



Council Executive Committee

Location: Conference Call
Date: Tuesday, September 20, 2018
Time: 11:00 A.M. CDT/ 12:00 P.M. EDT

Present: Tecia Puckett Pryor, Lisa Johnson, Serina Gilbert, Evan Espey, Steve Sheegog

Absent: none

Staff: Wanda Willis, Lynette Porter, Ashley Edwards

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at 11:01 a.m.

2) **Consent Agenda: Approve today's Executive Committee Agenda and August 7, 2018 Executive Committee Minutes**

Evan submitted an edit o the August 7 minutes: change "The Arc of Tennessee" to "The Arc TN" when referring to this organization.

Evan moved to approve the consent agenda with edits. Lisa seconded. Approved.

3) **Executive Committee Member Changes**

Tecia reminded the Executive Committee members that Steve Sheegog, former chair of the Communications Committee, was appointed to the Audit Committee and would be coming off the Executive Committee as a result. To ensure separation, no members of the Audit Committee will serve on the Executive Committee.

Ryan Durham, Council Member representing the South Central Development District, will chair the Communications Committee with Steve moving to the Audit Committee. Ryan will also join the Executive Committee as a result of that role change.

Tecia will send an e-mail to the Council to officially announce these role changes.

4) **Debriefing from Annual Planning Retreat (September 13-14, 2018)**

The Executive Committee engaged in informal discussion about their experiences at the Planning Retreat last week. Wanda shared overall feedback from preliminary review of evaluation surveys.

The committee shared about the timeliness of topics, the depth of knowledge each presenter



shared, and the diversity of voices in the room. Of note, having legislators representing both major political parties on a panel discussing how best to share your story with your representatives as impactful for members. This made it clear that disability is a non-partisan topic and reinforced the council's role in helping individuals participate in public policy.

Attendants named that the first day seemed long, especially the afternoon sessions. In planning future sessions, the Council will keep in mind the need for frequent breaks for movement, with the goal of keeping activities and presentations to less than an hour. In addition, there was some discussion about pushing the start time back to 9:00 a.m.

There was discussion about the number of accessible parking spots available at the hotel as a result of local construction. With 5 council members, at least, requiring accessible parking, the 6 marked accessible spots do not meet our needs. Wanda will check with the hotel to see if they would be able to temporarily reserve additional parking spots, to be marked as accessible spots.

The committee named that the audio system presented several problems throughout the meeting days. The Council staff will communicate this with hotel staff to ensure audio enhances the retreat and allows members to hear speakers clearly and without feedback

Lastly, the committee shared the success of having a hospitality suite for members to gather and network after dinner on Wednesday and Thursday evenings. Having a room with access to a separate bathroom would be ideal, but all who utilized this space found it a positive experience that they would like to have available at every council meeting, if possible.

5) **Budget Process**

Lynette shared that the state budget process has begun. The Council will submit its first draft of a working budget, including a required 2% decrease in state fund spending, by next Friday, September 28. Lynette will send budget updates to the Executive Committee and will share the final proposed budget when it is complete.

Over the course of the last year, the Council has increased the number of presentations and exhibits it attends by 50% across the state. These include speaking engagements and trainings on topics like Supported Decision Making as well as sharing about who the Council is and its role in the state at conferences and conventions. Currently, staff has to turn down opportunities in order to allocate time appropriately to their primary duties. In an effort to continue this momentum of outreach to the entire state, the Council is requesting to create a position that would focus primarily on these presentation and exhibition opportunities, and move management of all communication tasks to the Director of Communication. This cost to fund this position would be built in to the current budget and would not require an increase in the overall budget of the Council. The Executive Committee discussed a desire to continue these speaking engagements and encouraged the Council to ensure that this position was funded for multiple years to ensure consistent messaging. Evan Espey left the call before any



motions were made and was not a part of the vote.

Lisa motioned to allow the Executive Director to pursue creating this new paid staff position at the council. Serina seconded. Approved.

6) **Council on Developmental Disabilities Messaging Project**

Due to time constraints, this agenda item was moved to e-mail. Ashley will e-mail the Executive Committee copies of the Work Plan and Budget for this project, which was approved during the August 7, 2018 Executive Committee call. Executive Committee members are encouraged to provide feedback to the Council by replying to Ashley's e-mail no later than Monday, September 24, 2018.

9) **Motion to Adjourn**

At 12:04 p.m. Serina moved for adjournment. Steve seconded. Approved.

Next call: Tuesday, October 2, 2018 at 11 a.m. Central/12 noon Eastern.

Next meeting: Thursday, November 1, 2018 at 1 p.m. Central/2 p.m. Eastern @ Embassy Suites Nashville Airport

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Wanda Willis, Executive Director