

# Minutes of the RCRV Annual Meeting 11/8/2006

These minutes were approved at the RCRV Annual Meeting 11/17/2007.

Board Chairman Chuck Wehage called the meeting to order at 1:33 P.M.

Seventeen RCRV members and four community service agency representatives signed the attendance list.

The Chairman determined that a legal quorum was present.

## Approval of Previous Annual meeting minutes

Minutes of the last Annual Meeting, held November 16, 2005, at the Red Cross building, have been posted on the RCRV website for review for twelve months. Two hard copies were circulated for the benefit of those not having internet access. Don Grimm moved those minutes be approved as posted. Tom Brennom seconded the motion. Motion carried with no one opposed.

## Approval of Previous Board of Directors meeting minutes

Don Grimm moved that the minutes of the previous Board of Directors Meeting, held October 18, 2006 be approved as posted on the RCRV website. John McDonough seconded the motion. Motion carried without no one opposed.

## Opening Remarks

Board Chairman Wehage welcomed RCRV members and other participants. Wehage recommended that next year another review session be scheduled with Rockwell management. Wehage recommended that RCRV ask for help from Collins in addressing the individual liability exposure. Wehage noted that Lois Bartelme is trying to form an RCRV branch in Coralville, and some effort is being made to start a similar activity in Melbourne. A final issue to raise with the company would be to ask for matching of charitable contributions made by RCRV members.

## Rockwell Collins (Cindy Dietz)

Cindy Dietz was out of town on business, but submitted the following written report:

Rockwell Collins appreciates the efforts of RCRV and commends all participants for their service to the community. This program is one-of-a-kind and is frequently cited as a "best practice" for partnership between a company and its retirees. You do so much for the community that it would be hard to envision any other group providing the same services and with so much enthusiasm. Keep up the good work and thanks for helping spread the Rockwell Collins spirit in our community.

## Community Service (John McDonough)

I reviewed 47 weekly minutes and 9 monthly reports to the Board of Directors for the following summary of efforts:

- We had 925 participants over the past year at our regular weekly Community Projects Team Meetings. Most of the folks attended most of the meetings. Attendance ranged from 15 to 30 at each meeting...
- In this report, I have not included details of all the efforts that we did for folks that requested help. See RCRV's monthly reports on our web site for more information, <http://www.collinsclubs.com/rcrv>.

### Volunteer hours

2002	4,500	
2003	7,532	ICVS goal of 7,500
2004	12,214	ICVS goal of 10,000
2005	20,287	ICVS goal of 15,000
2006	19,438 first 9 months	ICVS goal of 24,000

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K-12 hours are not included in the above numbers. They were estimated by Jenny Becker to be 3,000 hours in 2005 and 4,000 in 2006.

- RCRV has provided support to many area nonprofit agencies including Options of Linn County, Grant Wood Area Educational Association, the Science Station, REACT, Aging Services, Heritage Area Agency on Aging, TRIAD, The Free Clinic, Jane Boyd, Heart of Iowa, the AARP Tax program, the Iowa Cultural Corridor Alliance, the Governor's Award ceremony, the Iowa Commission of Volunteer Service with Jack Hotchkiss being a Commissioner, the American Red Cross, the Senior Health Insurance Information Program, the 4 Oaks Bridge Program, and the Court Mediation folks.
- RCRV provided documentation for the Traits of Life exhibition that was at the Science Station in return for free rental of the exhibition for the Science Station. We also kept the various displays up and running by providing repair, new parts, and general maintenance. We cleaned and painted the maintenance area in the basement. We also painted several areas of the Science Station for them. This has been an ongoing project. These activities were lead by Keith Sutherland and Arlo Meyer.
- Mike Wilson and Pete Jurgens are the site managers for the annual Festival of Tree's that St Lukes Auxiliary is sponsoring again this year. As site managers, we are responsible for providing mounting bases for the 50 plus trees, the maintenance of the wall sections that separate the various trees within the US Cellular Center, the moving and setup of the wall sections to the US Cellular Center plus the transportation of the trees to the center. This is a major effort for RCRV as well as for St Lukes Auxiliary folks.

