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CBFL [Coalition for Barrier Free Living] '82-'84 [1]

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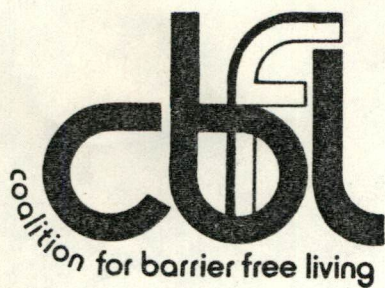
Position:

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6910 Fannin, Suite 120
Houston, TX 77030



COALITION FOR BARRIER FREE LIVING

ALL SON JONES

Billings, Fred C.
 November 30, 1984
 Act. III Day Journal Heli-

Positive
Jes

HC	110	Cash - Checking	2358589	1160118	(44738)	705750	333873
	115	Cash - Savings					
	120	Payroll - Cash					
	125	Payroll - Bank					
	130	Payroll - Bank					
	135	Payroll - Bank					
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	1470						

Picone Station
 November 30, 1984
 Coyote Hill - Great
 - Buckeye
 Htal

AC Expense
6180 Gift (negotiable, Banknote)
6194 Building Insurance
6198 Life Insurance
6255 Equipment Maintenance
48802
6257 Equipment Maintenance
6258 Life Insurance
6270 Life Insurance (Mort)
6297 Life Insurance (Mort)
6298 Life Insurance (Mort)
6299 Life Insurance (Mort)
Total Expense
20738138
2287762

500
16800
1144919
3670579

79800
78492
212178
2758866
(1676666)

273200
21540
227400
946080
1018548

System Atlanta (continued)
November 30, 1984
Ray Jones Hill - General CRF
Total

Account Balances as
of 12-12-84

Title VII 13,864.74

Deaf Services 15,386.95

HCIL-GENERAL (5,250.38)

CBFL 18,914.79

10,136.57

includes Bingo

Not Bond

11,800 Dec

Report on Interfund
Receivable and Payable for
the period 1983-84

Interfund Receivable 1983

Date	Title VII	Deaf Services	General	CBFL
12/31/82	8775.72	----	3564.33	---
12/31/83	8549.72	---	3664.28	1800.00
Increase/(Decrease)	(226.00)	---	99.95	1800.00

Interfund Payable 1983

Date	Title VII	Deaf Services	General	CBFL
12/31/82	12345.55	2083.33	3501.69	---
12/31/83	12345.55	2183.28	5075.69	---
Increase/(Decrease)	---	99.95	1574.00	---

EXPLANATION

Aug. 31, 1983	The advance of \$226.00 to the General Fund was paid back to Title VII.
Dec. 31, 1984	The amount of \$99.95 is an audit adjustment. CBFL made an advance of \$1800.00 to the General Fund.

Interfund Receivable 1984

Date	Title VII	Deaf Services	General	CBFL
12/31/83	8549.72	---	3664.28	1800.00
10/31/84	8549.72	---	3825.43	11800.00
Increase/(Decrease)	---	---	161.15	10000.00

Interfund Payable 1984

Date	Title VII	Deaf Services	General	CBFL
12/31/83	12345.55	2183.28	5075.59	---
1-/31/84	12610.59	2183.28	15075.69	---
Increase/(Decrease)	265.04	---	10000.00	---

EXPLANATION

July 31, 1984	CBFL made an advance of \$10000.00 to the General Fund. Title VII owes the General Fund the following:
	ACCRUED SALARIES CK 591 4475.69]
	OFFICE SUPPLIES CK 569 1166.05
AUG 31. 1984	FICA PAYABLE CK 598 776.34
	W/H TAX PAYABLE CK 598 734.30
	OFFICE SUPPLIES CK 603 38.74
	ACCRUED SALARIES CK 605 5004.58
	TELEPHONE CK 607 & 608 1032.69
	POSTAGE CK 611 100.00
	PUBLICATIONS CK 620 14.14
	EQUIPMENT MAINTAINANCE CK 623 40.00
	ACCRUED SALARIES CK 643 4475.69
	LOCAL TRAVEL MILEAGE CK 646 88.66
	INTERFUND RECEIVABLE 200.00
SEPT 30, 1984	FICA PAAYABLE CK 647 776.34
	W/H TAX PAYABLE CK 647 734.40
	STAFF DEVELOPMENT CK 683 150.00

INTERFUND PAYABLE 18,807.52
TITLE VII paid back \$18,542.48 to the General Fund.

