

MINUTES - MDC Circle of Friends  
621 Park Avenue, Wilmette, IL 60091  
[www.mattscircle.org](http://www.mattscircle.org)      [www.yikesbev.com](http://www.yikesbev.com)

**Saturday, March 3, 2018**  
**Saturday, April 28, 2018**  
**Saturday, June 23, 2018**  
**Saturday, September 15, 2018**  
**Saturday, November 10, 2018**  
**3 - 4:30pm CST**

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**Meeting dates for 2018 are listed above in Central Standard Time**

**Attending:** Cami, Jan, John, Courtney, Flip, Allister, Liz, Barb, and Nataiya (for the first part of the meeting)

**-Short overview of Zoom's Video Page Features/Jan's Role (Cami and Jan)**

After a few minutes of helping each other figure out Zoom, the rest of the meeting went extremely well. We hope to use Zoom for the rest of 2018. Cami agreed to pay the monthly fee for the next microboard meeting on Saturday, March 3, 2018.

**A shoutout of thanks to Jan for bringing her professional background as Microboard coach to our MDC Circle. She is willing to do this as a volunteer while being an active member of our Microboard and contributing financially.**

**-Quality of Life/All Things Matt (Liz)**

Both John and Liz shared that Matt is in a great place and has been for the past 18 months. This is due to many factors which include a more stable staff situation and two managers.

The Christmas Open House was a big success and Liz recommends that 'we do it again next year.'

A BIG SHOUT OUT to Courtney and Flip and Gabriell for all their support. Matt loved all the gifts and cards and seeing his cousins and friends. Thanks to Flip's increased grocery donation and Liz's shopping and staff doing less sugary snack food. Matt has losing a little weight.

**-Treasurer's Report (John)**

John shared 'Itemized Categories-Last Year' 1/1/2017-12/31/2107  
Basically, this was a 'break even year' with an earning of \$23.94

### [Itemized Categories 1/20-12/31/17](#)

Year to Date : a little over \$5,000 in the bank. This should cover 6-9 months of expenses.  
**John recommends the total amount for fund-raising for 2018 be \$10-15,000.**

John and Liz also sent out a list of names and gifts and donations from Matt's birthday bowling party and Christmas Open House..after the microboard meeting.

Here is the list:

[Link to donations from the 2018 Holiday letter](#)

#### **-Fund-Raising Committee (Lee/Barb/John/Flip)**

Barb was thanked for all her efforts for writing the Christmas fundraising letter this year. Jan recommended that Barb revise the letter so that it can be placed on mattscircle.org website. Barb will do this and share with Courtney and Allister.

Courtney agreed to maintain the website, and Jan recommended the following:

- an email has been sent from John to Courtney detailing how to update the **financial section** of the website
- the minutes from our 2017 and 2018 microboard meetings should be uploaded to the site and that minutes from 2016 and earlier be deleted from the site
- the **Current Needs** section of the website should be reviewed by Courtney and Liz and updated as needed.

**There was a discussion about when to send out another fund-raising letter and it will probably be in the fall of 2018, perhaps with a 'Friendsgiving' focus. More discussion will take place between the fundraising committee and the microboard.**

#### **-YIKES! Update (Nataiya and Colin)**

Neither Nataiya nor Colin were there to give an update. **Jan recommended to Liz (after the meeting) that Liz get in touch with Nataiya and get an update which can then be shared in the minutes...stay tuned!**

**Flip mentioned that the sales tax for 2017 has increased significantly for due to an increase in sales for YIKES! Shout -out to Nataiya and Colin for making this happen.**

#### **-Correspondence (Jan and Others)**

It was decided that Jan will create a MailChimp campaign for Valentines Day for Matt. **If it is possible to update the MDC Snail Mail list to include emails, Jan will add these 'subscriber' names to the list of those currently receiving MailChimp campaigns.**

**Please continue to update this doc.**

## [MDC Snail Mail List](#)

### **-Old Business**

Liz mentioned that a new job coach has not been found/hired. This is Clearbrook's responsibility, not sure how to assist them.

### **-Reports on Action Taken on WHO/WHAT/WHEN list (Jan and all)**

Jan encouraged all microboard members to continue to update this list as needed and not wait until right before the upcoming microboard meeting.. Jan and Cami emphasized that this 'best practice' document is what enables the agendas and the minutes and the microboard to move forward-- as we have done so well these past couple of years.

Here is a link to the Who/What/When doc:

[Who/What/When](#)

**Finally**, Jan put on her coaches' hat and reminded all those present at the meeting that the microboard should grow and change over the years. Members will retire/drop off, etc so there will be a need for new members to join. **Jan urged current members to think of others who might be interested in joining (for at least a year) and for all of us to begin to develop a list of potential new microboard members. This discussion should be a part of the agenda (under NEW BUSINESS) for the upcoming year.**

Goal would be to have one or more new microboard members by the end of 2018. It is also recommended that these new members be non-family peeps.