So far, the 100 wall sections have been repaired and painted. Many tree mounting bases have been built. One hundred fifty new message mounting plastic sheathes have been built for use on the wall sections of the various displays. They were built from folded 8 ½ X 11 pieces Plexiglas that will be mounted using Velcro tabs.

This is a large volunteer effort of about 20 RCRV folks.

- RCRV construction team have designed and built several wheelchair ramps this past year.
- RCRV is a major contributor to the modular ramp and lift team that meet monthly at the Sixth Judicial Correctional Facility under the direction of Heidi Soethout. This is a statewide coalition with participation from Iowa Compass, Iowa Program of Assistive Technology, Aging Services, St Lukes Hospital, Eastern Iowa United Way, Easter Seals, Iowa Vocational Rehabilitation Service, and the Sixth Judicial Correctional System. Among other things, we are providing a design capability to the Team. We now have a web based design document for the design of wheelchair ramps that does not require any digging of holes to mount the posts.
- RCRV displayed our wares at various area seminars and programs namely, the Iowa Congressional folks in the Rotunda of the Capital, the Rockwell Collins K-12 Volunteer Fair, the 2006 Assistive Tech Expo recently held at the KTOS Center
- The six RCRV Senior Health Insurance Information Program (SHIIP) Counselors assisted seniors by answering questions about Part D Prescription Drug Coverage as well as signing folks up for the plans. Pete Jurgens and Terry Canning spoke to several thousand seniors about part D insurance. They also spoke to over 800 RCRV Retirees about Rockwell Collins insurance offering for 2006. Meetings were also held last week at the KTOS Center for 2007 offerings. We answered questions that the folks had about what was offered.
- RCRV provided lots of mentoring and tutoring at various schools with math and science students as well as with the students in the local Lego Robotics programs sponsored by Rockwell Collins.

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- RCRV is well represented on several of the 15-5 committees.
- We also supported the Salvation Army, Habitat for Humanity, Mid American Housing Authority, Cedar Rapids Fire Department, the new Observatory Facility Build effort, and had requests that we fulfilled from the Visiting Nurses of Monticello and Clinton, RSVP of Iowa County, and the Blood Bank of Davenport.

If you can dream it, we can do it.

## Communications (Rod Thorpe)

Four newsletters have been published on schedule this year. The newsletter has been published in its present form for four years now, since January of 2003. It is now time to evaluate the process to see if it has been as effective as possible. Many comments from the floor noted that the newsletter has been widely read and appreciated. Pete Jurgens suggested that answers to SHIP questions could be published. Pete has also noted that IBEW members are starting to show interest in RCRV because of the exposure in the newsletter.

The consensus of the group is that the quarterly publication schedule is appropriate. Heidi suggested listing projects needing volunteers in the newsletter. The sheer volume of these requests is too great to publish all, but a few projects have already been listed. John Wauer suggested that the newsletter include a web link to the RCRV listings where this information is available. John noted that more diligence would be appropriate in keeping the web site current on project needs.

## Data Base (Jim Klein and Bill Ellis)

1. Added new retirees to database 4 times with files from Rockwell Collins. There are currently 3,825 names in the RCRV database.
2. The database was updated based on:
  - Addresses on returned newsletters, voice mail phone messages and emails.
  - Obituaries collected for us by Wilma Shadle.
  - RCRV/RSVP registrations.
3. Provide mailing labels for:
  - RCRV newsletter.
  - United Way of Eastern Iowa
4. Provided RSVP with a listing of RCRV members residing in Jones and Linn counties.
5. The database record format was modified to make it easier to generate the newsletter mailing list. The non-RCRV member part of the database had a different address format than the RCRV member part of the database. The format was changed to facilitate the merging of the two databases when generating the mailing list.
6. The RCRV database contains about 100 couples, both of whom are retirees of Rockwell Collins. As such, they each have their own record in the database and both of them receive their own issue of the RCRV newsletter. Significant changes to the database would be required to keep the separate membership records yet generate one address label for the couple (e.g., John and Mary Doe). As a result, the RCRV board decided to continue sending both of them the newsletter. The database structure will be reviewed in the future to see if such a change is feasible and/or desirable.
7. Spouses of deceased members are not getting the newsletter. This needs to be addressed.

