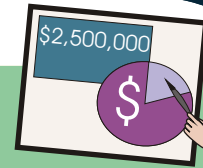


TABLE OF CONTENTS



Folder #5 ADAPTATION SAMPLES Board Materials Room Set-Up Budgets

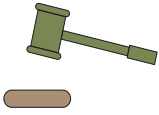
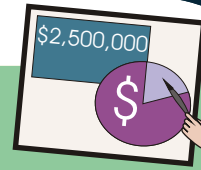
Meeting Materials

Sample Agenda	Page 1
Meeting Agenda Text Only	Page 2
Meeting Agenda Adapted with Pictures	Page 3-4
Meeting Minutes	Page 5-6
Executive Summary	Page 7
Board Meeting Highlights	Page 8
Ground Rules for Meeting Conduct	Page 9
Ground Rules Adaptation - Sample 1	Page 10-11
Ground Rules Adaptation - Sample 2	Page 12-13
Responsibilities of Board Members	Page 14
Voting with Roberts Rules	Page 15
Request for Action	Page 16

Financial charts

Understanding Financial Reports	Page 17
Personal Income and Expense	Page 18-20
Sample #1 Financial Charts	Page 21-23
Sample #2 Financial Charts	Page 24-27

SAMPLE AGENDA



Call meeting to order

Roll Call or Introductions

MEMBER	
<input checked="" type="checkbox"/>	Carol
<input checked="" type="checkbox"/>	Brian
<input checked="" type="checkbox"/>	Sherry
<input type="checkbox"/>	Mark
<input type="checkbox"/>	Donna

Minutes of Last Meeting



Old Business



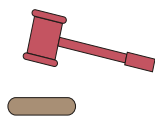
New Business



Announcements

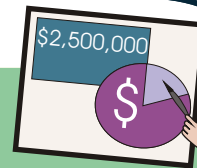


Program



Adjourn the meeting

MEETING AGENDA CONSUMER ADVISORY COMMITTEE



Text Only - Not Adapted

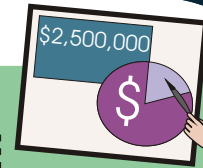
CONSUMER ADVISORY COMMITTEE MEETING NOTICE/AGENDA

DATE: August 16, 2005

TIME: 9:00 AM to 5:00 PM

1. (9:00- 9:15) CALL TO ORDER-Chairman
 - A. Introductions
 - B. Announcements
 - C. Approval of Agenda
2. (9:15-10:15) REVIEW of 2004-05 CAC BOOKS
 - A. CAC member reports
3. (10:15-10:30) BREAK
4. (10:30-11:30) COMMUNITY ASSIGNMENTS USING NEW BOOKS
 - A. Action
5. (11:30-1:00) LUNCH
6. (1:00-2:00) CAC MEMBER REPORTS
7. (2:00-2:30) STATE BUDGET HIGHLIGHTS
8. (2:30-2:45) BREAK
9. (2:45-3:00) DDS CONSUMER SERVICES POSITION UPDATE
10. (3:00-4:15) UPDATE ON ADAPTATION PROJECT
 - A. Adaptation Project Workshop Report
 - B. Next Steps and Actions
11. (4:15-5:00) CAC MEMBERS' SESSION/ FACILITATORS' SESSION
12. (5:00) END FOR THE DAY

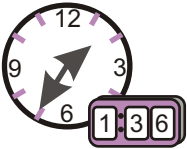
MEETING AGENDA CONSUMER ADVISORY COMMITTEE



Page 1



DATE: August 16, 2005

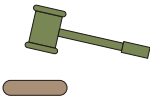


TIME: 9:00 AM to 5:00 PM



WHERE: Hawthorn Suites
321 Bercut Drive
Sacramento, CA
(916) 441-1200

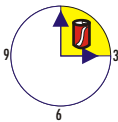
AGENDA



1. (9:00- 9:15) CALL TO ORDER - Chairman
 - A. Introductions
 - B. Announcements
 - C. Approval of Agenda



2. (9:15-10:15) REVIEW of 2004-05 CAC BOOKS
 - A. Reports from CAC members who have used the books in community presentations.



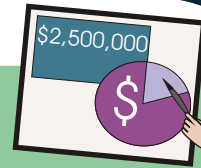
3. (10:15-10:30) BREAK



4. (10:30-11:30) COMMUNITY ASSIGNMENTS
 - A. Action

Page 3

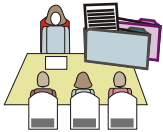
MEETING AGENDA CONSUMER ADVISORY COMMITTEE



Page 2



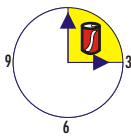
5. (11:30-1:00) LUNCH



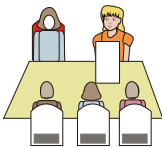
6. (1:00-2:00) CAC MEMBER REPORTS



7. (2:00-2:30) STATE BUDGET HIGHLIGHTS
Department of Developmental Services



8. (2:30-2:45) BREAK

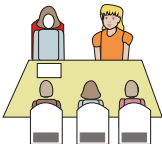


9. (2:45-3:00) DDS CONSUMER SERVICES
COORDINATOR POSITION UPDATE

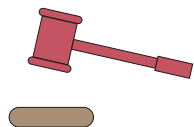


10. (3:00-4:15) UPDATE ON ADAPTATION PROJECT
A. Adaptation Project Workshop Report-
Debbie and David

B. Next Steps and Actions

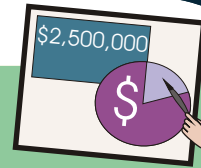


11. (4:15-5:00) CAC MEMBERS' SESSION/
FACILITATORS' SESSION



12. (5:00) END FOR THE DAY

MEETING MINUTES

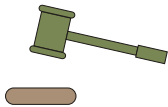


Page 1



MEETING NAME _____

DATE _____ TIME _____



Meeting was called to order by the president,
_____ (name)



The Roll (attendance) was called by Secretary,
_____ (name).



