

PTOEC Board of Directors Meeting Minutes
2016

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PTOEC Board Meeting Minutes

January 6, 2016

Attended: Karla McKee, Ron Hindman, Amber Brodak, Marcia Morgan, Julie Mongeon, Sheri Kraus, Tara and Robert Edwards, Bonnie Harper, Kathy Costello, Jeff Mitchell

1. Proceedings: The meeting was called to order at 6:01 pm by President Karla McKee. Minutes from the October 7th and December 2nd meetings were reviewed and accepted unanimously as written.

2. SOAD Report - Tara and Robert Edwards

Snowshoeing- 11 athletes out of 13 that competed at the Regional competition have qualified to attend Winter Games in Galena February 2nd-4th.

Basketball District competition for all teams will be held in Trenton on January 31st.

Swimming first practice for athletes will begin January 10th at the YMCA across from SWIC.

Gymnastics will begin with a parent meeting informational meeting at World Class Gymnastics on January 10th as well.

Soccer will start January 30th with a parent meeting at Arnold Field.

Tara and Robert report that a problem is arising whereby Class A forms and Medical / Physicals application are being sent by parents directly to Area 12 where they are then being rejected and returned for missing information. These returned forms are causing delays which may prevent an athlete from participating. ALL forms must be sent (mailed medical originals with signatures required) and Class A (e-mailed) to the SOAD where they will be reviewed for completeness BEFORE being sent to Area 12 for processing. Website forms will be amended to indicate that members MUST submit all forms through the SOADs first. Joe Harnar will be contacted to amend the forms.

Financial Report - Ron Hindman

Two detailed reports were submitted by Treasurer Ron Hindman. The first report, (included), was an Income and Expense Report for fiscal year 2015, 1 January through 31 December. It showed an overall organization financial current budget statement was also submitted (included) which, if left as end of the fiscal year. This, per Ron, is an issue as it would be a detriment to the organization to run a substantial debt, 2 years in a row. He proposes to alter the current 2016 budget to allow for a total loss of only \$45,00 by year's end. To achieve that, he proposed several changes.

1. Cut Summer Camp budget from \$28,000 to \$27,000
2. Revert back to the initial budget allocation of \$4,400 for Sports Banquet expenses. It was increased to \$4,600 due to inflationary costs, but to cut back on overall spending, reduce it

down. Gifts to Athletes and Coaches should also cost significantly less as we aren't providing new PTOEC shirts as we did last year.

3. Special Olympics Budget Expenses can also be reduced down from what was initially proposed as no large uniforms purchases should be needed that year. Plan for, after discussion and review of costs (meals, lodging, uniforms, facilities etc.....,) to \$19,000
4. Lastly put a provision in place that stipulates that by June 1st, the organization takes in \$1000 revenue (anticipated book sale) or, failing that, we adjust/ reduce our budget by an additional \$1000 dollars.
5. Ron also recommends that specific Board members responsible for different areas or organization functioning be tasked as budget overseers, responsible for keeping costs in check and "on target" with the budget in place. For example, SOADS could oversee transportation, lodging, venue costs and meals for Special Olympics expenses and ensure spending isn't off budget projection. Uniform Committee chairman for example, could keep tabs on uniforms expenditures and inform the Board/Treasurer when costs are approaching set established amounts. Basically, put in place some checks/balances to keep tabs on expenditures so we stay within budgetary constraints.

After report presentation and Board members discussion a summary proposal by Ron was made that we approve the amended 2016 budget which presently shows a projected deficit of -\$5,000 with the stipulation that by June 1st, we must have a additional revenue of \$1000 (reducing overall debt to - \$4000) or failing to obtain the additional income, have a special budget session meeting to determine additional means of reducing the overall debt by an additional \$1000. Ron's proposal also includes a provision that specific Board Members, committee chairs or SOADS be tasked as budget. Proposal seconded and unanimously voted as approved by members present. SOADS Robert and Tara Edwards volunteer to act as Special Olympic Budget oversight managers.

8. Follow Up Items

Ron Hindman - Recognition - Was a thank you note and gift card (suggest Panera Bread) sent to Drs. Pardo for their assistance in the yearly Physicals Clinic? An inquiry will be made to Correspondence Secretary Barb Reinier (by Karla) and amended as needed.

