

## **GMSA Board Meeting held on December 13, 2021**

**GMSA Officers (4):** Randy Lizotte (president/Next Step Self-Advocacy), Danielle Viau (vice president/BSAC), Chad Cleverley (treasurer/VT Choices), Levi Gardner (secretary/VT Choices)



**GMSA Board Members (12):** Erik Johnson (VT Choices), Taylor Terry (Capitol Advocates Together), Tesha Thibodeau (Winds of Change), Marjorie Burns (BSAC), Skye Peebles (ally), Lisa Rudiakov (Friends of Friends), Jenny Rainville (BRAG), Chris Dubeau (COPS), Eugene Johnson (GATSA), Amanda Daniels (alternate - Newport Self-Advocates), Nicole Villemaire (Champlain Voices), Caroline Gillen (SABE of Rutland)

**Other Members (3):** Susan Mandell (BRAG), Marshall Denutte (VT Choices), Liv Laferriere (BSAC)

**Allies (4):** Lee Reilly, Curtis Larrabee (NKHS), Jacob Weber (BSAC), Wendy Summarsell (Winds of Change)

**GMSA Staff (4):** Karen Topper, Max Barrows, Hasan Ko, Karen Noone

### **Agenda:**

- 10:00 Board review of new Plain Language Booklet adapted by GMSA for DAIL to explain SIS-A assessment process.
- 10:15 Announcement and Recruitment for VTDDC focus group on health issues impacting women with IDD
- 10:25 Speeches from candidates running for GMSA Officer Elections
- 10:50 Announcement: Discussion questions to use to prepare for January discussion on supporting local groups in 2022
- 11:00 Financial Report from our accountants at Aris Solutions
- 11:30 Voices and Choices planning group

- 11:45 Process Meeting and Uplifting activity: Board member have an opportunity to share 1 thing we are proud of doing in 2021.

**Board review of new Plain Language Booklet adapted by GMSA for DAIL to explain SIS-A assessment process.**

DAIL, the department at the state that oversees Developmental Services, asked GMSA to work with them to create a plain language booklet describing the SIS-A assessment tool. GMSA staff drafted a document and reviewed it with the board. The board members suggested changes to make the booklet more accessible. The draft sent to DAIL is attached to these minutes. Here is a summary of our discussion sent to DAIL in addition to recommended text changes in the booklet.

- GMSA acknowledges the DD Council for supporting our work to get out accessible information about the SIS. DAIL asked us to do this for free. The DD Council agreed that this technical assistance task could be part of our SAP work.
- Suggested title: "Plain Language Introduction to the SIS and Its Use in Vermont."
- Text translated into plain language does not cover everything in the original document. We focused on what we think is the need-to-know information.
- We found a SIS-A video and recommend it be used with this booklet. It has a few confusing details but overall it makes the SIS-A process more accessible.
- Now typically we use a more direct approach when we translate a document into plain language. In other words, we match a paragraph of the translation to a specific paragraph in the original. It just did not work out that way for this translation. Therefore, it is important for DAIL to review our work and point out any concepts that we missed that you want us to write about in the Plain Language version.
- It may seem odd that we did not use the term Needs Assessment and decided to just focus on the SIS. Our understanding is that the Needs Assessment process is much more than completing the SIS. It would take

more pages to address this broader topic. Since we are trying to get out accurate information about the SIS we intentionally decided not to use the term Needs Assessment.

- DAIL needs to add a short glossary that defines SIS and a few other terms.

### **Announcement and Recruitment for VTDDC focus group on health issues impacting women with IDD**

The DD Council is holding focus groups for women with intellectual and developmental disabilities between 30-75 years old. The focus groups are on zoom. Each focus group is for 1 hour to discuss health experiences. The DD Council is paying participants \$75. There are 3 sessions:

- Monday 12/20 at 5
- Friday 12/17 at 10
- Friday 12/17 at 3

We will discuss heart, breast and reproductive health. Some of the questions being asked are:

1. How often do you see a doctor or nurse?
2. What type of information have received about your body from a doctor or nurse?
3. How do you know if your body is healthy?

