

Minutes of the RCRV Annual Meeting 11/16/2005

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

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

RCRV members, community service agency representatives, and guests introduced themselves by name and organizational affiliation. Twenty-six RCRV members and five community service agency representatives signed the attendance list.

The Chairman determined that a legal quorum was present.

Approval of Previous Annual meeting minutes

Phyllis Brooks circulated copies of the minutes of the last Annual Meeting, held November 17, 2004, at the Red Cross building. Don Grimm moved those minutes be approved as printed. John McDonough 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 19, 2005 be approved as posted on the RCRV website. Two hard copies were circulated for review by those without internet access. Keith Sutherland seconded the motion. Motion carried without anyone opposed.

Opening Remarks

Board Chairman Wehage welcomed RCRV members and other participants.

Community Service (John McDonough)

A very large RCRV project, just completed, was to set up walls and decorations for the St Lukes Festival of Trees project. About 15 RCRV members provided many hours of volunteer labor. St Luke's officials said the project has never gone so well.

After reviewing 50 weekly reports and many Board minutes, I found the following:

- We had 1100 members in attendance over the past year. Many of the same people attended most meetings, but we had a different group at each meeting. We had 17 to 30 people each week.
- Volunteer hours—
 - 2002: 4,500
 - 2003: 7,532 thru 11 months, goal provided to Iowa Volunteerathon was 7,500
 - 2004: 12,214, thru 12 months, goal provided to Iowa Volunteerathon was 10,000
 - 2005: 13,901, thru 9 months, goal provided to Iowa Volunteerathon was 15,000
- Received the Nurses Aide Training Award from Kirkwood.
- We have designed and built many wheelchair ramps for area people in need.
- We reupholstered two exam tables for the 3rd Avenue Free Clinic.
- Provided 2 handicapped style sandboxes to CR Elementary Schools.
- Manned a display table at several area functions, K – 12 Volunteer Fair Rockwell Collins Auditorium, Assistive Technology Fair at KTOS Center, and at the Science Station during Engineers Week activities.

- Ann Griffin of GWAEA was presented an award for the APE of the Year Nationally in Chicago this past year. Good work Ann.
- We delivered ball throwers to GWAEA.
- We designed and built a shed at Milestones of Marion.
- We set up and installed 6 cabinets at the Heart of Iowa. This was the completion of 6 sets of 6 cabinets in Heart of Iowa class rooms.
- Our painting crew, namely Judy Wirth, Kay Nelson, Faye Spading, and Helen Potthoff have painted many things for the Heart of Iowa, the Science Station, Jane Boyd and the Festival of Trees.
- We do many things with respect to computers. We write programs, network computers together, train folks in its operation, we repair, & we build at REACT. We wired the Jane Boyd Computer lab, networked 30 REACT donated computers plus installed all the wiring necessary to operate.
- We continue to do income tax forms for anyone who needs assistance via Aging Services and AARP.
- We continue to repair switches, electronic devices, trail counters, toys, etc.
- RCRV is a major player in the modular ramp / lift team that meets biweekly at the Corrections Facility. We are a part of a statewide organization that includes Easter Seals, Iowa Compass, IPAT, Aging Services, St Lukes Hospital, Eastern Iowa United Way, and Corrections located in Cedar Rapids including the Prison folks at Anamosa. The meetings are chaired by Heidi Soethout at Corrections. We meet the 2nd and 4th Monday of each month. We (the Team) have purchased from Easter Seals a 42 inch wheelchair lift. It will soon be moved to the History Center's newly acquired building. We will review it to see where it can be value engineered to reduce cost and still keep the inherent quality.
- Some of our folks do home inspections for Aging Services.
- In recent weeks, our Thursday morning noise problem at our office has been highly reduced. The trucks that were coming on Thursday mornings are now coming at a different time slot.
- Mike Wilson and Jim Green are the Site Managers for the St Lukes Festival of Trees at the US Cellular Center. RCRV will be handling the setup and teardown of all the display elements for the Festival of Trees. The effort started last Sunday, and will be completed next Monday. Our group have built the trees and made sure (major effort) that their lights were all functional. This is a major undertaking by any organization. Many people are needed so that this is done in a timely fashion without overworking anyone.
- We have taken over the maintenance and repair of the various displays at the Science Station. Our guys have been instrumental in getting many of their displays operational again. The "Traits of Life" display will be setup at the Science Station rent-free provided we document the display. We have undertaken this request. The display will go on to the next client in late January. We have the next couple of months to fully document the display.
- The Heart of Iowa dedicated their mural, which was painted by the Cedar Rapids Artist Association, in memory of Pat Marshall in September.