Amber Brodak- Volunteering. An e-mail and Facebook blast was sent out to members requesting volunteers to help with uniforms, fund raising, membership and inventory committees. Additionally, Board Members wanting to sign up (and encouraged to do so) for these committees can contact Amber as well. Plan is to reorganized and realigned the committees thereby strengthening their function within the organization.

Amber Brodak - Newsletter. Megan Leonard has worked hard to put together a newsletter that she is hoping to disseminate via email on a bimonthly basis. The newsletter will have articles, announcements, practice information, pictures of the athletes and such. It is still in the planning/ implementing stages and will be forthcoming.

Karla McKee- Sports Banquet. The Committee is trying to establish a date and a facility that would work for the organization. Preliminary date is March 5th which is a typically early for this event. Anticipate 300 attendees. Discussion of event and possible costs ensued.

Meeting was adjourned at 6:35 pm

Next meeting will be February 3rd, 2016 at Whiteside Elementary School in the school library.

PTOEC Board Meeting Minutes

February 3, 2016

Attended: Karla McKee, Tom Biondo, Ron Hindman, Amber Brodak, Megan Leonard, Julie Mongeon, Sheri Kraus, Jeff Mitchell

1. Proceedings: The meeting was called to order by President Karla McKee at 6:03 pm. Minutes from the January Board Meeting were reviewed and accepted as written.

2. SOAD Report: Sherri Kraus

Basketball The senior team placed third at the regional competition which was very challenging. The high school team placed second. The women's team played well, winning their exhibition games, and were already pre-qualified to advance to the state games. The three athletes that competed in the skills competition received 2 gold medals and 1 silver for their efforts. The state basketball competition will be held in Bloomington March 11-13th.

The winter games are being held presently in Galena. Tuesdays preliminaries, including the Opening Ceremonies, were cancelled due to the weather and we are awaiting word of today's competition results for snowshoeing.

Soccer begins Feb 13th at Arnold Field.

McKendree Special Olympics Day is Saturday February 13th. Admission is free to athletes and their families. Game times are at 1pm and 3pm with a special half time exhibition game by our own PTOEC Lady Sharks. Please inform SOADs Tara and Robert Edwards if you are no longer able to attend as previously committed.

3. Financial Report: Ron Hindman

Regarding the budget; Last year there was a \$1000 allocated to uniforms that was incorporated into the total Sports Banquet cost as new PTOEC shirts were the gifts provided at the Banquet. Presently we need to clarify costs re: Banquet budget last year/this year and uniform allowances needed for 2016 year. Once clarified, plan will be to discuss tonight the possibility of allocating monies from uniforms to assist in the 2016 Sports Banquet costs. (see below for resolution of this item.)

Income/ expense report, YTD: Thus far \$3,750 has been taken in from raffle income, donors, Knights of Columbus, membership and senior fun night receipts. Upon further review of income, and revenues, an additional \$1000 income was noted in last years accounting due to monies retrieved from the PayPal account. Kof C Tootsie roll drive netted a \$1,310 contribution from the Knights of Columbus. Bonnie Harper is our current liaison with Kof C and was slated to attend their annual event in December Ron/Karla will check with her re: any further donation anticipated from that group for income to PTOEC this year. YTD Expenses are for bank charges, PayPal, insurance, fun nights and Special Olympics expenses. The most notable item for Special Olympics expenses is the venue costs for swimming (YMCA pool use) at almost \$1000 dollars. Net worth for the organization is \$65,000; \$50,000 in checking and \$15,000 currently held in the CD. There are few additional monies in PayPal that will be swept out of the account quarterly and added into the finance accounting.

Arnold Field - Expenses costs for maintaining the facility are going up due to an increase need/frequency for lawn work/ mowing more than what we originally allocated for an unknown cost for electricity that wasn't budgeted for. The costs for electricity is anticipated to be around \$720 a year. Ron and Scott Lanxon will continue to monitor field need/use versus cost to maintain. At the end of the allotted contract time the Board will discuss and decide whether to continue with this venture for the good of the organization.

4. Tech Talk Amber Brodak.

The profile picture and landscape picture were changed on Facebook with a most positive response.

