



Board Meeting Minutes
Monday, January 12, 2026
Time In: 05:57pm
Time Out: 07:21pm

Attendance: [Elizabeth Duncan](#), Gini Nichols, [Austin Bryson](#), Jenny Turner, [Renee Rubner](#), [Stacey Scott](#), Allison Fleahman, Megan Miller, [Marianne Schroeder](#)

- I. Welcome and Introductions (5 min)
 - A. Everyone went around the room to introduce themselves, starting with [Elizabeth Duncan](#) and ending with Jenny Lee Turner.
- II. Forms to sign and meeting norms (5 min)
 - A. Elizabeth covered the Mission and discussed norms and timely practices of meetings.
 - B. Confidentiality agreement - what is said here, stays here.
 - C. Annual Board Member Statement
- III. Committee guidelines and membership (5 min)
 - A. Read independently: Those are located in the Drive
 - B. Touching points:
 1. Committees are meeting to be met monthly and virtual meetings are fine!
 2. Austin will be touching base with each committee.
 3. You can serve on 2 committees and chair 1 committee.
 4. We will need committee chairs for several different
- IV. Finance update (10 min)
 - A. Snapshot:
 1. As of December 31, 2025, the organization closed the year \$25,000+ positive.
 2. 2025 Income: \$25,000+
 3. 2025 Expenses: \$19,681
 4. 2025 Programming: \$34,050
 5. Ratios: Administrative 25% | Programming 43%
 6. Funds raised in 2025 support 2026 programming; funds raised in 2026 inform 2027 budgets.
 7. Programming percentages should be viewed across years, with a long-term goal of 60–70%.
 - B. Notable Activity for December
 1. Income: \$1,725 (October Fearfully and Wonderfully Made); \$399 from sale of excess tables/chairs; additional \$300 to be deposited in January.

2. Expenses: Buddy Walk—\$1,177 NDSS fees; \$175 park deposit for 2026.
3. Timing: Christmas Party costs incurred due to last-minute gift purchases.

C. Budget Status: On track.

1. Change: \$1,000 annual Birthday Party line item added (Executive approval).
2. Approved budget PDF unchanged; Excel budget serves as living document with notes.

D. Compliance & Oversight

1. Tax Filing: 2025 to be filed as 990-N.
2. Accounting: Andrew Kuharkey (Mitchell & Kuharkey) to review QuickBooks practices.
3. Review to be done and reported back to the board, likely the February meetings.

E. Controls & Procedures

1. Receipts: Required for all debit/reimbursement transactions; stored in QuickBooks and shared drive.
2. Debit Cards: Limited-use cards only; limits pending bank consultation.
 - a) Limit 5 - Nea got one for the birthday social club.
 - b) This will be reevaluated as right now Elizabeth, Gini, Dava, and Nea have one with low spending allowances.

F. Systems & Processes

1. QuickBooks: Discussed categories to be reduced from 150+ to ~50–60; program tracking via memo fields; historical reports (back to 2017) preserved. This will be discussed again in February after looking and comparing all categories with current budget line items.
2. Income Platforms: Stripe, Square, Zeffy, PayPal reviewed; simplification to be evaluated over 2026. Will need input from committee chairs on if certain things work better for them or if something has been tried and didn't work.

G. Finance Committee: Met: January 5, 2026 (virtual).

1. Attendees: Will, Stacey, Gini, Elizabeth.
2. Next Focus: Bank controls; accountant recommendations; income platform efficiency.

V. Education update (10 min): Elizabeth updated

A. Swimming Lessons: Met with both the Y and Aqua Angels

1. Aqua Angels doesn't have only disabilities services
 - a) 1 instructor for 5 to 10 kids
 - b) Work out of Crunch Fitness on Pleasantburg
 - c) Starting classes in the spring with the Y.
 - d) Budget: \$4000

- (1) 2 - 8 week sessions
- (2) Ratio is based on the age of the child
- (3) Separated by age.

2. YMCA

- a) Disabilities training is more comprehensive.
 - b) Voucher System with the member rate and potentially have grants incorporated into that to bring down pricing.
 - c) Could start at birth and works on lowering ratio
 - d) Children and parents are involved.
 - e) Different locations
 - f) 8 week sessions
3. Megan brought up Platypus Adventures and Elizabeth mentioned that they were working with Aqua Angels.
 4. Gini proposed having the Education Committee moving forward with YMCA swim lessons and having families that want individual lessons could be directed toward Family Scholarship Assistance.
 5. Details of Pricing will be discussed during the Education Committee meeting.
 6. Explanation of Double Dipping: Voucher paid for a program and then Family Assistive Scholarship is requested.
 7. Education Committee will discuss further!
 8. Susan Bruce (IEP Guru) - hard to get a hold of and trying to get her to help with an IEP presentation.
 9. Children's Museum of the Upstate: Play partners with them for the year. We get 100 tickets per year.
 - a) We can divide however we want to use them.
 - b) 1 Adult = 1 kid per ticket
 - c) Marianne proposed homeschool option and then full community in the Summer
 - d) Renee proposed quarterly event with different dates and to be divided into
 - e) Marianne is taking on dividing and coordination

VI. Fundraising events/plans (5 min)

A. June 6th, 2026 - Motorcycle Event

1. Sponsorship Packet to be completed and distributed by the end of the month.
2. Looking for more "motorcycle"
3. Bikers will check in and take selfies and returning for donated prize with live music, bounce houses, food from 11am - 2pm
4. Pay \$25 per seat + \$10 per additional rider

- 5. Pay \$25 per family
- B. Buddy Walk Update:
 - 1. Event Space Booked, Kona Ice and Children's Museum Booked, Bounce House Booked
 - 2. Moving forward without a theme!
 - 3. Potentially doing a t-shirt design contest!
- C. World Down Syndrome Day at Spare Time on March 21, 2026
 - 1. Connected with Stacey and Elizabeth via text message
- D. Christmas Party confirmed for December 5th, 2026
 - 1. Connected with Stacey and Elizabeth via text message
- VII. Scholarship updates (5 min)
 - A. Nothing to update other capping and double dipping
- VIII. Website/communications (10 min)
 - A. [Greg Schroeder](#) is taking over website simplicity and cleaning stuff up.
 - B. Moving forward: We have control of Facebook and Instagram!
 - 1. Social Media Pages are controlled by committee chair.
 - C. Communications with monthly newsletters and STARTING with quarterly newsletter.
- IX. Retreat plans and things to think about (5 min)
 - A. Be sure you can see the shared Drive
 - B. Sacred Heart Hall at Saint Mary's
 - C. 9:00am - 2:00pm
 - D. Bring your board book and it will be updated
 - E. GREAT ATTITUDE!

Additional Notes:

Make spaces on the meeting notes

Adjournment: [Gini Nichols](#) and [Marianne Schroeder](#) seconds