

PTOEC Board of Directors Meeting Minutes  
2015

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## PTOEC Board Meeting

January 7, 2015

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

### Attended:

Karla McKee, Tom Biondo, Ron Hindman, Joe Harnar, Marcia Morgan, Ken Skiles, Julie Mongeon, Jeanne Dillaplain, Sheri Kraus

### Meeting Minutes

1. Proceedings: Meeting called to order by President Karla McKee at 6:03 p.m.. December Meeting Minutes reviewed and approved as written.

#### 2. SOAD Report: Ken Skiles

Basketball- Practice dates have been adjusted for January practices and information disseminated to the members. February practice dates will be posted after coordinating with the facility. The Senior and High School teams will have practice January 19, 20 and 23. The High School team will travel to Waterloo February 2nd to play Monroe County. The Ladies team will practice at 6pm, January 16, 19, 20 and 23. District competitions are coming up. The Individual Skills competition will be Jan 24th in Mascoutah. PTOEC has 3 athletes competing. A gold medal will allow the athlete to advance to Normal for state competition March 13-15th. Seniors/High School Teams has 19 athletes competing. The district competition will be held February 8th in Trenton. Gold medal winners will advance to Normal for the State competition March 13-15th also. The Ladies team will have 14 athletes competing and they will receive an automatic bye to advance to the State competition in Normal to be held March 13-15th as well. Practice/scrimmages against other Ladies teams is being looked into to give our team some experience in game play.

Snow Shoeing- PTOEC has 10 athletes competing in the District competition which will be held Jan 11, 2015 in Mt. Vernon (weather permitting). Gold Medal winners will advance to the State competition to be held in Galena, February 3rd -5th.

Aquatics- Practice for swimming will start January 11th at the YMCA across from SWIC. Practice will be held from 11am-12pm. The complete and updated practice schedule will be posted to the membership after the first practice. The Regional competition is later this year and will be held March 21st at SIU in Edwardsville.

Vans- Van Coordinator, Ken Skiles. Procedure for using the vans hasn't changed. Any requests for van usage for transportation to competitions is to be facilitated by the PTOEC van coordinator. He will relay that information to either the President or VP of the Board as a matter of communication. Usage of the vans for other than competition, requests must have Board approval.

Tom Biondo for Tara Miller

Gymnastics- Parent meeting held January 4th at World Class Gymnastics, Sportsplex, went well. There was a good turnout of parents and athletes and several new faces.

Swimming- All details with the YMCA have been coordinated including verification of last year's payment and proof of insurance coverage for our athletes.

### 3. Financial Report: Ron Hindman

Summation by Ron and member discussion as to where we are as an organization, financially. PTOEC had a \$6000 deficit this last year. Basically, we have 6 major sources of income; Knights of Columbus, SAVE (United Way), Summer Camp tuitions, Variety Club grant (for Summer camp usage only), Mouse Races and Membership Dues. Expenditures are essentially Special Olympics (uniforms, equipment, venues etc...), insurance, Sports Banquet and Summer Camp. Our expenditures account for approximately 82% of our cost. As a not for profit organization that is a pretty good percentage to have but it could be better. Our income could be better as well. The Mouse Races as an income generator needs to change as it only netted about \$3000 after expenses. Turn out and competing activities that weekend really hurt us. A different fund raiser that would net us more income would be more beneficial to the organization. The Fund Raising committee is addressing this. Ron also posed the question of whether our SAVE contribution amount has changed over the last few years. He will review the books and if the amount hasn't changed, he will check with the SAVE Board to see if that allocation can be increased. Additionally he suggests appealing to the Knights of Columbus for a larger donation. Perhaps a presentation at their meeting by our Global Messengers in addition to providing a visual appeal (video) as to what PTOEC is all about are methods that we can employ to request an increase to the contribution that they already provide us. Summer Camp is a considerable expense but they actually raise about 66% of the amount they need. The balance, we subsidize. Two issues with Summer Camp were identified; developing and maintaining a budget and ways to cut costs- looking at bus rentals, field trips, camper/counselor ratio and salaries. Additionally it was mentioned that with the new Treasurer on board, budgets for all PTOEC activities and athletics (greater than \$1000 need/use) needs to be developed. Knowing this information/amount would enable us to determine what amount/minimum income would be needed to support the organization. We have grown in numbers and in the services we provide. We need to know how much is needed and how much do we need to raise. Ron will look at the records of Camp expenditures and income and report back to the Board regarding spending and utilization trends. Ron will also be getting together with Alyce to review and transition the books and banking over to him. Bank signature transfer to occur as well. Concern was voiced as to the cost of insurance which stands at around \$60/member. Ron to investigate whether that amount is an acceptable cost.

### 4. Tech Talk Karla McKee for Amber Brodak.

Facebook is doing well-, Likes are up and people are looking at the page as a source of information regarding upcoming/planned social and athletic events.

## 5. New Business

Sheri Kraus- Question raised/discussion as to age parameters for PTOEC membership; only guideline is that they must have a diagnosed intellectual disability. It was explained that our organization doesn't really have anything to offer someone as young as 3 or 4 but we have had members participate in the athletic venues to "learn" components of the sport. Junior Fun Nights which were offered, haven't really taken off. Young members, at this time in Southern Illinois, cannot participate as Special Olympic athletes until age 8. There is however a new program for young athletes in Special Olympics, but it is not yet available in our area. These athletes are typically learning skills to eventually participate in sports. Summer camp age restrictions? Sheri to check with Jeff Price.

### Karla McKee- Sports Banquet

The Banquet committee was established; Karla McKee, Amber Brodak, Michelle Im and Kathy Harnar have volunteered to chair our annual event to recognize our athletes, coaches and volunteers. Amber Brodak will continue to do the decorations as she has done for the last few years. Also she will be in charge of invites and announcements. Barb Reiner will again run the Silent Auction and Kathy Harnar will continue to put together the grab bags for the athletes. Karla is in charge of finding a venue for the banquet itself. Tara Wentz will continue to do the athlete slide show. The proposed and unanimously approved budget amount for the 2015 Sports Banquet (March/April proposed time frame) is \$5,500. (\$1,500 for gift allotment).

Ron Hindman- Membership. Questioned as to ways to increase our membership and outreach into the community- to make ourselves known through school special education coordinators/ IEP meetings. Could we advertise in local papers, school newspapers/newsletters, and church bulletins? It was recommended that we place PTOEC brochures in key locations- libraries, pediatric dentists, pediatric offices, Cardinal Glennon, Knights of Columbus, Emergency Rooms and lobbies at Children's, Memorial, St. Elizabeth and Cardinal Glennon, childcare facilities. Sheri Kraus will approach the ROE Superintendent with our brochure when it is available.

Book Fair/Book Sale Fund Raiser- Tom needs boxes. Sheri to obtain some boxes from Xerox paper from her place of employment for be utilized or storage.

## 9. Follow Up Items:

Karla McKee- Election of Officers for 2015- Nominations proposed (December) were for Karla McKee, President; Tom Biondo, Vice President; Ron Hindman, Treasurer; Julie Mongeon, Recording Secretary and the position of Corresponding Secretary was to be presented to Amber Brodak for consideration. Amber respectfully declines this position. The Board will approach Megan Leonard with this available position. Nominated by Marcia Morgan and seconded by Jeanne Dillaplain for acceptance of the positions as listed (Corresponding Secretary position open at this time) was unanimously approved by the Board. Tom Biondo will presently handle some of the written correspondence that has come in; Thank you notes for donations received.