- RCRV hosted about 800 local retirees at 4 meetings which we held at the KTOS Center (at no cost due to Linda Dearing setting it up for us) at which we reviewed the latest Rockwell Collins Insurance enrollment package. Pete Jurgens was the featured speaker at 3 of the 4 sessions with Terry Canning handling the 4th. They did a good job of explaining the ins and outs of each of the plans as well as speaking to the new Medicare Prescription Drug Plan that anyone on Medicare must pay attention to or maybe ending up paying a penalty for life. We answered all questions that were thrown our way. If you can dream it, we heard the question. Pete and John also participated in an informational program on KCRG answering Drug questions on Medicare.
- We have provided support for Habitat for Life, as well as for the MidAmerica Housing Program.

We have moved our Informational meetings to the third Thursday of each month at 9:00 AM except for July and December.

If you can dream it, we can do it.

Communications (Rod Thorpe)

Four quarterly Newsletters were published, posted on the web site, and mailed to area Rockwell Collins retirees. Rod Thorpe thanked to John Wauer particularly for his help composing and publishing the newsletters, and acknowledged the volunteers who helped with the mailings. Readership is apparently quite large, indicated tangibly by attendance at the RCRV/Aging Services informational programs on the Medicare drug program.

As an added bonus, eight new retirees were signed up as RCRV members at those informational meetings.

Dedication of the Pat Marshall memorial mural at Heart of Iowa was covered by the Cedar Rapids Gazette.

Data Base (Jim Klein)

Added new retirees to database 4 times with files from Rockwell Collins. There are currently 3,940 names in the RCRV database.

Change of Address article in newsletter was very effective.

- Received more phone & email address updates
- Received more complete data on phone and email address updates
- There is still need to look up new addresses for those returned by the post office that are labeled Unable to Forward (UTF), Forwarding Order Expired (FOE) and Undeliverable as Addressed (UAA).

Updated the database based on:

- Addresses on returned newsletters, voice mail phone messages and emails.
- Obituaries collected for us by Wilma Shadle.
- RCRV/RSVP registrations

Provide mailing labels for the newsletter.

Database security: the data file is password protected

Database backup methods:

- **On Jim Spencer's computer** (new this year)
- Hard drive on RCRV office computer
- Floppy disk in file cabinet in RCRV office
- On Jim Klein's hard disk at home

Recruiting (Pete Jurgens)

No Report

Heart of Iowa (Myrna Loehrlein)

Myrna expressed appreciation for the projects RCRV has accomplished for Heart of Iowa during the past year. She told of a boy that she had taken to experience the St Lukes Festival of Trees. Because of his underprivileged status he had never experienced Christmas presents or parties, and he was overwhelmed by learning that he was entitled to attend such a show and to receive gifts and talk to Santa Clause. It was the experience of a lifetime for that boy.

St Lukes (Jackie Ryan)

Jackie acknowledged the work RCRV was undertaking to try to provide wheel chair ramps for people who need them.

She reported that she had delivered a talk to Coolidge school showing a model of a human brain. The purpose of the presentation was promoting the use of helmets to prevent injuries.

United Way (Mary Klinger)

United Way has begun mailings to Rockwell Collins retirees asking for participation in this year's campaign.