GMSA staff made a list of people who want to participate. An email announcing the focus groups was also sent to members and groups.

### **Speeches from candidates running for GMSA Officer Elections**

Randy Lizotte read the descriptions of each officer position from the GMSA Bylaws. Candidates were nominated during our October meeting. This meeting was recorded, and the speeches made by each candidate was transcribed from the recording. The following people presented:

- **Presidential Nominations:** Amanda Daniels, Lisa Rudiakov
- **Vice Presidential Nomination:** Danielle Viau, Levi Gardner
- **Secretary:** Nicole Villemaire
- **Treasurer:** Chad Cleverly

In the past GMSA created a paper Ballot for groups to use for voting. But the Omicron variant of Covid-19 is stopping many groups from meeting in person. The GMSA officers met and came up with a new way of voting. The officers are recommending that we use a Ballot survey instead of a paper ballot. The survey is digital, and members can use a laptop or tablet or smart phone to vote.

The board discussed voting online. As an accommodation the board recommended that GMSA staff will mail out a paper ballot with a stamped return envelope if asked to do. Also, a member may call a GMSA staff person and vote over the phone.

**Chad Cleverley made a motion:**

***GMSA members will vote for Board Officers in 12.15.21 through 2.15.22. GMSA will use a survey online to vote for Officers. As an accommodation, members can use a paper ballot if that is easier, or members can call 802-249-6659 to get help to vote.***

**Nicole Villemaire seconded the motion. Motion passed.**

### **Announcement: Discussion questions to use to prepare for January discussion on supporting local groups in 2022**

Chad introduced the idea that the board should have a discussion about “What Can GMSA Do To Support Local Groups?” Board members were asked to come to the January 31<sup>st</sup> meeting ready to discuss this topic. Members were asked to get ideas from the other members of their group.

### **Financial Report from our accountants at ARIS Solutions**

Elizabeth C. Lundberg, Chief Financial Officer, ARIS Solutions and Darcy Currier Agency Bookkeeper ARIS Solutions met with the Board. They presented their Board Meeting Analysis Report for FY21. The report is included at the end of these minutes.

There is also a 2-page Plain Language version of the he ARIS financial report. One of our goals is to increase the financial literacy of our board members. GMSA staff worked the GMSA treasurer to translate the information to make it more cognitively accessible.

We will start with a review of your cash, because that's an important component of how a company is doing financially. And GMSA is doing great. There's \$450,309 in your account. The accounts receivable, which is money that is owed to us, is \$45,736. That tends to fluctuate. They'll go up and down as people pay us. Prepaid expenses are very small, \$300. An example of a prepaid expense might be paying your insurance early. So, if your insurance covers the time period of July, but we paid it in June, we wouldn't put that into your expenses. We would show that here on your balance sheet as prepaid.

Your property and equipment is zero and your total assets again is 496,000, which is, which is very strong. Your long-term obligations. GMSA has never taken out any loans since you started in 1994. But during COVID, the government provided PPP funding. And the way that we have to show that on the financials is as a long-term obligation until we apply for forgiveness, which we did do. And they did forgive the loan. So that money in February got removed from the long-term obligation and got added to your revenue. So that's why you see that \$60,000.

Days cash on hand. At the beginning of this, it showed \$450,000 being in your cash account. The reason that that's such a good number for GMSA is because of this number "1028" days. This means if GMSA never collected another penny through revenue or grant or donations, fundraisers, and with the current expenses that you have, you would be able to stay open for almost three years without collecting another penny. I want to stress to you how huge this is, because a lot of nonprofit agencies and a lot of businesses, they can get down to 30 days. It can get really scary as far as how low that number can get. And you are in a very, very good cash position.

Next let's look at the current ratio that shows your ability to pay your short-term obligations, which typically would mean your payroll or your rent, electricity, heat, that sort of thing. And a good ratio is anything over 1.5. And you all are at over 36. So again, significantly.

Question from Board member: Why is there such a big difference with travel? Answer: Last year you had \$6,000 in travel and good amount of travel occurred before March of 2020 when COVID really hit. You had a good nine months of the year in before COVID hit. And so you had a lot of travel expense

spent in the nine months. And then once COVID hit, travel expenses decreased significantly. Almost coming to a stop. And then that's why your \$600 is so much less than the prior year. Your rent did not change, and your total expenses from last year to this year actually went down a little bit.