By Laws (written) revisions- It was noted that the current written PTOEC by Laws (dated/revised September 2012) did not reflect the changes that were enacted by the Board members at the 2014 January Strategic Planning meeting; namely the increase in the maximum number of Board members permitted.

#### Section B- Composition

September 2012 -The Board shall consist of a maximum of 12 members.

Will be changed to, January 2014- The Board shall consist of a maximum of 14 members.

Unanimous approval by the Board to update the written By Laws to reflect this change.

Additionally, unanimously voted was to amend the By Laws to state that Board Officer nominations will be presented at the December Board meeting and Officers will be elected to the position by a majority vote of Board members present at the first monthly meeting of each calendar year (January).

#### Uniforms/Swimming- Jeanne Dillaplain

Jeanne spoke with Coach Jeff regarding provision of some form of uniform/unifying item for those competing in swimming. Jeff thought it was a great idea and thought he could come up with some sort of logo that represented aquatics and PTOEC. Kurt Smith is the current vendor that Tom is working with and will be tagged for this venture as well. The new PTOEC colors are graphite (grey) and lime green. Unanimous consensus is to provide a towel for each member that *competes* in swimming. Total cost allocated for this, \$300. Additional towels will be stocked to ensure availability if needed for new members, for next year. Non-competing members will be able to purchase the towel at a nominal cost.

#### Khoury League Proposal- Karla McKee

Tom approached the Coaches regarding the proposal and they are in favor of having a "home field" for games, practice and tournaments. Special Olympics is also in favor of the proposal so that district competitions could be held in southern Illinois. Our travel to competitions would be negated. Ron was tasked to look at the restrooms and see how accessible they are and to investigate the insurance costs and liabilities that might be incurred. Jeanne proposed checking with the Field of Dreams people to see what and how they did things when they established their new athletic field in Fairview. Items to consider prior to a decision. We need to look at several things- costs need to be explored, budgets proposed, will we run the concession stand, who will be responsible for running this, maintaining it, what needs to be demolished, rebuilt and maintained etc... Proposal was put forth that a committee be established to examine all proponents of the proposal- Ron volunteered to set up a committee to look into this.

Meeting adjourned at 7:25 p.m.. Next meeting will be held at Whiteside Elementary, February 4th. Meeting Minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary.

## PTOEC Board Meeting

February 11, 2015

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

### Attended:

Karla McKee, Tom Biondo, Ron Hindman, Amber Brodak, Marcia Morgan, Tara Miller, Julie Mongeon

### Meeting Minutes

#### 1. Proceedings

Meeting was called to order by President Karla McKee at 6:15 pm. January Meeting minutes were reviewed and approved as written.

#### 2. SOAD Report Tara Miller

Tara presented for Ken Skiles as his attendance was restricted by health.

**Basketball:** Individual skills competition was held January 24th in Mascoutah. Athletes Connor Layeski and Tyler Hill both received a silver medal. Gina White received a 4th place ribbon for her participation. District Basketball Competition was held February 8th in Trenton. Both men's team had second place finishes. Also participating at the District competition (for competitive practice only) was the PTOEC Women's team. They have already been cleared through to the State competition which will be held at ISU in Bloomington on March 13-15th.

**Snow Shoeing:** State competition was held in Galena on February 2-4th. 10 athletes competed at the event this year. All braved the cold weather and were so successful in their preliminary heats that they qualified to compete in higher brackets for the final competitions. All performed wonderfully. The number of participants competing in Snow Shoeing is up from last year.

**Aquatics:** Practice is well underway. 34 athletes have signed up to compete this year. Regional competitions will be held in March.

**Soccer:** Practice was slated to start February 14th but was cancelled because of weather and frigid temperatures. The competition/ tournament schedule as well as all practice dates, should be posted. Practices will be held on the fields behind the Sportsplex.

PTOEC will be hosting, The Clash of the Borders, in March. It is a multi-team soccer tournament that will have extensive media coverage as well as attendance by local colleges and universities. Also in attendance at this event will be the US Special Olympics National Soccer Team. Coach Rich is requesting a donation of \$200 from PTOEC to offset costs for meals for the U.S. Team and assorted expenses for hosting them at this event. Unanimous support/approval via Board vote to allow this expense.

Scholarships for membership dues were requested and approved by the Board for 5 individuals. Tom to email Ken to update membership listings accordingly.

Gymnastics: There is a special event competition in Georgia this year that usually cannot be attended by our PTOEC team due to the regional SOIL competition. This year, the competition is on a different weekend and as such, plans are underway for those athletes wishing to participate, to attend. The PTOEC vans are available for transportation, if so desired. SOAD Tara Miller to look into the specifics of the event and provide more information to the board to determine if there are any needs that may require PTOEC support.

Issue presented by Tara Miller regarding the recent behavior and safety concerns involving a specific PTOEC member and the impact of that member's behavior and actions on others during a Special Olympics sporting competition. After extensive discussion by the Board, referring to the PTOEC member code of conduct and organizational by-laws, it was decided that a letter is to be drafted and presented to the individual in question that specifically states that to permit further participation in any PTOEC sponsored activity (social event, Special Olympics competition, practice) the member must have specific, continuous 1:1 adult supervision at all times. Supervision by an individual other than a PTOEC chaperone or coach would be required and would be the responsibility of the PTOEC member to provide. This supervision would be required for the entire duration of the PTOEC sponsored activity. Failure to provide for continuous adult supervision would necessitate exclusion from the event/competition or practice and if warranted, removal from membership in PTOEC.

### 3. Financial Report Ron Hindman

Expenses- YTD report presented and reviewed with the Board. Knights of Columbus contribution has been received.

A draft/working budget was provided. It is based on last year's financials. We currently have about \$70,000 available in our accounts and by no means should we stop asking for and obtaining money for the organization but to have that amount available poses challenges. It was suggested that we try to run at a \$5-10,000 deficit this year and the next as well. Having that deficit would be more appealing to someone looking to be a donor- having an organization in need.

Reviewing our income shows that the raffle is still a source of income but every year the end result is a little less each time. The car wash, to start up again, will be a source of income for the group. Plan is to have it at the firehouse this year and to keep Effingers' in our organizational loop by having a pool party at their facility. Contributions from donors and memorial contributions are unchanged and anticipated as being the same. The Knights of Columbus contribution is in with more expected at the end of the year from the K of C's annual Tootsie Roll drive. Mouse race income is down and additional and/or different fund raising is needed. Membership income is about the same as last year and sale of PTOEC organizational clothing is a new plus. SAVE money is expected and an additional request of \$1000 will be forthcoming from Ron to their organization to try and ask them to increase that amount. Senior Fun Night receipts income may or may not be adequately reflected as expenses were paid out directly from the door intake and bookkeeping will have to be reviewed to see what the profit may be. Special Olympics banquet and summer camp fees are anticipated to

be the same as last year. Variety club income is what is expected for this year as well and earmarked to offset summer camp costs.

