



**Advisory Commission
on Disabilities**

A City of Aurora Board & Commission

City of Aurora Advisory Commission on Disabilities

Approved Minutes

Special Meeting

Tuesday, July 18, 2023 6:00 pm

Waubonsee Community College
Multipurpose Room
18 S. River Street
Aurora, IL

CALL TO ORDER: Chairperson Janine McDonough called the meeting to order at 6:00 pm.

ROLL CALL: Janine McDonough, Alex Engelhardt, Sean Williams, Elana Newkirk, Sandra Harrison, and Denise Zartmann.

OTHERS IN ATTENDANCE: Curtis Wilson

PUBLIC COMMENT: NONE

AGENDA:

1) New Budget Policy: Janine McDonough shared with the board the approved budget of \$5,000. Janine McDonough read the new policy to request activities to spend against the budget.

The new policy reads; If the board wishes to use some of the funds, the board must discuss it during an open session at a meeting and vote to make the purchase/expend the funds, and send to Katrina Boatright an email request with a copy of approved minutes attached. Katrina Boatright will then forward the minutes where the expenditure was approved and attach it to the check request. This needs to be done at least four weeks in advance in order to submit the check request and receive it in time to purchase or pay for activities. The board will need to keep track of their expenditures and budget.



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2) Discuss and Approve Budget Expenditures:

Resource Fair

raffle prizes - 2 switch, 2 iPad, 2 Other = \$1300

variety of snacks = \$1000

attendee bags =\$625

speaker gifts = \$100

raffle tickets =\$25

ACD General

table covers = \$300

storage totes = \$75

Retractable Banner = \$200

Fidget/Swag giveaways = \$1000

Generic Business Cards = \$75

Total \$4700

Alex Engelhardt made a motion to approve the itemized budget expenditures. Elana Newkirk seconded. Following an unanimous verbal roll call from the board to accept the current budget expenditures, motion was carried. (see attached spreadsheet)

ADJOURNMENT: Alex Engelhardt made a motion to adjourn the meeting. Sean Williams seconded. Meeting was adjourned at 6:38 pm.



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2023 Aurora Commission on Disability Proposed Budget	
Expense Category	Total Budgeted
Facility Rental	
Facility Rental	\$0
Total Facility Rental	\$0
Resource Fair Giveaways	
Other	\$300
Switch	\$600
Other	\$400
Headphones	\$0
Total Giveaways	\$1,300
Resource Fair Supplies/Expenses	
Speaker Gifts	\$100
Raffle Tickets	\$25
Tote Bags	\$625
Snacks	\$1,000
Total Resource Fair	\$1,750
General Marketing	
Table Cloth	\$300
Storage Tote/Container	\$75
Banner	\$200
Promotional Swag (Figits, Giveaways, Pens)	\$1,000
Print Info Sheet (Business Card Size)	\$75
Total Marketing	\$1,650
Total Expenses	\$4,700
Remaining	\$300