

**Volunteers Assisting the Disabled  
Board Meeting  
Minutes  
August 28, 2019**

**Board Members:** Present- Brandon Lesner, Linda Johnson, Keith Moss, Ronita “Peach” Ptaszek, Carina Grennan, Sue Harris, Jay Lamky; Not Present- Mary Barry-Bodine

**VAD Members Present:** Ian McIlhargey, Todd Nuppnau, Brad Ross, Carol Calvert, Salma Essaili, Kenny Haran, Lorraine Haran, Michelle Haran, Jillian LaMothe, Vanessa Mills, Lynn Navarro, Jessica Parrish, Michael Powell, Melissa Ross, Pam Shroat, Rosie Witcher-Appel, Rohit Kapur, Scott Lehmann, Chris Maurino, McKenna (Domalski) Maurino, Jake Wedlick

**Visitors:** Jeremy Head, Kelly McIlhargey, Zachary Powell

**I. Opening**- The meeting was called to order at 7:16 pm by Brandon Lesner.

**II. Previous minutes (Peach)**: The May and June 2019 minutes were reviewed. Some changes were needed. A motion was made by Jay Lamky to accept the minutes with changes, seconded by Carina Grennan, all ayes. Minutes approved.

**III. Communications (Peach)**: Several sunshine cards and thank you letters/emails went out since the last meeting.

**IV. Financial Reports (Keith)**: Keith presented the May, June and July 2019 financial reports to the board. Motioned made to accept the financial reports Linda Johnson, seconded by Brandon Lesner, all ayes, financials approved.

**V. Old Business:**

A. VAD Camp 2019 - Michael Powel

1. Camp Overall- Camp went very well. Relaxed. Things ran smoothly.
2. Budget/Cost- Michael passed out hand-outs to those present and went over the break-down of all the costs for each of the events and supplies needed/used for camp. Almost all were under what was budgeted for.
  - a. There are lots of arts and craft supplies left over for next year.
  - b. Not having bowling provided some savings.
  - c. The cost for the dueling pianos is rolling over for next year’s camp.
3. After-camp Surveys- Camp surveys were overall positive. Michael and Brandon checked surveys. If you have not yet filled out your after-camp survey please do. If you have concerned let us know.
4. Power-outage, Damage, Late Start - Due to the storm the night before camp was to start a fallen tree was blocking the main driveway and the power was out for two days.
  - a. Michael thanked the people that showed up Sunday and Monday, the first responders, to help clean up and organize before camp started. A phenomenal job communicating by phone, Facebook, the VAD website and email. It was found that the phone numbers we had for some people was not accurate so we will need to work on that in case something like this happens again. Maybe set up some kind of phone tree.
  - b. Camp Cavell did not charge us for the full week even though they could have due to an “act of God” clause in the contract. We paid only for the time that we were at camp. Very generous of them Act of God clause
5. Cabin Assignments/Partner Pairings - Ian and Jessica did a great job with this. Their organization and thoroughness was a major asset when it came to contacting everyone about the delay of camp starting. The two of them volunteered to do it again next year.

6. Additional Staff- The addition of junior staff on the activity staff was very helpful.
7. Application Process/Contact List – Ian led the conversation regarding re-vamping and improving the camp application process.
  - a. Committee- He and Jessica plan to meet with Linda (medical), Brandon (president) and Michael (camp manager) to work on streamlining the process, especially for returning volunteers/campers, to make the application process more efficient.
  - b. Length of Application- A hard copy of each attendee’s application must be at camp in case there is no internet access or if someone needs to go to the hospital. Currently the hard copy of an application is 24 pages long. This can be condensed.
  - c. Other Suggestions- Some other changes/additions to the application are
    1. Questions “Are you a returning attendee? Yes or no” so that the information from the year before will generate and “Has there been any changes to your information since the last time you filled out your app?”
    2. Also asking if the person wants to be paired with the same person as the previous.
  - d. generous of them Act of God clause
8. Committees/Subcommittees- The different committees and subcommittees were very helpful running camp this year. As is having individuals being in charge of certain things. Jessica shared that it would be helpful to have a person who is the point of contact for any equipment needs (hospital beds, walkers, bed boards, shower chair, Hoyer lift). The camp application includes a spot for these needs that this person can start and then address any needs that come up during camp.
9. Processes/Structure/Procedures- The VAD board members, medical staff, camp manager, and committee/subcommittee members are all working toward streamlining all our processes and procedures and have them in writing/digitally saved so that we have a blueprint for the future.
10. Additional Suggestions for Camp
  - a. No-shows- Michael brought up that every year we have volunteers and campers who have reserved a spot for camp and then did not show up (often without letting anyone know) and campers who do not try to get their own attendant and even campers who we arrange an attendant for who do not show. What can be done about this? Maybe not get invited back?
  - b. More of a presence at MDA Camp- Maybe have a table at MDA camp for those who are graduating. Give them policies. Have flyer with info.
  - c. Extend Camp- There was some discussion regarding extending camp another day (Saturday to Friday)
    1. Pros- can have attendant show up in early afternoon and campers in evening. Can get everything organized ahead of time. That way attendants should be there before their camper is. Campers want that extra day.
    2. Cons- that extra day might be too hard on campers health-wise and volunteers who have families and jobs that might interfere. Even harder to get volunteer coverage with the extra day.
    3. This issue is something that the Board will have to discuss and vote on. Peach motioned to table, Keith seconded. Linda and Jay did not want it tabled.

