# NCSILC Executive Committee Minutes

# May 23, 2014 (2:00 – 3:30 PM)

In attendance: Keith Greenarch, Gloria Bellamy, Sandy McMillan, Ping Miller, Joshua Kaufman, Sierra Royster, Will Miller (SILC office), Kathleen Boate (SILC office)

## Update on meeting with DVRS

Sandy: Elizabeth Bishop [DVRS Deputy Director] said we could move into current year funding with new FY2015 contracts. We need to work out the mechanics of how this will happen.

Rene: CILs have put numbers together to submit with scope of work for 2015 budget.

Sandy requested these numbers from the CILs for a funding chart.

## 2014 IL Summit

Keith and Sierra volunteered to team up to plan the summit, which will take place in Raleigh during September. Debbie (SILC office) will be available to plan logistics.

## October Meeting

Keith: Rooms have been booked in Greenville for the October quarterly SILC meeting. We will visit the Greenville CIL (DARC). Keith will discuss the visit with Helen Pase (DARC Executive Director).

* The SILC meeting will be held in conjunction with the GREAT conference (annual conference by NCATP and NCRA). Members will be able to go to the Assistive Technology (AT) Expo portion of the conference on Thursday.
* We hope to kill three birds with one stone: visit DARC, hold SILC business meeting, and attend the AT Expo.

## 2014-2015 Budget

Will: the SILC office needs to present a budget and scope of work to DVR by June 2 for FY2015 contracts.

Kathleen presented a chart of the SILC office’s proposed budget for FY2015 (see proposed budget below) and fielded questions.

Will: $2400 needs to be added to the line item for office rent. The amount will be deducted from staff travel ($800) and member travel ($1600). (These changes are included in the proposed budget below.)

Will: we will hopefully begin the process of transitioning to current year funds in FY2015. Keith, Sandy and I previously discussed adding funds to the SILC office budget to facilitate this process.

* Discussion of the appropriate level of additional funding ensued.

Approval of the SILC office budget for FY 2015 contracts was tabled until the week of May 27.

## Slate of Officers- July Meeting

Discussion tabled to a later date.

Meeting adjourned at approx. 3:30 PM

Minutes by Will Miller

# Proposed FY2015 SILC office Budget

|  |  |  |
| --- | --- | --- |
| **Cost Centers** | **FY2014 budget** | **FY2015 budget** |
| Salary/Wages |  83,384.15  |  83,384.00  |
| Fringe Benefits (federal and state income tax) |  6,380.63  |  6,380.00  |
| Accounting & Tax Services |  1,000.00  |  2,199.00  |
| Professional/Contractual Services  |  4,515.27  |  4,125.00  |
| Office Supplies & Materials |  1,500.00  |  1,500.00  |
| Travel - Contractor Staff |  5,237.23  |  7,709.00  |
| Travel - Board Members Expense |  38,108.00  |  41,068.00  |
| Printing & Binding |  1,500.00  |  500.00  |
| Advertising & Promotion |  2,684.00  |  1,000.00  |
| Office rent |  19,796.00  |  20,392.00  |
| Telephone / IT Service |  9,500.00  |  10,020.00  |
| Equipment rental |  5,032.25  |  5,258.00  |
| Rent - other |  5,464.57  |  2,565.00  |
| Dues & Subscriptions |  864.00  |  675.00  |
| Insurance |  3,133.90  |  3,210.00  |
| Equipment - Office |  750.00  |  750.00  |
| Equipment - IT |  4,000.00  |  2,115.00  |
|  |  |  |
| **Total** |  **192,850.00**  |  **192,850.00**  |