TITLE VII now owes the General Fund (\$18807.52-
\$18,542.48) \$265.04.

The balance of \$161.15 in the General Fund
Interfund Receivable reflects the \$265.04 TITLE VII
OWES minus \$103.89 misclassified in the month
of February.

REFERENCES

Blackmer Street
November 30, 1984
Attn: III Roy Jensen Hall

CBSFL Initiative
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Income Statement (Continued)

November 30, 1984

WILSON JONES

Att. VII

Ref. Service HCIL General CBFL

Structure

Total

AC Expenses

6180 Printing (magazines, brochures) 207026
 6194 Liability Insurance 87600
 6198 Vehicle Insurance
 6255 Equipment Maintenance 48802
 6257 Equipment Rental Usage (Expense) 96473
 6258 Depreciation Expense
 6270 Vehicle Maintenance (Misc)
 6297 Training Modules (General)
 6298 Training Modules - J.C. Control
 6299 Miscellaneous Expenses 100

16800

79800

273700

221540

478492

217172

227400

20738139

3670579

2758866

946080

Total Expenses

Income Over Expenses

2287762

1144919

(1676666)

1018548

Account Balances as
of 12-12-84

Title VII 13,864.74

Deaf Services 15,386.95
10,136.57

HCIL-GENERAL (5,250.38)

CBFL 18,914.79

Report on Interfund
Receivable and Payable for
the period 1983-84

Interfund Receivable 1983

Date	Title VII	Deaf Services	General	CBFL
12/31/82	8775.72	----	3564.33	---
12/31/83	8549.72	---	3664.28	1800.00
Increase/(Decrease)	(226.00)	---	99.95	1800.00

Interfund Payable 1983

12/31/82	12345.55	2083.33	3501.69	---
12/31/83	12345.55	2183.28	5075.69	---
Increase/(Decrease)	---	99.95	1574.00	---

EXPLANATION

Aug. 31, 1983	The advance of \$226.00 to the General Fund was paid back to Title VII.
Dec. 31, 1984	The amount of \$99.95 is an audit adjustment. CBFL made an advance of \$1800.00 to the General Fund.

Interfund Receivable 1984

12/31/83	8549.72	---	3664.28	1800.00
10/31/84	8549.72	---	3825.43	11800.00
Increase/(Decrease)	---	---	161.15	10000.00

Interfund Payable 1984

12/31/83	12345.55	2183.28	5075.59	---
1-31/84	12610.59	2183.28	15075.69	---
Increase/(Decrease)	265.04	---	10000.00	---

EXPLANATION

July 31, 1984	CBFL made an advance of \$10000.00 to the General Fund. Title VII owes the General Fund the following:
	ACCRUED SALARIES CK 591 4475.69]
	OFFICE SUPPLIES CK 569 166.05
AUG 31. 1984	FICA PAYABLE CK 598 776.34
	W/H TAX PAYABLE CK 598 734.30
	OFFICE SUPPLIES CK 603 38.74
	ACCRUED SALARIES CK 605 5004.58
	TELEPHONE CK 607 & 608 1032.69
	POSTAGE CK 611 100.00
	PUBLICATIONS CK 620 14.14
	EQUIPMENT MAINTAINANCE CK 623 40.00
	ACCRUED SALARIES CK 643 4475.69
	LOCAL TRAVEL MILEAGE CK 646 88.66
	INTERFUND RECEIVABLE 200.00
SEPT 30, 1984	FICA PAAYABLE CK 647 776.34
	W/H TAX PAYABLE CK 647 734.40
	STAFF DEVELOPMENT CK 683 150.00

INTERFUND PAYABLE 18,807.52
TITLE VII paid back \$18,542.48 to the General FUND.

TITLE VII now owes the General Fund (\$18807.52-
\$18,542.48) \$265.04.

