

KFAPA Board Meeting Minutes
April 18, 2009
Independence, Kansas

Members present: Sandra Hiller (President), Janice Snyder (Secretary), Richard Basham (VP Region 1), Nancy Duling (Resource Development Comm. Chair), Diane Briscoe, and Jessica Young (TFI).

Members that participated by phone: Denise Gibson (Children's Alliance), Joyce DeBolt (KDHE), Julie Schoemehl (VP Region 2), Eltanis Volen (VP Region 3), Deena Duesberg (VP Region 4), Tracie Wyatt (Treasurer), Stacey Ulrich (Vice President) and Julie Faust (webmaster).

Meeting was called to order at 1:03pm by Sandra Hiller, President. Minutes from January 17th, 2009 meeting were approved as distributed, motion made by Julie Schoemehl and seconded by Tracie Wyatt.

Annual Conference

We discussed instead of the conference being free that we should charge a small fee to attend; due to the cost the KFAPA would be incurring to host the conference. We decided that KFAPA and FKAN members would be able to attend for free and non-members would be charged \$25.00 dollars. It was also decided that those non-members that attended would be given a membership to KFAPA. This will be brought up at the next conference committee meeting with KFAN and OJA to get their input and approval as well. The cost of the hotel room will be paid, however hotel incidentals will be the responsibility of the conference participants. This will be stated on the brochure. We are still waiting on pictures of the speakers to add to the brochure. The artwork on the brochure for the conference title, Connect the Dots, Kansas Families and Children is going to be the rainbow dots. Sandra Hiller will email this to Stacey Ulrich so that it can be included in the newsletter article regarding the conference. Food for the children attending was a concern. Sandra is going to talk to the TFI representative that is setting up the child care to see if it is possible to take the children out of the building for a meal as opposed to feeding them at the hotel. The reason for this is that the meals would cost around \$50.00 dollars for the day for each child, unless the hotel would provide something kid friendly at a reduced cost. The thought to take them out of the hotel since outside food cannot be brought it was presented to help with the cost. Tracie Wyatt gave the suggestion that they contact Washburn University Family Service and Guidance and see if they have any organizations that would be willing to help out that day. Sandra Hiller is going to pass this information on to the TFI representative for further research. Sandra Hiller announced that Bruce Linhos from Children's Alliance is giving us \$1000.00 to help with expenses related to the conference. It was

also discussed to contact the Topeka Chamber of Commerce and see if they would be willing to donate welcome bags that we could use to put conference information in for the registrants. It was decided that registration for the conference would need to be in by June 5, 2009 to allow us to get a count to the Capital Plaza Hotel. There were a few changes made to the conference brochure the Julie Faust had created for us. She is going to make the changes and get the finished brochure to Sandra Hiller so that we can get them sent out. It was decided that those attending would have the stick on name tags that we would print out for them and the presenters and staff would have the name tags with the lanyards. Denise Gibson from Children's Alliance stated that once brochure is complete that she would be able to post it on their website. We will send it out to our members and to the child placement agencies and ask them to forward it to their families. Gifts for the speakers were discussed and Denise Gibson and Joyce DeBolt stated that generally a gift certificate was adequate. Denise Gibson also stated that we needed to have feedback forms for the conference and she is going to share what they use. Joyce DeBolt suggest that we have a meeting immediately following the conference to discuss the pros and cons of the meeting in order to better prepare for next year. Numerous sub-committees need to be formed to help get stuff done prior to the conference and during the conference. The conference committee is going to have a teleconference meeting on April 27th, 2009 to discuss this and set up the committees. It was requested by Richard Basham that KFAPA and KFAN board members let us know as soon as possible if they plan to attend and if they are requiring a room.

Treasurer's Report:

- Beginning Balance in October 2008 \$2638.37
- Deposits to date \$12333.31
- Expenses to date \$4613.16
- Balance \$10358.52

Reports

Vice President: Stacey Ulrich reported that she has been working on the newsletter and is just awaiting a few details to finish. She needs a couple of bios from the presenters at the conference and some of the conference information. Sandra Hiller stated that she emailed the presenters for their information and she will send Stacey Ulrich the conference information.

Region 1 VP: Richard Basham reports that he had no luck with the logo that Sandra Hiller had presented on the bags that she gave to the board members. It took it to several places and they had trouble with the ribbon and the four Rs. He had spoken to Sandra Hiller and she was going to see what she could do with it in her area. He also reports he has been working on the conference.

Region 2 VP: Julie Schoemehl reports that she continues to go to agency meetings to continue to work on recruitment for KFAPA.

Region 3 VP: Eltanis Volen reports that she has been going to agency meetings to promote KFAPA.

