



**DSANV**

THE DOWN SYNDROME ASSOCIATION  
OF NORTHERN VIRGINIA

**DSANV Board of Directors Meeting  
Sunday, March 24, 2019 @ 6:00pm  
DSANV Offices – Service Source Disability Resource Center  
10467 White Granite Drive, Oakton, VA 22124**

Participating in person: Katie R., Casey C., Dorene R., Justin K., Sean S., Charlotte W., David E., Dave H., Heather T., Mary F.

Call-in: Marci B., Nora B.

Welcome and President's Report

- Director's and Officers insurance policy being renewed; premium increase largely due to considering Learning Program staff.
- Audit is in process; no issues identified to date. They will be making a recommendation regarding savings/secured Line of Credit.
- Spring Picnic/Annual Meeting – considering inviting state and local representatives to attend. All agreed providing opportunities for our elected representatives to interact with our families is a good thing. Board discussed possibility of organizing a Meet' N' Greet with a variety of state and local leaders.

Approvals

- Amend Agenda – add nomination of Secretary; Katie motioned, Sean seconds; motion passed unanimously.
- Minutes January 2019 – Heather motioned; Sean second; Minutes approved unanimously.
- Membership Approval - Justin motioned; Heather second, Members approved unanimously

Executive Director Update

- DSAIA Briefout – Development take-aways; IT drawbacks. Discussion of the challenges with Your Membership, and the need to evaluate whether it is meeting our needs.
- Have identified 18 grants to potentially target for 2019. Development committee to discuss in more detail.

Financial Update

- Treasurer provided financial update, noting this is a time of year where we regularly have to move from the Money Market. Reminded Board members that hiring Program Director was an intentional choice knowing we would draw on Investment account.
- "Other" donations appeared to be on target; did not have prior year data for direct comparison.

Business Update

- Board Nominations – President confirmed that no one is stepping down.
  - Renewals – Katie, Dave, Charlotte, Abel. Sean motioned; Casey second; motion passed unanimously.

- New member – Samantha Fredieu – Charlotte motioned; Sean second; motion passed unanimously.

Discussed continuing need to continue soliciting new Board members, targeting Financial, Event Planning, Marketing skills and networks. Best practice is to establish a robust committee structure and vet new potential Board members through participation on committee. One Board position remains vacant, would like to fill.

- Golf Tournament – Sponsorship forms soon available; Board members expected to solicit golfers, sponsors, and silent auction items. Looking to document the expenses, intake more clearly, see how we can identify a large driver of sponsorships and golfers. Decreasing revenue year-to-year. Board discussed that the Golf Tournament is not marketed to members effectively.

General discussion of how members see us and whether we are serving our members best by providing programs with limited attendance. Some discussion of going through phases of engagement with DSANV based on the age of the child and alternative resources available. It tends to ebb and flow.

#### New Business

- Global Partnership Possibility – Global Down Syndrome Society is interested in partnering with DSANV more robustly given their events on Capital Hill and our proximity to Washington DC. They have asked us to help them find volunteers for their Gala. They also offered a table to DSANV if we are able to provide \$3000 to their medical research. Board expressed approval for volunteers. Support for the donation was mixed, with discussion centering about concerns about our finances, the benefit to our members of the medical research, and what level of acknowledgement Global intended to offer. Board voted on whether to seek additional information and revisit; 5 votes against pursuing the financial contributions; 6 in favor; 1 abstention. Motion passed. Agreed to follow up with email/phone vote upon receipt of additional information.
- Conflict of Interest Policy – Board reviewed, discussed implementation. Deferred vote until next Board meeting to enable all Board members to fully review.
- Nomination of Casey Craig as Secretary – Sean motioned, David second – motion passed unanimously

Meeting ended at 7:45 PM

Executive Session

Adjournment – 7:55 PM

Next Meeting: 19 May 2019 @ 6:00PM

2019 Board Meeting schedule: 13 Jan, 10 Mar, 19 May, 14 Jul, 15 Sep, 10 Nov

Ad hoc Board meeting minutes:

Global Donation Follow Up – Call-in only Board meeting, 8 April, 8:00 PM.

Participating: Katie, Dave, Casey, Sean, Heather, Erin, Dorene, Charlotte (proxy vote)

- The Board had a very good conversation about the matter of supporting Global with a \$3,000 donation and ultimately voted against the \$3,000; 5-3 (including one proxy vote) We'll message to Global that we are very eager to work with them, including the volunteers we are getting for the event, but that supporting the Gala doesn't currently fit within our finances and there is concern about the precedent (we have declined to buy tables/tickets to Arc events as well.)

IT Development – Call-in only meeting; 5 May, 8:00 PM

Participating: Katie, Dave, Justin, Marci, Samantha, Heather, Erin, Casey, Sean, Anita, Mary

- Mary gave general overview of the need for the system, the decreased annual costs but initial upfront investment is higher than budgeted. Two systems under consideration - both used by peer networks (the Arc of NoVa, Eli's Heart – NEON; DSAGC – Salsa.) After 45 mins of discussion, Board voted unanimously to terminate contract with Your Membership and approve an increase of the FY19 technology budget to \$17,000 to support start up and data migration.