

# RCRV Annual Board of Directors Meeting

November 17, 2010

Note: These minutes are subject to approval by the Board of Directors

1:30 Red Cross Building

## PRESENT

**RCRV members:** Jim Spencer, Jim Klein, Keith Sutherland, Arlo Meyer, Ed Holstrom, Jack Murphy, Terry Lamb, Chuck Wehage, Vern Jackson, Rod Thorpe, Don Grimm, Mike Wilson, Bob Ocken, Helen Potthoff

**Rockwell Collins:** Cindy Dietz

**Member of Honor:** Wilma Shadle

**Community Service Agency members:** Matt Fee, Carol Luth, Kathy Waychoff, Karla Terry, Wayne Clayton, Heidi Soethout, Barbara Hoffman

## CALL TO ORDER

Board Vice-Chairman, Jim Spencer, determined that a quorum was present and called the meeting to order at 1:30 pm. 22 members were present. Introductions were given.

## PROGRAM

Arlo Meyer, a member of the Eastern Iowa Honor Flight planning committee and former Honor Flight participant, presented a program on Eastern Iowa Honor Flight. EIHf is part of the national Honor Flight Network. This non-profit organization was created solely to honor America's veterans for all of their sacrifices. Veterans are flown to Washington D.C. to visit historical sites and war memorials. Top priority is given to the senior veterans- WWII survivors, along with those other veterans who may be terminally ill. With over one thousand WWII veterans dying each day, it is important to honor these men and women now. The local organization serves veterans in Linn, Jones, Benton, Tama, Iowa, Johnson and Washington counties. On the September 2010 Honor flight out of Cedar Rapids, there were 98 vets and 60 guardians on board including Cliff Koop and Mike Wilson.

Hy-Vee and Rockwell Collins are local sponsors. The flight for the veterans is free but the guardians presently pay \$550.00. The veterans are thanked upon arriving in Washington D.C. and receive a heroes welcome upon returning home. As Will Rogers said, "*We can't all be heroes.*

*Some of us have to stand on the curb and clap as they go by.*"

## Approval of Previous Annual Meeting minutes

Minutes of the last Annual RCRV Board of Directors meeting held November 18, 2009 had been posted on the RCRV website for review for 12 months. Jim Klein moved these minutes be approved as posted. Don Grimm seconded the motion.

Motion: Carried

## OLD BUSINESS

Jim Spencer reminded board members that new volunteers are vital as presently we have more customers/requests than workers. How do we use social media to contact new members? Two concerns that need to be addressed with the new board.

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## NEW BUSINESS

### **Report of Nomination Committee**

The nominating committee of Chuck Wehage, chairman, Vern Jackson and Barbara Hoffman presented the proposed slate of members and officers for the 2011 RCRV Board of Directors (as attached to these minutes as appendix 1)

New representatives: Matt Fee; Four Oaks Bridge and the Heritage representative will be announced in January.

### **Election of 2011 Officers and Board Members**

The board was elected on an unanimous ballot.

## ROCKWELL COLLINS REPORT: Cindy Dietz

### **Rockwell Collins Activity Report for RCRV Annual Meeting**

#### **Engineering Experiences – STEM Strategy**

Rockwell Collins has adopted a STEM Education Strategy. This is to guide decisions around education outreach activities and funding for STEM (Science, Technology, Engineering & Math). The four major objectives and main actions are as follows:

1. Attract students to math & science
  - a. Focus on FIRST as the signature program within Engineering Experiences to engage students in fun, hands-on activities
  - b. Support select other programs – such as EWeek and Real World Design Challenge – that fit with our guiding principles
2. Make STEM careers attractive
  - a. Develop compelling and relevant messaging to increase awareness and understanding of STEM careers by students and educators
  - b. Partner with state and national organizations to promote visibility, raise awareness and further understanding of engineering careers
3. Position Iowa as a model for preparing STEM educators and delivering STEM education
  - a. Engage institutions of higher education and business community to define and implement a world-class model for pre-service STEM teachers
  - b. Develop plan to support development of 2nd career STEM educators within Rockwell Collins employee base
  - c. Create and support opportunities to give in-service STEM teachers real-world externship experiences
4. Increase awareness & visibility of Rockwell Collins' commitment to STEM Education
  - a. Develop a comprehensive communications plan that maximizes PR, media, web and advertising opportunities
  - b. Raise employee awareness through enhanced online information, Volunteer Portal, new hire orientation and events

