

# **Disability Awareness Starts Here (DASH)**

## **Board Meeting Minutes**

**Date:** Tuesday, May 3rd, 2016, noon to 2:00 at the Community Center

**Attendees:** Marion Huxtable, Travis Rowland, Bonnie Bolster

**Absent:** Celica Frye, Pat Teal, Leesa Monroe

**Guests:** Dave Zellar, Operations Manager, Streets/Sewers/Stormwater for PT curb cut inventory and priorities & Miranda Nash from Jefferson Transit

### **Additions to Agenda:**

- Providing a Bench at the Jefferson Healthcare Entrance

### **Accessible Port Townsend Maps:**

Dave Zellar is the operations manager for the City of Port Townsend Streets/Sewer/stormwater. Some of his duties are to evaluate and prioritize all the ADA ramps in town, for improvements as part of the ADA Transition Plan from DOT which is required for the City to receive state and federal money.

The meeting with Pat Teal, David Zellar, and Tyler Johnson, about the accessible Port Townsend Map will be May 9<sup>th</sup>. There will be improvements downtown on 4 blocks of Water Street in 2017, will be looking at all the ADA accessible ramps for updates. Question if these future changes can be included in the map since the deadline for printing is in August 2016.

Bonnie suggested to include in the updated map hearing loops locations in Port Townsend. Locations to check for hearing loops would include the Courthouse, Fire Station, Library, City Hall, Maritime Center, and Community Center.

### **ADA Transition Plan:**

Marion asked about the current scope of the evaluations and if they were only checking certain commercial or residential areas. Dave replied that they are checking ramps in all commercial and residential areas.

Marion asked if there are no ramps at a location, is it included in the evaluation. Dave replied that they will be noting the places that should have ramps in places that currently do not.

Marion asked if residents are responsible for maintaining the sidewalk and ramps. Dave replied that the city is responsible for maintaining the ramps as they are part of the roadway.

Marion commented on the drainage problems in the city, and asked what the priority of residential curb cuts would be for the drainage problems.

Travis commented on Marion's question, if residents are requesting a certain location would they include these locations in their priority schedule.

Dave replied they would include locations being requested and currently he is working on the PT post office. They are working on developing a system for requests to be submitted.

Bonnie commented on the inaccessibility of the PT post office and that are no curb cuts Discovery Rd between Sheridan and Kearny. (19<sup>th</sup> and San Juan)

Travis commented on the access to the food bank commons at Mountain View and the work that is going to be done to the sidewalks. Dave replied any project involving the road such as ramps, he would handle, and that Alex, the facilities manager handles projects involving facilities.

### **Minutes:**

Approved February and April Minutes

### **Treasurers Report:**

Regular account \$2634.54, Check to return \$50 to the emergency account in order to prevent a \$5/month inactive fee, Check to reimburse Bonnie \$49.13 for 16-1/2 months of the added spam filter to the email account. Emergency account \$478.69.

Check Payments approved, Marion signed the checks.

Bonnie has started working on a new format and structure for the budget.

### **UGN:**

Travis reported DASH did receive money for the two grants we applied for, the Inclusive Recreation Grant, and the Disability Awareness and Education Grant. Both grants were \$500.00 each.

DASH has obligations to UGN in exchange for the grant money. DASH will need to provide photographs, and stories about our programs. UGN is also requesting DASH participate in the Rhody Festival Parade representing UGN.

Marion suggested the Mountain View evaluation for a story and photos to include in the report to UGN. Bonnie has the photo of the Mountain View evaluation she can email Travis.

Bonnie said that it is important-our website have testimonials, and we could include the testimonials in the report we send to UGN. Marion would also like to include the report on Mountain View on the website and send to UGN.

**Purchase of Tools:** Travis suggested a measuring wheel for measuring trails and site surveying. Bonnie suggested an extendable level for measuring larger surface areas, and needing more than one set. Marion suggested a tool to measure the force needed to open doors. Travis requested we research and bring options for tools to next month's meeting.

Travis has come in contact with a woman who does event planning for non-profits, and suggested possibly hiring her for event planning. Bonnie asked if we can get an estimate for her services. Marion said we would like a list of the services she would provide, and possibly split up the responsibilities between the group and the event planner.

Travis suggested maybe we could use this service in the walk and roll event.

Bonnie thanked everyone for their efforts in applying for the grants.

### **ACA Grant:**

Bonnie called Debbie at SOS about the title ink color for the venue guide. Suggests we should always get coated inks when printing items that are grant funded, it is higher quality, and looks much nicer. Bonnie is going down to the printer tomorrow to choose the ink and paper for the venue guides. They will be done Monday, May 9<sup>th</sup>, as will all the laminated venue/restaurant guides. Bonnie will get them distributed.

Bonnie has the holders for the brochures, and has a place marker for the 2016 DASH maps. Bonnie has created DASH Logos and property of DASH labels to apply to the holders. Bonnie is donating bags to carry the holders and brochures and supply logs.

Board members were assigned ~~people~~ to places on the distribution list for the holders and guides.

### **Website:**

Travis was assigned to provide text to describe DASH services for the website in the April meeting, and had emailed his first draft this morning. He had looked at the UGN grant application for verbiage to start a draft. Bonnie suggested we open with a "grabber" to draw people in to read. Travis would like to collaborate through email to work on the service description and would like to add to the June meeting agenda to set a date for a website meeting sometime in June.

Travis would like to propose an organization for emails by separating the website emails by using a subject line such as "website review", "meeting agenda", "recreation project", and "brochure distribution".

### **Additions to Agenda:**

**Bench at hospital entrance;** Marion would like to propose to have DASH raise a subscription to donate a bench at the entrance of the hospital for patients waiting for their ride. Marion would like to have a plaque on the bench dedicated to Lynn Gressley, founder of DASH.

Travis suggested a fundraiser and getting it catered or a potluck. Marion suggested putting an ad in the paper about raising funds. Bonnie suggested a half page ad. Marion would like to know how much a half page ad would cost. Travis suggested having a reporter write a story on Lynn for the project, as free publicity.

Marion will approach the Hospital contact Hilary to get the hospital's agreement, look into finding someone to design an accessible bench, possibly the Woodworking School and ask if they would like to donate a bench.

Marion suggested that the bench project be added on June's agenda.

**Next meeting:** Tuesday June 07, 2016 at the Community Center from 12:00 pm to 2:00 pm.