Expense for our accountant is listed at a little higher than what it actually was for last year so we will be able to save a little there. The audit is completed and all paperwork is done for now. It is not an urgent need, but we can look to see what other accountants can be engaged and for what cost. Insurance for members comes to be about \$58/athlete (based on 100 members). Organizational clothing cost can be higher than what is proposed if additional items are to be purchased by the organization. Senior Fun night cost may be higher, but net cost should remain the same after income is adjusted. The Sports Banquet cost of \$5,500 is anticipated to be the same or less than what was spent last year since the athlete and coaches' gifts (new shirts) will come out of the organization clothing cost. The cost for new shirts for all members and provision of shirts to the coaches (all as gifts) will be separate from the banquet expenses. Budget amount was reallocated to \$5000 for banquet costs after discussion. This years' banquet will be held at Panorama/Bel Air Bowl which is a larger venue and will accommodate additional members comfortably. Auto expenses-regular maintenance is performed on the PTOEC vehicles, has been incorporated into the budget expenses as well as an anticipatory need for repairs/towing. Summer Camp budget is proposed at \$30,000. Specific Special Olympics sports expenses/budgets will be outlined by Ron as well and presented at a future meeting.

Propose that the budget for PTOEC be set as a working budget as listed and finalized at the March 2015 meeting with further itemization- approved by the Board unanimously.

#### 4. Tech Talk Amber Brodak

Facebook, social media is still a boon for our organization. "LIKED" by 236, and reached 247 people last month alone. Pictures always provide an increase in social support for our organization.

#### 5. Old Business

Banquet- Karla McKee and Amber Brodak

Plan is to continue to post the need for donated items for auction, grab bags and raffle. They still have to work out ticket prices based on what the finalized cost for the room and food bids are. The committee anticipates 170 athletes as a starting point to provide meals for. Presently they have a working budget of \$5000.

Aquatics towels- Towels are purchased, delivered and are being embroidered, free of charge. Await completion and they will be provided to the swimmers in time for their regional competition in March.

#### 6. New Business

PTOEC is saddened by the unexpected death of our friend and supporter, Steve Middendorf. Tom Biondo will obtain a card or plant to send to the funeral home in acknowledgment of his passing on 9 February.

Amber Brodak to set up and send out a flyer requesting additional Board members, and specifically, for a Corresponding Secretary for our group. Acting Corresponding secretary is Tom Biondo with help from Julie Mongeon.

## 7. Follow Up Items

Khoury League proposal- Discussion continues re: What is the estimate for real estate taxes- none for a non-profit organization. Insurance cost is anticipated to be less than 1200/year and include coverage of the on-site building and liability. Maintenance estimate of \$2000/yr to include lawn/turf and property maintenance- trash, restrooms etc... Their cost for lawn is \$750 for weekly lawn cutting during the season. The League currently plans to take down backstops etc... and prepare the softball field for us this year. PTOEC would control ALL use of the fields. Liability will cover "unscheduled" usage and personal injury if needed. Plan is to take down 2 ball fields and set up and mark as needed for soccer/football. A question is to determine whether a full sized soccer field is needed. Ron to speak with Rich. Anticipate use at 100 times a year, maybe more. Restrooms are almost ADA compliant- door, size of stall, and sink appear to be compliant and will meet our basic needs. We would just need to add in additional requirements. They have rails for toilets. The building can be painted. The vending area can sell food/drinks- Ron will check on permits needed. Building is 28 x 23 with 650 sq. foot of storage. Snack bar side is set up for fountain soda to sell- has a refrigerator and microwave. Neighborhood is low to middle income, neighbors like the field, not a "high crime" type area. Ron to confer with Rich as to needs for specific sports- competitive soccer and flag football. PTOEC will be in charge of maintenance and have to support that cost. Figure \$3-5000 first year to go into it and \$3000 the next. Plan should be to set up budget/max cost allowable and to keep track of usage. Additionally we should reach out to our members for help- who can do what to help us- do we have general contractors, people that do lawn/turf, vending etc... Plan to make a decision at the March meeting. All who can provide insight as to cost for maintenance and turf/rebuilding/maintenance care to bring that information to the meeting for further discussion.

Meeting adjourned at 7:45 pm. Next meeting will be held at Whiteside Elementary, March 4th at 6pm.

Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary

## PTOEC Board Meeting

March 4, 2015

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

### Attended:

Karla Mckee, Tom Biondo, Amber Brodak, Joe Harnar, Marcia Morgan, Megan Leonard, Tara Miller, Julie Mongeon, Jeanne Dillaplain

### Meeting Minutes

#### 1. Proceedings

The meeting was called to order by President Karla McKee at 6:08 pm. The February meeting minutes were reviewed and approved as written.

#### 2. SOAD Report Karla McKee Tara Miller

Karla presented for Ken Skiles as he could not attend the meeting this evening.

Two items of note; Track and Field practice will begin March 7th from 11 am to 1230 pm. Confirmation of the site location for practice is pending. Soccer will also begin March 7th. Practice for soccer that day to start at 9am. Soccer Practice for the remainder of the season will be on Mondays from 5:30-7pm. Complete schedules will be sent when finalized and will be posted on the website.

#### Tara Miller

Basketball: Lady Sparks Basketball- Final practice before the State competition will be held at Whiteside Elementary School in the gym on March 7th at 3pm and Sunday, March 8th at 1pm. The State competition will be held in Bloomington-Normal March 13th-15th. Competition will take place at ISU (1230 Saturday) and at Illinois Wesleyan University (0900 Sunday). Tara Miller will transport athletes on Friday, departing around 4pm and Tom Biondo will take a second van up on Saturday morning, depart time approximately 7:30am. Those athletes and families that are traveling up on their own are asked to arrive no later than 11:00 am so that team members can be checked in, get a provided lunch and be ready to play as tournament play time can sometimes be moved up if a prior game ends earlier than expected due to fast play.

Aquatics: The Regional Swim Meet will be at the Chuck Fruit Aquatics Center in Edwardsville on March 21st. Karla advises to please allow plenty of time to get to the meet as locating the site can be difficult. The venue is state of the art, housing an Olympic sized swimming pool.

Gymnastics: The bulk of the additional uniform items required by the Men's gymnastics team has been ordered by Coach Tara Wentz. The main part of the order will cost \$335; (50% of that cost was due at the time the order was placed). Additionally, 2 pairs of navy pants were in stock and ordered as well at a cost of \$60.90 (required payment in full at time for that order placed). Lastly, a green body suit still needs to be ordered (hard copy order, not available to order on-line) and the pants and shorts for one athlete (special order item due to the athlete's size) is still needed as well. Items will be ordered ASAP by Coach Wentz however unexpected family commitments preclude her ordering at this time. No new female gymnastics uniforms appear to be required for this year's competition. The newest female gymnast is thought to be able to wear items already available in current stock for gymnastics. The question regarding her ability to participate (age concerns), were clarified by Area 12 and the go ahead given; participation in competition is permitted if the athlete is eight years old at the time/date of the Special Olympics event. Items already purchased by Coach Wentz and the additional items listed above (green body suit, pants and shorts, leotard if still needed) were approved for purchase unanimously by the Board. Other items, if needed would require Board approval.

3. Financial Report Ron Hindman (in absentia) Hard copy financial report provided.

The organization remains solvent. CD is listed at \$15, 508.42. Checking account balance is at \$53, 440.89. Total assets are at \$68, 949.31 as of 28 February 2015.

4. Tech Talk

Amber Brodak

Facebook continues to indicate that we are liked, getting good attention and reaching people.

Joe Harnar

The PTOEC webpage has the ability to pay for and purchase Sports banquet tickets online.

Additionally, the new PTOEC organizational brochure has circulated through the Board members for review and comment and is now ready to go to print. One photo will be swapped out as approval could not be obtained from the family member involved, but otherwise, it is ready to go. Joe will take it to be printed and once a proof of the layout is obtained, Julie Mongeon will look to see if she can get PTOEC a more massive printing either as a charitable donation or at a significantly reduced cost. Thanks to Joe for all his hard work and effort!