The Minutes (notes) of the _____ meeting were approved after being read by Secretary,
_____ (name).

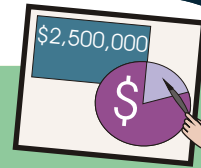


Board highlights from last Board meeting:



Action Items:

MINUTES



Page 2



Old Business:



New Business:



Program:



Meeting adjourned by the president



Next Meeting _____

Date: _____

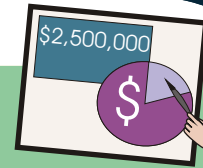
Time: _____

Location: _____

Respectfully submitted by:

The Secretary

EXECUTIVE SUMMARY



Summary Of Important Facts For Board Members

Item: _____

Category:



News Release



Pending Legislation



Community issues



State or Association Release



Financial Information



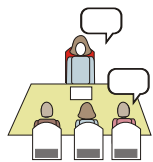
Key points board members should know:

Board discussion:

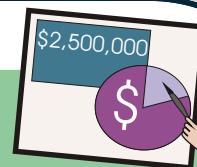
Why is this important to us:

How will it affect the people we serve:

Reference Information: See Page: _____



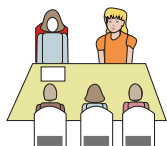
BOARD MEETING HIGHLIGHTS



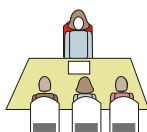
Today's Report



Finance (Money and Budgets)



Consumer Advisory Committee



Other Committee Reports



Legislative



Service Providers

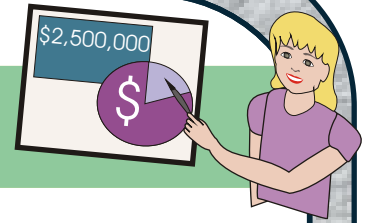


Our Organization/Community



ARCA Update - All Regional Centers

GROUND RULES FOR MEETING CONDUCT



Original Text Format Not Adapted

Come to the meeting with a positive attitude.

Treat members with respect both, during the CAC meeting and outside of the meeting.

Be prompt in arriving to the meeting and in returning from breaks.

Turn cell phones off or to vibrate.

If you must take urgent calls on the cell phone, take your conversation outside.

Present yourself in a positive manner.

Talk one at a time, waiting to be recognized by the Chairperson.

Limit side conversations.

Be patient when listening to others speak and do not interrupt them.

Members need to stay on the topic being discussed.

When a topic or agenda item has been discussed fully, do not bring the same subject back up.

Don't discuss personal issues during the meeting, except when it is about the subject being discussed by the Committee or in the "CAC Members' Session".

Don't make threats or rude comments to members.

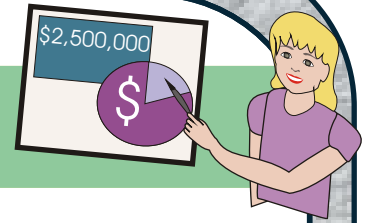
Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order.

If members feel they can not talk about issues or concerns during the meeting, they can talk to their facilitators, the CAC meeting facilitators, or the DDS staff about their issues.

Be respectful of other people's ideas or situations when they talk. Try not to judge them or point fingers.

HAVE A GOOD TIME AND ENJOY EACH OTHER

GROUND RULES ADAPTATION

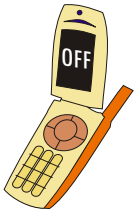


The key is to respect the meeting

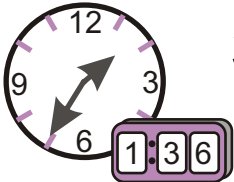
Ways to respect the meeting:



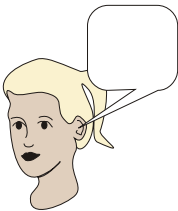
1. Have a positive attitude.



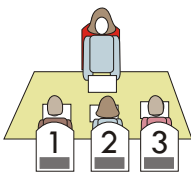
2. Turn cell phones off.



3. Be on time.

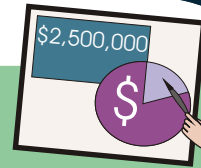


4. Listen.



5. Take turns talking.

GROUND RULES ADAPTATION



6. Stay on topic.



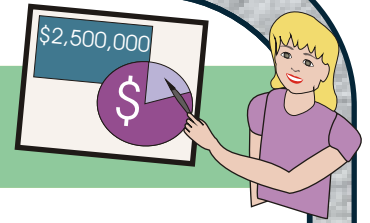
7. If there are problems or concerns, talk to the Committee Chair before or after the meeting.



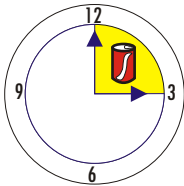
8. Be kind to all the people who attend the meeting.

Remember, by respecting each other, you will have a good time and enjoy the meeting.

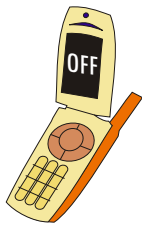
GROUND RULES ADAPTATION



1. Be positive and respectful of others.



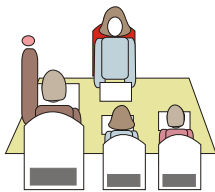
2. Be on time to the meeting from breaks



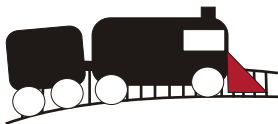
3. Cell phone reminder
turn to silent
take the call outside



4. Be quiet when others are speaking

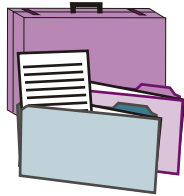
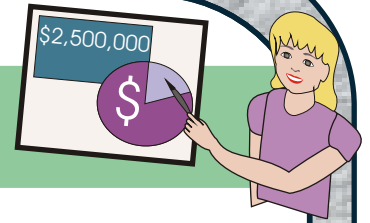


