



Meeting Activities
Executive Committee Meeting
Date: July 3, 2019

DISCUSSION:

1. Alicia called the meeting to order at 1:07 P.M.

2. Minutes:

- Item nine corrections of DPA to Office of State Controller and RFP's to Grants in first bullet point. Also, trainers name is Stacey Alles and training is called grants manager 101.
- Bruce made the motion to approve minutes as amended. Paulette seconded. Committee approved.

3. July 24th Council Meeting:

- Planning and Grants will present multiple voting items to the full Council. Paulette asked for 30 minutes to present.
- Five Year Plan: Bruce and Peggy created a brainstorm document to help with the Five Year Plan. Will work with Sue and Paulette to finalize before Council meeting in July. Will address the responsibilities of Council members verses the duties of Council staff. Remind that neither the Council as a whole or Council members individually have any authority to tell Sue what to do aside from the Council executive director. Council members will work close with Sue during this process.
- Peggy, Paulette, Sue, Bob, and Bruce will meet before the July 24th Council meeting at 10:30, The Talking Book Library.
- Will be posting on social media and public forums will need translators, interrupters, and facilitators.
- At this time, executive directors are contacting the feds directly related to the Five Year Plan. Alicia is on the general DD Council list serve and can relay information sent through email to the executive committee.
- Restructuring Planning and Grants committee will be discussed and voted on at July Council meeting and need to be ratified at the August meeting and Alicia will present at the meeting.

4. July 24th Council Agenda:

- Planning and Grants committee allotted time on agenda is 20-30 minutes.
- Five Year Plan update allotted time on agenda is 20-30 minutes.
- Bylaws committee will not need anytime on the Council agenda for the July meeting.

5. Outgoing and Incoming Members:

- Member engagement group has been working on a celebration and welcome for outgoing and incoming Council members.
- Recognize outgoing members with certificates.
- Verified in the bylaws that outgoing members do not have voting rights since their term ended if present at the July Council meeting when voting items are discussed.

6. Member Orientation:

- Asking for July 23rd new member orientation at the Council office. It would be beneficial since members traveling from out of town could be in town already.
- Sign up sheet will be sent to help provide snacks and drinks for the orientation.

- ITACC has great power point presentations on their website that could be presented to new members. Alicia asked committee to review for their input.
 - Bob will work with staff for any documentations needed for the new Council members. Example, travel reimbursement documentation. Staff should also share how their work relates to the Five Year Plan.
 - After orientation have a mixer for all Council members (current and new) to get to know one another.
7. Mission, Vision, and Values:
- Introduce the proposed Mission Statement at the July Council meeting and possible facilitator can come to the August meeting to help.
 - Start with the principles and turn in to value statements.
 - Disability being a natural part of the experience
8. Colorado Open Records Act and Open Meetings:
- Reminder that the Sunshine Law states anytime two Council members talk- it is considered a meeting. Conversations can be through email, phone call, or in person.
 - Minutes must be taken at all meetings and kept record.
 - CORA requests need to have a response within three days.
 - Suggested a separate email account to CC all Council business instead of Vanessa's email.
9. Parliamentarian is needed to help adhere to the Rosenberg Rules of Order. Bruce was elected temporarily
10. Peggy made motion and Paulette seconded to adjourn at 3:02 P.M.

***NEXT MEETING July 31, 2019
1 P.M. until 3:00 P.M.***

ACTION:

1. Vanessa will include the purple document on how to evaluate grant funding to full Council meeting.
2. Alicia and Bruce will discuss the DD Council list serve.
3. Vanessa will create the Five Year Plan stock half sheet document for the next Council meeting.
4. New flow chart of a committee structure should be developed.
5. Alicia will reach out to new members to see if they are able to attend July 23rd new member orientation.
6. Email Joe any ideas that are important to you to help with the mission, vision, and vales.

MOTION:

1. June meeting minutes: Bruce made the motion to approve minutes as amended. Paulette seconded. Committee approved.

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Those in attendance: Alicia Eakins, Bruce Cline, Paulette Steinhoff, Peggy Spaulding, Joe Morrone
 Absent: N/A
 Staff Present: Robert Lawhead, Vanessa Hernandez