Karla reports that there have been some "glitches" in regard to getting information out to Barb Reiner to correspondence secretary and then subsequently, to our members. For now if you send information to Barb to go out in an email blast, please copy to Karla first. Her email address will be verified also.

Pictures and information can be sent to Megan Leonard, Joe Harnar, Amber Brodak for posting to the Newsletter, PTOEC website and Facebook. Megan Leonard is also looking for "quotes from our members" for the newsletter

5. New Business

Marcia Morgan (via email) Golf- Scott has informed her that a putting green and a sand trap can be placed at Arnold Field for athlete use/practice, if desired. Marcie has several concerns with this. One issue would be regarding the personal property/safety for the homes and cars near and around the field. PTOEC would need to purchase netting or some such barrier device to contain the golf balls within the present chain link fence. Another concern would be for the safety of the athletes themselves, staying

out of the line of fire and lastly, there would be the additional cost of the organization for purchasing of golf balls for practice use. One other concern would be regarding the actual mechanical dilemma of just retrieving the balls from the field. This is also provides a significant mowing hazard. She notes that if we choose to NOT go with these addition to Arnold Field because of cost and safety concerns, she will contact her present providers, Dan or Scott at Yorktown and make arrangement to continue to use their facilities for these golf functions.

Tom Biondo- Coaches written guidelines have been finalized after input from the Board and are ready to post (post proof reading corrections.) Also devised are a separate Parent/Guardian/Caregiver guideline to inform them of responsibilities regarding participation in PTOEC Special Olympic activities. Some items listed and discussed by the Board were transportation in vans, communicating current contact information, dues and physicals, uniforms use and return, lodging arrangements and contact chain of command - coach, SOAD, Board Members, for any problems. These will documents will be posted on the website under "documents" for members perusal.

Special Olympics Polar Plunge will be held at Carlyle Lake February 22nd at noon. Team PTOEC has 11 members this year and we are looking for donations and welcome more participants. Group outfit this year will be our PTOEC member shirt and snow caps.

8. Follow Up Items

Karla McKee/Amber Brodak: The Sports Banquet is on for March 5th at Bel Aire Bowl. Flyers went out to all members via U.S. mail Tuesday and should be arriving shortly. The theme this year is Spring Fling. Lemonade has been added as a beverage free of charge for the event. Michelle Im, Karla, Amber and Kathy Harnar are working together on the auction portion of the event. An email asking for donations will be going out and items donated are requested to be submitted no later than Feb. 26th so that they can be catalogued and baskets put together etc. Budget this far shows the meal/room cost to be \$3,800 \$150 for the photo booth and \$150 for the DJ. Discussion re: cutting DJ cost down by trying a different provider, offering \$100 instead. Jeff Mitchell to follow up with the group. Decorations and gifts still to be allocated for in this year's budget. Ron noted that last year's budget cost was \$4,397 with an additional \$1000 for the gifts of uniforms to the members. That's why \$4,400 was allocated for this year's Banquet budget. After discussion to provide for additional monies for decorations and gifts and any miscellaneous expense, it was proposed to reduce uniforms budget by \$1,500 and to increase the 2016 Sports Banquet budget by \$1500. The 2016 total Banquet budget would now be at \$5,900. Unanimous approval by Board members present.

Meeting adjourned at 6:59 pm. Next meeting to be held at Whiteside Elementary School March 2, 2016 at 6pm. Meeting minutes, pending Board approval, are submitted by Julie A. Mongeon, Recording Secretary.

PTOEC Board Meeting Minutes

March 2, 2016

A record of the March, 2016 board meeting minutes cannot be located.

PTOEC Board Meeting Minutes

April 6, 2016

Attended: Tom Biondo, Ron Hindman, Marcia Morgan, Julie Mongeon, Sheri Kraus, Tara and Robert Edwards, Kathy Costello, Jeff Mitchell

1. Proceedings

Meeting was call to order at 6:01 pm by Julie Mongeon (President Karla McKee absent due to family illness). Ron Hindman states that, for the record, the monthly Board meeting was held March 2, 2016 and that sufficient members were present to establish a quorum. Minutes and/or summary of the meeting is pending.

2. SOAD Report Tara and Robert Edwards

Basketball completed its season with the Women's team securing a bronze medal at the state game held in Bloomington on March 13th.