The balance of \$161.15 in the General Fund
Interfund Receivable reflects the \$265.04 TITLE VII
OWES minus \$103.89 misclassified in the month
of February.

Balance Sheet
November 30, 1984

Assets III Roy Jensen Hill Group C/F/L Int'l
Net

AC	Case II				
1110	Cash - Checking	2358589	1160118	(44738)	703750
1115	Cash - Savings				333073
1120	Petty Cash				
1125	Prepaid - Post Mail				
1130	Prepaid - Insurance		790775		
1131	Prepaid - Insurance				
1133	Post - Fund Insurance				
1135	Prepaid Insurance				
1155	Other Prepaid Expenses	854972		382543	1180000
1260	Equipment	138800	63613	163650	100000
1260	Equipment	513479			17472
1260	Equipment	350097		6900	(117472)
1261	Accumulated Depreciation	(1509816)	(91112)	(143550)	
1262	Office Building	414340	22500		
1270	Vehicle				
1272	Van - Miscellaneous	360000			
1272	Van - Miscellaneous	3378661	1950893	(35195)	2216823
Liabilities					
2030	Accounts Payable	193940	259285		(120000)
2035	Accounts Payable	1261859	218328	1507569	
2040	Notes Payable	20853			
2152	FICA Payable	4470			
2153	W/H Pay	(470)			
2154	Other Com Payable	6108			
2160	State Unemployment Insurance				
2170	Deferred Federal				
3000	Equity	(523161)	348361	106902	131825
	Income Over/Under	2287762	1144919	(167666)	1018548
	Retained Earnings	1764601	1493280	(1569764)	2336823
	3001 - Dividends for 11/11/84	132100		27000	
	Retained Earnings	1891701	1493280	(1542764)	2336823
	Retained Earnings	3378661	1950893	(35195)	2216823

Picone Attorneys
 November 30, 1984
 Little III Day-Burna Hill-Know

[illegible]

Justice
J. R. L.

[illegible]

Account Balances as
of 12-12-84

Title VII 13,864.74

Deaf Services 15,386.95

10,136.57

HCIL-GENERAL (5,250.38)

CBFL 18,914.79

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

BOARD MINUTES

November 14, 1984

Board Members Present:

Joyce Frieden
Michelle Bailey
Bill Richard
Carl Fasser
Rosie Katz
Anna Reese
Mary Faithfull
Tracee Ridgeway

Staff:

Quentin Smith

Interpreter:

Sue Carver

Guests:

Rand Medeaf
Peg Nosek

The meeting was called to order by Joyce Frieden at 6:15 PM in the Promethean Room at The Institute for Rehabilitation and Research. Minutes of the meeting of October 10 were approved as written.

Treasurer's Report:

Bill Richard passed out a financial statement as of October 31. Cash balances as of today in Title VII are about \$13,000.00, Deaf Services are \$13,971.68, HCIL general accounting \$3091.31, and CBFL general accounting \$7037.50. There is still due a transfer from HCIL to CBFL of \$10,000.00. Quentin Smith requested to pay this amount back in two increments. To pay \$5000.00 back now and get additional funding to pay back the rest prior to December 31. Carl Fasser made a motion that the fund owed CBFL by HCIL be repaid in two equal amounts of \$5000.00 to be paid in full by December 31. Mary Faithfull seconded this and motion carried. Bill Richard reported he talked to the Bingo people and the contract has closed as of October 31. The tentative final figure coming is \$11,846.29. A check will be issued and mailed to CBFL by the end of the month. Bill Richard made a motion to receive at the next meeting a full analysis of detailed accounts and balancing of 1983 and 1984 which will show anything open as of this date. Quentin Smith seconded this and the motion carried. Bill Richard moved acceptance of the report, seconded by Carl Fasser, and the motion carried.

Audit:

Quentin Smith passed out the audit dated September 25, 1984 and it was discussed. Joyce Frieden stated it looked much better than in the past. Quentin Smith reported that the auditors suggested that rather than spending money on an audit, auditors should come in two or three times a year to consult and make recommendations, if TRC would go along with it. Joyce Frieden reported she had heard of a service that would keep records on a computer. This will be investigated. The auditors will be asked to sit in on the next board meeting and TRC personnel will also be invited. Joyce Frieden stated that we would not move on this report at this time.