Question from the Board - Could you give an example of what a general operating expense might be as opposed to like a program expense? Elizabeth answered: A general operating expense would be any paper that you buy. Could be supplies like pens. Expenses that you need to actually operate the business itself. Karen answered: One reason operating expenses are up this year is because of Covid-19 we spent a lot of money on Zoom and on other digital applications when we switched to operating virtually. We purchased some tablets and laptops for people so we could continue working. Zoom is like our new phone line. It's equivalent to having a telephone line and a photocopier.

Question from the Board – Why is the program expense down so much? Elizabeth answered: You did not hold the Voices and Choices conference in-person. In the past, the budget has been \$120,000 of both revenue and expenses for the conference. Karen answered: And we were fortunate to get out of our contract we signed with the hotel because of the Governor declaring an emergency due to Covid-19.

Comment from the Board: I just wanted to say that I am new, and this is very interesting. And I would love to learn more about how our budget works. Answer: And this is just the report of our finances. The GMSA budget has more details to it. In the late spring we will work together on next year's budget. Our fiscal year ends June 30<sup>th</sup>.

### **Voices and Choices planning group**

Skye Peebles volunteered to chair the 2022 Voices and Choices Conference Planning committee. Chad, Randy, Marge, Amanda, Tesha, Nicole V, Karen Noone, Levi volunteered to meet once a month. The first meeting will be in January.

**Process Meeting and Uplifting activity: Board member have an opportunity to share 1 thing we are proud of doing in 2021.**

- Proud to be on this Board and how GMSA is helping people with disabilities during Covid. Getting back to what I love.
- Memorizing all my lines for the play I'm in.
- I'm writing picture books. I'm pretty excited.
- Proud I completed the peer mentoring training.
- Saved and got tickets to go to a Red Sox game next year
- Glad I'm back to work again.
- Getting around my town, dealing with all the ice without being afraid
- Proud of what I do for to become a leader in my group.
- Proud of teaching high school students
- I was able to work out every day. I lost 70 pounds.
- I rose above of everything that happened in my life
- Got to host my radio show again last week.
- Proud I attended the Peer training
- I haven't used my very colorful vocabulary with my employer
- I'm a grandma. I got to hold him on Thanksgiving.
- Glad I'm able to have a home again.
- Enjoying people and getting projects done.
- I helped my mother write her life history and find pictures to go along with it.
- Our CAT group gathering winter clothing and bedding for the homeless.

# GMSA Board Meeting 12/13/21 Financial Report /Analysis FY21

## GMSA BALANCE SHEET

	<u>6/30/2021</u>	<u>5/31/2021</u>	<u>Variance</u>
Cash	\$450,309	\$383,548	66,761
Accounts Receivable	45,736	108,245	(62,510)
Prepaid Expenses	315	630	(316)
	<u>496,359</u>	<u>492,423</u>	<u>3,936</u>
Property and Equipment	0	0	0
Accumulated Depreciation	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Assets</b>	<b><u>\$496,359</u></b>	<b><u>\$492,423</u></b>	<b><u>(3,936)</u></b>
Accounts Payable	5,458	4,065	1,393
Accrued expenses	8,212	7,446	766
Deferred income	0	0	0
Current portion of long-term debt	0	0	0
	<u>13,670</u>	<u>11,511</u>	<u>2,159</u>
Long-term obligations, less current	16,635	16,635	0
Net Assets	466,054	464,277	1,777
	<b><u>\$496,359</u></b>	<b><u>\$492,423</u></b>	<b><u>3,936</u></b>
Days cash on hand	1,028.88	876.34	152.54
Days revenue in receivables	4.99	4.99	0.00
Current ratio	36.31	42.78	(6.47)
Long-term debt to equity	3.57%	3.58%	0.0001