5. Raise hand if you want to speak



6. Stay on track when a topic is being talked about.

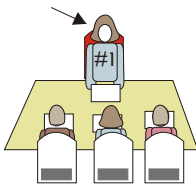
GROUND RULES ADAPTATION



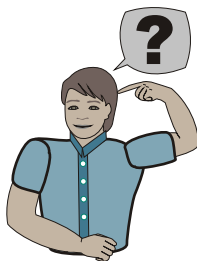
7. Come prepared, don't discuss personal issues



8. No fighting or arguing

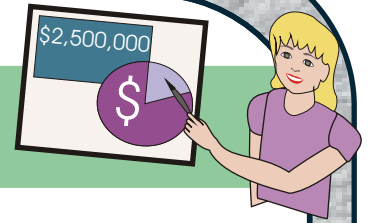


9. The Chairperson is in charge



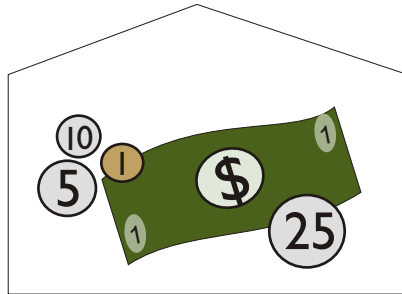
10. If you have a question it's OK to ask your facilitator for help

RESPONSIBILITIES OF BOARD MEMBERS



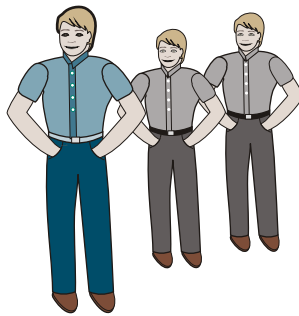
1. Managing the People's Money

Taking care of the organization's money



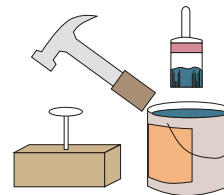
2. Leadership

Makes sure there is enough money to run the organization

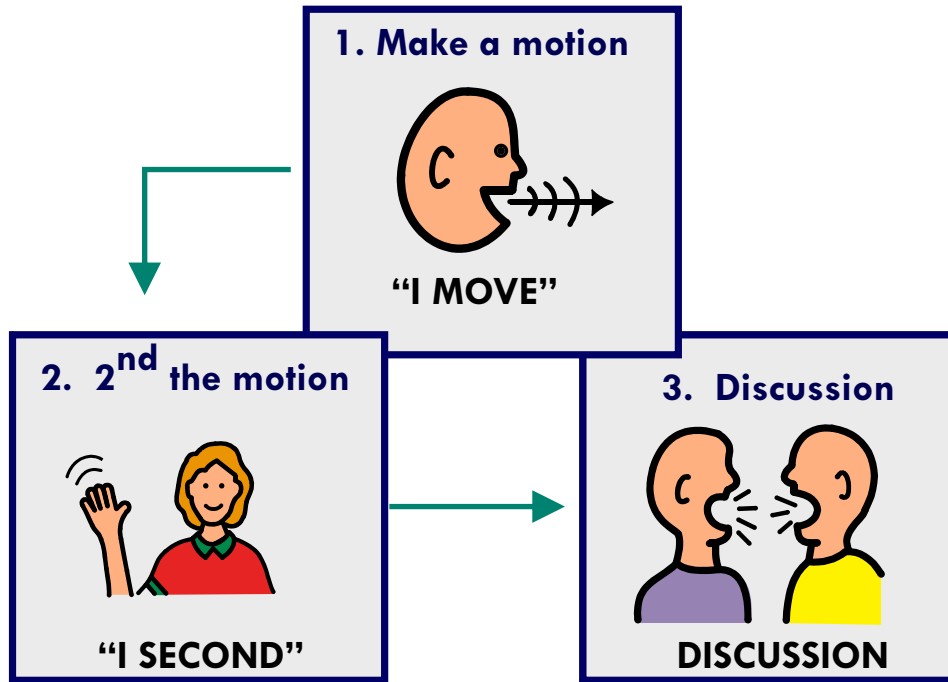
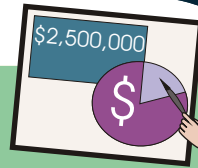


3. Quality Services

Make sure services are good, no matter how much money is available



VOTING WITH ROBERTS RULES



4. All in favor

"YES"

5. All opposed

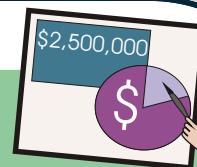
"NO"

6. Abstain

"ABSTAIN"