HCIL Report:

Quentin Smith reported that an issue has come up regarding attendant care provided through Independent Life Styles. There have been some problems in terms of the program under ILS. Quentin Smith stated that this could be addressed more appropriately if they had more administrative help. He stated that HCIL may go along with ILS to be in the business of actual service for attendant care. HCIL would provide this service as a sub-contractor. This should improve both organizations and make them stronger. Mary Faithfull made a motion that CBFL and HCIL continue to investigate the concept of providing attendant care with ILS, Mitchell Bailey seconded, and the motion carried.

Bylaws:

Joyce Frieden passed out the new set of bylaws. The changes and corrections were discussed. Mary Faithfull made a motion to accept the new bylaws as corrected, seconded by Carl Fasser, and the motion carried.

Nominations, Elections, and Awards:

Mary Faithfull stated that Don Rossi has agreed to fill the position as parliamentarian and Peg Nosek has agreed to fill the position of education chairperson. Mary Faithfull made a motion to accept these persons for these positions, seconded by Carl Fasser, and the motion carried.

Advocacy Organization:

Joyce Frieden introduced Rand Medeaf as being the chairperson for the new advocacy organization, which does not have a name yet. He stated that the first meeting for the organization would be the first week after Thanksgiving. Joyce Frieden stated that dual-membership would be offered.

Other Business:

Mitchell Bailey made a motion that CBFL should pay for interpreter services until the time the advocacy organization can afford to pay for them themselves. Carl Fasser seconded, and the motion carried. Peg Nosek made a motion for the board to write a letter of thanks to Eleanor Tinsley thanking her for her work in getting handicapped parking at the civic center facilities. Quentin Smith stated he would write the letter for the board. Carl Fasser seconded and the motion carried.

The meeting was adjourned at 7:45 PM.

Minutes submitted by Tracee Ridgeway, Secretary

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000 41

LANNY ROGERS
President

SHARON YORK
Vice President

November 30, 1984

Mr. Bill Richard
Treasurer, CBFL
6910 Fannin, Suite 120
Houston, Tx. 77030

Dear Sir:

Enclosed please find your Bingo records for the quarter covering October - December 1984. Also a report of disbursements of your account during November, and a check in the amount of \$11,846.29 is enclosed. This check closes out your Bingo account at First City Bank in Humble, Texas.

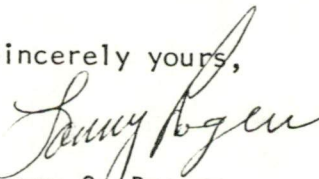
Further, the bond money which is posted by your organization at the State Controller's office will be returned to you as soon as the Controller releases it to us.

The check enclosed brings the total amount of your earnings for the past year to \$31,029.39, plus the bond in the amount of \$1,416.24 (coming is your interest on this bond for October, November & December), makes a grand total of earnings for the past year of \$32,445.63.

We feel this has been a very successful year of fund raising, and hope that the Coalition for Barrier Free Living has been pleased and able to accomplish some of your goals.

If we can be of any further assistance to you in the future, please feel free to call.

Sincerely yours,


Lanny G. Rogers

Enclosures

cc: Ms. Joyce Frieden ✓

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of the Coalition for Barrier Free Living)

NOTICE

TO: All CBFL BOARD MEMBERS
FROM: Joyce Frieden, President
DATE: November 30, 1984
SUBJECT: Next CBFL Board Meeting.

Enclosed is a copy of the Minutes of the last CBFL Board Meeting held on November 14, 1984. Please review these for corrections prior to the next Board Meeting which is scheduled for Wednesday, December 12, 1984 at 6:00 p.m. in the Promethean Room at The Institute for Rehabilitation and Research (TIIR). I look forward to seeing you all on December 12.

