**Minutes - January 23, 2019**

**ME SILC Monthly Meeting**

**In attendance** – Cheryl Peabody, Darcy Gentle, Stephanie Desrochers, Diane Frigon, Jessica Russell, Sam Fenderson, Tracy Smith (Public). **Absent** – Trish Thorsen, Tom Newman, Karen Mason, Lincoln Hunt

**Financial Update –**

Stephanie put together a document regarding procedures for when the Executive Director takes on the responsibility of Treasurer. This item will be sent out by e-mail for voting purposes. Quarterly taxes are due at the end of the month. There have been a couple of instances where the taxes were submitted late for one reason or another. Pat, the bookkeeper, paid the $36 late fee as he felt it was his error. The deadline to submit the IRS 990 is in May. Stephanie is working on getting direct deposit for payments and for payments, which will create less mail. Payment for Pat, the bookkeeper is submitted monthly and a check is cut for his payment. During times of tax reporting, Pat’s fee is higher for his time spent doing these tasks. Other SILC expenses are low right now, due to low membership.

**Voting Members, New and Renewal of Membership –**

There was a great deal of discussion regarding voting members. Cheryl, Darcy, Trish, Stephanie, and Lincoln are current voting members. Diane, Sam, and Karen are not allowed to vote because their affiliation with the State. Applications have to be approved by the Governor before voting privileges are instated for Tom, Jessica Russell, and Tracy Smith. Jessica Cyr is another individual that plans on applying but has not attended an official meeting and cannot apply until she does. Beth will send the new application forms that have Governor Mills information on it and ask that once completed, the applications be sent back to Beth and she will submit to the Governor. Ongoing – we ask that anyone identified as being a potential member contact Beth. Additionally, Beth will reach out to Avery Olmstead, Branden Densmore and Nancy Cronin to see if they would like to resubmit an application now that there is a new Governor.

**Website Update –**

Beth has been working with John Brandt. A new website design has been selected and implemented. There was discussion on what information should be posted. Items such as the SILC history, Bylaws, SPIL, Members, Public notice of meetings are all in agreement. We discussed that items need to be placed where they make the most sense such as Bylaws with history vs. Legal Resources. Beth will research and create a list of possible Resources to list and the group will help decide what gets posted. We also discussed the Members section. The consensus is that it would be nice to have an area that we can posted and edit documents that all members can see. Not clear if that will be on the website, Office 365, or Google Docs. Beth will be keeping the website up to date with limited support from John. Beth will work with Cheryl on the website so that Beth is not the only one with the knowledge of the website.

**Program Progress Report (Formally 704 Report) Update –**

Cheryl updated the group about the Program Progress Report is in the final stages before official approval. Thank you to Diane, Sam, and Beth for working on this with Cheryl.

**Vote on Bylaw Changes and Meeting Minutes**

Again, an e-mail will go out asking for those who are allowed to vote for or against the changes in the Bylaws and if there are any additions or changes to the Minutes.

**Monthly Activity Table** –

We discussed the benefits of having the Monthly Activity Table sent to Beth monthly, so she can keep an ongoing tally, eliminating back tracking at the end of the year. This will be posted so that all members can see it to help see where we have been and where we are going. This will be a standing attachment sent out each month.

**General Updates –**

**Beth –** Talked about presenting to the new Legislators about ME SILC. A brochure was created to hand out, along with business cards and talking points. The business cards were two-fold in hopes they will be passed along to potential new members. She will send the brochure and talking points along to everyone. Discussion around marketing materials where pens were decided to have the most bang for the buck and wouldn’t go out of style. Beth will research pricing and share during next month’s meeting.

**Group Discussion** – The brochure being available in Screen Reader format. Beth will work on this and give an update at the next meeting.

The letterhead has been updated to include the Mission Statement in black lettering, keeping the blue logo and the link at the bottom. This is both Screen Reader friendly and the link at the bottom if sent electronically will bring you to the website.

Members felt it would be helpful to have an update from Beth at least once between scheduled monthly meetings. This could be what she has been working on, NCIL updates, training opportunities, etc. Cheryl will forward an example of what was done previously.

Other opportunities to speak with groups and/or organizations to keep SILC in the forefront. Beth will work on identifying places to outreach to and bring to next month’s meeting to add or subtract from the list.

There continues to be confusion around what was discussed at the Annual meeting in terms of what topic matters the group will focus on as we currently don’t have enough members to have committees. The biggest focus is to build membership. Youth Transition, Housing, Transportation, Economic Self-Sufficiency, Emergency Planning and Preparedness, Community Based Living are other areas. The group decided that February’s meeting we will work on Transportation, learning more about UBER and LYFT.

In Augusta, the room for meetings has been scheduled through 2019. In South Portland, we had only scheduled through April while we tested the use of Zoom. Since Zoom is working well, we will schedule meetings for the remainder of the year. Sam is helping Beth schedule meetings at DVR in Portland for May through the rest of the year. Once this is set, Beth will send out Zoom meeting notices as a recurring event eliminating multiple meeting notices.

Sam gave a summary of the Request for Proposal 2018-10200, sponsored by DVR and DVBI. Sam explained that the plan is to break the State into 5 regions. By doing this, there will be more consistency throughout the State of employment services, job coaches, and more success in placing individuals in jobs that they want rather than “any” job. The deadline for submission is in February.

Meeting Adjourned at 11:43