

Minutes – March 7, 2013

SRC Executive Committee - Steering

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Thursday, March 7, 2013	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sam Liss, (Chair)	
Members Present	Ellie Marshall (Vice-Chair), Laban Hill, Allen Evans (Chair, P&P), Diane Dalmasse, Kerry White	
Members Absent	n/a	
SRC Liaison	-----	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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Discussion	No discussion.	
Conclusions	Approved unanimously.	
2. Approval of Minutes – January 3, 2013 Committee Meeting		
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Discussion	No discussion. Ellie Marshall moved to approve. Allen Evans 2nded.	
Conclusions	Approved unanimously.	
Action Items		Person Responsible
Approved minutes to be uploaded to www.VTSRC.org		Rebekah Stephens
		3/22/2013
3. Discussion on joint SILC – SRC effort to co-sponsor request to VR regarding survey to consumers		
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Discussion	What is the most efficient and cost effective way to administer survey to consumers? Will the survey be administered to just VR consumers? Sam Liss is working with Diane Dalmasse on how best to administer the survey to as many VR consumers as possible.	
Conclusions	No further action on part of the SRC is needed at this time.	
Action Items		Person Responsible
None		n/a
		n/a
4. Discussion on Progress of SRC Annual Report		
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Discussion	The annual report is due each year on December 31 st . We are late for 2012. Sam Liss has already provided his AOE report. Ellie Marshall and Diane Dalmasse will get their reports to Rebekah Stephens. Committee members will get their tributes to Don Parrish into Rebekah Stephens by next week. Rebekah Stephens to draft up Policy and Procedures report and James Smith will review. Diane suggested putting the tribute letters in the annual report in actual handwritten letter form.	
Conclusions	Committee members liked idea of handwritten letters for tribute to Don. Rebekah will contact Clayton Clark to see if possible. To encourage timely completion of 2013 annual report a due date for all reports has been set; November 15, 2013.	
Action Items		Person Responsible
Remainder of all committee reports due to Rebekah Stephens		Ellie Marshall, Rebekah Stephens & Diane Dalmasse
Remainder of tributes for Don Parrish due to Rebekah Stephens		Committee Members
		3/13/2013
		3/13/2013

Minutes – March 7, 2013

SRC Executive Committee - Steering

5. Discussion and Approval of April 4, 2013 SRC/AT Meeting Agenda		
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Discussion	Amber Fulcher, AT Program Director, will be presenting on assistive technology program – 2 hours. Diane Dalmasse needs 10 minutes for Director’s Report and 15 minutes for SWOT update. There is no local VR staff to invite to this meeting.	
Conclusions	Rebekah Stephens will prepare agenda.	
Action Items	Person Responsible	Deadline
Prepare agenda for April 4, 2013 SRC/AT Meeting	Rebekah Stephens	3/20/2013
6. Overview of SRC Membership – New Appointees and Recruitment Efforts		
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Discussion	Welcome to Kerry White, new CAP representative. Recruiting efforts have been going strong. April Tuck, business representative, was appointed to the SRC on February 12, 2013. Applications from Anthony Williams (VABIR), Michele Hubert (special educator), Ellen Vaut (VFN), Patti Shane (DOE) and Devreaux Simon (Union Institute) have been received and are being processed by AHS. Committee members agree that recruiting additional VR counselors for the SRC would be prudent. Also, beginning the process of replacing Karen Hussey should be started. Karen’s 2 nd term expires 9/30/2013.	
Conclusions	Diane Dalmasse will put out an email to all VR counselors to determine who is interested in serving on SRC. Rebekah Stephens will contact Jerry Wood to begin process of recruiting replacement for Karen Hussey.	
Action Items	Person Responsible	Deadline
Send email to all VR counselors for interest in membership on SRC	Diane Dalmasse	4/12/2013
Contact Jerry Wood regarding replacement for Karen Hussey	Rebekah Stephens	4/5/2013
7. Discussion on Committee Attendance and Membership		
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Discussion	Attendance overall is getting better. However, AOE membership has been slipping. Committee discussed ideas for reviving AOE membership. AOE should be more of a “do” committee not just updates. Concentrating on a project is a great way to focus efforts of committee members. Is there more outreach and education that AOE could be involved with? Suggestion was made to have one brainstorming meeting each year to pull together all outreach and education ideas and develop a detailed yearly agenda. Members do not want to duplicate efforts being done by other organizations. The goal is to have AOE /SRC presence at more legislative and outreach events. National updates could become part of full SRC meetings. Sam Liss explained that the original goal of the AOE committee was to build a strong SRC presence within the disability advocacy and education community.	
Conclusions	Additional discussion on this topic to be addressed during AOE Committee meeting.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
8. Other Business		
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Discussion	Changing date for SRC Annual Retreat was discussed. Committee members suggested moving Retreat to October 10, 17 or 24, 2013. Suggestion was made to check availability of Seyon Ranch near Barre for Retreat. Terri O’Shea was recommended as facilitator. Topic of Retreat will be education of new members. SRC is bringing on many new members and losing the knowledge base of exiting members.	

Minutes – March 7, 2013

SRC Executive Committee - Steering

Conclusions	Rebekah Stephens will send out meeting wizard to all SRC members to determine availability for October Retreat dates. Ellie Marshall and Sam Liss will be invited to October Retreat to do presentations on relevant SRC topics for new members. A national speaker will also be invited.	
Action Items	Person Responsible	Deadline
Send out meeting wizard to full SRC and Terri O’Shea	Rebekah Stephens	4/1/2013
Contact Seyon Ranch to determine if available for Retreat	Rebekah Stephens	4/10/2013
Secure national speaker for Retreat	Rebekah Stephens	5/3/2013
Invite Ellie and Sam to present at Retreat	Rebekah Stephens	9/3/2013
9. Adjournment		
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Discussion	No discussion. Ellie Marshall made motion to adjourn. Allen 2nded.	
Conclusions	Meeting adjourned at 1:32 p.m.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	4/5/2013
Draft minutes emailed to Committee members	Rebekah Stephens	4/5/2013
Minutes approved by Committee	Committee Members	5/2/2013
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	5/10/2013