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

BOARD MINUTES

November 14, 1984

Board Members Present:

Joyce Frieden
Michelle Bailey
Bill Richard
Carl Fasser
Rosie Katz
Anna Reese
Mary Faithfull
Tracee Ridgeway

Staff:

Quentin Smith

Interpreter:

Sue Carver

Guests:

Rand Medeaf
Peg Nosek

The meeting was called to order by Joyce Frieden at 6:15 PM in the Promethean Room at The Institute for Rehabilitation and Research. Minutes of the meeting of October 10 were approved as written.

Treasurer's Report:

Bill Richard passed out a financial statement as of October 31. Cash balances as of today in Title VII are about \$13,000.00, Deaf Services are \$13,971.68, HCIL general accounting \$3091.31, and CBFL general accounting \$7037.50. There is still due a transfer from HCIL to CBFL of \$10,000.00. Quentin Smith requested to pay this amount back in two increments. To pay \$5000.00 back now and get additional funding to pay back the rest prior to December 31. Carl Fasser made a motion that the fund owed CBFL by HCIL be repaid in two equal amounts of \$5000.00 to be paid in full by December 31. Mary Faithfull seconded this and motion carried. Bill Richard reported he talked to the Bingo people and the contract has closed as of October 31. The tentative final figure coming is \$11,846.29. A check will be issued and mailed to CBFL by the end of the month. Bill Richard made a motion to receive at the next meeting a full analysis of detailed accounts and balancing of 1983 and 1984 which will show anything open as of this date. Quentin Smith seconded this and the motion carried. Bill Richard moved acceptance of the report, seconded by Carl Fasser, and the motion carried.

Audit:

Quentin Smith passed out the audit dated September 25, 1984 and it was discussed. Joyce Frieden stated it looked much better than in the past. Quentin Smith reported that the auditors suggested that rather than spending money on an audit, auditors should come in two or three times a year to consult and make recommendations, if TRC would go along with it. Joyce Frieden reported she had heard of a service that would keep records on a computer. This will be investigated. The auditors will be asked to sit in on the next board meeting and TRC personnel will also be invited. Joyce Frieden stated that we would not move on this report at this time.

HCIL Report:

Quentin Smith reported that an issue has come up regarding attendant care provided through Independent Life Styles. There have been some problems in terms of the program under ILS. Quentin Smith stated that this could be addressed more appropriately if they had more administrative help. He stated that HCIL may go along with ILS to be in the business of actual service for attendant care. HCIL would provide this service as a sub-contractor. This should improve both organizations and make them stronger. Mary Faithfull made a motion that CBFL and HCIL continue to investigate the concept of providing attendant care with ILS, Mitchell Bailey seconded, and the motion carried.

Bylaws:

Joyce Frieden passed out the new set of bylaws. The changes and corrections were discussed. Mary Faithfull made a motion to accept the new bylaws as corrected, seconded by Carl Fasser, and the motion carried.

Nominations, Elections, and Awards:

Mary Faithfull stated that Don Rossi has agreed to fill the position as parliamentarian and Peg Nosek has agreed to fill the position of education chairperson. Mary Faithfull made a motion to accept these persons for these positions, seconded by Carl Fasser, and the motion carried.

Advocacy Organization:

Joyce Frieden introduced Rand Medeaf as being the chairperson for the new advocacy organization, which does not have a name yet. He stated that the first meeting for the organization would be the first week after Thanksgiving. Joyce Frieden stated that dual-membership would be offered.

Other Business:

Mitchell Bailey made a motion that CBFL should pay for interpreter services until the time the advocacy organization can afford to pay for them themselves. Carl Fasser seconded, and the motion carried. Peg Nosek made a motion for the board to write a letter of thanks to Eleanor Tinsley thanking her for her work in getting handicapped parking at the civic center facilities. Quentin Smith stated he would write the letter for the board. Carl Fasser seconded and the motion carried.

The meeting was adjourned at 7:45 PM.

Minutes submitted by Tracee Ridgeway, Secretary

*Tracee
Ridgeway*



September 25, 1984

Board of Directors
Coalition For Barrier Free Living
Houston, Texas

Gentlemen:

In the course of our examination of the financial statements of the Coalition For Barrier Free Living, for the year ended December 31, 1983, the following weaknesses were discovered:

CASH

Two cash accounts in the general ledger as of December 31, 1983, had been closed in August of 1983. Further investigation of the accounts showed that the checks were misplaced and not deposited by year end. The checks were not deposited until September 1984.