Facebook and website postings will be sent out to look for additional Volleyball and Bowling Coaches for the next season as well as to continue to advertise for new BOARD members. SOADs and coaches as well as PTOEC members can send photos, current practice schedules, sports information and pertinent information to Joe and Amber for posting.

## 5. Old Business

Megan Leonard: Our mission for the future and PTOEC Mission Statement- As discussed previously, the PTOEC mission statement needs updating for language (politically correct terms) and content. Megan and Joe will email to the Board a variety of statements that they have put together for review, comment and discussion, at a later time.

Discussion re: The PTOEC handbook. The handbook is no longer utilized nor current and will be deleted as the PTOEC website content contains all the same pertinent information in a modern, easily updated format. The new brochure will be a brief summary hard copy and act as an advertisement for our organization.

Tom Biondo is looking for input regarding the shirt sizes for members, coaches and assistants that he does not yet have so that the new PTOEC shirts order can be finalized. Additionally, the picture of the new PTOEC polo shirts will be posted on the webpage. Cost will be \$25/shirt.

## 6. Follow Up Items

Sports Banquet Amber Brodak, Karla McKee

Banquet Flyers, announcing the event and providing all the event details, will be sent via US mail to members. Included in this mail out will be a request for those members who still need to pay their dues, to include registration and payment along with their banquet RSVP and ticket purchase to the event. Information will also be presented electronically via email and Facebook announcements. The banquet committee is asking for advanced payment for tickets this year and are encouraging member purchase by offering a discounted price. Those tickets purchased PRIOR to April 1st cost \$12 adults, \$6 for kids, athletes and coaches free. After April 1st, ticket cost will go up to \$15 for adults and \$7 for children. The PTOEC website has a link to allow payments electronically. The banquet itself will be held at the Bel Air Catering and Event Center (Bel Air Bowl). The meal will be catered by the venue and the cost will be around \$11/person with 2 meats, mashed potatoes and gravy, corn, green beans, a roll and salad provided. Dessert is also included. Linens for the tables and table set up will be done ahead of time by the venue staff. There will be a \$500 room charge assessed for use of the room but that amount is discounted from the usual fee and the room itself is significantly larger to accommodate our group. There will be a cash bar, a silent auction and a table where PTOEC clothing can be purchased. Additionally there will be a DJ for dancing, a parade of athletes photos via a slide show and a photo booth for member memories. Assistance is needed to help set up and teardown after the event and to help during the auction. Donations for the Silent Auction/raffle and items for gift bags for both male and female athletes, are also still needed. Please contact the committee if you can assist in anyway.

Khoury League Proposal

Discussion continues, including maintenance and grounds needs, establishment of turf and fields, concessions and concludes with a unanimous approval by the Board to contact Belleville Khoury and set in motion a proposal/contract for PTOEC to assume the fields under a 3 year lease. Time was extended to a 3 year initial commitment as the current year, 2015, is already into March/April. The work on the grounds would take most of the current year to become serviceable for our organization needs thus leaving us 2 years to ascertain success or failure of the program. Scott Lanxon will be approached to be the manager for this new PTOEC venture as his contacts within the community are so varied and extensive.

Meeting adjourned at 7:45 pm. Next meeting will be held at Whiteside Elementary, April 1st at 6pm.

Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary

PTOEC Board Meeting  
April 1, 2015  
Whiteside Elementary School Library

Board Members present: Karla McKee, Tom Biondo, Jeanne Dillaplain, Joe Harnar, Amber Brodak, Marcia Morgan, Megan Leonard, Sheri Krause, Ron Hindman, Jeff Mitchell

SOADs present: Ken Skiles

Meeting was called to order at 6:00 pm

SOAD Report:

a) Aquatics Regional Tournament was in Edwardsville on March 21st. 17 swimmers will advance to State in June.

b) Track and Field Regional Competition will be May 2nd in Edwardsville. We have 14 athletes competing.

c) Golf practices have been changed due to the qualifier date being changed to Aug 7th. Practices will start June 2nd.

d) Soccer Clash of the Borders tournament was a huge success. The USA national team attended. Clinics were provided by Greenville. SIUE ladies team served as referees. Medals were presented by the Belleville Police Department. Ken reported there were some organizational errors. It was brought up that PTOEC could sponsor the event. Ken said when the discussion for next year begin he will approach Rich about PTOEC helping.

e) Soccer has a tournament April 18th at Fort Zumwalt High School in St. Peters, MO. Regionals will be April 25th in Springfield. We have 3 teams competing.

f) Spring SOAD meeting in Highland will be April 23rd.

Financial Statement: Ron went over the financial statements with the board.

a) We agreed to spend \$100 to help fund Clash of the Borders - knowing that our investment will be met with donations.

b) Income vs. Expenses: 1 Quarter we are +\$515.32. We are running a little short on projected contributions. Fun Nights spent about \$300 took in \$200 running at a deficit of about \$100.

c) Agreed to increase the Arnold Park budget to \$3000 with a \$2000 discretionary budget. Scott Lanxon will be in charge of the budget and managing the Arnold Park.

d) Agreed to issue Tara a credit card. It was felt that both SOADs should have a credit card. Making them each responsible for their own purchases. Jeff will also continue to have a credit card for summer camp.

Technology: We are still getting interest on our Facebook account. Pictures are received the best.

Sports Banquet: Everything is gearing up for a great night. We have had mixed response having people RSVP in advance.

Unified Torch Relay: Jeannie mentioned that June 9th the Torch run for the USA games will be passing through Belleville. The Global Messengers will be getting to participate in this leg of the relay. The relay should pass through Belleville in the afternoon on the 9th. She will get more information to us when it is available.

Freeburg Cross Country 5K: This year they are donating the proceeds to Special Olympics. They are asking us to help find members to help at the walk. It would be great to have several of our athletes volunteer at the event. Race will be on July 18th at Smithton Village Park and starts at 8 am.

PTOEC brochures: We have the first printed copies of the brochure. Copies were handed out to members to distribute. Joe will get with Julie to see if we can get a cost on printing more.

Mission Statement: We talked about revising the Mission Statement. Some ideas will be sent out and Joe and Megan would like feedback on which one is liked the best.

Arnold Field: Khoury League is putting together a lease agreement. Once it is received, we will review it and counter back if needed.

a) Ken will get with Highland and figure out the dimensions needed for the fields. Then we can decide which softball field will stay and which one will go.

b) Scott Lanxon will be the field manager. He will put together his team to help him run the field.

c) Kathy Harnar volunteered to help with scheduling

d) Amber Brodak volunteered to help with running the concession stand.

e) We need to track the usage of the field over the term of our lease to make sure that it is worth the expense.

Medal Counts: it was requested that we put medal counts out on the website. The SOADs will track this with Highland and update the Google Docs.

Fundraising:

a) We are going to sell advertising space for the ball fields out at Arnold Field

b) We will have a table set up at the sports banquet to sell old items left in storage and new items that will be available.

c) Still collecting books for the book sale

New Board Member: Jeff Mitchell was elected to the Board. He will serve a 3 year term ending December 2018.

