

Disability Awareness Starts Here (DASH) Board Meeting Minutes

Date: Tuesday, October 4th, 2016, noon to 2:00 at, 704 Lawrence Street

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

Absent: Celia Fry, Leesa Monroe, Pat Teal

Additions to Agenda:

Day of caring
Printing of new guides

Minutes:

Marion voted to approve September minutes. Bonnie second. All vote to approve.

Treasurer's Report:

DASH regular acct. balance: \$3,469.95, after check for post office box for \$60 paid.
Emergency acct. balance: \$528.69. The Bluehost Domain renewal is \$15.99. Re-imbusement check issued to Bonnie.

Restaurant, Venues Brochures and Maps:

We have a dozen acrylic brochure & rack card holders available. Bonnie requested at the ACA meeting to have an additional 1000 pcs each of the restaurant and venue guide printed. Bonnie will request distribution numbers before October 17th when ACA will to decide to submit to the Governors Committee whether to approve the cost of printing from ACA's Projects un-designated funds. Possible only for a new printing of a restaurant guide instead of both. The deadline to pay for supplies and all the other grants is end of Dec. 2016.

Bonnie has extra supplies available if anyone needs extras.

UGN; Day of Caring/Fort Worden Update:

Marion and Travis met with Claude Manning from Friends of Fort Worden, who brought maps, at Fort Worden on Friday. There was a few participants, and a couple people joined the group after learning about the event during the event. Saturday there were a lot of participants. A few people from Wells Fargo came and participated as a team event.

Travis explained what inclusion means and how to use the forms to the group. The participants assumed a disability and did a group evaluation before going off to their separate assignments. Many volunteers liked having the "tutorial evaluation" to learn what to look for when evaluation their own assigned trails. The kids involved were enthusiastic about the project and had great information to add as they see things from a different perspective.

Bonnie asked about weights to have people wear, and suggested we source more tools for assuming a disability.

Travis sent Magdalen from the Jefferson co. chamber with a thank you card for all the work she did in promoting the Day of Caring Event.

Travis will provide a detailed report on the website, using symbols the Federal Government uses for information and refer to the interactive map that Fort Worden has created and provide a summary report of the results. Travis got a bunch of pictures from both days of the event. Bonnie would like the photos from the event for the website.

Memorial Bench; Fund Raising:

UGN approved DASH to send out letters for donations to the bench.

Marion has written the letters and they are waiting for the website to be published, for the PayPal form, to send them out. Marion put together a list of likely donors to send the letters to. Travis will set up a quick link for donators on the website.

Marion did research on the bench design, and discovered the bench on Taylor Street is very good, and is suitable for ADA. Marion told the hospital about the bench and they came back with a similar bench, same material but the specifications do not give the height of the front of the seat, the back of the seat is 15.5". The front needs to be at least 18". The arms of the bench are rounded but they do not have a rounded edge. The front of the bench is not rounded and has an edge.

Marion will write a letter to Hilary explaining the differences between the two and suggest the hospital purchase the same bench the City had purchased. The bench proposed by the hospitals will cost 1200, the bench the city purchased was 700.

Marion did some research and found a company that makes plaques, and allows 18 characters per line. Marion suggested the plaque will need to be a 2" plaque to fit on the one of the bench slats or a larger curved plaque because the bench has a curved back. Discussion on what the plaque will say.

Marion thinks Allison Arthur from the Leader will be publishing the article this week about DASH, Lynn and The Memorial Bench. She will be including DASH's PO Box and encourage people to send in donations. Marion would like to get an ad designed to encourage donations to the bench as well. Travis will design an ad by October 15th.

Marion will get the sizes and prices for ads.. Travis suggested on limiting the budget for the ad to \$250.00. Bonnie suggested to look at the newspaper with the higher circulation. Travis suggested going to KPTZ, the local radio station, and looking into advertising on the radio.

Website update:

Bonnie made a handout of what is complete and what is to be completed on the website. Group discussion on formatting, content, website administration and management.

Travis pulled the new website up on his laptop to review the current progress and what is left.

Miranda asked what format the minutes should be when added to the website. She will create a new page for the website for Meetings, agendas, and minutes.

Travis would like to come up with a release management plan. Travis will set up a document repository in google documents, add the documents Bonnie had sent him to a “to be completed folder”, and once completed move to a “QA” folder for items that need to be tested.

Marion would like to set a deadline to publish the website. Travis suggested October 15th, 2016 to get the website published

Travis would like the website published before any publicity is done. Bonnie has put together content for the website publicity. Publicity discussion moved to next month’s meeting.

Next meeting: Tuesday, November. 1st, 2016, 12:00 pm to 2:00 pm, at the Community Center...