7. Announce results

REQUEST FOR ACTION



Sample Summary

The Action Item



The Issue



Key Points and Background

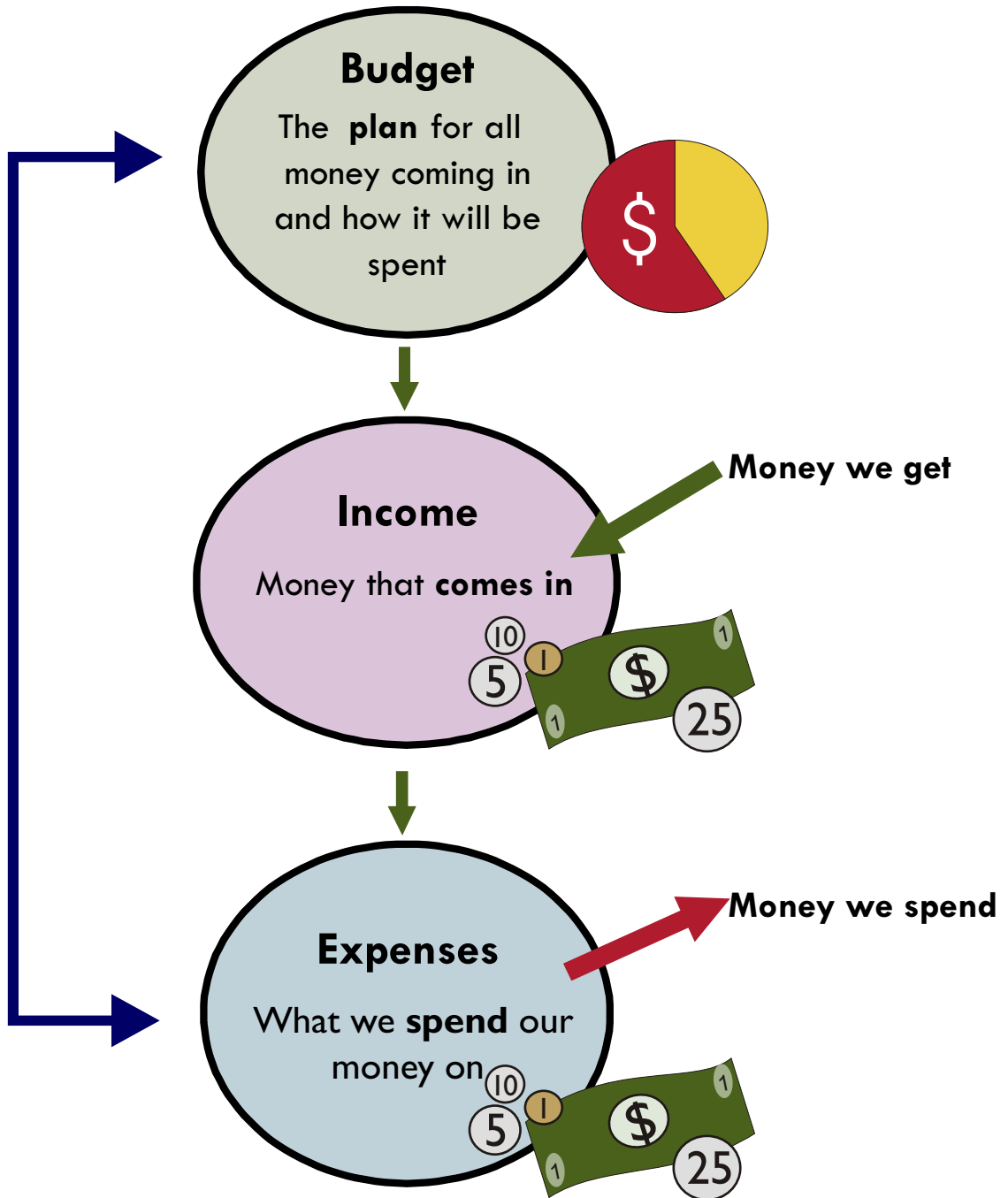
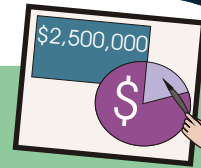
✓ 1	_____
✓ 2	_____
✓ 3	_____
4	_____
5	_____

Action Requested

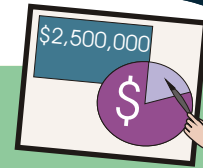


Additional References: See pages _____

UNDERSTANDING FINANCIAL REPORTS



PERSONAL INCOME AND EXPENSE



Revenue (Income) 

Work \$ _____
 Other (Social Security, etc.) _____

TOTAL REVENUE \$ _____

Expenses 

Rent \$ _____
 Transportation _____
 Food _____
 Entertainment _____

TOTAL EXPENSES \$ _____

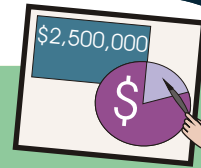
Revenue  \$ _____
 - (minus)

Expenses  _____

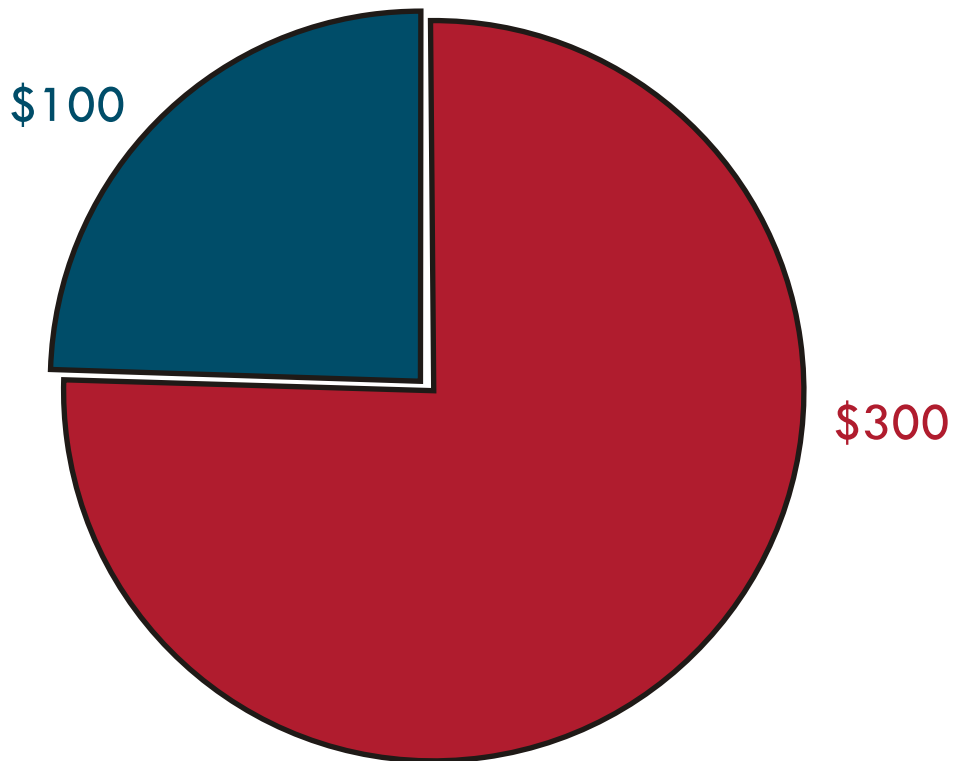
\$

More or (Less)

