

Disability Awareness Starts Here (DASH)

Board Meeting Minutes

Date: Tuesday, June 7th, 2016, noon to 2:00 at the Community Center

Attendees: Marion Huxtable, Travis Rowland, Bonnie Bolster, Miranda Nash

Absent: Celica Frye, Pat Teal, Leesa Monroe

Additions to Agenda:

- Adding Miranda Nash as a Board Member

Meeting Minutes:

Marion motioned to approve the May minutes with the changes, Bonnie seconded. All approved.

New Board Member:

Bonnie motioned to add Miranda Nash as a board member, Travis seconded the motion, and approved by all present.

Miranda will send her contact information, and bio for the website.

Website:

Bonnie is continuing to work with Pat on the website. Marion has improvements for the links page that she will send to Bonnie.

Travis would like to work on how the services page will display services, suggesting to have separate pages for each service. Bonnie suggested to separate the services by audience, people with disabilities and businesses.

Travis asked about adding a way people looking for a specific service, such as accessibility evaluations, could contact us. Miranda suggested to add a form to the website for people requesting services or information that would send the information to one of DASH's members. Travis would like to add a place to engage volunteers. Marion suggested using one form for all contact and requests. Travis would like to give the user the option of contacting us by providing DASH contact information and a phone number as well. Miranda suggested using a form builder, and possibly using a survey builder to add to the website for future community feedback.

Bonnie asked Marion if we had contacted the Boiler Room about the mini events for testimony on the business services page.

Travis asked about being able to download the guides from the DASH website in the future. Bonnie said they will be available in a pdf format.

Discussed where to get testimonials and photos.

Marion will ask Celica for her bio, and Bonnie will write out Julie's and Elizabeth's Bios for the Website.

Marion would like to set a date to meet with Jill to work on the website. Travis would like to send Jill what we currently have, to get a baseline of for the current stage of the website. Bonnie said she would like to set a date after June 21st, she has a few more pages to work on before sending things to Jill.

Treasurers Report:

Regular account \$2585.41, before Check to return \$50 to the emergency account in order to prevent a \$5/month inactive fee, Emergency account \$478.69.

Checks received from UGN total \$1,000.00. The check is for two awards, \$500.00 to DASH Awareness and \$500.00 to Inclusive Recreation Program.

Accessible Port Townsend Maps:

Bonnie and Pat are going to go over the draft version of the map, and the reverse side with the information to be updated. Bonnie would like to update the cover to the active Wheelchair symbol (Active Accessibilities Icon).

Miranda will update the Jefferson Transit information, and linking uptown/downtown bus information. Travis will update the parks information. Marion asked if the map displays current payphone locations.

Bonnie will ask Pat about including hearing loops, and assisted hearing devices.

The map will need to be finished by June in order to print in July.

Marion asked about color scheme on the new maps, and to possibly change the color to differentiate the new map from the old. Bonnie suggested to change the color to a dark green. Travis would like to add the word "Map" to the cover because it currently does not say it is a map.

Brochure Distribution:

Travis will distribute to the locations Bonnie requested in her email, Seaport Landing, Discovery View, and contact ECCHO to add to the distribution list.

The Bay Club in Port Ludlow would like to include the brochures in their orientation packets to new members and will call Miranda with the number they would need, as well as having them on display in the club.

Discussed conducting evaluations of accessible lodging. Bonnie suggested sending a simple letter to the local lodging letting them know we do accessibility evaluations. Travis said we may be able to just call and ask.

Travis went to The Tides Inn and the Senior Information Center, added them to the distribution lists, and distributed new brochures.

Memorial Bench at the Hospital:

Marion followed up with the hospital but has yet to hear back from them. Bonnie asked if it's possible the hospital would share the cost of the bench and plaque with the Hospital. Travis suggested the next step would be to start raising money. Marion suggested we could put in a request for donations in an ad in the paper with a story and photo about Lynn. Travis said we could ask the Leader about old photos that they may have on archive that may include Lynn to use for the story.

Beach Wheel Chair:

The wheelchair is available for use on the beach now, the people in charge of the wheelchair at the Canteen are still trying to get organized on how to check out the chair and use it. They currently do not have the checkout forms ready. The wheelchair is located next to the Canteen, by the propane tank. It is currently not being locked up for security. The beach walker is currently missing, and may still be in the Commons area. Travis will inquire about the location.

Travis would like raise more awareness about the wheelchair/walker to let the community know about the equipment being available for use, in hopes that the checkout process at Fort Worden is worked out quicker.

Bonnie said there is a kids group that is planning on visiting Fort Worden and may use the equipment, and a possibility the paper will have a story on their visit. The MS Group may also try to have an event down at Fort Worden on Aug 2nd, and may use the equipment. They are still working out the details.

Travis will send Bonnie a photo of the chair for the website.

Accessible Trails:

Travis looked at a few different maps and put together a list of trails to evaluate, and would like to visit some of these locations and evaluate them. The things he would like to record for each location would include if there is a map available, directions to the location, distances, and features such as bathrooms, parking, grade, and terrain.

Travis would like to discuss how these maps will be displayed on the DASH website. One of the best resources was Accessibletrails.com, which has a section for users to add "trip notes." He would like to add a feature similar to this on the DASH website for the Accessible trails, so users can provide information and feedback about trails.

Marion will contact the city to find out if the walking map of the city is going to be updated.

UGN:

Bonnie went over the UGN letter received with the awarded money:

The allocated money from UGN, totaling \$1000.00, for the DASH awareness and Inclusive Recreation, UGN is for the first time requesting reporting on the grants received before Aug. 1st, 2017. DASH will have obligations to UGN, including returning a signed copy of the letter in agreement to the following conditions:

- A representative of DASH will assist with at least one presentation during the year, if invited to do so, and will attend a 1-hour training session.
- DASH will include the UGN logo on the website and printed promotional materials, and will post a “We are a UGN-Funded Organization” sign in our facilities. (signs provided by UGN)
- We will not conduct a mail appeal between Oct. 1st and Nov. 15th, 2016.
- We will have representation to participate with UGN in at least one of the following: The Rhody Parade, The County Fair, and/or another Community Festival.
- DASH understands that UGN highly recommends that our organization participate in Day of Caring on Friday, September 16th, both as promotional support for our own organization, and in support of UGN. We will contact Nikki Russel at 385-3797.

Bonnie will get the letter signed and sent back to UGN.

Next meeting: Tuesday July 05, 2016 at the Community Center from 12:00 pm to 2:00 pm.