# RCRV Annual Board of Directors Meeting

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## **Engineering Experiences – FIRST LEGO League Regional Tournament**

Our regional FLL Tournament is set for Saturday, December 11<sup>th</sup> at Prairie Point. We are hosting approximately 50 teams, mostly from the Cedar Rapids area. We are still in need of judges and event day volunteers. Shifts run from 7:30am – 4:30pm. Breakfast, lunch, snacks and a t-shirt provided to all volunteers. Contact Kim Beals at [kibeals@rockwellcollins.com](mailto:kibeals@rockwellcollins.com) or 263-8344.

## **Engineering Experiences – Real World Design Challenge**

This is an engineering contest for high school students that is new to Iowa. A small team of students (5 – 8 kids) are challenged to design a more fuel efficient aircraft. Iowa Department of Education Science Consultant Yvette McCulley is the lead for Iowa this year. They are in process of recruiting teams right now. Students will participate in a state competition in Jan. or February (location TBD). The state winner goes to the national competition in Washington DC in March. Volunteers are needed to work with students on the engineering and design aspect. Expertise in aerospace, aeronautics and fluid dynamics are helpful, but not required. Volunteer training is required and will be provided. More information is available at <http://www.realworlddesignchallenge.org/> Click on the Participating States link to access contact information for Iowa.

## **United Way of East Central Iowa campaign**

Rockwell Collins completed it's Hands Across America campaign in mid-September, reaching the goal of \$2.3M across the corporation. The campaign went online this year, which presented some new challenges. We found that participation at the regional locations was very strong – even more active than in the past. However, the Cedar Rapids campaign fell short of goal by \$30K, with a record number of people taking no action on their ongoing payroll deductions. Despite this, the Rockwell Collins Employees United Fund (RCEUF) Allocation committee was able to allocate \$1.6M to United Way of East Central Iowa. The corporate gift remained flat at \$485K. Solicitation letters will be going out to RCRC mailing list soon – if it hasn't already.

We have worked with the compliance office at RC to develop agreements to govern exchange of retiree information from RC to RCRV and between RCRV and RSVP/UWECI and between UWECI and third party vendors. We will review this periodically to ensure that retiree privacy is being maintained.

## **PARTNER AGENCY REPORTS**

### **1. Carol Luth- Vision in Motion, Spanda, Inc.**

Spanda Inc and CR Vision In Motion thanks all of the RCRV volunteers for the project help as well as the recent grant our organization received.

# RCRV Annual Board of Directors Meeting

November 17, 2010

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## Updates:

Third Annual Cedar Rapids Vision In Motion Continuing Education Conference will be held March 12th at the KTOS Center in Marion. The conference will focus on "vision's role in sensory motor processing".

CRVIM staff will be presented at the national NORA (Neuro Optometric Rehabilitation Association) Conference April 8/9, 2011 about our nonprofit health care clinic and the blending of professionals working together.

## 2. Wayne Clayton- Options of Linn County

### Overview

Options of Linn County provides vocational training and support services to adults with disabilities. Our consumers and staff thank RCRV for their many contributions to our program. RCRV's original assistive tech creations help many consumers be more independent and productive.

### Highlights of Activities in 2010

In Nov 2010 we noted our second year of operating at the Williams Blvd location. Following the flood of 2008 we quickly reestablished operations at Hawkeye Downs in southwest Cedar Rapids. From there, we settled into the Williams Blvd building, which serves our consumers while work progresses on a permanent facility. We look to relocate to the new, permanent facility by this time next year.