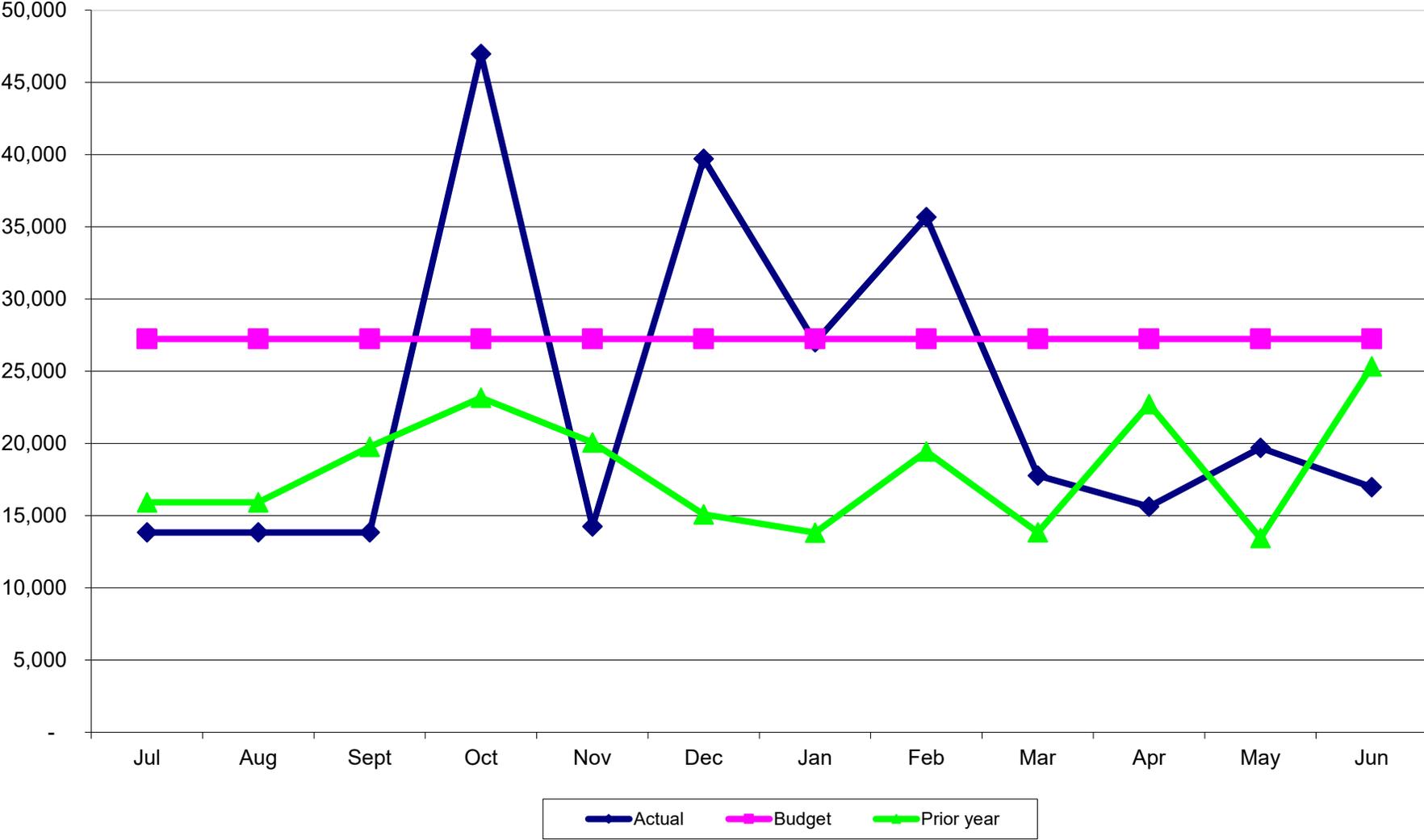
**GMSA**  
**Statement of Activities - Current Month**