Meeting adjourned 7:00 pm

Next meeting May 6th, 2015 at Whiteside Elementary School Library

PTOEC Board Meeting  
May 6, 2015  
Whiteside Elementary School Library

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

**Attended:**

Tom Biondo, Marcia Morgan, Ron Hindman, Amber Brodak, Joe Harnar, Megan Leonard, Tara Haugh Edwards, Julie Mongeon, Sheri Kraus, Jeff Mitchell, Ken Skiles

**Meeting Minutes**

1. Proceedings: The meeting was called to order by Vice President Tom Biondo at 6:01 pm.

2. SOAD Report Ken Skiles and Tara Miller

**Ken Skiles:**

Soccer regional qualifier was held April 25th. Three teams qualified to advance to the state games, a total of 24 athletes. Gold medal winners were the Lady Cougars. Silver medals went to the Panthers and the Wild Cats. Another soccer tournament, for exhibition practice play, will be held May 17th in Jacksonville.

Aquatics: The regional qualifier was held March 21st in Edwardsville. Seventeen athletes advanced to compete at the State Games to be held in June.

Athletics/Track and Field: Regional Qualifier was at SIUE May 2nd. Nine athletes will be advancing to the State Competition.

Volleyball: Practice will begin July 12th at 9am at the East YMCA gym across from SWIC. The venue is being provided free of charge. First practice will include an informational meeting and assessment of members to place them into teams. Subsequent practice times will be approximately an hour and 1/2 in length. This year volleyball will be coached by Tara Miller with assistants as usual.

Softball: Last year we had only enough participants to allow skills only participation in this event. The plan for 2015 is to have a softball team, using a T for batting. Scott Lanxon will be the Coordinating Coach. Jerry Albers, from Clinton County, has offered to assist us with some equipment such as helmets, and bats. The first meeting will be on the 17th and if there is not enough interest to support a team, we will again revert to skills only competition.

All required documentation regarding soccer, track and field and aquatics athletes who have qualified for state competition will be delivered to Highland by May 11th. Van transportation reservations will be finalized by that date as well. It is anticipated that 3 vans will be needed to be rented through Enterprise. Final needs will be determined after input from aquatics and Track and Field Coaches is submitted; specifically the number of athletes and chaperones to be transported to the event.

Tara Miller:

Bocce: 3 athletes qualified for state competition, two will be attending.

Gymnastics: 29 athletes competed and 28 qualified to attend the state competition in June. Our team were outstanding, acquiring 77 gold medals! 22 athletes will be attending the state competition.

The Georgia Invitational, held May 2nd and 3rd, was a great success. Our PTOEC athletes received many compliments on our t-shirts and our new leotards. It is hoped to make this a yearly event for our gymnastics athletes. It will be dependent on when the regional qualifier is held.

Bowling: Will be starting June 21st at St. Clair Bowl. It will be held at 1pm each Sunday due to venue availability. Regional competition is slated for August 23rd and August 30th. For those advancing, sectionals will be held Nov 1st with state competition Dec 5th in Peoria.

Tom Biondo: Proposal has been submitted to replace the current white and light blue leotards that gymnastics has been using for competition for the last 10 years. They can no longer be ordered and if needed for a new athlete or change of size, they would have to be custom made at an exorbitant cost. Several are thinning, stained and looking very worn. The leotards worn for the Georgia Invitational coincide with our new PTOEC color choices. At present, these leotards can be purchased as stock leotards at a fraction of the cost (\$35-36/leo). Question proposed: should we replace all that we have as a supply now at a cost of ~\$1100 for 22 leos or replace only those needed for those athletes presently competing in gymnastics (~\$700). The difficulty with purchasing in stages would be when replacing in the future; cost may go up (over \$1800), different dye lots etc... Gymnastics has always been very good in anticipating need, keeping an accurate accounting of uniforms and rotating uniforms for all its members. Discussion amongst members.... concern re: cost for organizational clothing above already proposed budget, receipt accountability for purchases already made. Altered proposal: Approve purchase of new leotards at an approximate cost of \$1100 to replace the blue/white stock leotards (en total 22 leos) for gymnastics with the provision that all outstanding receipts be submitted PRIOR to order/purchase. Proposal passes by unanimous Board approval.

Additional proposal by Tom to purchase ball caps for those participating in softball thus having our team in coordinating shirts/hats. Cost to PTOEC, \$8/hat, order 20 items total. Proposal passes by unanimous Board approval.

Hats are also available for member purchase, \$15/hat.

Inventory of Equipment and Uniforms: Tom Biondo

There is a written inventory of all PTOEC equipment and uniforms. Included in the inventory is a continuity record that indicates what specifically was purchased, when and where the items were purchased, and cost for the items. Also included is what sports uses specific uniforms. Our basketball uniforms are utilized for other sports like track and volleyball. Our new shirts (given out at banquet) are also dual purposed. They are being utilized for sports that don't require numbered uniforms as well as for group cohesion when we march in parades or attend functions were PTOEC is identified as a group. This inventory is on the goggle drive/shared files.

### 3. Financial Report Ron Hindman

Arnold Field/Khoury League: Negotiations and final contracts are still underway. It has been decided that Scott Lanxon will be the coordinator for this new project for PTOEC. He will coordinate with Treasurer Ron Hindman for financial needs that exceed the established \$2000 budget already in place. SOADs Ken and Tara will coordinate with Area 12 for field needs and scheduling of events. Already the fields have been measured and will accommodate both soccer and flag football without modifications being needed. Amber Brodak and Kathy Harnar have volunteered to coordinate concessions. Area business advertising signage will be available as a method to generate additional revenue for the field care/maintenance. Tom Biondo will look into different size signs and cost for each. Khoury has offered to continue with lawn maintenance at a nominal cost to us. Plan is to have our annual picnic (either in August/September) at the new field as a way to introduce and celebrate our new acquisition, hold a ribbon cutting ceremony, say "Thank you to Pat" for all she's done for PTOEC and invite Belleville local government/Mayor to celebrate with us. Activities to include in the festivities were perhaps a parent/child softball game with our usual social and potluck. Chairs/tents and tables to be coordinated by Megan Leonard and the planning committee. Making it a "Press event" is also a possibility.

Financials: Income and Expenses YTD: We have taken in \$32,000 with expenses of \$18,000. We do have some considerable expenses coming up, for example, bowling, but we are in solid shape. Money from United Way has come in (\$15,000) as has the first installment of K of C money (\$3,600). It is foreseen that organizational clothing expenses will be higher than what was initially budgeted. Our Sports banquet in/out has basically broken even which is what was expected. Summer camp now has a projected budget for expenses. Summer camp gets its revenue from Variety Club Grant, tuitions and is supplemented from PTOEC. Overall, the anticipated costs/budget are staying where projected.

Correspondence: We received a thank you note from Nancy Lang for consideration of her during her time of loss. Some banquet invitations were returned. It was suggested that a Membership committee be re-initiated to keep track of members, addresses and dues and to inquire to members re: payment and continued participation.

2nd SOAD debit card has been requested and is in route... It's in the mail!

### 4. Tech Talk: Joe Harnar and Amber Brodak

Joe Harnar: Joe will send out instructions on how to access the google drive to all board members. The drive has several files that will be of help to Board members and SOADS. It also contains a file where past and present accomplishments of PTOEC members, athletes and volunteers/coaches are outlined. These articles would be helpful when applying for grants and monies. A Power Point presentation is also available on the drive for use during PTOEC presentations about our group. Community Kindness, a resale shop on Lebanon for example, was looking to support an organization. They received our brochures and saw our "sales pitch/power point" and we received a check from them for \$300. Our newly updated brochures are presently at Julie's connection at Met

Life for printing (free). Having them available for the school year, especially early September during fall IEPs, at BASSC, through the St Clair ROE, special education directors and at Star Net meetings/gatherings/presentations are considered areas of critical need to get the word out about our group and to encourage membership.