Soccer will be competing in a team qualifier on the 23rd of April.

Aquatics completed their regional meet on April 2nd with 14 out of 22 athletes qualifying to attend the state games in June.

Gymnastics will have its District meet at World Class Gymnastics on April 25th. Coach Jennifer was able to resell 3 blue and what leotards to recoup some money for PTOEC.

Spring games, track and field competition, will be held April 30th. Once again PTOEC will have the honor of lighting the torch at Opening Ceremonies as our Polar Plunge team (excluding O'Fallon police) raised the most money (\$6,400 plus) for Special Olympics Illinois at the Carlyle Lake Plunge held February 27th. This year team PTOEC also received a specially designed Polar Plunge trophy as well. As this year's top fund raiser for team PTOEC, Colleen Costello has been selected to carry the torch and light the Olympic cauldron. Congrats Colleen! PTOEC is proud of you and SOILL and its athletes thank you team PTOEC for giving back to the Special Olympic organization. Next year SOILL is planning to award, as an incentive for fund raising, 30% of fund raised back to the top organization in the form of equipment or uniforms and such.

Golf is slated to start Monday June 2nd at the Practice Tee from 5-7pm. Practices will also be at Yorktown to utilize the putting surfaces so monitoring the practice schedule is essential.

Bowling will start Monday June 20th from 6-8pm at St. Clair Bowl. SOADs Tara and Robert Edwards will be the acting directors for this year's bowling. There will not be designated "Coach" this year as per SOILL directives we do not have enough volunteer coaches to meet the required coach/athlete ratio. Additionally, we do not generally "coach" our bowlers in the true

administrative requirements of the sport i.e. allocating a venue ensuring physicals and paperwork are correct, up to date and submitted by established deadlines for participation in competition. The plan is for the SOADs to manage all the administrative aspects and to reach out to high schoolers looking for NJHS and community service hours to assist with the weekly practice set up, assigning athletes to practice lanes, getting balls and shoes etc... for the athletes participating.

3. Financial Report- Ron Hindman

Income for the month was \$2,900. Expenses at \$1,200. Net worth is at \$79,000. The Sports Banquet took in approximately \$3,900 with an expense cost of \$4,500.

A proposal was put forth by Ron that we permit Tom Biondo (fund raising and uniforms) to purchase additional clothing for selling as it is a very profitable venture for PTOEC with minimal expenditure. He proposed to raise the spending budget to \$600. Unanimously approved by present board members. It was also suggested to use other opportunities to sell items such as at Fun Nights, competitions and practices to try and maximize our selling and therefore, our profit.

A new concern for this year's finances is regarding Summer Camp funding. Variety Children's Club request for grant applications has not come through as it was expected to in January of this year. At this time, since no application for funding was requested nor filed by PTOEC, there is no guarantee that we will receive the money (\$6,600) that we anticipated to receive to supplement costs for Summer Camp 2016. The Variety Club organization appears to be reconsidering to whom they will allocate their funds and at this point, it appears that PTOEC is not under consideration. PTOEC is awaiting the final ruling from Variety Club. Ron's analysis of camp cost/budget/available organizational funds show that we can still offer camp this year at our present budget allowance and tuition cost. It should be noted however that our PTOEC operating budget will be significantly decreased by year's end. He further stated that if we stayed on budget we should have enough money in our operating account to almost completely provide for our expenses next year. Discussion/concerns from Board Members included that, at present, PTOEC has no large organizational fund raiser in place for the upcoming year. Fund raisers planned such as the book sale, car wash, clothing sale and other small ventures do not generate significant revenue to off-set the loss of the Variety Club's monetary contribution. Increase in tuition cost was suggested as a possible way to alleviate cost as well as a thought to examine varying tuition rates based on financial ability to pay. Further discussions suggested that perhaps tuition costs for NON-PTOEC attendees be higher than actual PTOEC member cost for attending camp. Confusion/discussion among older and newer PTOEC members ensued as to previously established camp rules, attendance and what is current practice. Further consideration of how to resolve the issue re: providing for the missing Variety Club funding are tabled until Sheri Kraus can examine and present at the next Board

Meeting, Summer Camp membership rules and camp guidelines. Jeff Price, Summer Camp director, will also be invited to the next Board Meeting as well to speak as to current attendance practice and his thoughts/suggestions as to funding for the camp.