RECOMMENDATION

Cash accounts, and all other balance sheet accounts, must be reconciled each month to supporting documents (bank statements) and all transactions recorded timely.

INTERFUND RECEIVABLES/PAYABLES

1. Interfund balances were not cleared during the year.
2. Interfund transfers were not properly documented and no approval for the transfer was found in some cases.

RECOMMENDATION

1. Interfund receivables and payables should be repaid on a timely basis.
2. All transfers between funds should be documented and approved by management.

RECORDS/DOCUMENTATION

1. Invoices are filed by month in which they are paid and cash receipts for all bank accounts are filed in one folder.
2. Invoices and supporting documents were not consistently approved or attached to copies of the check.
3. In some cases no support for cash receipts was attached to the deposit ticket.
4. Interpreters services are paid from the monthly record without indication of management approval.

RECOMMENDATIONS

1. Invoices should be attached to a copy of the check and filed in an alphabetical vendor file. A second copy of the check should be maintained in numerical order. A separate file by account and by month should be maintained for cash receipts.
2. All invoices must be submitted with the check copies and approved before payment is made. If an invoice is not available, a check request with an explanation should be attached.
3. A remittance advice or copy of the check should be attached to the deposit ticket.
4. The monthly record used to pay interpreters service must be reviewed and approved by management before payment is made.

GENERAL JOURNAL

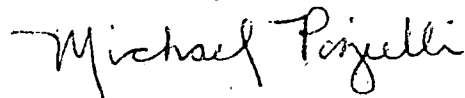
A general journal must be maintained with proper explanation and support when necessary.

FIXED ASSETS

Depreciation schedules should be maintained for each fund. The assets purchased should be listed at cost and identified separately from contributed assets which should be recorded at fair market value.

We will be available to discuss or assist the Coalition For Barrier Free Living in its evaluation and implementation of these recommendations.

Sincerely yours,

A handwritten signature in cursive script that reads "Michael Pozielli".

Michael Pozielli

MP/ms

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ANDREW G. SHEBAY & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

6445 HIGH STAR

HOUSTON, TEXAS 77074

September 25, 1984

Board of Directors
Coalition for Barrier Free Living

We have examined the accompanying balance sheet of the Coalition for Barrier Free Living at December 31, 1983, and the related statements of revenue, expense and changes in fund balances and changes in financial position for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances except as stated in the following paragraph.

The audit requirements, report format and report content referred to in the amendment of Section XI of the agreement between the Texas Rehabilitation Commission and the Coalition For Barrier Free Living have not been provided to use as requested. Therefore, we are not able to determine if the audit tests performed or the form and content of the report meets the requirements of the Texas Rehabilitation Commission set out in the amendment.

In our opinion, the accompanying financial statements present fairly the financial position of the Coalition for Barrier Free Living at December 31, 1983, and the results of its operations and the changes in its fund balances and financial position for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The supplementary information on pages 7 and 8 has been subjected to the same auditing procedures, and is in our opinion stated fairly in all material respects when considered in conjunction with the basic financial statements taken as a whole.

Andrew G. Shebay & Co. P.C.

BALANCE SHEET
December 31, 1983

ASSETS

Current assets	
Cash in bank - checking	\$ 14,129
Cash in bank - savings	1,107
Accounts receivable	7,908
Interfund receivables (Note 2)	34,479
Prepaid insurance	<u>1,380</u>
Total current assets	59,003
Fixed assets, at cost (Note 1)	
Furniture	8,895
Equipment	17,626
Vehicles	6,341
Van modification	3,600
Audio visual equipment	<u>4,368</u>
Total fixed assets	40,830
Accumulated depreciation (Note 4)	<u>(39,289)</u>
Net fixed assets	<u>1,541</u>
TOTAL ASSETS	<u>\$ 60,544</u>

LIABILITIES AND FUND BALANCE

Current liabilities	
Current portion of long-term debt (Note 3)	\$ 657
Accounts payable	4,462
Interfund payables (Note 2)	34,479
Payroll taxes payable	<u>1,002</u>
Total current liabilities	40,600
Long term debt	<u>389</u>
Total liabilities	40,989
Fund balances	
Investment in fixed assets	1,541
Fund balances	<u>18,014</u>
Total fund balances	<u>19,555</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 60,544</u>

The accompanying notes are an integral part of these financial statements.