FYI from Tom Biondo: Getting the word out.... There was a recent Marketplace article, full page, about our organization, PTOEC.

Amber Brodak: Self directed campaign to increase our Facebook likes. Our support is increasing, getting more responses. and more engaging of our supporters. Any pictures can be sent to Amber to be posted for the group. Pictures generate a lot of positive response from our social network. Announcements about upcoming events and activities can also be posted.

## 5. Old Business

Smithton 5K- July 18th. Sheri Kraus has been in contact with the coordinator, Stacy Kamfir. To show PTOEC support at this event, she will contact our global messengers and their family re: speaking and representing PTOEC at this run. Our messengers can recite the Special Olympic pledge, wear our new shirts and hats and speak to attendees about our organization- who we are and what we do. They generously donated a portion of the money raised at this run to PTOEC last year.

Fundraising: Tom Biondo

Book Sale: Still collecting donations- up to 75-80 boxes of books. Goal is 6000 books. It is a labor intensive fund raiser involving sorting, carrying and logging entries which will require many volunteers. Whatever is not sold will be sold for paper/scrap.

Carwash: Still in the works. Plan for the summer, late July. We are waiting for Scott Lanxon to provide a date of availability at the fire house.

## 6. New Business

Amber Brodak: Collinsville has an Italian festival every August/September. They have a unique fund raiser where a vendor picks a not-for-profit organization to help support and splits their profits from the weekend sales, with that group. The group... in our case, us, PTOEC, would help out at the vendor truck/booth. Jeff Mitchell has ties to this festival and will check out the possibility of PTOEC, being chosen/participating.

Amber Brodak: Left over decorations from the Banquet were posted and sold via social media on the website, St. Clair County Garage Sale for a quick \$20 for PTOEC!

## 7. Follow Up Items

Sports Banquet: Overwhelmingly positive response from our members for a wonderful banquet, good food, more space, and quality table-wear/linens and decorations. Items to consider for next

year: entry from 2 entrances was a challenge for keeping track of attendance, purchase in bulk for non alcoholic beverages (water and soda was expensive/cup) and calling up smaller groups of athletes for better recognition, and management of flow to the stage area for gifts.

May Spring Fling was a huge success! The organizers stayed within the budget and all who signed up, attended! Our members looked beautiful and had a wonderful time.

PTOEC Board is still actively seeking a corresponding secretary and a new member.

Mission Statement: Joe Harnar and Megan Leonard

Joe will resend out via email what they have developed for Board member consideration and comment.

Meeting adjourned at 7:32pm. Next meeting will be held at Whiteside Elementary, September 9th at 6pm.

Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary

PTOEC Board Meeting  
September 9, 2015  
Whiteside Elementary School Library

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

Attended:

Karla Mckee, Tom Biondo, Ron Hindman, Amber Brodak, Megan Leonard, Tara Haugh Edwards, Julie Mongeon, Jeanne Dillaplain, Sheri Kraus

Meeting Minutes

1. Proceedings: The meeting was called to order by President Karla McKee at 6:03 P.M. The May 6, 2015 minutes were reviewed and approved as written.

2. SOAD Report:

Karla McKee:

Ken Skiles has resigned his position as SOAD due to health reasons. Tara, at present, is in possession of his files, paperwork and keys. Discussion re: recruitment for a 2nd SOAD. The position will be posted with a deadline of September 25th for applications to enable interviews and confirmation by the next board meeting. Position notices will be posted on the website, on Facebook, announced at the picnic and via e-mail, 7:1 "aye" vote. Included with the SOAD posting will be a request for new Board members (3 positions will be open in December) and for one new Board member to accept the position as a corresponding secretary for the organization as well. Karla to reach out to members/families who have stepped back from participation in the organization and encourage those members to become active in Special Olympics and in the organization again.

Tara Edwards:

Coach Rich Crothers is busy. Snowshoe practices are just starting, and Unified Soccer and Flag Football are already underway. Rich is using the new Arnold Field as one site for practices for our members.

Volleyball: Our team had a qualifier in Clinton County and won handily. The team is very enthusiastic and having an exceptional time playing and competing in volleyball. Their skills are improving and they are all working well together.

3. Financial Report: Ron Hindman

Miscellaneous Items:

Website internet name expires and needs renewal. Ron to check with Joe re: procedure to renew.

Tax exempt form if needed, is available on Google Docs.

The Chateau in Bloomington- our stay at this facility for state summer games brought to light that non-profit organizations do not get a tax exemption for lodging in Illinois.

Car/van rental for state games had an additional cost listed as, option for services. It cost \$117. Inquiry as to what was that amount/cost for- insurance. Ron informed the board that no separate insurance is needed, we have coverage for everything and next time we rent additional vans for transport, to not get the additional insurance.

Membership forms received by Ron have been processed and the system/web updated. Forms, once processed, will be discarded.

Year to date finances: Current balance is at \$52,000. Expenses are at \$60,000, showing an \$8000 deficit which was what was planned at the start of the year to draw down funds. What is more beneficial is for us to look at the budget and how we are following what was proposed for the year. Still to be accounted for this year is the Arnold Field Project costs.

There are 6 areas of concern re: budget/income/expense:

- a. Car wash was not held over the summer so no revenue was obtained from that.
- b. Knights of Columbus contribution. Will we get more this year or not? Invitations to their Christmas banquet went out but not to current Board members. This needs to be rectified if we are to continue showing support for their funding.
- c. Variety donation payment is split. The first contribution was received. The 2nd is pending. Money is earmarked for Summer Camp use only.
- d. Insurance costs have gone up and with the new fields, we can expect an additional cost of about \$1000 more. Ron has been contacted by another insurance group and will look into seeing if we can lower our expenditure.
- e. Clothing/uniforms The Board voted to purchase additional items as they were needed, however the cost is dramatically increased over what was initially proposed in the budget. Plans to recoup some money are by selling items at the picnic and stipulating that any new items must be pre-paid to avoid the organization being held responsible for absorbing non-payment/non pick-up costs.
- f. Summer camp was budgeted for \$30,000. They did well and actually came in under budget (\$24,000). One reason for coming in under budget was due to weather cancelling scheduled water events, transportation cost cuts and the cancellation of some scheduled activities. Given what they take in from memberships (\$14,000) and what they receive from Variety (\$7,000) they were almost self-sustaining. Great job to Coach Jeff Price and his summer camp staff for putting on a quality program and for staying under their newly imposed budget. \$30,000 budget proposed for next year as well.

#### 4. Fund Raisers:

Jeanne Dillaplain- Seed Balls were presented at the family table at the state games as a fund raising item for Special Olympics. It is a business that employs disabled people who make these simple-to-plant flower and vegetable items- seeds that are mixed inside a clay ball that you can plant. It might

be something for PTOEC to look into as a way to raise money for ourselves. They also had jewelry available.

Book sale: Tom Biondo The plan is to obtain 10,000 books. Once obtained we will hold the sale. Many able-bodied strong volunteers will be needed to help carry, sort and display the books. Venue for the sale to be decided as well as time for the sale.