## **VI. Current Business:**

### **B. Special Needs Committee (Linda):**

1. New request- Linda reported that a new request has been submitted referred by Maggie at MDA. A woman went through the application process through the VAD webpage. Linda submitted her request to the special needs committee who decided to recommend to the board to approve. The lady, who has muscular dystrophy, explained that her wheelchair is 13 years old, she lived on her own, can’t get out of the house and the insurance will not cover the new chair unless she can get the funding for the elevated seat for it. She is asking for \$2,080. Linda motioned for approval, Jay seconded, all ayes, approved.

2. Another way VAD can help- Pat Deponio donated the digital assistant system that he won at the Spring Gala back to VAD asking that it be donated to a camper/patient in need. Todd will check in with Matt Looney and Lawrence Mitchell who plan to move in together to see if they can use it.
- C. Picnic- Please spread the word about the picnic. Details are listed on VAD's Facebook page.

## **VII. New Business:**

- A. Chili Cook-Off
  1. When/Where- Saturday, October 5<sup>th</sup> at the Roseville Masonic Temple.
  2. Chairs- Melissa is chairing it Kendra is co-hosting.
  3. Sponsors- So far there are six definite sponsors for chili entries. There are people available to make chili for sponsors if needed.
  4. Raffle baskets- If you have contributions for these please let Kendra know.
  5. Additional food- There will be other food, besides chili, available. Salsa and chips, desserts, veggie pizza, biscuits, salads and dips.
  6. Bartender- Keith will be bartending
  7. Entertainment- We will have Les as our DJ (the guy who hosted karaoke at camp)
- B. Annual meeting
  1. When- The annual meeting, including the election, is next month, September 25<sup>th</sup>.
  2. Rules- Rules for voting were review
  3. Speech- Brandon asked that all running for election speak before the ballots are passed as to why they want to be elected to the Board.
  4. Guideline changes- Discussion regarding stricter regulations and changes in bylaws.
    - a. It was brought up that attending one meeting a year to vote and two meetings to run for election is not enough. It makes it too easy to stack membership for votes and volunteers should show more commitment to be able to vote or run for election than just one or two meetings.
    - b. Should Board membership be for two years instead of one?
    - c. Can the processes be more transparent such as the record of votes?
- C. Fundraising opportunity- Kelly shared that she plans to volunteer to run a parking lot that her employer owns in East Lansing near MSU for the next game. There is no cost to us but parkers will be asked to donate to VAD to get a spot. Will need the VAD sign(s) and some flyers about VAD and another volunteer or two to help her. 100% of money collected will go to VAD.
- D. Thanksgiving dinner 2019- November 24<sup>th</sup>. Sue shared that she will need more help this year due to her husband's health. Michael, Kelly and Jay volunteered to help.

**VIII. Closing:** A motion was made at 8:41pm by Linda Johnson to close the meeting. Seconded by Keith Moss.

Next scheduled board meeting is the annual meeting, Wednesday (4<sup>th</sup> Wed. of the month), Sept. 26<sup>th</sup>, 2019 at 7:00pm at Royal Oak Beaumont Hospital.

Respectfully submitted,

Ronita "Peach" Ptaszek  
VAD Recording/Correspondence Secretary