	<u>Actual 6/30/2020</u>	<u>% of Rev</u>	<u>Actual 6/30/3021</u>	<u>% of Rev</u>	<u>Budget 6/30/3021</u>	<u>Favorable (Unfavorable) Variance</u>
Revenue	\$25,340	100%	\$16,979	100%	\$27,233	(\$10,254)
Expenses						
Wages	6,648	26%	7,011	41%	10,531	3,520
Fringe benefits	657	3%	671	4%	1,159	488
General operating expenses	4,824	19%	6,225	37%	4,131	(2,094)
Program expenses	0	0%	0	0%	8,625	8,625
Travel and transportation	37	0%	0	0%	400	400
Occupancy costs	1,295	5%	1,295	8%	1,295	0
	<u>13,461</u>	<u>53%</u>	<u>15,202</u>	<u>90%</u>	<u>26,141</u>	<u>10,939</u>
Excess of Revenues over Expenses	<u>\$11,879</u>	<u>47%</u>	<u>\$1,777</u>	<u>10%</u>	<u>\$1,092</u>	<u>\$685</u>

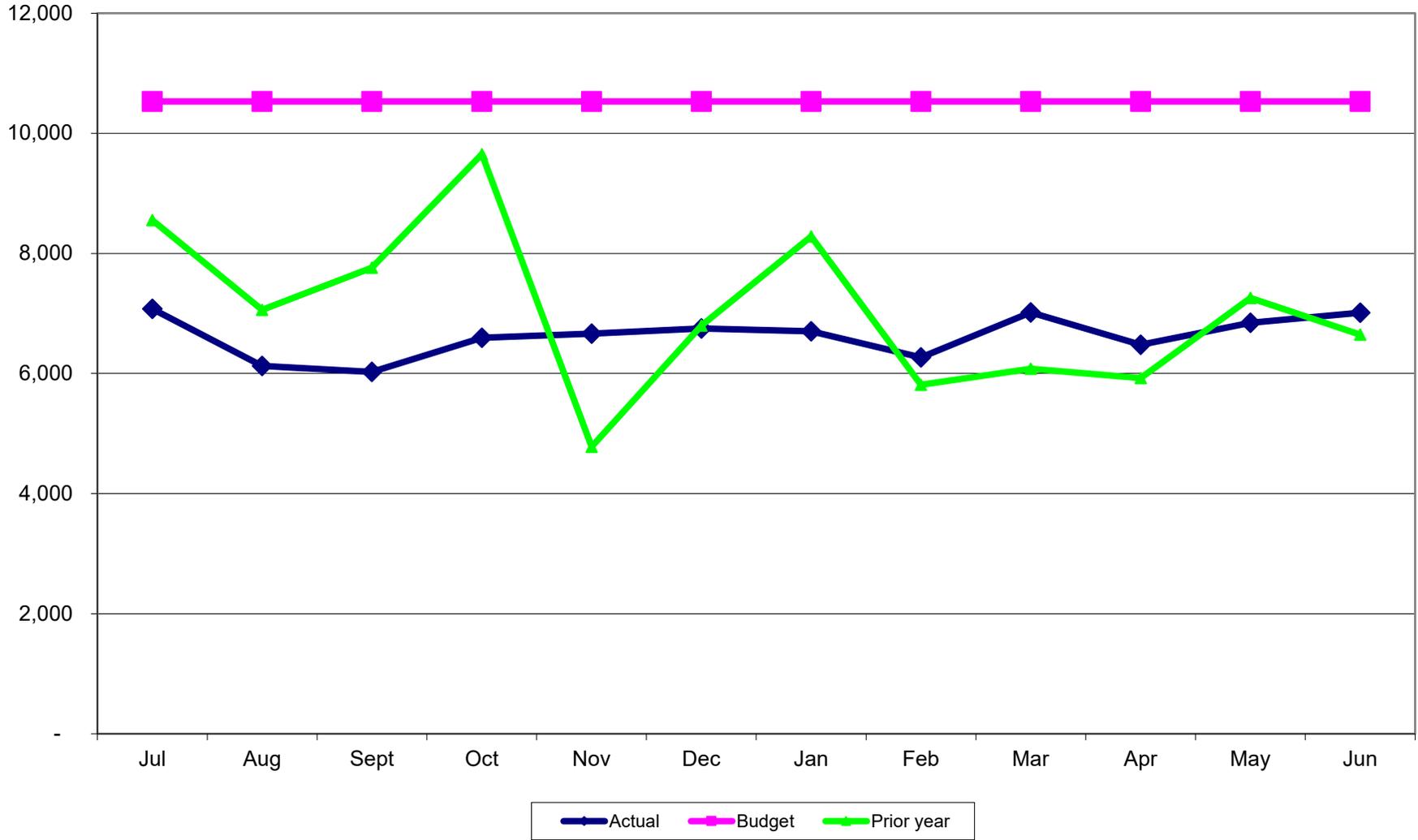
**GMSA**  
**Statement of Activities - Fiscal Year-To-Date**