4. New Business

Handout, Marcia Morgan: Parent and Athlete informational handout to be revised, retyped and reconsidered at the next board meeting.

Request to go out for members to replace current Board Members rotating off in December... Karla McKee, Marcia Morgan, Amber Brodak, Julie Mongeon, Tom Biondo. Posts to website and email are needed 4x4" Vinyl PTOEC Stickers Tom Biondo: Small stickers to be made available to sell to members for a nominal cost and large profit. Available in PTOEC colors of grey with safety yellow letters, 2500 ordered. Proposed, seconded and approved as a purchase unanimously.

Meeting adjourned at 7:13 pm. Next scheduled Board meeting to be held on May 4th at Whiteside Elementary school library at 6pm.

PTOEC Board Meeting

May 4, 2016

Attended: Karla McKee, Tom Biondo, Ron Hindman, Marcia Morgan, Julie Mongeon, Sheri Kraus, Bonnie Harper, Barbara Reinier, Kathy Costello, Tara and Robert Edwards.

1. Proceedings:

Meeting called to order at 6:00 pm by President Karla McKee. Minutes from April Board meeting unanimously approved with correction of golf date start day to June 6th (from June 2nd).

SOAD Report: Tara Edwards

Soccer All 3 teams advancing to state games with 2 silver medals and 1 gold.

Spring games Regional spring games were cancelled due to weather. A random draw was conducted and out of the 20 PTOEC athletes that were registered 13 were selected to participate in track and field at state games in June.

Gymnastics Regional gymnastics competition was also held at World Class gymnastics. 18 athletes competed 16 qualified and 11 or 12 PTOEC members plan on attending the state games.

Swimming Regional competition was held as well. 14 athletes qualified to attend state games, 12 of which will also be attending state games.

Summer Games State Competition To attend state competition, 2 additional vans will be required at a cost of \$344.44 per van for 3 days each. If the vans are returned early (by Saturday evening), the cost would be \$229.00 for a 2 day rental. Vans were reserved for 3 days for 75 athletes to avoid overcharges that would be assessed if we rented for two days only. It was stressed that transportation should be used for need versus socialization (parents following, attending games also). Most of the athletes are staying in dorms available to them vs. with parents and to attend the events in a timely manner, van transportation is needed. The Special Olympics organization encourages athletes to stay in dorms, independently, as well. Chaperone coverage for athletes is sufficiently covered and arrangements are in place. The annual pizza party may be at a higher cost this year due to the greater participation of athletes and athletes staying in the dorms. Previous cost runs around \$100-120 dollars and final count of participants is not available until Saturday night.

Softball started May 1st 2016 and the number of participants is lower this year than in the past. Practices will be held at Arnold Field for 1 hour each on both Sunday (3pm) and Wednesday (6pm). Notices to go out to encourage more participation via Facebook and email.

Athlete P.H. is an Area 12 athlete that lives in group home in the Belleville area. In the past she was a member of the Grasshopper team but due to issues with inappropriate behavior (physical and sexual) towards other athletes and similar issues, including excessive overt attention to her coach that necessitated a restraining order, she was removed from participation with their team. Subsequently, she has been participating as her own team//individual in Special Olympics event and as such per Area 12 director Justin Dunning, she has not had any issues. She would like to participate in team events and he requests that PTOEC reconsider permitting her participation in our organization. Prior to her participation in individual events with Special Olympics, firm guidelines were established by Area 12. And it is suggested that similar rules of participation and behavior be put in place by PTOEC if her participation is permitted. Discussion ensued among members and her participation in PTOEC is temporarily approved with specific conditions for a trial probationary period of 6 months. Conditions of her participation in PTOEC include self-transportation to all practices and the presence of a designated chaperone for any event/practice/competition. The chaperone is to be provided for by the athlete and must be physically proximate to her at all times for the entire event. Proposal by Ron Hindman and seconded by Marcie Morgan. Notification in writing to be provided to Special Olympics Justin Dunning and to athlete P.H. granting her approval to participate in PTOEC and detailing the stipulations/conditions of her participation in our organization. Failure to comply with the conditions outlined or behaviors not consistent with PTOEC code of conduct will be considered grounds for dismissal from the organization.

