownership being retained by Belleville Khoury. Cost for maintenance of the property will be incurred by PTOEC- mowing, water/sewage, gas and electricity, and insurance. Income, per Mr. Cheffer, can be generated by the concession stand as well as field use rental. Mr. Cheffer also suggests converting 2 of the baseball fields into a soccer/football field area which would better suit our needs. Sporting groups that could use the area would be snowshoe, flag football, track/field(?), soccer, softball, and bocce as well as PTOEC events such as the annual picnic. Discussion ensued- insurance, ADA compliance, maintenance, needs & costs, commitment. Board members tasked to look into this and explore costs and potential difficulties to the PTOEC organization. Tom Biondo to speak with coaches about this venture and Ron Hindman to look into insurance costs and liabilities for now. Khoury League has offered this exclusively to PTOEC at this time and will await our decision- the key to this proposal is to make a deal/commitment that is mutually beneficial to each organization.

Ann Lee: Monetary donation (\$125) received in October in memory of Carrie DeFosset's grandmother, Patsy Kerr.

Also, as a thank you to the physicians, Dr. Cath and Dr. Pardo and nurse Mary Dorries who offered their services to our annual physical clinic (~ 63 members participated), Ann will pick up restaurant gift cards (\$50) for each.

New Board Members: Karla McKee

Two people expressed an interest in becoming members of our board, Sheri Kraus and Ron Hindman. It was noted that board membership is a 3 year commitment with monthly meetings (Wednesday from 6-8pm), September through May. Motion to accept them as Board members, unanimously approved.

Board positions/elections: Karla McKee

Formal elections are done in January. Position proposals being presented for consideration, (decision at January meeting) Karla McKee as President, Tom Biondo as Vice President, Ron Hindman as Treasurer, Julie Mongeon as recording secretary, Amber Brodak as corresponding secretary. Ron Hindman has volunteered to pick up the mail. Ann Lee has volunteered to continue as Fun Night Coordinator.

Karla McKee: A big Thank you to Russ Hoernis, Ann Lee and Alyce Lanxon for their service on the Board and to PTOEC.

Meeting adjourned at 8:40 p. m. Next meeting to be held January 7th at 6pm at Whiteside Elementary School Library.