	<u>Actual 6/30/2020</u>	<u>% of Rev</u>	<u>Actual 6/30/3021</u>	<u>% of Rev</u>	<u>Budget 6/30/3021</u>	<u>Favorable (Unfavorable) Variance</u>
Revenue	\$218,517	100%	\$275,151	100%	\$326,800	(\$51,649)
Expenses						
Wages	84,605	39%	79,555	29%	126,366	46,811
Fringe benefits	9,216	4%	7,849	3%	13,910	6,061
General operating expenses	41,956	19%	47,486	17%	49,574	2,088
Program expenses	455	0%	2,150	1%	103,500	101,351
Travel and transportation	6,140	3%	606	0%	4,800	4,195
Occupancy costs	15,540	7%	15,540	6%	15,540	0
	<u>157,912</u>	<u>72%</u>	<u>153,185</u>	<u>56%</u>	<u>313,690</u>	<u>160,505</u>
Excess of Revenues over Expenses	<u>\$60,605</u>	<u>28%</u>	<u>\$121,966</u>	<u>44%</u>	<u>\$13,110</u>	<u>\$108,856</u>

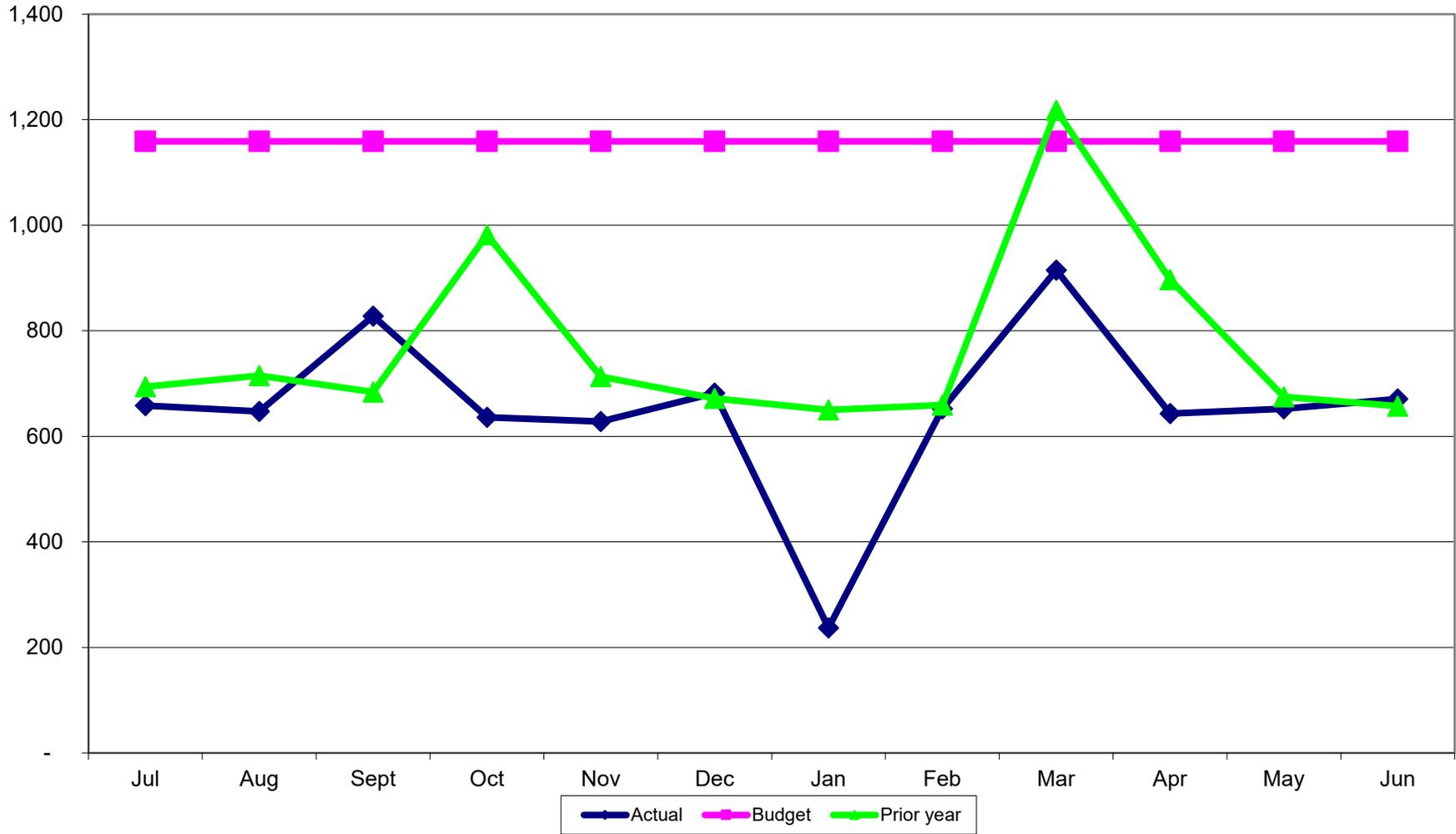
**GMSA  
Revenue Trend - July 20 - June 2021**