Heritage Agency on Aging (Linda Dearing)

No report

Aging Services (Carol Luth)

Carol acknowledged work done in constructing the storage shed at Milestones in Marion. She also thanked RCRV members for work done on wheel chair ramps, and for senior home safety inspections.

Jane Boyd (Karl Kassel)

No report

Sixth Judicial District (Heidi Soethout)

Corrections is looking for volunteers to help clients prepare income tax returns. Mediators are also needed to work with clients and the court system. Training is available to any volunteers who may be interested. It was suggested that RSVP may also be able to help provide volunteers.

RSVP (Sara Case)

No report. Sara commented that the RSVP appreciation event received favorable press in the Cedar Rapids Gazette

Options of Linn County (Wayne Clayton)

Wayne brought an example of the modified switch built by community service corrections people. The following written report was submitted:

Overview

Options of Linn County provides vocational 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 2005

Assistive Technology Created:

Ergonomic Arm Support—Designed for a consumer with cerebral palsy. With this, she can rest her arm near a communication switch and activate it with less physical exertion, which improves her ability to communicate.

Standard Switches—Design was modified slightly and switches were built by people doing community service. These switches do the job of commercially available switches that cost \$40-60, but at a fraction of the price.

Bracket Switch—Designed for a consumer with cerebral palsy. This modification brings the switch to within that person's reach on a given day.

Switch Tester—Helps us know quickly if a switch needs repair.

Assistive Technology Repaired:

In 2005 RCRV has repaired a number of items that were purchased commercially. The list includes switches, sensory devices and power links. This is important to us because it keeps these items in use by the consumers and it stretches a tight budget by reducing the number of items that need to be replaced.

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 presentation for a statewide IACP conference in Ames, IA in April 2005.
- Tours given to college and high school students and staff from other facilities from around the state.
- Assistive tech discussion and demonstration during a Kirkwood College class
- Display table at the Iowa Assistive Tech Expo at KTOS in Oct 2005.

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.

Red Cross (Joan Schaffer)

Joan handed out a printed newsletter detailing disaster relief efforts and other active programs, including blood drive information, emergency response training, and fundraising activities. Joan noted particularly the World AIDS Day Benefit to be held December 8 at the Marriott hotel.

REACT

No formal report. Barb thanked RCRV members for active participation in REACT projects.

Bridge, Four Oaks (Carol Kalous)

RCRV members Vern Jackson and Jack Rector have been conducting an investment training seminar for kids. This has proven to be an engaging and educational experience for the participants and for the leaders. Vern and Jack both serve on the Four Oaks Bridge board of directors, and both were featured in a recent Focus newsletter from Four Oaks.

Rockwell Collins (Cindy Dietz)

Cindy commented that RCRV is one of the most powerful community relations groups Collins has.

Jack Hotchkiss attended the Commission on Volunteer Services meeting. David Eisner, National Volunteer Corporation, requested information about how Collins supports RCRV. RCRV will help prepare a response. We should consider presenting the material to Collins Management as part of the next periodic report.

Other Reports:

Jack Hotchkiss report on Iowa Commission of Volunteer Services meeting. This session was attended by agencies, not volunteers, and focused on needs of attending agencies. There is an opportunity to submit film clip about RCRV activities for January IPTV volunteer show. All RCRV members are encouraged submit ideas for inclusion in that film.

Old Business:

Don Grimm moved that the RCRV members present approve the proposed amendment to the RCRV Articles of Incorporation as it has been published on the RCRV web site. This motion was second by Rod Thorpe.

The proposed revisions were posted to the web site on October 4, 2005. The RCRV newsletter published October 2005, announced that this proposed revision would be on the agenda for the Annual Meeting, and directed attention to the text published on the web site.