PERSONAL INCOME

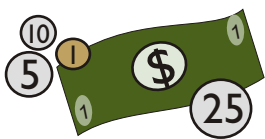
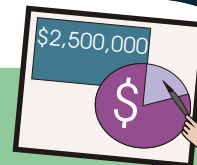


Money I Make (Income)

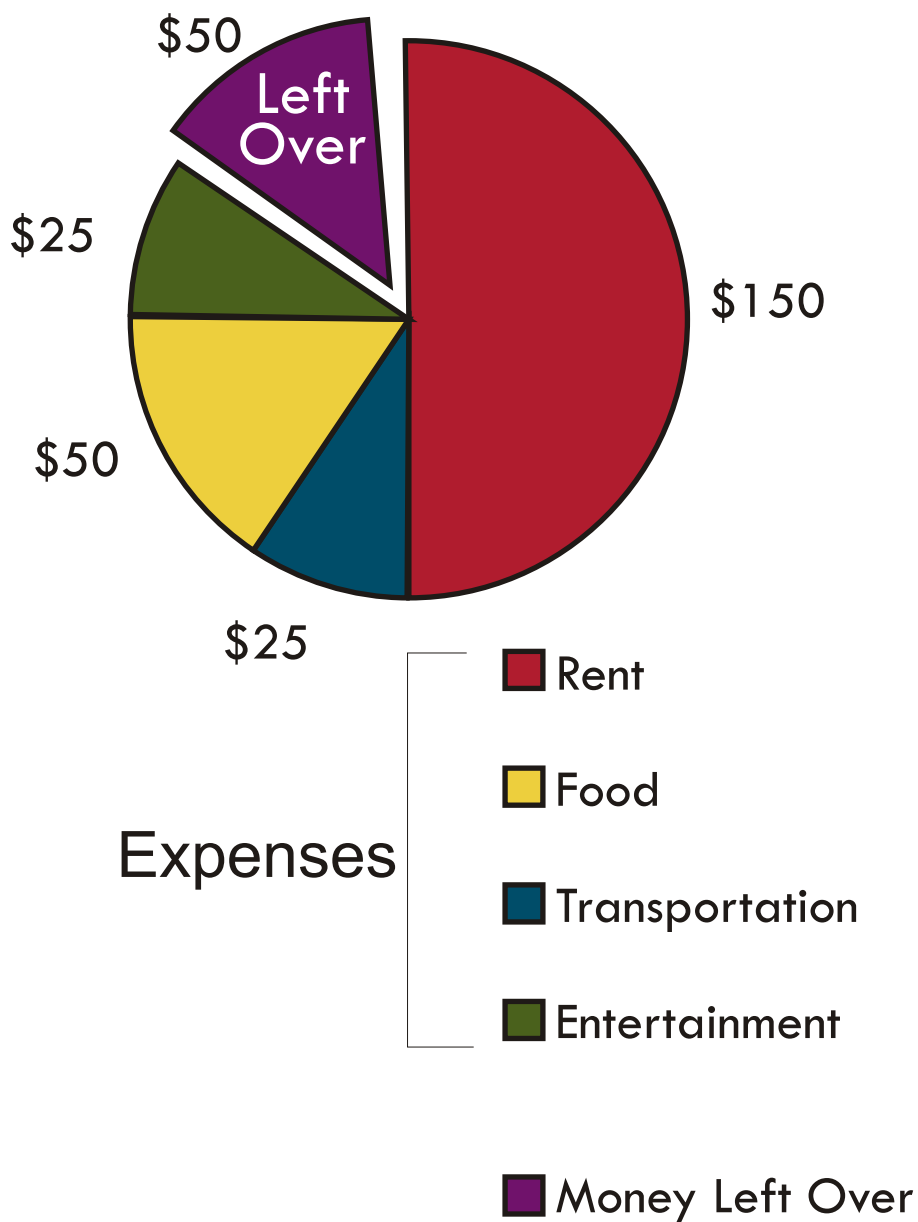


- Social Security
- From Work

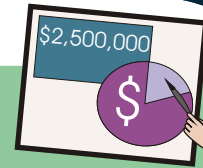
PERSONAL EXPENSE



My Money (Expenses and Money Left Over)



ANNUAL BUDGET ORGANIZATION



INCOME

Special Project	\$	25,000
Program	\$	23,000
Services	\$	15,000
Donations	\$	10,000
TOTAL INCOME	\$	<u>73,000</u>

EXPENSES

Administration \$ **15,000**



- Management
- Supplies
- Printing
- Postage
- Communication

Payroll \$ **27,000**



- Salaries
- Benefits
- Taxes

Travel \$ **8,000**



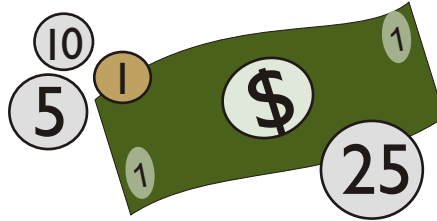
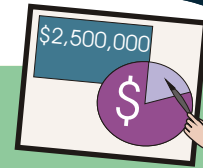
- Transportation
- Per Diem