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## Recruiting (Pete Jurgens)

By Pete's reckoning, there are currently 166 active members. RCRV is adding about 4 or 5 new members per month, so growth has been gratifying. Pete urged all members to help recruit by word of mouth. Spouses are eligible to join as RCRV members, and we need to exploit that.

## St Lukes (Denise Walker)

The hospital census has been extremely high in recent months. Rehabilitation Services volume has also been high during this period.

This fall the name of the Rehabilitation Services facility will be changed to *St. Lukes Physical Medicine and Rehabilitation*.

Extensive renovation work continues on the sixth floor of the hospital. Before it is completed, a new car will be lifted to this floor and installed in the rehabilitation gym area to be used for training entry and exit skills to impaired clients.

## RSVP (Angela Berns)

New offices are being prepared so that the RSVP staff may move to better facilities. Jim Green is organizing volunteers from the Community Projects group to help renovate and paint the space and to help move the furniture. It is hoped that some furniture may be found at the Rockwell Inventory Disposal facility.

Angela has been invited to serve on the WRAP coalition.

RSVP is growing. A strategic planning session is scheduled November 28th, partly to discuss how to meet growing reporting requirements for volunteers.

Steps are being taken to develop additional Jones County operations for RSVP. A local advisory board is being organized, and RCRV is asked to solicit a volunteer to serve on this board.

Transportation program in Jones County is growing, provided 48 rides in the past month. An effort is being made to recruit additional volunteer drivers.

## Options of Linn County (Wayne Clayton)

### Overview

Options of Linn County provides vocational training and support services to adults with disabilities. At the heart of our mission, we help people with disabilities become more independent and successful on the job.

RCRV has enhanced our effectiveness. When we need to look to assistive technology to create job accommodations for individuals, RCRV comes through for us. In fact, many of RCRV's creations help persons with even severe physical and mental disabilities use their strengths to be more independent at work.

### Highlights of Activities in 2006

#### Assistive Technology Repaired:

In 2006, RCRV has kept a number of assistive devices in service for our consumers. The list includes a variety of switches, CD-ROMs and others. This is important to us because it helps maintain continuity for the consumers and it stretches a tight budget by reducing the number of items that need to be replaced.

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## Outreach:

The people at Options of Linn County enjoy sharing the story of RCRV with others. This year, we have had a number of opportunities to do so.

- Assistive tech discussion and demonstration during a Kirkwood College class
- A television piece on RCRV for Volunteer Iowa was shown on KWWL-TV and IPTV
- Tours were given to college and high school students and staff from other facilities from around the state.
- Display table at the Iowa Assistive Tech Expo at KTOS in Oct 2006.
- Options conducted an Open House in Nov 9, 2006. We are celebrating 40 years of service with refreshments and tours that will include displays of job adaptations created by RCRV.

## The Look Ahead

RCRV plays an important role in improving the quality of life for people with disabilities in our community. The staff and consumers of Options recognize and appreciate the impact you make.

In the year ahead, we plan to work closely with you, exploring ways of meeting the changing needs of the consumers. And we will always look for ways to spread the word about RCRV so that others can enjoy the benefits of this association. Thank you for your service.

### **Hospice of Mercy (Sara Case):**

Fifteen new volunteers just completed training. Additional training sessions will be held in January and April of next year.

The Hospice House is scheduled to open in May of 2007. A Pet Therapy program is being developed, with three new dogs available. The plan calls for staffing the facility 24 hours per day, using volunteers 12 hours per day, 7 days per week.

### **Sixth Judicial District (Heidi Soethout)**

Heidi thanked RCRV for participation in the community.