Region 4 VP: Deena Duesberg stated that she has been learning the CPA's in her region. She has just recently been appointed to her position.

Region 5 VP: Not present-no report Sandra Hiller did inform the board that the Foster Care Affair was in Wichita again this year and would be May 7th and 8th and we would have a booth.

Resource Development: Nancy Duling stated that they had a teleconference on February 7th, 2009 regarding the Walk Me Home campaign and it was decided that we would concentrate on getting our membership number up and the conference. We will host a Walk Me Home next year, hopefully in conjunction with the conference.

Secretary: Janice Snyder requested that the board allow her to purchase software to assist with the financial aspect of the organization. Janice Snyder explained that it would cost around \$100.00 dollars, however once it was loaded on her computer and she was no longer the secretary the software program would no longer be available to KFAPA. There was discussion about KFAPA purchasing a lap top for the secretary and purchasing the adequate software. (Financial software and Microsoft office) By KFAPA purchasing the lap top and software it would be property of KFAPA and would be passed on to the next secretary for use. Joyce DeBolt suggested that an external backup be purchased as well. Motion was made by Tracie Wyatt that we purchase a computer and software that is needed so the secretary and future secretaries can perform their duties not to exceed \$2000.00 dollars. Second was made by Richard Basham, motion passed. Stacey Ulrich suggested that if we needed help in finding the right computer and software that SFA's IT personnel would be able to help us.

National Conference: Sandra Hiller stated that she would not be able to attend due to family obligations. She stated that the hotel rooms had dropped to \$49.00 dollars a night. It was asked if KFAPA would be able to pay the expenses if a board member wanted to go. After discussion it was decided that yes we would be able to do that. The board member would have to pay and then submit invoices to Janice Snyder for

reimbursement. After discussion Dianne Briscoe stated that she would be able to attend. A motion was made by Tracie Wyatt that KFAPA pay expenses for Dianne Briscoe to attend the National Foster Parent Association Conference in Reno, Nevada on May 3-8th, 2009. Julie Schoemehl seconded the motion. During further discussion it was suggested that maybe we should send two people. Janice Snyder stated that she would like to go. Julie Schoemehl is going to check her schedule and will be an alternate if she is able to. Tracie Wyatt then amended her motion to send two people with KFAPA paying expenses to the NFPA conference, Richard Basham seconded it and the motion passed.

Elections and Ballots: Positions that are up for election are Vice President, Region VP for 2 and 4, and secretary. Stacey Ulrich is running for Vice President, Julie Schoemehl is running for Region 2 VP, Dianne Briscoe and Deena Duesberg are running for Region 4 VP, and Janice Snyder is running for secretary. Nominations were read. A motion was made by Nancy Duling to accept the nominations, seconded by Tracie Wyatt, motion passed. Ballots will be mailed out in May. All candidates were asked to please forward their bio to Janice Snyder so she can get the ballots made out. Procedure was explained to the board: Ballots will come with a self addressed envelope with their member ID on the outside of the envelope, the ballot must return in that envelope or it is not valid and cannot be counted. Joyce DeBolt and Denise Gibson will count the ballots at our June 13th, 2009 meeting.

Membership: We discussed ways to boost membership numbers. Debi Hatfield with KDHE stated in our August 08 meeting that she would check with her supervisor to see if KFAPA would be able to place an informative hello letter in the licensing packets that go out to foster families. Joyce DeBolt with KDHE stated that if we produced a draft that she could present to Debi Hatfield to would do that on our behalf. Stacey Ulrich asked about links on the agencies websites. It was noted that Children's Alliance has a link posted for us and we are recognized in the St. Francis newsletter. She suggests we talk to more of the CPA's about putting links to our website on their websites. Sandra Hiller has received the information packet for United Way 2-1-1; she will complete and turn it in. Sandra Hiller reminded the Regional VP's to continue to go out to meetings and inform foster parents about KFAPA. Nancy Duling stated that she is handing out information at the MAPP classes that she is doing. Sandra Hiller reminded members that we will have the booth at the Foster Care Affair in May. Eltanis Volen told us that on Friday May 1st, 2009 in Manhattan city park there is going to be a Foster Parent Appreciation picnic, due to recent health issues she did not know if she would be able to make it, but wanted to let us know so that someone would be able to attend and speak to parents about KFAPA.

Next Meetings: June 13th, 2009 at 10am in Lawrence, Kansas at Denise Gibson's house to count ballots and tie up loose ends for the conference. A teleconference number will be provided.

July 10th, 2009 at 8pm at the annual conference.

Meeting adjourned at 2:55pm.

Respectfully Submitted,

Janice Snyder
Executive Board Secretary