### **RCRV Assistive Technology Project Highlights:**

- **Cash Register Simulation Project:** This project was begun in 2009 and enhanced in the current year. A volunteer created a program that turned a computer into a 'cash register'. The project helped consumers with a coffee shop activity. They were able to tally orders and make change simply by using icons on the screen. RCRV helped expand the number of consumers who benefit from this activity by replacing the old computer monitor with a flat screen monitor and touch screen.
- **Repair Work Keeps Assistive Devices in Service:** During the course of a year, wear and tear takes a toll on the assistive tech our consumers use. RCRV has been valuable to our program by tuning up vocational switches and sensory items, keeping them in operation for our consumers.

### **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.

- Tours given to college and high school students feature the role that RCRV job adaptations play in serving our consumers. One tour group alone consisted of 50 students.

# RCRV Annual Board of Directors Meeting

November 17, 2010

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- Assistive Tech Expo/Abilities in Action Conference: We shared a display table with RCRV introducing people in the human services field to what RCRV can do.
- We helped a Kirkwood instructor update teaching materials used by students in the Disabilities Services Program. We highlighted RCRV assistive tech solutions developed for Options over the years.
- Recognition from Outside Agencies: CARF, which provides accreditation for our program, gave Options a commendation for our relationship with RCRV. Iowa Department of Inspections & Appeals, which does an annual inspection of one of our areas, named Options as an example to follow for our use of customized assistive technology for consumers with severe disabilities.

## **The Look Ahead**

RCRV plays an important role in improving the quality of life for people with disabilities in our community. The consumers and staff of Options appreciate your help in creating and maintaining the assistive devices that are so important to us.

In the coming year, we look forward to working with RCRV to meet the changing needs of the consumers. Thank you for your service.

### **3. Heidi Soethout- Sixth Judicial District**

#### **DCS**

- Received a grant for mentoring so have recently posted a grant funded Volunteer Coordinator position; once person is brought on board will make sure to get them introduced to RCRV.
- Just had one of our most successful Community Closet events in recent history - I believe in large part due to the help of fellow agencies getting the word out and the current economy.
- Assisted with Iowa County Fair Board who had a fundraiser of selling furniture from a hotel that was/is remodeling and various local shelters and transitional housing programs benefited from this opportunity.

#### **CCIA (DCS Foundation)**

- Are seeking volunteers to help with VITA (Volunteer Income Tax Assistance).
- Chuck Larson Sr recognition event this week.

#### **WRAP**

- Linn County program has officially obtained its own non-profit status and have successful trademarked a logo as well.
- Working closely with Johnson County to replicate efforts of WRAP in that community as well.

# RCRV Annual Board of Directors Meeting

November 17, 2010

Note: These minutes are subject to approval by the Board of Directors

- Both communities have received recent media attention which has been wonderful!

#### **4.Linn-Mar School District-** Karla Terry

Linn-Mar Community Schools shared our appreciation for Mike Wilson serving as an Invention Convention judge last school year.

#### **5.College Community School District-** Kathy Waychoff

1. Our 11<sup>th</sup> grade students are just finishing up with the fall Junior Interviews. We send every student out in the community for a mock interview during their Junior year to gain interviewing skills. We had eight current Rockwell Employees help with interviews this fall.
2. Approximately 30 fifth and sixth grade students participate in Chess Club at Prairie Creek Intermediate on Mondays at 2:45. We need volunteers to supervise and instruct. All materials are provided. Please contact Jim Hodina at 390-6525.
3. We are currently collecting toys and games for Toys for Tots. We are proud to be a collection point and support this program.

#### **6. Barbara Hoffman- RSVP**

2010 RSVP report for RCRV Annual board meeting- 11/01/09- 10/31/10

503 total volunteers: 53 from Jones County 450 Linn County

467 volunteers or 93% donated 66,002 hours

25 new RSVP volunteers and 20 RCRV volunteers for a total of 45 new volunteers

Volunteer hours value \$20.85= \$1,376,141 or 32FTE

#### **5 new partner agencies**

Department of Human Services, Mercy Medical Center, Mississippi Valley Regional Blood Center, Rider's Club of America, WRAP

Biggest change was St. Luke's relinquishment of RSVP in February and United Way of East Central Iowa being named the new sponsor as July 1, 2010.