The WRAP coalition is looking for someone to act as CEO. Would Collins Volunteers may be able to take on that role? This question should be decided within the next few months.

### **Heart of Iowa (Myrna Loehrlein)**

No report

### **United Way (Mary Klinger)**

No report.

### **Heritage Agency on Aging (Linda Dearing)**

No report.

### **Aging Services (Carol Luth)**

No report.

### **Jane Boyd (Karl Kassel)**

No report.

# **Minutes of the RCRV Annual Meeting 11/8/2006**

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## **Red Cross (Joan Schaffer)**

No report.

## **REACT (Barb Klawiter)**

No report.

## **Bridge, Four Oaks (Carol Kalous)**

No report.

## **Other Reports:**

A meeting of Iowa Volunteer Services will be held next Tuesday. Jack Hotchkiss agreed to represent RCRV at that meeting.

## **Web Site (John Wauer)**

Everything is settled into a routine with no known problems. The information on projects requested and in process tends to get stale, and needs a little more attention. Descriptions sometimes are vague and need to be better written. It was suggested that someone within Community Projects could take on the responsibility for improving the quality and timeliness of these postings.

## **Old Business:**

None.

## **New Business**

None.

## **Election of Members and Officers.**

Moved by Charles Wehage, Seconded by Rod Thorpe, to elect the slate submitted by the nominating committee by acclamation. There were no objections and the motion was approved unanimously by voice vote.

Pete Jurgens moved that Gerald Vuichard also be elected to the RCRV board. Gerald is an active employee, the business agent of IBEW 1362. Seconded by Mike Wilson. Motion carried.

## **Adjournment**

The next Board of Directors meeting will be January 17, 2007. The next RCRV Annual Meeting will be November 21, 2007

No further business was offered, and Chairman Wehage adjourned the Annual Meeting at 2:35pm.

Submitted by Donald Grimm, Secretary.

# Minutes of the RCRV Annual Meeting 11/16/2005

Note: These minutes are subject to amendment and approval at the next Annual meeting.

## Appendix 1 Board of Directors Elected for 2007

### Officers

Chairperson	Jim Green
Vice Chairperson	Keith Sutherland
Secretary	Don Grimm
Treasurer	Arlo Meyer
Community Projects	John McDonough
Recruiting/Retention	Pete Jurgens
Communications	Rod Thorpe
Agency Liaison	Angela Berns
Data Base	Jim Klein
Rockwell Collins	Cindy Dietz

### Community Agencies

RSVP	Angela Berns
Options of Linn Co.	Wayne Clayton
Grant Wood AEA	Ann Griffin
United Way	Mary Klingler
Red Cross	Joan Schaffer
Heritage	Linda Dearing
Four Oaks Bridge	Carol Kalous
Aging Services	Carol Luth
Sixth Judicial Dist.	Heidi Soethout
St. Lukes Hosp Volunteer Coord	Denise Walker
Heart of Iowa	Myrna Loehrlein
New Horizons	Mark Beason
REACT	Barb Klawiter
Jane Boyd	Karl Cassell
Hospice of Mercy	Sara Case
IBEW	Gerald Vuichard

### Retiree Members

RCRV	Jack Hotchkiss
RCRV	Wilma Shadle
RCRV	Richard Kittrell
RCRV	John Wauer
RCRV	Les Haerther
RCRV	Ed Holstrom
RCRV	Bill Ellis
RCRV	Jack Rector
RCRV	Vern Jackson
RCRV	Mike Wilson
RCRV	Jim Spencer
RCRV	Fred Rogers
RCRV	Bob Ocken
RCRV	Cliff Koop
RCRV	Tom Brennom
RCRV	Jack Murphy
RCRV	Helen Potthoff
RCRV	Kay Nelson
RCRV	Judy Wirth
RCRV	Faye Spading
RCRV	Colleen Bickford
RCRV	Phyllis Brooks
RCRV	Jim Wolfe
RCRV	Chuck Wehage
RCRV	Bob Chapman