Scholarships \$ **16,000**

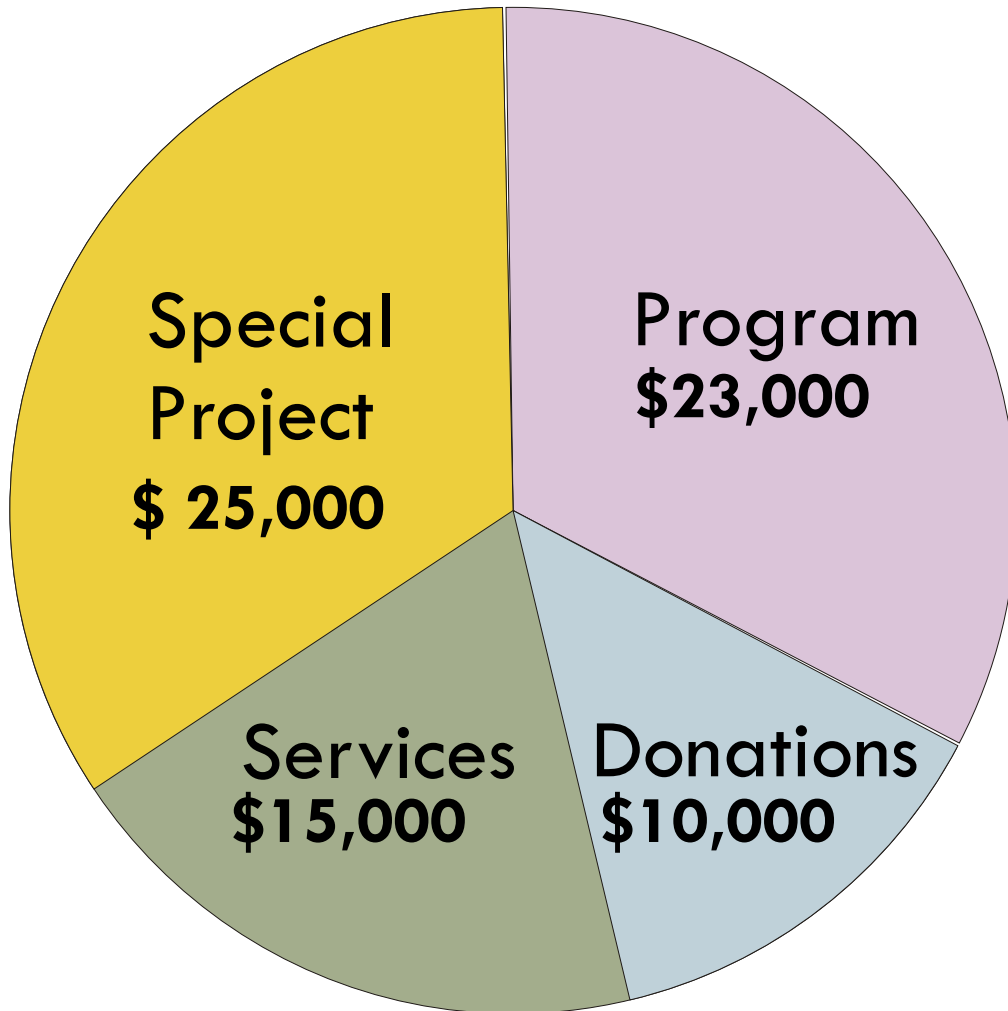


TOTAL EXPENSES \$ **66,000**

ANNUAL BUDGET ORGANIZATION

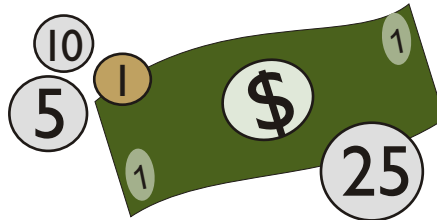
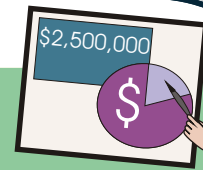


Income: \$ 73,000



Sample 1

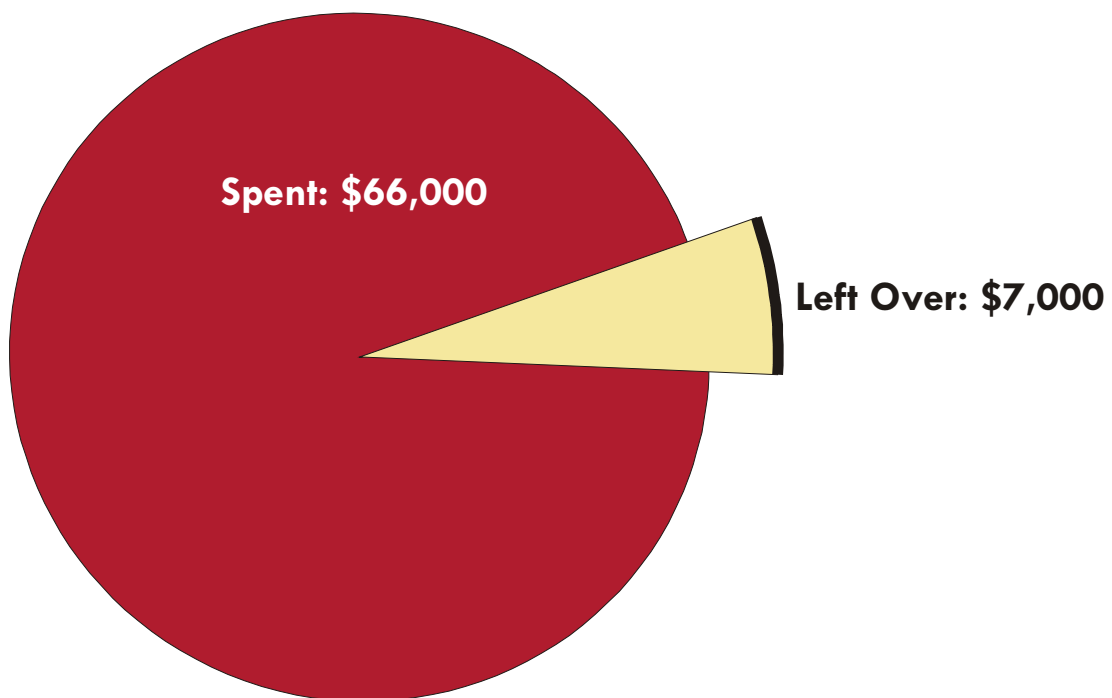
ANNUAL BUDGET ORGANIZATION



+ Income: \$ 73,000

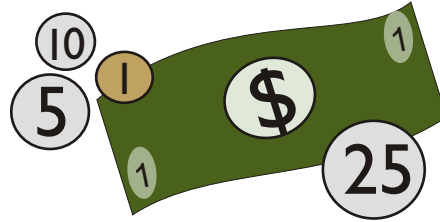
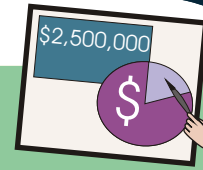
- Expenses: \$ 66,000