3. Financial Report: Ron Hindman

Budget vs actual for 2016. Projected income for the year was \$60,000 and thus far we show an income of \$29,000 plus an additional \$600 just received which takes us to \$30,000. This is half our projected income for the year already established by May. Variety Club contributions are still a "red hole" with no contributions as yet received. They have been contacted by both Ron and Alyce and as yet haven't replied re: grant money to be issued. If they will no longer providing a contribution, that will be a \$70,000 deficit in our income allotment that will have to be made up. Car wash and book sale are two avenues planned for the summer.

Projected budgetary expenses were \$65,000. \$16,000 was spent thus far and we are at our almost halfway point in this year. Summer camp expenses/budget of \$27,000 are still pending as planned June expenses leaving us with - \$13,000 available for the remainder of the fiscal year. Ron stated that even if we don't get the Variety club contribution, we remain in solid shape for this year. November 2016 is when consideration for next year's budget and how to contend with losing Variety Club contribution will come into play.

Summer Camp Jeff Price was invited to attend but was unable to make the meeting to discuss camp and ways to combat the loss of Variety Club's contribution. He contributed to the discussion via phone consultation, afterward. Discussion ensued initially amongst the board

members re: costs, participants, scholarships, camper age limits. It was determined that the budget must be held strictly at \$27,000. Camper participation rates were increased last year by \$40 and will be held at the same rate for this year. Next year we can consider other rates. We had 54 participants last year, only 26 of whom were PTOEC members which, per Alyce Lanxon, Variety grant coordinator is consistent for the last several years. Variety club was interested in participant numbers so no PTOEC participants were also able to attend. Jeff Price contends that there was never any historical data indicating that camp participants had to be PTOEC members. In the past scholarships were provided on a case by case, via director's discretion and may have allotted to those participants that were NOT PTOEC members as monies for camp were provided by Variety Club, PTOEC and camp fees and weren't stipulated for just PTOEC members but were available for all camp participants as needed. This year, since monies will be provided ONLY from PTOEC contributions, scholarships will again be determined on a case per case basis, and (proposal) approved by Camp director and Board Officers (President, VP, and Treasurer). Scholarships will for this year, be available again to all camp participants as needed on a case/case basis. Typically at most, 5 scholarships are granted. Non PTOEC camp participants (proposal) must pay an additional cost of \$40 in camp tuition or may opt to formally join PTOEC (membership cost \$40) in thus leveling the cost for all who attend camp equally. Proposal by Ron Hindman, 2nd by Marcia Morgan, unanimously approved by Board. Further discussion with Jeff Price, suggests to limit camp participation to 60 participants maximum with a possibility of a waitlist as needed this year. Greater than that participants will require additional buses, additional staff/counselors and ultimately involve a greater cost. Participants are usually known by staff/Jeff and new participants and their needs either physical or with their independence level would be unknown thus making exact staffing/transportation needs unknown. Regarding membership in PTOEC vs Non-members, Jeff stated he doesn't have access to current PTOEC membership listing so that when applications come in, he doesn't know if they are members or not. Ron stated that Jeff will be provided online access to the PTOEC roster of active membership. By Tom Biondo. Illinois Central is the bus company that we used and will continue to provide service for the summer camp. They have worked well with our summer camp in the past and are cost effective. Possibility of Area 12 also advertising for summer camp participants.

4. Fund Raisers: Tom Biondo

Car Wash The car wash is planned for after July 4th and is to be arranged between Tom Biondo and Scott Lanxon as the Fire Dept. has graciously allowed us to hold the event at a local fire station.

Window stickers 4"x4" stickers awaiting final art and to be ordered. Tom to check pricing and availability of window clings as well.

Book sale We are still in need of a venue for the book sale. We will need a lot of room and must be able to set up and leave for 3 days Friday, Saturday, and Sunday. Notice to go out and Tom will continue to seek a place. Belle Valley is a consideration. Time to consider, weekends in June, July, and August not in conjunction with state games.

5. Old Business:

Tom Biondo Coach and Parent information guidelines/documents have been updated and need to be and will be, e-mailed out to parents by Tom.