## 5. Old Business

Annual Picnic: Megan Leonard

-Picnic will now be September 19th at Arnold Field. The date was changed and posted on Facebook and an email was sent out announcing the changed date. Plan is to have set up start at 10, picnic to begin at 11 and the official ceremony will be at 11:30. Craig Dillaplain has been asked to speak as our Global messenger and to bring the Torch from the World Games Torch Run for all to see. Regretfully, Mayor Eckert is unable to attend and suggests that Scott Lanxon be the person to throw out the first pitch as a way to honor him for all that he has done in coordinating the partnership between Khoury and PTOEC. Actual food/picnic will commence at 12pm with plans for games at 1pm and ending the day around 3.

-Signs: Plan is to have 3 lawn signs as a way to mark the entrance, parking, direction to the field. Where Khoury league has their sign on the building, the plan to have a sign indicating now, PTOEC field.... Arnold Field Home of PTOEC etc.... Cost to have the sign formally made is \$384. So with labor, materials and installation, cost is anticipated to be \$400-\$500. Discussion: Costs, Concern of neighborhood vandalism of signs, flag pole in the past, painting the wall versus an actual sign, use of a local artist to manufacture the sign at a fraction of the cost. p group discussion, Board vote-allocate \$500 for the project; first option is to have Julie check with a local artist first for availability, offering \$100 stipend for the artist plus their cost for materials and if unable to make the sign in time for the picnic, Julie will notify Megan before 3pm 9/8/15 and we will proceed with ordering the sign that costs \$384.

-Recognition for Scott and recognize World Game Coaches- Jeff, Jenny and Rich and World Game athlete, Anthony. Discussion as to plaques, ideas for gifts, plaque placement, vandalism... Finalized decision is to recognize Scott via congratulatory/thank you speech and via Throwing out the Ceremonial First pitch on PTOEC Arnold Field. World Game Coaches and athlete's names will be mentioned in speech as well and they will each be presented with the same photo gift, (crystal with fractured finish) taken of them altogether while attending the World Games.

-Tent: Need to purchase a tent for the this event. We only have one tent/awning as the second was damaged and is no longer viable. Cost is \$200 for a tent from Sam's Club. The field has no shade or protection so a tent is needed for this event and will be available for other events in the future. Amber proposes that PTOEC obtain a Sam's Club membership for purchasing this item and for ease of purchasing items for the concession stand and other venues. Ron proposes use tax exempt status for purchases until the end of the year and look into purchasing a membership for next year. Board approves of purchase of tent for \$200.

Budget for the annual picnic is to be established after consulting with Joe Harnar and will be approved by e-mail vote.

## 6. New Business

Ron Hindman- proposes that PTOEC form a strategic partnership with Alpha Foundation- a small group parent support organization in Mascoutah that supports Trinity Services. (Trinity Services is an organization that runs 7-8 group homes, provides life skills and job training and has a day program for adults with intellectual disabilities). It would not be a monetary commitment but we would provide our support to their programs and they, would support ours. For example, if we needed a tent, we could use theirs or if they are having a fund raiser, we could attend and the like. They are having an Octoberfest September 26th and they have a farmstand as well. Ron will like to open a discussion with this group and then represent information to PTOEC. Board in agreement with his proposal.

Gene Layeski approached Tom Biondo re: PTOEC van use as transportation for group home members to attend various functions. Gene to get more information for Board consideration.

## 7. Follow Up Items:

The Italian festival in Collinsville didn't pan out as a fund raiser for our organization.

Sheri Kraus informed us that the 5K in Smithton was a great success and raised \$7000 for Special Olympics. Colleen Costello attended as our global messenger and spoke about what Special Olympics has done for her and others and handed out medals to participants.

PTOEC brochures are available for our use. A big thank you to Met Life for their free printing of 5000 brochures (Tom to send a thank-you note). Contact Joe Harnar to obtain them as you need them.

Meeting adjourned at 7:48. Next meeting will be held at Whiteside Elementary, October 7th at 6pm. Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary.



PTOEC Board Meeting  
October 7, 2015  
Whiteside Elementary School Library

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

**Attended:**

Karla Mckee, Tom Biondo, Amber Brodak, Marcia Morgan, Megan Leonard, Tara Haugh Edwards, Julie Mongeon, Jeanne Dillaplain, Jeff Mitchell, Sheri Kraus

**Meeting Minutes**

1. Proceedings: The meeting was called to order at 5:57pm by President Karla McKee and after a short presentation/discussion by visitor Mike Kraus, officially began at 6:35 pm Minutes from the September Board meeting were reviewed and accepted as written.

2. SOAD Report: Tara Edwards

New email address will be posted on the website for contacting the SOADs. Sports will no longer be divided by SOAD but handled by both the SOADs as they are able and coordinated between them.

New issues /discussion among the Board re: PTOEC paid lodging for sanctioned versus non-sanctioned sporting events, PTOEC cost approval required, # of coaches per team allowed to be subsidized as well as arrangements made with/without PTOEC knowledge or approval. After lengthy discussion, motion made and approved unanimously by Board- For all non-Special Olympic sporting events, transportation (van) will be provided for and paid for by PTOEC. Any needed accommodations for lodging/meals are a responsibility of the group wishing to attend the non-sanctioned/non-required event. PTOEC will not be responsible for coach/athlete/chaperone food and lodging for any non-sanctioned, non-required pre-qualifiers deemed to be needed as pre-preparation for regional or state competition in Special Olympics.

Tom Biondo, with Tara's assistance, will establish a Coaches Guidebook as well as a Parents Guidebook to detail responsibilities of each party and to provide notice of PTOEC's responsibilities for each sport that PTOEC participates in.

Pizza party for Fall State Games- Tara requests an allowance for a PTOEC sponsored pizza party for athletes to be held Saturday night while Volleyball athletes attend their first ever State Competition at the Fall games. Approved unanimously.

### 3. Financial Report: Ron Hindman (absent)

Income and Expense report were sent to Karla and provided for review. Ron did comment that he expects insurance costs to go up ~\$1000 dollars more for the year. Ron also cautioned that, even though for a "not for profit" it is acceptable, if not beneficial, for an organization to have a slight deficit (looks better for grants etc...) we should NOT go over a 10,000 negative balance. He encourages us to curtail additional spending this year to accommodate that. Board members mentioned additional expenses that they weren't sure were accounted for and further discussion re: senior fun nights, travel and lodging to events in Chicago, picnic, land maintenance are tabled until Ron is available. Ron will be available to attend the Variety luncheon and Bonnie Harper is coordinating with the Knights of Columbus for their Christmas party annual invitation.

### 4. Fund Raisers

Tom Biondo- Car wash will be held in the spring, in April. It will be held indoors at the fire station. Details will be forthcoming.

### 5. Tech Talk

Amber Brodak- Facebook is steady, but slow. Picnic pictures will be uploaded.

### 6. Old Business

Second SOAD- The 2nd SOAD position was posted however there was no additional response from our members for consideration of the position other than by Robert Edwards. Robert was unanimously appointed 2nd SOAD. He and his wife Tara will facilitate all the duties of the SOAD, jointly.

Board Members- Also posted was consideration for volunteers to be additional Board Members. With us today is Barb Reiner who expressed interest in being on the board and will also take on the position as Corresponding Secretary (with on-the-job training and assistance/guidance as needed). She was unanimously approved to these positions.

Kathy Costello has also expressed an interest in being a member of the Board. Unanimously approved for this position also. Retiring from the Board this December, Joe Harnar, Jeanne Dillaplain and Tom Biondo.