Revised text in the proposed amendment was read to the group. It was noted that the paragraph pertaining to Article VII, Membership, had a typographical error. Specifically, the word "revoked" was repeated at the end of the first paragraph. Don Grimm agreed to modify his motion to specify that this redundant word would be removed, and that approval of the membership would apply to the corrected draft. Rod Thorpe agreed that his second would apply to the modified motion.

The motion was approved by voice vote, with no dissenting vote. A copy of the original proposal with the correction marked is attached to these minutes as Appendix 1.

New Business

The Circle of Hope organization has asked for help with its activities. After considerable discussion, the consensus was that the requested help conflicted with the RCRV bylaws ban on fundraising, and could therefore be supported by individual RCRV members on their own initiative, but not as an RCRV project.

A request was received by the Science Station to help document a traveling exhibit. The science station would benefit by a large reduction in the rental fee for this exhibit. The group discussed whether this constitutes fundraising, but the consensus was that this did not fall within the scope of activities prohibited in the bylaws. RCRV will participate with the Science Station in this project.

Election of Members and Officers.

Keith Sutherland presented the slate of board members and officers nominated for the 2006 calendar year. In commentary on the nominations, he related a discussion by the nominating committee concerning workload of the Community Projects and Communications team chairmen. No formal changes are proposed, but members are encouraged to step forward to help with minute taking and newsletter preparation.

A question from the floor addressed whether succession of VP to president to the presidency was considered in the bylaws. No such succession is addressed, and no changes to the bylaws were proposed.

The position of Agency Liaison was left vacant. It was suggested that many of the functions of this position be absorbed by other officers, and that the Bylaws be revised to reflect this change after some experience to see what works best.

Barb Klawiter suggested adding a third Rockwell Collins representative to the Board of Directors to act as liaison with the internal daily Rockwell Collins newsletter.

No additional nominations were offered from the floor.

Jim Spencer moved that the slate proposed by the nominating committee be elected. Rod Thorpe seconded the motion. The motion was approved by voice vote with no dissenting vote. The slate is attached as an Appendix 2 to these minutes.

Adjournment

The next Board of Directors meeting will be January 18, 2006. The next RCRV Annual Meeting will be November 15, 2006

No further business was offered, and Chairman Wehage adjourned the Annual Meeting at 2:12pm.

Submitted by Donald Grimm, Secretary.

Appendix 1

Iowa Code 504 Issues with the RCRV Articles of Incorporation

Summary of Proposed Changes

Article II, Purpose

Issue #1: Reword to reflect RCRV Vision and Mission Statement

As recorded:

The Purpose of the RCRV Corporation is to promote, encourage and arrange for volunteering and providing assistive technology at various service agencies in and around the communities in which the retirees live.

Proposed (Mission Statement, modified):

The purpose of the RCRV Corporation is to help Rockwell Collins retirees identify needs in their community and beyond, and to support volunteer activities to fulfill those needs, while enriching the lives of the volunteers through comradeship and community service.

Article III, Powers and Governing Body

Issue #2: Reference to old Iowa Code 504A for nonprofits:

No change, was incorporated under 504A as stated.

Issue #3: Specification of Size of Board of Directors:

Remove and define Board of Directors in Bylaws.

Issue #4: Required Executive Committee: Make permissive, not required.

As recorded:

The corporation is organized under current and applicable provisions of the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa as now and hereinafter amended. The Corporation shall have all powers and privileges that are reasonably necessary to fulfill and meeting the purposes for its existence, which are consistent with the powers granted to non-profit corporations by the general laws of the state, except those limited by these Articles.

The Corporation will be governed and directed by a Board of Directors consisting of a Chairperson, Vice-Chairperson, Secretary and Treasurer plus no more than thirty-six (36) At-Large Member of the Board and Committee Chairpersons, all of whom are elected annually from among Rockwell Collins, Inc. retirees, active employees and representatives of human services and government agencies. An Executive Committee consisting of not more than eighteen (18) persons who are Board members will deal with issues needing attention between monthly Board meetings.

Proposed—first paragraph: no change.