Due to sponsorship change, loss of program assistant

Volunteer Satisfaction Survey 50% responded

Why do people volunteer?

1. Helping others
2. Meeting new people
3. Giving back to the community

#### **7. Four Oaks Bridge - Matt Fee**

A summary from the Bridge:

The Bridge Lego League team had a difficult season this year. Due to a change in management at the Bridge, the Lego League team started later than usual. Mary Beth, the Program Coordinator responsible for bringing Lego League to the Bridge, left the Bridge program in June to move back to St. Louis. The Bridge found a new Program

# RCRV Annual Board of Directors Meeting

November 17, 2010

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Coordinator, Matt Fee, near the end of August. With no returning mentors and a new coach, the Bridge team had difficulty organizing their season. Teamwork and collaboration were the two biggest challenges for this year's Bridge team. The good news is that the Bridge will continue offering Lego League in a year round program for 4<sup>th</sup>-6<sup>th</sup> grade students. Matt Fee is requesting assistance from veteran Lego League mentors to begin working with the Bridge kids in January. Lego League will meet up to two times a week for an hour to an hour and a half at a time. This will allow the Bridge kids to enter next year's season fully prepared. If you are interested in becoming an ongoing part of the Bridge Lego League program, please contact Matt Fee by phone or email: (319) 247-4834 ext. 2507 or [mfee@fouroaks.org](mailto:mfee@fouroaks.org)

The Bridge will also begin its Jr. Engineers program in January. This program has components for all three age groups that attend the Bridge: K-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>, 5<sup>th</sup>-6<sup>th</sup>. Each group will engage in work involving simple machines, robotics, and environmental ecology. The Bridge received funds from the Giacolleto Foundation to assist with these programs, allowing them to buy age appropriate learning materials, like Lego We-Do robots for the youngest members. The Bridge is in the process of recruiting engineers to help facilitate the program. If you are interested, contact Matt Fee.

## **8. WRAP- Angie Ehle**

Wheelchair Ramp Accessibility Program – WRAP – Report for RCRV Annual Board minutes 2010

So far in 2010, WRAP, the Wheelchair Ramp Accessibility Program:

- Built 11 permanent wooden ramps from new and recycled materials,
- Removed six wooden ramps no longer needed,
- Removed one aluminum temporary ramp,
- Installed one aluminum temporary ramp,
- Acquired 501c3 status,
- Adopted and trademarked a new logo,
- Advertised using WRAP yard signs and permanent ramp plaques placed on each ramp built by WRAP.

WRAP is extremely grateful for the continued and generous support received from the RCRV Board of Directors and all RCRV members. Thank you for all you do for others!

## RCRV COMMITTEE CHAIR REPORTS

### **1. Community Projects- John McDonough**

2010 RCRV Annual Report for the Community Projects Team

I reviewed the reports written for the past year. The following is a summary of the 10 monthly report highlights. If you would like more detail, then please visit RCRV's website: [www.rcrv.org](http://www.rcrv.org) and on yahoogroups for RCRV1

We had an average of 15 people per meeting at our regular Thursday meetings this past year. This is about the same as last year.

# RCRV Annual Board of Directors Meeting

November 17, 2010

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The following chart defines the volunteer hours for the past 10 years:

2001	10,000 hours with 82 volunteers
2002	10,000 hours with 97 volunteers
2003	17,500 hours with 113 volunteers
2004	12,500 hours with 123 volunteers
2005	20,500 hours with 133 volunteers
2006	28,000 hours with 164 volunteers
2007	32,000 hours with 194 volunteers
2008	38,000 hours with 166 volunteers
2009	50,938 hours with 209 volunteers
2010	26,275 hours with 178 volunteers reporting through Oct.

(Usually lots of hours get reported in the Dec/Jan timeframe so I feel the 26,275 number will increase considerably before we close out reporting for 2010.)

We just completed 5 days of meetings, at 2 a day, with approximately 600 Rockwell Collins retirees at the Kirkwood Training and Outreach Service Center in Marion where we provided information on the Rockwell Collins Insurance Programs for 2011. The information we presented was provided to us by Rockwell Collins Corporate Insurance folks. They reviewed the presentation prior to our presenting it to RC's retirees.