= Remaining: \$ 7,000



Sample 2

ANNUAL BUDGET ORGANIZATION



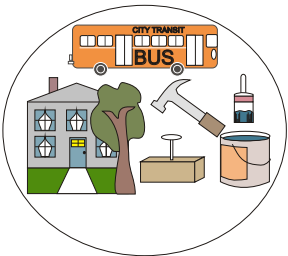
Operations

\$ 15,000,000

- Supplies
- Rent
- Salaries

Services

\$ 45,000,000



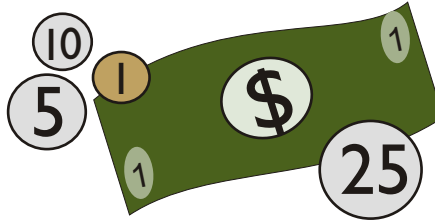
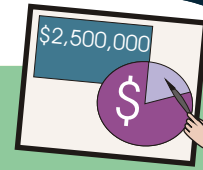
- Programs for people
- Services for people
- Transportation
- Housing

Total Budget

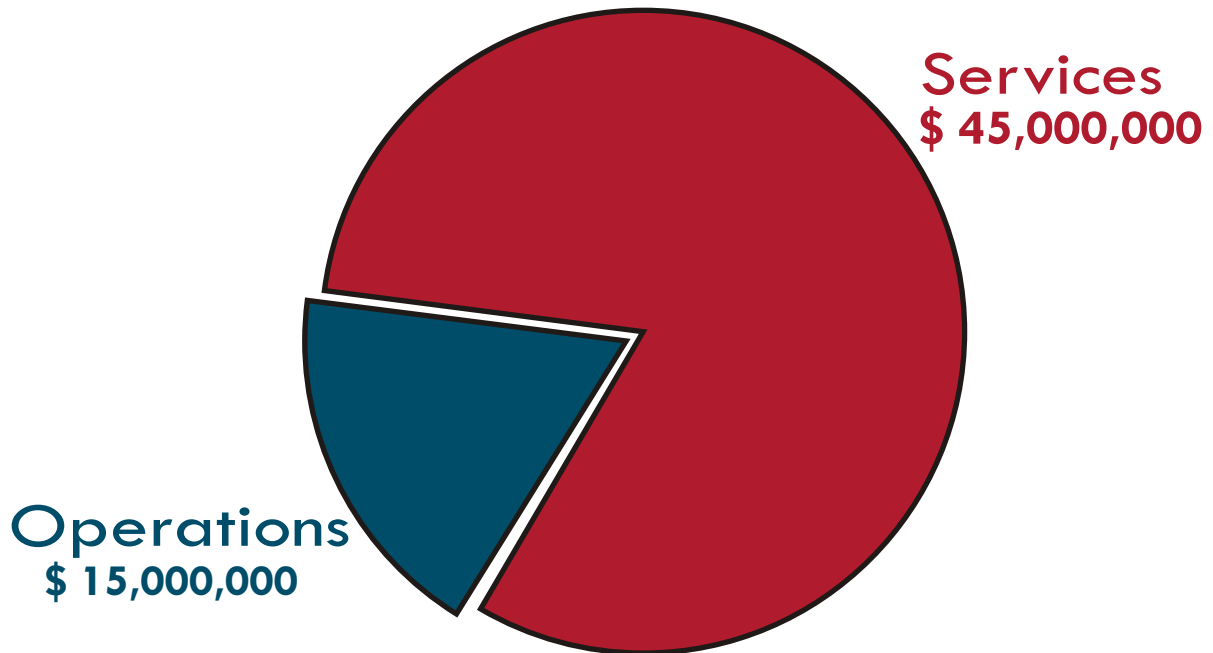
\$ 60,000,000

Sample 2

ANNUAL BUDGET ORGANIZATION