6. New Business:

Marcie Morgan Proposed letter for Board members review to be sent to members and parents of members regarding code of conduct and consideration regarding comments/ discussion made in regard to Special Olympics sports, venue election, volunteer participation and volunteer coaches. Positive support is requested. After final revisions, it will be attached to the Coach and Parents documents and sent to members.

Meeting adjourned at 7:18 pm. Next scheduled meeting to be at Whiteside Elementary school library at 6pm. Date to be determined and notice to be sent out when meetings resume in the fall.

PTOEC Board Meeting
September 7, 2016

A record of the September, 2016 board meeting minutes cannot be located.

PTOEC Board Meeting
October 5, 2016

A record of the October, 2016 board meeting minutes cannot be located.

PTOEC Board Meeting
November 2, 2016

No PTOEC board meeting was held in November 2016. An insufficient number of members were available to constitute a quorum.

PTOEC Board Meeting

December 7, 2016

The meeting was called to order at 6:01 pm by President Carla McKee. In attendance were board members Tom Biondo, Amber Brodak, Barb Reinier, Marcy Morgan, Ron Hindman, Sherri Kraus, Julie Mongeon, and Kathy Costello. Also in attendance were prospective board members Joe Harnar and Ken Skiles. Jeff Price also attended to lend his expertise to discussions of Day Camp proposals.

Reports

Minutes

Minutes were not available – no November meeting.

Financial

- Ron informed the board that the budget is in good shape. PTOEC has \$80k in assets, which is one year's operating budget.
- Ron also reported \$10k donation from Marcy Morgan for use for Day Camp. "Directed donations" were discussed, with Ron reminding the board members that while the budget is not arranged to give each sport its own account, donations with specific designations can be honored.
- For more information, see this month's financial report.

Membership

During other discussions, the possibility of designing a flyer stating the "responsibilities" and benefits of membership in PTOEC might be helpful to have in various recruiting situations. Also mentioned was the possibility of designing a new letterhead that includes the full name of the organization.

Issues concerning two athlete incidents were discussed. In addition, the board expressed concern that Tara is getting too many calls about athletic events from parents. Strategies to ensure that families will call the coaches as their first line of information were discussed.

Special Olympics Sports

- Gymnastics – Practices will start in January.
- Basketball - Basketball numbers are down. This could be due to snowshoeing. It seems each team (there are 3) has just over enough people to participate, McKendree shoot out is this Sunday at the college. Girls will not be participating.
- Swimming – Practices will start in January.
- Bowling - 11 athletes attended Peoria last weekend. We had 1 team, 2 doubles, and 3 singles. These numbers are up from the previous few years. If anyone knows of any bowling

coaches that would be interested in actually coaching the athletes, we would need approximately 5 people; more would be better. If knowledgeable people do not step up, my advice is to keep bowling coaching at administrative only due to the amount of paperwork.

- Snowshoeing - District snowshoeing tournament is this Sunday in Mt. Vernon.

Tara also posted the following budget requests:

- Gymnastics - \$500
- Swimming - \$700 (facility rental - cannot recall what this is since this bill bypasses me, but this seems to be approximate)
- Track/Field - \$0
- Bocce Ball - \$100
- Soccer - \$0
- Golf - \$0 providing we continue to get the facility for free
- Bowling - \$5000 facility use
- Volleyball - \$500 includes approx. facility fee of \$400 - we will need new balls for 2017
- Flag Football - \$0
- Basketball - \$100
- Snowshoeing - \$500 - need 4 new pairs of snowshoes for 2017 season
- Softball - \$0

Announcement from Tara: "PTOEC has now been approved as a Community Partner with Blue Cross Blue Shield of Illinois. What this means is that as long as I am an employee of BCBS and continues to volunteer with PTOEC, they will donate \$20 for every volunteer hour logged annually with a maximum donation of \$2000. And the great news is...even though this year is almost over, I can go back to the beginning of this year to count volunteer hours. So this means PTOEC will get a donation for 2016!!!!"