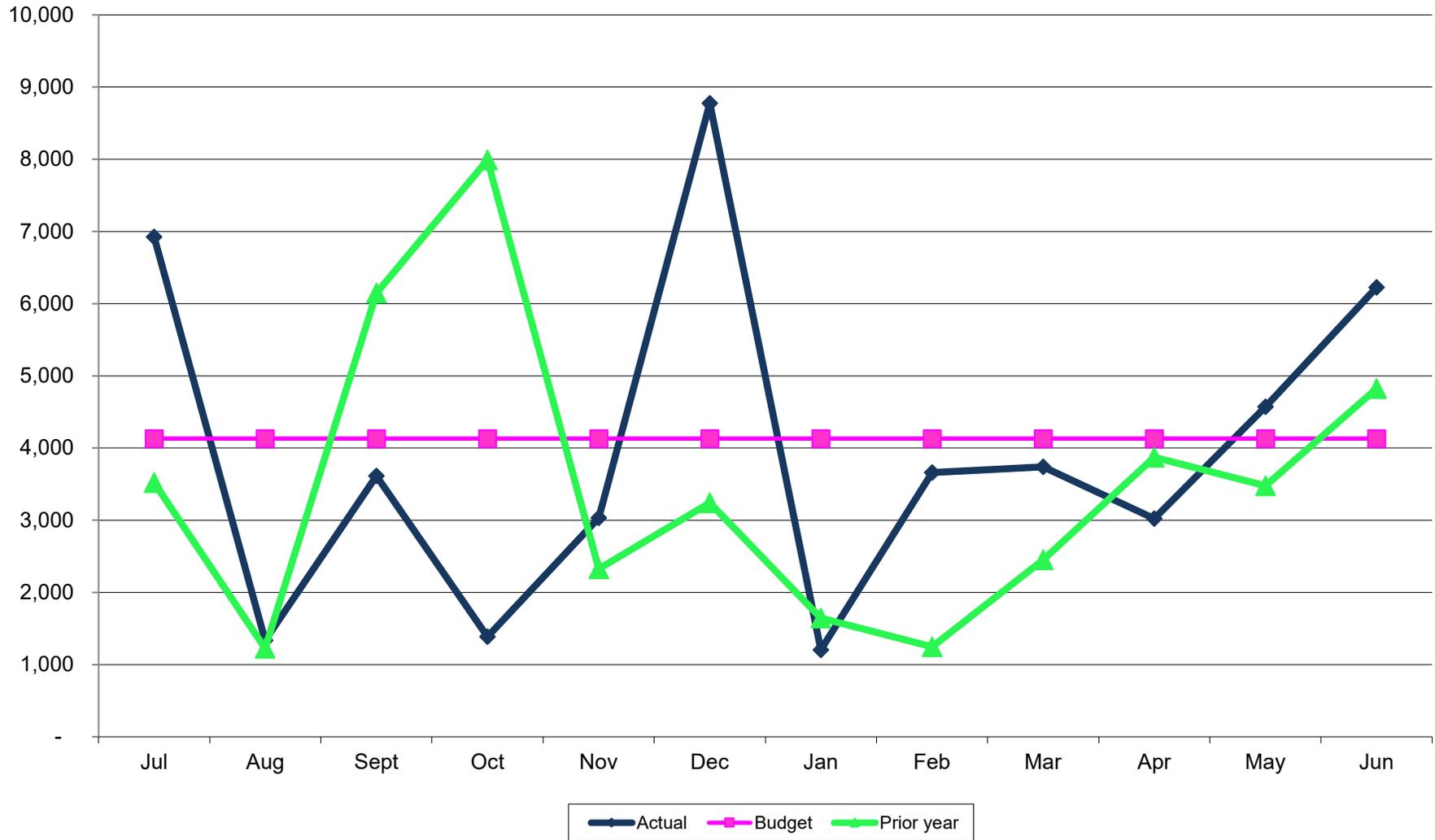
**GMSA  
Salaries  
July 2020 - June 2021**