Proposed—second paragraph: changes indicated in bold face:

The Corporation will be governed and directed by a Board of Directors consisting of a Chairperson, Vice-Chairperson, Secretary and Treasurer **as well as a number of standing committee chairpersons and at-large directors elected annually from among Rockwell Collins, Inc. retirees, active employees, and representatives of human service and government agencies who have an interest in the operation of RCRV. The RCRV Bylaws shall specify the number of standing committee chairpersons**

Appendix 1

and directors, and the procedures by which they are nominated, and elected, and removed from office. An Executive Committee **may be appointed to by the Board** to deal with issues needing attention between monthly Board meetings. The current Directors constituting the Board of Directors is thirty(30) and the names of the persons who are to serve until the next annual meeting in November of the Corporation or until their successors are duly elected and qualified are listed on page three.

Article VII, Membership

Issue #5: Defines Membership: Remove from Articles of Incorporation and define membership in Bylaws.

(Current definition incompatible with new Iowa Code Section 504. Bylaws now have compatible definition.)

As recorded:

The membership of RCRV shall be composed of retirees, active employees of Rockwell Collins, Inc., its predecessor and/or its successor corporation and school systems, non-profit agencies and government supported agencies.

Proposed—totally replace as follows:

Persons who meet membership requirements defined in the RCRV Bylaws are members of RCRV. The Bylaws shall specify membership eligibility, requirements for submitting valid membership applications to RCRV, minimum required participation in RCRV activities, maintenance of membership records, and conditions under which membership may be ~~revoked~~ resigned or revoked.

The RCRV Bylaws may also define specific affiliations or associate relationships with non-member individuals or groups as may be deemed appropriate by RCRV. Such affiliations do not constitute membership in RCRV.

Other Chapter 504 Iowa Nonprofit Corporations Act issues considered. (No action proposed)

**Issue #6: Liability limitations: Allow Iowa Code 504 to specify,
no specific reference in Articles of Incorporation.**

Issue #7: Indemnification of Directors: allow Iowa Code 504 to specify.

**Issue #8: Iowa Code 504 defaults on all items not addressed:
No known exceptions.**

Appendix 2

RCRV Nominations for 2006

Officers	Name
Chairperson	Charles Wehage
Vice Chairperson	Keith Sutherland
Secretary	Don Grimm
Treasurer	Arlo Meyer
Standing Committees	
Community Projects	John McDonough
Recruiting/Retention	Pete Jurgens
Communications	Rod Thorpe
Agency Liaison	(Vacant)
Data Base	Jim Klein
Community Service	
Aging Services	Carol Luth
Four Oaks Bridge	Carol Kalous
Grant Wood AEA	Ann Griffin
Heart of Iowa	Myrna Loehrlein
Heritage Agency	Linda Dearing
Jane Boyd Community House	Karl Cassell
Options of Linn County	Wayne Clayton
REACT	Barb Klawiter
Red Cross	Joan Schaffer
RSVP	Sarah Case
St Lukes Hospital	Jackie Ryan
Sixth Judicial District	Heidi Soethout
United Way	Mary Klinger
Rockwell Collins	
R/C	Cindy Dietz
R/C	Jenny Becker
RCRV Members	
RCRV	Colleen Bickford
RCRV	Tom Brennom
RCRV	Phyllis Brooks
RCRV	Bob Chapman
RCRV	Bill Ellis
RCRV	Jim Green
RCRV	Les Haerther
RCRV	Ed Holstrom
RCRV	Jack Hotchkiss
RCRV	Vern Jackson
RCRV	Richard Kittrell
RCRV	Jack Murphy
RCRV	Kay Nelson
RCRV	Bob Ocken
RCRV	Helen Potthoff
RCRV	Jack Rector
RCRV	Faye Spading
RCRV	Jim Spencer
RCRV	John Wauer
RCRV	Mike Wilson
RCRV	Judy Wirth