Lots of questions were answered and we assisted several with their enrollment into a plan of their choice. Jim Wolfe, Joe Wells, Don Grimm did an excellent job in presenting the information to the retirees. From the comments I heard, the retirees really appreciated our efforts in providing answers to their many questions and for us taking on this task for them. The KTOS bill was paid by the Wellmark and Humana programs equally.

I have made reservations for 3 days in room 100 at the KTOS Center for next year in November of 2011.

During the past year, the following highlights occurred:

- John Wauer brought back to life several displays that were destroyed by the 2008 flood for the Science Station.
- John Carbaugh was Santa Claus to about 350 youngsters in the neighborhood at Christmas in 2009.
- RCRV continues to design and build ramps for the WRAP program which has recently been approved as an 501C non-profit agency. We really need to get more designers and build leaders.
- RSVP continues to be an excellent partner for us by handling our hour reporting needs and also providing volunteer insurance. As of 7/1/10, they are now sponsored by United Way of East Central Iowa.
- Cliff Koop and Mike Wilson were participants in the recent Honor Flight for WWII veterans. Two flights were made the past year. Arlo Meyer is on the planning team that provides this service to our veterans. He made the flight earlier.
- We provided rocketry classes to Wright Elementary students.
- We continue to provide volunteers to support the Rockwell Collins K-12 program.
- RCRV members serve on various local non-profit agency Board of Directors.

# RCRV Annual Board of Directors Meeting

November 17, 2010

Note: These minutes are subject to approval by the Board of Directors

- RCRV members continue to volunteer to perform tasks needed by various non-profit agencies, namely the Eastern Iowa Observatory and Learning Center (EIOLC), 4 Oaks Bridge, SHIP programs at St Luke's Hospital, Heritage, Mercy Medical Center, the Witwer Center and the Jones County Regional Hospital, SCORE, Spanda, INC, TRIAD, Aging Services, Heritage Area Agency on Aging, Linn County Trails Association (LCTA), Meth-Wick, the REACT Center, Hiawatha Elementary, Pierce, Wright and Johnson schools, and the WRAP program, to name a few. We provided volunteers to many other non-profit agencies as well.
- We also provided income tax support to a lot of area residents via the VITA and AARP programs.
- We handled various activities including the planning committee, assisting the public with parking and ushering duties with the recent Governor's Award Ceremonies held at College Community Schools.
- During the year, we had several non-profit agencies stop in and request our services to fulfill their needs. Several of these requests were not filled as we simply don't have enough volunteers to take care of all the requests that we receive.
- This year we received some excellent press on the activities that we do for the WRAP program by KCRG and the Gazette. Angie Ehle set this up for the WRAP program.

If you can dream it, we can do it.

## **2. Data Base Committee Report- Jim Klein & Bill Ellis**

1. Rockwell Collins required a nondisclosure agreement (NDA) with RCRV before they would release the names of the new retirees due to privacy concerns. The NDA was approved in October 2010. RCRV also need to have a NDA with United Way of East Central Iowa before we could provide them with the RCRV mailing list for the United Way fall fund drive.
2. Added retirees to database based on the new retiree file from Rockwell Collins. There are currently 4034 names in the RCRV database. With the addition of new retirees and the deletion of those who moved out of state or died, this is an increase of 130 members over last year at this time.
3. The database was updated based on:
  - Addresses on returned newsletters, voice mail phone messages and emails.
  - Obituaries collected for us by Wilma Shadle.
4. Provide mailing label files for:
  - RCRV newsletter
  - United Way of Eastern Iowa
  - RSVP to mail RCRV/RSVP information packets to new retirees. There were 226 new retirees in this list for the period of December 2009 to October 31st of 2010.