**GMSA  
Fringe Benefits  
July 2020 - June 2021**



**GMSA  
Operating Expenses  
July 2020 - June 2021**



# GMSA Plain Language Financial Report to the Board 12/13/2021

## Green Mountain Self-Advocates Balance Sheet June 30 2021

<b>Cash</b>	\$ 450,309
Accounts Receivable <b>Money People Owe Us</b> (Some of our big contracts like SARTAC only pay 2 times a year)	\$ 45,736
Prepaid Expenses - Bills we paid early this month	<u>+ 315</u>
Property and Equipment	0
<b>Total Assets – how much we are worth</b>	<u><b>\$496,359</b></u>
<b>Long-term obligations or loans</b> GMSA never takes out loans. BUT during Covid the government has been giving out money to help businesses. GMSA got money from a program called PPP. This means Payroll Protection Plan. It is a LOAN, but the rules are if you pay people to work during Covid you did NOT have to pay back the loan. In February we got \$16,635 of PPP.	<u><b>\$16,635</b></u>
<b>Days cash on hand</b> means if we never got another penny, GMSA could keep operating for almost 3 years.	<b>1,028 Days cash on hand</b>
This means it takes about 5 days for people to pay us for the work we do.	<b>5 Days revenue in receivables</b>
Current ratio	36.31
Long-term debt to equity	3.57%

## Let's Compare Our Finances From 2020 Year With 2021 Year

	2020 Fiscal Year July 1, 2019 to June 30 2020		2021 Fiscal Year July 1, 2020 to June 30 2021
<b>Revenue - Money Coming In</b>	<b>\$218,517</b>		<b>\$275,151</b>
<b>Expenses - Money We Spend</b>			
<b>Wages</b>	<b>84,605</b>		<b>79,555</b>
Fringe benefits	<b>9,216</b>		<b>7,849</b>
<b>General operating expenses</b>	<b>41,956</b>		<b>47,486</b>
<b>Program expenses</b> This is way down because we did not have the Voices and Choices Conference due to COVID-19	<b>455</b>		<b>2,150</b>
<b>Travel</b> This is way down because we did not travel due to COVID-19	<b>6,140</b>		<b>606</b>
<b>Rent for Office</b>	<b><u>+ 15,540</u></b>		<b><u>+ 15,540</u></b>
<b>Total Expenses</b> How much we spent	<b>\$157,912</b>		<b>\$153,185</b>
Excess of Revenues over Expenses <b>The amount of money we saved</b>	<b>\$60,605</b> In 2020 Fiscal Year		<b>\$121,966</b> In 2021 Fiscal Year