Senior Fun Night Coordinator- Posted request for a volunteer for this position also went unanswered. After much thought, Nancy Lang has recanted her decision and will continue to coordinate our monthly event. PTOEC is forever grateful and thankful to Nancy for all her hard work

and dedication to our Fun nights and to our members. Ann Lee will continue to coordinate the volunteer scheduling and the dates of Senior Fun Night events are listed on the web site.

Annual Meeting- The annual organizational meeting will be held Friday, Nov 6th at Pathways School beginning at 7pm. It will be held during the Senior Fun Night Dance which begins at 6:30 and costs members \$5 to attend. All members are invited and there is no age restriction to attend the Fun Night Event that night. Think of it as built in "babysitting" while parents attend the meeting. A representative from Challenge, Darlene, will be there to provide information about their program and the new rules regarding SSI. Justin, the new head of Special Olympics Area 12 will also be on hand to discuss sports that we are currently involved in, new requirements and to discuss those sports that we may want to start like floor hockey. Ron will present a "state of the union" type address regarding the status of PTOEC as an organization. An announcement will go out requesting volunteers to help keep our organization going, help with fun nights and other programs as well as fund raisers. Additionally statements will be made re: announcement of new board members and about payment of yearly membership dues, \$40, that are required by Dec 1st of each year. The Board meeting scheduled for Nov 4th, is cancelled in lieu of the annual meeting on the 6th.

Annual Physical Exam Day- The scheduled physical day is November 7th at Douglas School from 9-12pm. It is the perfect time to complete the physical exam required annually to participate in Special Olympic Sports and to pay your annual membership dues. This year Special Olympics requires all physicals to be legible, to be an original copy and to be submitted and processed by SOILL prior to the sporting event the athlete wishes to participate in. This information is all on line now; no exceptions will be permitted by SOILL to allow an athlete to compete if it is not done by their direction/rules/required dates.

## 7. New Business

Visitor, Mike Kraus. Mike is a member of the Board of Directors for the Southern Illinois Ice Hawks, a Metro East Hockey Program for children ages 4 through High School. Presently a new ice rink is being built in O'Fallon (by Moto Mart, corner of rte. 50) and will be available for use in approximately 1 years time. Mike's visit today is to gauge interest from our group regarding starting up a special needs hockey program. Other questions posed by him were: Would there be interest in the special needs community to play ice hockey? What type of program would best serve our members needs and abilities? What times of the year would be better in terms of availability of members so as to not interfere with already established sports and activities? Lastly, can they count on PTOEC support and would PTOEC promote such a program in the Metro East if the Ice Hawks put one together. They have coaches as well as have access to several programs that they feel would step up to help off-set the costs for participation (pays for ice time, very expensive) and for providing equipment needed to play. There would still however be a cost to parents for participating in this program. Discussion points included potential costs involved, skill learning versus gameplay, varied skill, ability and age ranges for our members and the use of the ice for sanctioned Special Olympics sports (speed skating/ figure skating). Mike stated that they have started a floor hockey program at LaVerna Evans Elementary School for elementary aged children and potentially can start one with our group as well. That program would be safer, easier, less cost

(free if gym time provided by facility) and less dangerous for our members. It is a sport recognized by Special Olympics and some of our members have already expressed interest in starting this sport. Floor hockey could be a "start off/ first step" program to gauge interest in hockey in general. Also, there is a successful Special Needs Ice hockey program in Missouri and we can certainly look to them for some guidance. Ice Hockey would start slow and build up just as it is done with able bodied children... learn to skate progressing to learn to play, to basic introduction to the game, equipment etc... making it fun! Mike will put together a survey monkey document that would go out to poll our members regarding hockey, floor hockey and issues that are associated with the possible upstart of a program. Tara Edwards will coordinate with Mike Kraus regarding getting a survey together and will be Mike's point of contact.

Barb Reiner- Christmas/Santa Cottage. Barb (Bonnie Harper initial idea) suggests having a Santa cottage type event at the December Fun night. Suggestions were that we advertise via an email blast/Facebook notice requesting donations of gently used or new items that our members can purchase at a nominal cost for Christmas gifts to give to family members during the holidays. Barb volunteers to coordinate the event at the Senior Sun night. Email/notice will specify types and condition of items looking for for this event. Deadline for items to be donated is Nov 25th. If unable to secure enough items, the event will can be cancelled and items can be used at the annual auction or as a donation to Goodwill.

#### 8. Follow Up Items

Megan Leonard and Amber Brodak- The picnic cost was under the \$800 budget allotted (\$785.48). That amount included the cost of items that will be used at other functions such as the tent and paper towels bringing the cost down to \$525.72. It was a beautiful day and was well attended by approximately 100 people. Enjoyed by all!

Meeting adjourned at 7:30 pm. Next meeting will be held at Whiteside Elementary, December 2nd at 6pm. Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary.

PTOEC Board Meeting  
November 4, 2015  
Whiteside Elementary School Library

The November 2015 Board Meeting was cancelled due to the PTOEC Annual Meeting held in October.

PTOEC Board Meeting  
December 2, 2015  
Whiteside Elementary School Library

**Board Members in attendance:** Karla McKee, Tom Biondo, Marcie Morgan, Barb Reinier, Amber Brodak, Megan Leonard, Joe Harnar, Bonnie Harper, Ron Hindman, Jeff Mitchell, Kathy Costello and Sherri Kraus. SOAD's in attendance: Robert and Tara Edwards

**Board Members absent:** Julie Mongeon and Jeannie Dillaplain

**Meeting was called to order at 6:06**

**Minutes:**

October Minutes were not available for approval. We will vote to approve those at the January meeting. The November Board meeting was cancelled due to the Annual Meeting, therefore there are no minutes to approve.

**Election of new board members:**

Bonnie Harper was elected to the PTOEC board.

Tom Biondo was reelected to a new term on the PTOEC board. Tom was elected with the stipulation that if we would fill the remaining positions on the board and someone else would be interested he would step down.

Joe Harnar and Jeannie Dillaplain will be rotating off the Board. We thank them for all of their work the past three years.

**Election of board officers:**

Board members were nominated and elected to the following positions:

Karla McKee-President

Sherri Kraus-Vice President

Julie Mongeon- Secretary

Ron Hindman- Treasure

Barb Reinier- Corresponding Secretary

**Committees:**

Amber is putting together a list of committees for next meeting. All board members need to sign up to serve on at least one committee. We will also be looking for non-board members to help serve on committees.

**SOAD Report:**

We have 12 bowlers going to State games in December 2 teams and 4 singles.

There are upcoming events in Snowshoeing and Basketball.

We reviewed the Coaches/ SOAD guidelines. The guidelines were approved and we thanked Tom, Tara and Robert for all the work putting them together.

Van mileage was discussed. We are still having difficulty getting everyone who uses the vans to follow the guidelines for 1) logging the mileage 2) refilling the fuel tank. Karla will try to contact the Douglas School secretary to see if we can get control of this matter.

**Facebook:**

We reached 300 likes!!!! We have officially 303 likes.

**Treasure Report:**

Ron gave a recap of the financials through 11/30/2015. We are running with a deficit of \$6,408.97 for 2015. We expected this and planned for it. We do not, however, want to spend any additional money in 2015 unless it is an emergency.

**Payments to Ken:**

Ken Skiles requested payment for the time he was SOAD for the second half of 2015. Normally we only cut checks one time a year- in July when we pay the summer camp workers. The decision was made to cut Ken's check at the beginning of 2016

Meeting was adjourned at 7:50pm

Next meeting will be January 6, 2017 in the Library at Whiteside elementary school.