# RCRV Annual Board of Directors Meeting

November 17, 2010

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## 3. Recruiting/Retention - Barbara Hoffman

Volunteer Impact report November 1, 2009- October 31, 2010

200 volunteers- 36,085 hours includes 20 new RCRV members

Value: volunteer hour @\$20.85 = \$752,372 or 17 FTE

Administrative & Leadership- 1,740 hours

- ✓ RCRV members serve on 18 different Board of Directors and active in 12 other Community project meetings. Some are RCRV, RSVP, WRAP, Aging Services. Four Oaks Bridge, Prairiewoods, House of Hope, LCTA, IQC, IEEE, ASQ Embroiderer's Guild, Friendship Force, Symphony Foundation, Kiwanis, Bridge Advisory, Civil Air Patrol, Kirkwood

Assistive Technology, Construction and Design 1,589 hours

- ✓ LCTA, trail counters; robotic telescope project, Vision in Motion projects, Indian Creek Nature Center projects, Habitat for Humanity, Jane Boyd
- ✓ Grant Wood AEA projects

Education 4,152 hours

- ✓ RCRV members tutor at 13 different schools, 2 adult literacy programs, HACAP Headstart and after school programs at Four Oaks Bridge and Salvation Army and participate in America Reads.
- ✓ Actively involved in educational programs, tours and classroom visits at Eastern Iowa Observatory Learning Center
- ✓ For the Rockwell K-12 program involved in Lego League, Robotics, First Tech Challenge, Kindergarten Science, Future Cities competition, Invent Iowa, Model Rocket program
- ✓ Also help at libraries, scout programs, maintenance and school lunch
- ✓ Judging for various competitions such as Linn-Mar Invention convention, Business Professionals of America, Science Fairs, Science Olympiad at Coe

Elderly Services 7,385 hours

- ✓ Transportation, SHIP, TRIAD, home safety, computer classes and meals on wheels programs
- ✓ RCRV members volunteer at Aging Services, Heritage, MethWick and are part of the companionship outreach program visiting residents in ten nursing homes in the community.

Services 10,870 hours

- ✓ Small claims court mediation and tax assistance through AARP and VITA
- ✓ Management counselling through SCORE
- ✓ Provide computers to schools through REACT
- ✓ Food Pantries at eight different sites
- ✓ Design and build ramps through WRAP
- ✓ Provide clerical and computer assistance, mailings
- ✓ Cultural
  - RCRV members volunteer at 16 different cultural locations- museums, art galleries, historical societies and buildings and concert associations.
  - Docents, tour guides, ushers, clerical and technical support, fundraising

Disaster Recovery- 1,533 hours

# RCRV Annual Board of Directors Meeting

November 17, 2010

Note: These minutes are subject to approval by the Board of Directors

- ✓ Block by Block Recovery program, Salvation Army, Red Cross, IBEW retired electricians, O.F. Electric Working and Wiring, Plumbing, Chamber of Commerce ( Assistance for Flood Impacted Businesses) Linn County Area Long Term Flood Coalition

- ✓ Lake Delhi area flood recovery efforts

Health Related 2,965 hours

- ✓ Volunteer at St. Luke's, Mercy Medical, University of Iowa hospitals, hospices, Community Health Free Clinic and 10 other health related organizations

- ✓ Transport, work at flu clinics, provide clerical and technical support, knit, sew, fundraise, involved in marathons and do pet therapy

Miscellaneous – 6,829 hours

- ✓ Church

- Church councils, Interreligious councils
- Fundraising, ground maintenance, technical support, visits to senior care facilities

- ✓ Other Non-profits-

- RCRV members volunteer for 35 different non-profit organizations-
- Some serve primarily children, others the less-fortunate, elderly, or women, entrepreneurs, some are crises related, emergency management, animal welfare, serve justice

- ✓ Service organizations

- Volunteer with six different service organizations in a variety of capacities

#### **4.Communications- Chuck Wehage**

The last edition of *The Volunteer* was sent to 4112 addresses. There was a delay in sending as the newsletters sat in Chicago for several days before being sent.

#### ANNOUNCEMENTS

There will be no December meeting

#### ADJOURNMENT

Jim Spencer adjourned the meeting at 3:00 p.m.

The next Board meeting will be held January 19, 2011 at 1:30 at the Red Cross Building

Submitted by Barbara Hoffman, Secretary