**November 28, 2018**

**ME SILC Monthly Meeting**

**Present** – Cheryl, Diane, Trish, Sam, Beth, Jessica, Darcy

**Absent** – Tom, Stephanie, Karen, Allison, Lincoln

Throughout the meeting audio issues were experienced -

* **Acceptance of Minutes from 9/26 and 10/24.** There were no changes to the minutes, but not enough members present to vote for acceptance.
* **Financial Update** – Stephanie was absent but did send the following update.

Here’s a brief update: I don’t have a printed financial report officially prepared because I haven’t heard if the contract was encumbered. Before I reach out to Eric, has he notified either of you? Once the contract is encumbered, we can send have Pat prepare an invoice to the state for our October and November expenses. I also plan to inquire about the status of our End of Year invoice, which I submitted 11/2/18. I also want to submit paperwork for our state reimbursements to be done by electronic deposit versus paper check. Additionally, I am working on the IRS letters. I got documentation from our last bookkeeper that the letter Cheryl found was paid properly. She also confirmed that our last annual 990 was not filed. She typically filed our 990 by postcard, but didn’t the last year as our bookkeeper and I’m not sure why. I will be asking Pat for help to do this year’s 990 and last year’s. I imagine there will be a penalty for the late 990 filing, the latest quarterly taxes that we submitted late, and a penalty for at least one quarterly filing that didn’t happen when we had no paid staff (apparently we are supposed to file even if we don’t have employees). I don’t expect the penalty/fees to be of significant concern, and Pat indicated there are options to request a waiver.

* **Website Update** – John great resource for website, Scheduled training for Cheryl and Beth with John. Made purchase with Maine Hosting to keep the website current $60 annual to keep website secure. Hoping to launch website on 12/17.
* **Letterhead Acceptance** – Everyone received the letterhead. Feedback about the letterhead: Need to check for screen reader accessible, Any contact info. Website information on the bottom – maybe make the website a hyperlink, right to website. Change mission statement wording to be black lettering.
* **Forms Needed for 704 Report** – Cheryl requested response to the forms that we emailed to be completed as soon as possible to get the information submitted. In addition, a list of council’s members are on for fiscal year 2018. Need ASAP!!! Send the Cross Council and organizations information to Beth, she will provide a summary to Cheryl. The training and assessment needs question – is it what has been done or what we want to do. Answer - It is what we want to see done.
* **Bylaw Update** – Change to the Bylaws – Kathy Despres has resigned for anyone who did not know. In the last meeting it was discussed having the Executive Director take on the Treasurer duties. Bylaw language was changed to reflect this. The change was regarding the Officers Section. After discussion, the following wording was suggested.
  + The ED maybe delegated the duties of the Secretary/treasurer by the discretions of the Executive Committee. When Maine SILC has an Executive Director.

It was discussed about other areas of the Bylaws that could be used for updates. It was agreed that this does need to be done, but it not a priority due to the lower membership. When membership is increased, we should have a committee to look at each section.

* **Upcoming Meetings** – We talked about the New Membership flyer for the Dec 12 meeting. Beth encourages to disseminate to as many as possible. We talked about using Zoom for the recruitment meeting. There was discussion of how to disseminate. Recommendation was to have Counselors meet with clients who might be interested. The subject of confidentiality was discussed. It was determined if the flyer was sent through the mail from any organization it might be a bridge of confidentiality. It was decided to focus on one on one or suggested individuals based on relationships. Identify active people and organizations to get the flyer. Some goal areas, parent of a child with a disability, Veteran, cross disabilities. Sam will send the link to some organizations so that Beth can reach out to. This will be an ongoing effort to increase membership.
* **General Information Share** – New Membership Meeting is scheduled for Dec 12 from 11-12:30. Beth is working on putting together a PowerPoint presentation. Sam has used screen sharing with Zoom, she will show Beth how to do that. Darcy stated that for folks in her area, Zoom would be the easiest way for people to participate. Orientation packets – will wait until members are appointed from the Governor. The presentation will be highlighting things that SILC past accomplishments. Other things to mention are a time estimate, goal areas, trying to accomplish going forward.

January we will look at scheduling meetings for the remainder of the year May – Sept.

Future meetings due to the audio feedback issues, we use the conference line.

Beth announced that her hours will be reduced from 27 to 22 hours per week. Concentration of hours during the normal business day but can and will be flexible.

Cheryl talked about the hiring of a SPIL Coordinator. It was decided to wait and see if 22 hours will meet the needs before hiring on a SPIL Coordinator. One thing that we could talk about is having a SPIL on a consultant basis versus on the payroll all the time.