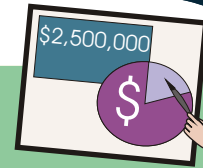


TOTAL BUDGET
\$ 60,000,000



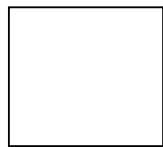
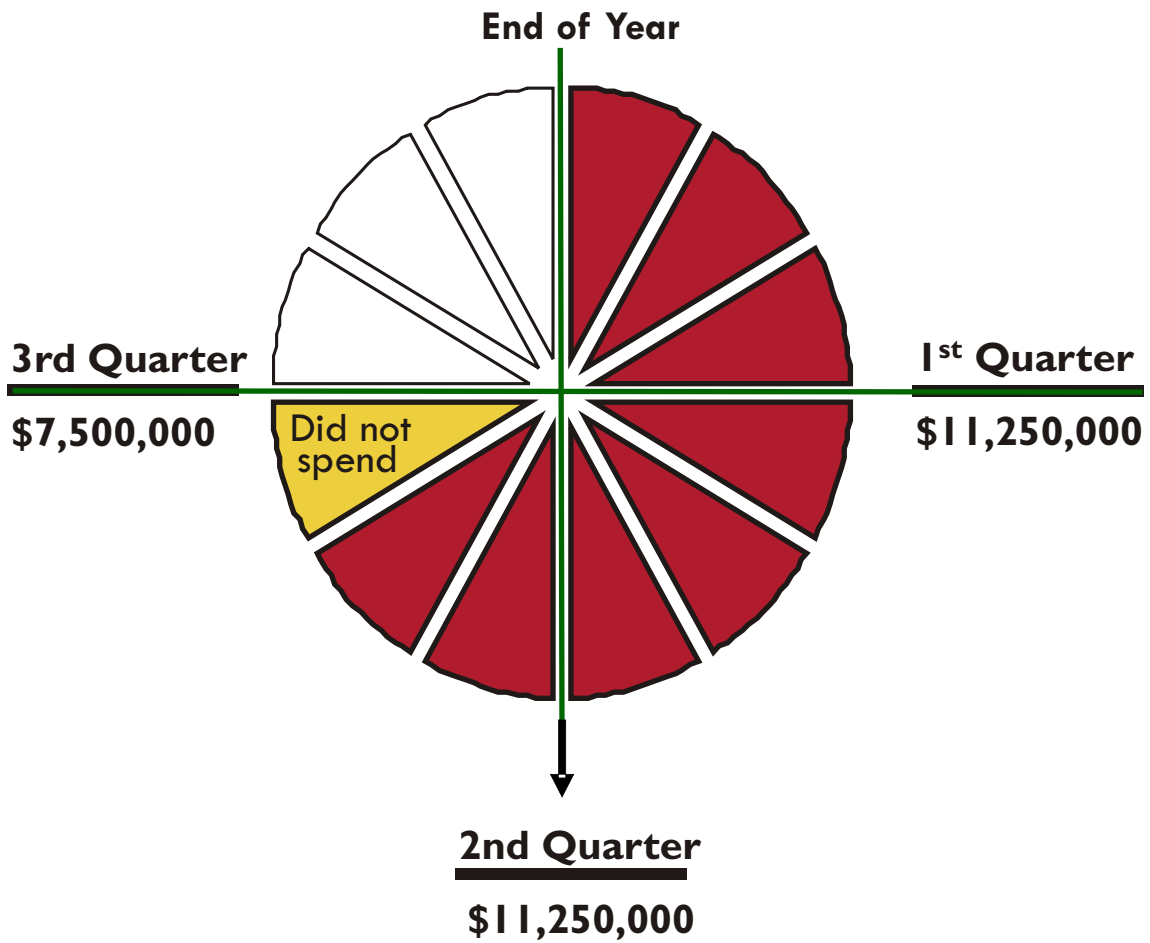
Sample 2

HOW MONEY IS SPENT



Services Annual Budget
\$45,000,000

3rd Quarter Report



Not there yet



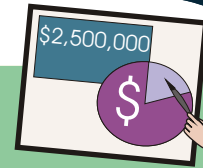
Not spent



Spent

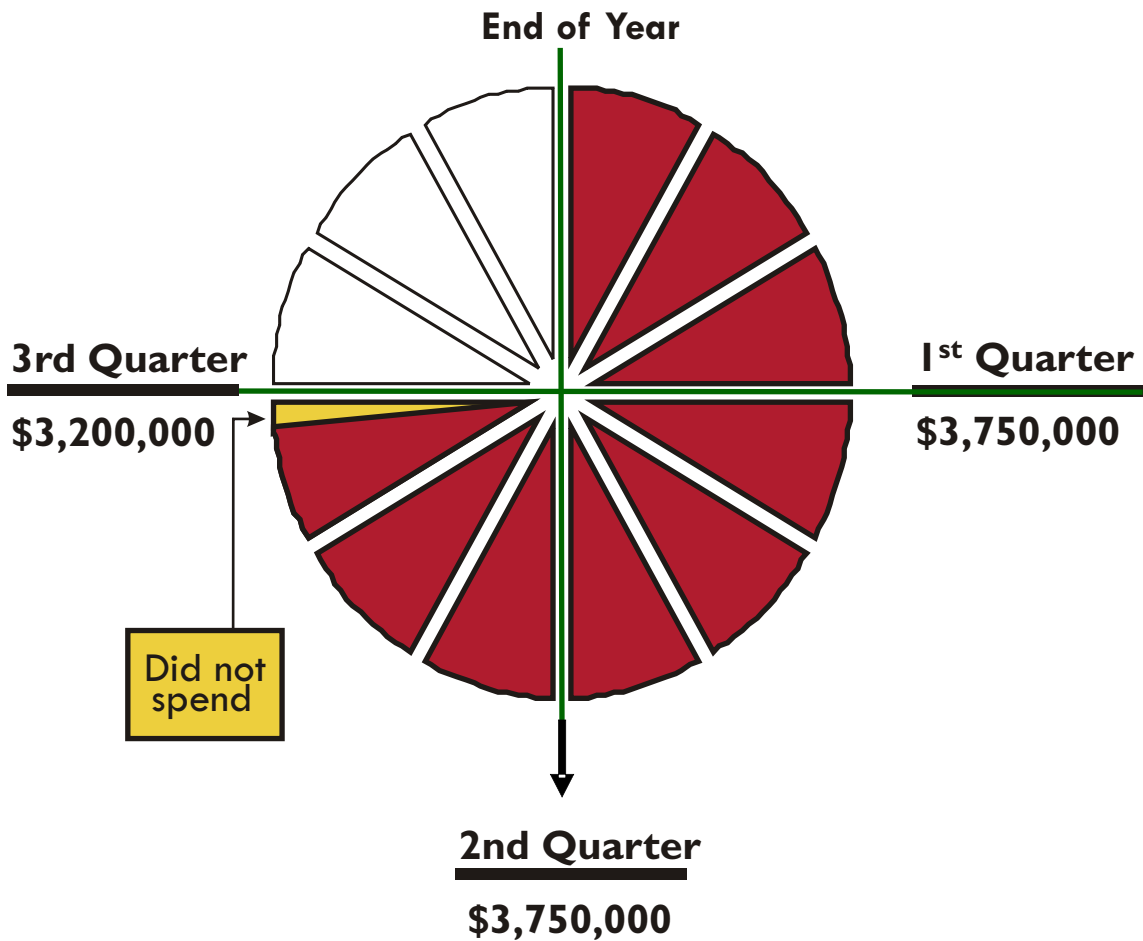
Sample 2

HOW MONEY IS SPENT



Operations Annual Budget
\$15,000,000

3rd Quarter Report



Not there yet



Not spent



Spent