Fundraising

Sheri brought up the possibility of a Glo Bingo fundraiser, made available to organizations through Tribout's. It requires \$1500 to be paid up front, with a \$250 nonrefundable deposit

Sheri and Kathy Harnar volunteered to co-chair; Sheri will continue to research the event and report at the next meeting

Day Camp

A considerable amount of time was devoted to discussing funding of the PTOEC Day Camp now that Variety will no longer be funding the venture. Tom presented a plan to fund camp. Jeff Price explained the importance of the camp and explained the details concerning operation and needs of the camp. Other proposals and suggestions were added as the conversation progressed. The following points were made:

- Jeff summarized his presentation about summer camp as it was presented to members at the last PTOEC membership meeting.

- Most staff have been with camp for 10 or more years. They are professionals who are experienced in providing good programs for those who have intellectual disabilities. Counselors are excited to come back each year.
- Summer camp is an important and positive program for kids aged 7 to 21. Parents and staff have noticed increasing independence, more skill in social interactions, as well as building skills in other ways. No one is turned away from attending camp. Scholarships are given to those in need.
- There was some discussion of an additional camp session for campers who are older than 21.
- Last year's budget cutting strategies were successful and camp came in close to budget. (\$26,250 was spent on camp last year) About 50 campers attended.
- Camp fee is \$440 per camper; \$400 for PTOEC members
- Ron clarified the difference in camp fees for PTOEC members and non-members: We want the campers to become PTOEC members, so the extra \$40 covers the membership fee. If the difference in fees was not there, PTOEC members would actually end up paying more than non-members. It's not meant to discourage non-members from attending camp, but rather to increase our membership. (Scholarships are available for membership fees.) Campers don't have to be active and participating members.
- Any directed donations for summer camp go to PTOEC to be included in the next year's summer camp budget.
- It was relayed that Scott Lanxon said one of the Belleville Firehouses can help sponsor a carwash fundraiser during the camp session if necessary to raise funds; campers and other PTOEC members could help wash cars.
- Ron assured the board that there is sufficient money to cover any shortfall that might be incurred by the operation of camp.

The following motions were made:

- Ron moved and Marcy seconded that a maximum of five scholarships be offered to campers in need of assistance; motion carried.
- Ron moved and Barb seconded that the director be given a \$200 pay increase, the assistant director a \$100 pay increase, and all other staff a 50 cents per hour pay increase. Motion carried.
- Barb moved and Kathy seconded that the total budget be set at \$27,250, with the stipulation that Jeff can ask for additional funding if the need arises.
- Kathy made the motion to direct Jeff to bring in up to three former campers to pilot a counselor-in-training program, including one former camper who has been out of the camp setting for a while. These trainees will not have direct supervision of campers but would complete specific tasks under the direction of a counselor. They will pay the full cost that campers pay to attend camp. Ron seconded the motion; motion carried.

Ron moved and Amber seconded that the proposal (entire amended proposal follows minutes in this document) be adopted as amended; motion carried.

Banquet

It was reported that the annual banquet will be moved to early September. This allows all the athletes from one complete competition year - starting in September and going through summer games - to attend the banquet.

A picnic is tentatively planned for the spring; Amber Brodak has volunteered to organize the event.

Vans

The license plate sticker for the 2000 van is missing. The SOADS don't think the sticker needs to be replaced, since the new sticker is due by January.

New Business

New members to the PTOEC board were nominated, including Joe Harnar, Ken Skiles, Nancy Lang, and Haline Stewart. Ron moved and Marcy seconded that the nominations be accepted; motion passed. Kathy Costello, Ron Hindman, Sherri Kraus, Barb Reinier, Jeff Mitchell, and Bonnie Harper will remain on the board.

Amber nominated Joe Harnar as board president. Sherri seconded. Motion carried.

Sherri nominated Kathy Costello as recording secretary and Ron Hindman as treasurer. Amber seconded the motion; motion carried.

Barb informed the group she will be unable to fulfill her duties in January as she will be recovering from back surgery; therefore, the office of corresponding secretary is to be left vacant.

Sheri and Joe will find a new meeting place and let the rest of the board know before the February meeting.

Amber will still manage the PTOEC Facebook page. Tom agreed to continue to manage the inventory.

The board members expressed their thanks to the retiring board members. Tom Biondo, Amber Brodak, Carla McKee, Julie Mongeon, Marcy Morgan, and Megan Leonard were acknowledged for their years of service.

The meeting adjourned at 7:53 pm.

Respectfully submitted,

Kathy Costello