

**Disability Awareness Starts Here (DASH)  
Board Meeting Minutes  
February 7, 2023**

**Date:** Tuesday, February 7, 2023, Noon, Zoom.

**Attendees:** Pat Teal, Nancy Johnson, John Frasca, Jack McCreary, Miranda Nash, Sarah Peck, Nancy Villagran.

**Absent:** Marion Huxtable.

**Also attending:** Henry Amick.

**Introductions:**

Miranda introduced Sarah Peck from Jefferson Transit, who will assume Miranda's duties coordinating Jefferson Transit's ADA. Miranda updated the board on the ribbon cutting for the new Port Townsend trolley on Thursday, February 9. She explained that the trolley will run from downtown to uptown, operating every half hour. Henry Amick also introduced himself.

**Additions to Agenda:**

There were no additions to the agenda.

**Minutes:**

January 3 board meeting minutes were approved as submitted. Nancy agreed to take minutes for today's meeting. Pending approval of her board membership, Sarah will take minutes for subsequent meetings.

**Treasurer's Report:**

Regular Account: \$4,435.26. Emergency Account: \$27.77. The only expense in January was \$163.02 for a 12-month Zoom subscription Zoom for 2023.

After some discussion, Jack moved that the board approve spending \$225 for 2023 Chamber dues. The board will monitor whether the expenditure is warranted for DASH and at year-end 2023, decide whether to continue its Chamber membership in 2024. John seconded the motion and it was unanimously approved. John also reported that he has submitted regulatory filings and will complete necessary state filings in March (along with a \$20 filing fee).

Miranda will send John a donation received from Henry Amick and Nancy J. will send a thank you note to Henry.

**DASH emails, phone calls:**

DASH received no emails, phone calls, or other mail except those items noted above.

**Thank you notes:**

Nancy J. volunteered to send thank you notes when appropriate. She will coordinate with Pat, who currently has the notes.

**ADA assessment discussion:**

The board will assess its capabilities to conduct ADA assessments before committing to further assessments. This would include assessment of the Farmers Market. Board members agreed that its capabilities are limited by lack of skills and experience conducting assessments. Jack will discuss with Marion how she might be able to help on assessments. The board agreed that on the need to increase the board's expertise and to address possible solutions when members are unwilling or unable to continue.

**Introduction:**

The board unanimously elected Sarah Peck as a new board member. Pat will follow up Sarah and provide her with necessary new board member paperwork. Sarah said she is willing to assume Miranda's responsibilities. Miranda said that she will continue to serve on the board, although she may be unable to attend all board meetings.

**Report on Jefferson County Historical Society ADA activities:**

Pat reported on her activities on the Advisory Board for the Jefferson County Historical Society's ADA analysis of ways to make the museum more accessible to all. She reported that she will give DASH her \$500 honorarium. She said she has been impressed with ideas on how to make museums more accessible to all, and she asked the board to let her know if they have any ideas for accessible features the Advisory Board might consider.

**Chamber Café**

Miranda attended the February 3 Chamber Café meeting. She reported that the presentation included information on current activities of the city and county, along with information regarding their future plans. Pat will continue efforts to identify who the county has selected as its new ADA coordinator and invite that individual to a future board meeting.

**Report on ACAC meeting:**

Pat reported on the most recent ACAC meeting, which included the Methodist Church's request for financial assistance in implementing its plans for ADA improvements. The board agreed that reports which do not need board discussion should be provided via email.

**Report on discussion with Coop about supporting grocery shopping and delivery for people with disabilities:**

Henry reported on his issues with grocery shopping due to his disabilities. Since Henry's health issues do not allow him to use his computer now, so Nancy J. volunteered to print and mail the email updates regarding grocery selection and delivery from QFC and Safeway, along with information on Daily Harvest meals. The Co-op will soon be able to shop and facilitate grocery delivery groceries to people with disabilities. Delivery services will be available inside the Port Townsend city limits through the Peddler, who may have sliding scale payments available. Pat suggested that DSHS may be able to help individuals with disabilities with grocery shopping and delivery.

Nancy V. volunteered to call Henry to discuss ways he might be able to use his computer more easily.

**Key Club:**

Nancy J. reported that she had contacted the Key Club about their future assistance with projects, but she will delay further communicate until the board identifies its capability to provide ADA assessments.

**Report on assessment of Quimper Unitarian (QUUF):**

Pat reported that Quimper's Reverend Kate Kinney recently presented a sermon regarding accessibility, which is available on YouTube, and that the church has requested assistance with an updated ADA assessment. DASH will follow up on QUUF's request after it assesses its capabilities to provide assessments.

**Update on Council for the Blind:**

Nancy V. reported that the Council for the Blind is working to develop its website. Pat will send Nancy's contact information to the Jill Beaumont of Firefly Website Design, who developed DASH's website.

**Zoom discussion:**

Miranda showed the board how to enlarge the font on the closed captioning for its Zoom meetings.

The next board meeting will be at noon on Tuesday, March 7, via Zoom.

The meeting adjourned at 1:20 pm.

**NEXT STEPS/FOLLOWUP:****All:**

- At year-end 2023, monitor whether the expenditure for Chamber of Commerce dues is warranted for DASH and decide whether to continue DASH's Chamber membership in 2024.
- Assess DASH's capabilities to conduct ADA assessments.
- Provide Pat with any ideas for accessible features in the historical museum.
- Send email reports for items that do not need board discussion

**Pat:**

- Provide Sarah with new board member paperwork.
- Invite the new county ADA coordinator to a future board meeting.
- Send Nancy V.'s contact information to the Jill Beaumont of Firefly Website Design

**Sarah:**

- Take minutes for board meetings after February 7, 2023; collect mail for DASH at the Chimacum Post Office; and maintain DASH's website.

**Miranda:**

- Send Henry Amick's donation to John.

**Nancy J.:**

- Send future thank you notes when appropriate, including note thanking Henry Amick for his donation to DASH. Coordinate with Pat to get notes, which are currently stored at Pat's home.
- Print and mail current email updates on grocery selection and delivery from QFC and Safeway, along with John's information on Daily Harvest meals.