3

COALITION FOR BARRIER FREE LIVING

STATEMENT OF REVENUE, EXPENSE AND CHANGES IN FUND BALANCES
Year Ended December 31, 1983

Revenue	
Grants	\$ 179,486
Fee income	45,550
Benefactors	32,500
Interest income	57
Contributors	6,426
Miscellaneous income	2,245
Membership	<u>624</u>
Total Revenues	266,888
Expense	
Salaries	116,647
Office and storage rent	24,240
Interpreting service	33,950
Insurance	12,042
Payroll taxes	12,461
Telephone	12,482
Travel	4,777
Equipment rental	3,718
Other administrative expenses	3,433
Consultant fees	13,085
Contract labor	8,588
Office supplies	2,469
Postage	1,613
Publications and reproductions	1,852
Interest and bankcharges	642
Vehicle maintenance	510
Training	1,914
Staff development	1,416
Miscellaneous expense	3,051
Memberships	357
Depreciation	<u>1,008</u>
Total Expenses	<u>260,255</u>
EXCESS OF REVENUES OVER EXPENSE	6,633
Fund Balances	
At December 31, 1982 (Restated) (Note 4)	<u>12,922</u>
At December 31, 1983	<u>\$ 19,555</u>

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

STATEMENT OF CHANGES IN FINANCIAL POSITION
Year ended December 31, 1983

SOURCE OF CASH:

Excess of revenues over expenses	\$ 6,633
----------------------------------	----------

Charges against fund balance not involving cash in the current period: Depreciation	1,008
--	-------

Cash provided from operations	7,641
-------------------------------	-------

Increase in notes payable	1,046
Increase in accounts payable	4,205
Increase in interfund payable	1,632
Increase in payroll taxes payable	1,002
Decrease in prepaid insurance	353
Decrease in employee advances	109

Total source	15,988
--------------	--------

USE OF CASH:

Increase in accounts receivable	4,494
Increase in interfund receivable	1,632
Purchase of assets	2,549

Total use	8,675
-----------	-------

INCREASE IN CASH	7,313
------------------	-------

CASH BEGINNING OF YEAR	7,923
------------------------	-------

CASH END OF YEAR	\$ 15,236
------------------	-----------

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

NOTES TO FINANCIAL STATEMENTS
December 31, 1983

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Coalition for Barrier Free Living is a non-profit corporation, incorporated under the Texas Non-Profit Corporation Act in 1975. Coalition For Barrier Free Living receives funding from several governmental agencies and private sources for providing various services to the handicapped.

The corporation is exempt from federal income tax under IRC Section 501 (c)(3).

The corporation records assets, liabilities, revenues and expenses on the accrual basis of accounting. Revenues are recorded when the funding source is billed and recorded as an account receivable. The accounts of Coalition For Barrier Free Living are maintained in accordance with the principles of fund accounting.

Fixed assets are recorded at cost. Additions are recorded in both the fixed asset and investment in fixed assets accounts.

Depreciation on property is computed on the straight line method and charged to operations over the estimated useful lives of the property.

2. INTERFUND RECEIVABLE/PAYABLE

The various grants received by the Coalition For Barrier Free Living were each placed in separate bank accounts. Due to the timing of various expenses and receipt of grant funds, some funds would advance money to another fund to pay for expenses.

The interfund receivables and payables are to be repaid within the next fiscal year.

