

## MINUTES

Attendees:	<b>Josh Lee, Mimi Golding, Jody Brenton, Marie LaRose, Laura Conchie, Lori from Renfrew Chapter</b>
Regrets	<b>Lara Jones, Samayan Karim</b>
Meeting date	<b>Tuesday, May 10, 2011</b>

- April meeting minutes were not available for approval.
- Call to order        6:22 p.m.

Quorum not available at the beginning of meeting. Laura joined meeting at approximately 7:15 at which time motions were voted upon.

### Office Manager's report

Information distribution – envelopes for newly diagnosed families and .PDF versions (on CD) will be provided to professionals for distribution. Portia's *First year Tackle Box* will be included.

As a result of permission issues, Sue McGowan's content in the Portia book will be white-taped before distribution.

The Newly Diagnosed Parent Support Group had 1 attendee at the last meeting. If this group continues to have low attendance, the format will be changed to a call-as-needed format.

Asperger's next meeting is Friday, May 13.

Marie LaRose, Newsletter Editor, is working on incorporating Heather Fawcett's list.

The Support Group Leaders are being asked to submit their signed Code of Conduct and Criminal Background Check documents.

Aaron is working on the filing system and the Asperger's Resource Guide. Next on the list is to catalog the new books.

**Action item: Need a new / up to date budget to determine what the expenditures are and if more books can be purchased. (Samayan)**

Employability – next Wednesday, from 3-5 Jody is to attend the job club to garner support for the resumé critique session

Aspie Information Night – the space is booked

**Action item: Need to confirm who is paying for rental of Mac Hall. (Mimi)**

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**Motion: To offer United Families of Eastern Ontario \$150 for refreshments or towards rental fo Mac Hall.**

Moved: Mimi, Josh

For the Kids Auction – Jody received complementary emails from Pat Shipparo. We still don't know if they are going to provide us with the 10% of the net.

SWAG – for promotion, awarness and increase visibility : hats \$5, car magnets \$1.50 for small (sell for \$2.50), large \$2.50 (sell for \$5), elastic bands \$1. Jody is proposing to collect purchased SWAG at the AGM in June to reduce occurance of incurring shipping costs.

**Motion: For up to \$300 to be spend on SWAG for public awareness and visibility.**

Moved: Laura, Josh

Lego Club – have three people offering to donate Lego

Laptop – Jody is currently getting an operating memory error. She's been told that the operating memory is too slow.

**Motion: Jody to spend up to \$500 for a laptop.**

Moved: Laura, Josh

United Way Grant – requires RCP reports.

AGM attendance: Mimi and Jody to go. Currently \$500 for flights, \$200 for hotel has been spent.

Transparency – Jody is attending a presentation at Otter Lake. She will be presenting a parent's perspective of having children on the spectrum.

RCP Windsor news – Jody has advised that news of the Windsor RCP staff member has hit the One List. She has advised us that if any one is approached, all questions are to be directed to Marilyn Thompson.

National Autism Registry update – Sioux St-Marie is looking to start their own registry. Mimi has been in contact with the Executive Director of Autism Society of Canada and has received the nod to initiatie a national version of the registry. Mimi is heading project.

Provincial Community Resource Centre – May 24 event – Jody to go

Strategic Plan – the filing system is being built. Awareness activities – SWAG will help. Jody has a volunteer to help with developing a PPP. Aaron is working out very well as an administrative assistant.

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Terrena Bennett – Youth Group Coordinator has asked for support to review the Youth Group mandate.

**Action item: Laura to follow-up with Terrena**

Jody has confirmed that we received couches for the office.

Treasurer's report – Treasurer not available. No official report.

Jody does a float reconciliation. She has identified the need to be able to track expenses per line item. The float reconciliation form on Huddle does not allow all items to be reconciled (currently there are a lot of writing in of line items, instead of having the four-digit code assigned.)

**Action item: Josh to talk to Gayle about setting a meeting for budget review and/or review of line items that may need code. s**

### RENFREW REPORTS

There are support groups running in Renfrew.

They have a distribution list of about 50 people, with a membership list of six.

They meet every third Wednesday of the month (next meeting May 18<sup>th</sup>) from 6:30-8:00.

The physical meeting is 545 Pembroke Street West, Child Care Services Building, Pembroke.

Their survey hasn't gone out to members yet.

They will maintain their own budget

### SUMMARY OF ACTION ITEMS

AGM preparation  
 Youth group mandate  
 Renfrew membership mailing lists to Jody  
 Distribute current budget  
 Laptop purchase  
 Contact Heather Fawcett about Mac Hall invoice  
 Fundraising – update PICS website

Mimi  
 Laura  
 Lori  
 Samayan  
 Jody  
 Mimi  
 Mimi



# MINUTES

meeting adjourned at 8:11 p.m.