Ohio AHEAD Winter Board Retreat

Agenda – DRAFT

January 26, 2017

10:00 am – 3:00 pm

Ohio State University – Disability Services

10:00 am – 10:15 am Welcome and review agenda

Attending In person – Carey/Adam/Alex/Meghann/Michelle/Amanda/Dori

Attending By Phone – Jenn/Mallorie/Kris

10:15 am – 10:45 am Structure and fiscal year

* Review accountant recommendations, make decisions, and form working teams as needed

Carey reviewed the accountant/Michael Smith’s recommendations:

* Articles of Incorporation – adding “Inc.” after OH-AHEAD (all approved)
* New Tax ID (all approved)
* New bank account (all approved)
* Financial considerations - approximately $800 (all approved)
* Attorney for articles of incorporation ($150)
* Filing articles with state ($75)
* Tax Exempt ID with IRS ($275)
* State of Ohio filing ($0)
* Discuss pros and cons of fiscal year and make decision regarding fiscal year moving forward

Adam feels that due to our operation schedule, it would make more sense for FY to run from July to July. AHEAD membership period runs from January – December. Should membership period be consistent with FY? Change in membership year would require a vote from membership. Does this mean we have to wait until July to make filing changes? Amanda will ask Michael. Adamwill create scenarios to reflect possible changes in membership year.

Adam suggested creating a list of record keeping for the Secretary/Treasurer to follow.

11:00 am – noon Expanding fulfillment of organizational purpose

* Revisit ideas from summer retreat, set reasonable goals for 2018-2019 related to new endeavors

Carey asked group to review items discussed at summer retreat. Adam suggested moving forward with capturing benchmark data. Could offer only to members as a benefit. Carey will lead. Jenn will send archived surveys to group for comparison.

Suggestion for possible regional meetings/meet-up. Board would support and Meghann and Michelle were interested in this working group.

Hold off on advocacy efforts for now. Is this a potential conflict with those employed by the state? Will this draw attention to us if our financials aren’t in order? Perhaps this could be a future Board position.

Intentional partnerships – ad-hoc committee could work on this. Tammy Waldron and Mike Kinney have volunteered to serve on committee. Mallorie is interested in transition outreach when we are ready to move forward with that.

Need to reschedule date for ADA Café with Scott Lissner. Kris will follow-up with Caity McCandless and Scott.

Noon – 1:00 pm Lunch

1:15 pm – 2:00 pm Small group discussions

* Breakout groups will discuss topics and bring recommendations to the full board at conclusion of the discussion. Topics will be:
	+ Member gifts, communication regarding membership status/renewal, awards nomination and selection process
	+ Calendar of Ohio AHEAD key activities, both business operation and member/public facing
	+ Theme for 2018-2019

2:00 pm – 3:00 pm Large group discussion and decision making

* Groups will briefly present their recommendations for discussion with the goal of reaching a decision and determining next steps to implementation

Group 1 – awards should be responsibility of the membership committee. Chair will review nominations. Will exclude anyone on the committee if nominated for an award themselves. Board members would fill in as necessary. Timeline will follow the schedule already in place. Spring/Summer. Awarded at Fall Conference. Member gifts have a value. Discussed different ideas for members to display in their office. Membership committee would handle this process. Example – postcard of membership each year.

Group 2 – reviewed professional development options to include national conference, state conference, ADA Café, and webinar opportunities. How to best present options for involvement with OH-AHEAD? Discussed possible dates for regional meet-ups. Board members are encouraged to be a part of a committee but there is no requirement as per the Bylaws. Tentative calendar planned and will be shared. Discussion of planning a yearly theme. All activities would tie in. Regional meetings could also allow people to connect by type of institution.

ACTION ITEMS:

* Ask Michael Smith for attorney referral; start workgroup to develop articles of incorporation. Amanda will lead and Adam will assist. \*Please let Carey know if you have an interest in this group.
* Next conference call will be Thursday, February 1 at 9:00 a.m.
* Carey to develop a tentative calendar.
* Re-schedule ADA Café date.
* Ad-hoc committee to meet.
* Plan for regional meet-ups.
* Adam to develop proposal for potential membership changes.

**Reference Material from Prior Discussions**

Points of discussion about organizational purpose:

* We serve members well (internal facing). For external facing issues, we are not necessarily doing this. Is this something we want to do?
* If revamping our purpose attracts new members what can we offer them? We need to think about impact of growth on our resources and members.

Advocacy

* we excel at serving internal members but what are we doing legislatively?
* at state level we can do more and strengthen our voice? There is a model for a Legislative Advocacy Day
* having meetings/conversations with legislators can be an important
* can this fall under membership or communication committees?

Partnering

* suggested communications communication. Are there other organizations we can connect with—NASPA, ACPA

Need to increase benchmark data

Looking at things beside the conference, how can we prioritize these?

* Transition sets the tone and can address other organizational purposes within promoting transition issues
* Partnering with secondary school systems is important
* Opportunity for advocacy

We mention quarterly regional workshops but we are not doing this

How do we get our name out there?

* What is the role/responsibility of the Board, committees, elected positions?
* To what extent are we fulfilling the purpose of the organization?
* What are the areas where we could improve to fulfill the board responsibilities?
* Board meeting structure for 2017-2018