3. LONG TERM DEBT

Note payable secured by equipment,
quarterly payments of \$209 include
interest at 25% due June 1, 1985

\$ 1,046

Less current portion

(657)

Long term portion

\$ 389

COALITION FOR BARRIER FREE LIVING
NOTES TO FINANCIAL STATEMENTS CONT'D
December 31, 1983

4. CHANGE IN METHOD OF ACCOUNTING

The Coalition for Barrier Free Living has adopted depreciation accounting. No depreciation was previously taken on assets. Depreciation accounting is the preferred method recommended by the American Institute of Certified Public Accountants in their audit and accounting guide for non-profit organizations. The cumulative effect of applying retroactively depreciation on years prior to 1983 is to decreased total fund balance by \$38,281.

5. LONG-TERM LEASES

The Coalition for Barrier Free Living has leased its office space for 3 years with the lease ending in May 1985.

The minimum lease payments for the non-cancellable lease for years ended December 31, 1983, and thereafter are as follows:

<u>Year</u>	<u>Amount</u>
1984	\$ 21,120
1985	8,800

COALITION FOR BARRIER FREE LIVING

SUPPLEMENTAL INFORMATION

BALANCE SHEET BY FUND
December 31, 1983

	<u>TITLE VII</u>	<u>DEAF SERVICES</u>	<u>HCIL GENERAL</u>	<u>CBFL GENERAL</u>	<u>INACTIVE FUNDS</u>	<u>TOTAL</u>
ASSETS						
Current assets						
Cash in bank - checking	\$ 1,221	\$ 152	\$ 2,481	\$ 8,052	\$ 2,223	\$ 14,129
Cash in bank - savings				1,107		1,107
Accounts receivable		7,908				7,908
Interfund receivables	8,550		3,664	1,800	20,465	34,479
Prepaid insurance	1,380					1,380
Total current assets	11,151	8,060	6,145	10,959	22,688	59,003
Fixed assets, at cost						
Furniture	3,501		69	175	5,150	8,895
Equipment	5,125	686	1,627	1,000	9,188	17,626
Vehicles					6,341	6,341
Van modification	3,600					3,600
Audio visual equipment	4,143	225				4,368
Total fixed assets	16,369	911	1,696	1,175	20,679	40,830
Accumulated depreciation	(15,098)	(911)	(1,426)	(1,175)	(20,679)	(39,289)
Net fixed assets	1,271	-0-	270	-0-	-0-	1,541
TOTAL ASSETS	<u>\$ 12,422</u>	<u>\$ 8,060</u>	<u>\$ 6,415</u>	<u>\$ 10,959</u>	<u>\$ 22,688</u>	<u>\$ 60,544</u>
LIABILITIES AND FUND BALANCE						
Current liabilities						
Current portion of long-term debt	\$ 657	\$	\$	\$	\$	\$ 657
Accounts payable	1,989	2,393			80	4,462
Interfund payables	12,346	2,183	5,076		14,874	34,479
Payroll taxes payable	1,002					1,002
Total current liabilities	15,994	4,576	5,076		14,954	40,600
Long term debt	389					389
Total liabilities	16,383	4,576	5,076		14,954	40,989
Fund balances						
Investment in fixed assets	1,271	-0-	270	-0-	-0-	1,541
Fund balances	(5,232)	3,484	1,069	10,959	7,734	18,014
Total fund balances	(3,961)	3,484	1,339	10,959	7,734	19,555
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 12,422</u>	<u>\$ 8,060</u>	<u>\$ 6,415</u>	<u>\$ 10,959</u>	<u>\$ 22,688</u>	<u>\$ 60,544</u>

SUPPLEMENTAL INFORMATION

STATEMENT OF REVENUE, EXPENSE AND CHANGES IN FUND BALANCES BY FUND
Year Ended December 31, 1983

	TITLE VII	DEAF SERVICES	HCIL GENERAL	CBFL GENERAL	INACTIVE FUNDS	TOTAL
Revenue						
Grants	\$ 179,486	\$	\$	\$	\$	\$ 179,486
Fee income		36,438	9,112			45,550
Benefactors		5,000	12,500	15,000		32,500
Interest income				57		57
Contributors		840	5,549	37		6,426
Miscellaneous income		1,559	351	335		2,245
Membership				624		624
Total Revenues	179,486	43,837	27,512	16,053		266,888
Expense						
Salaries	115,980		667			116,647
Office and storage rent	22,574		1,666			24,240
Interpreting service		33,950				33,950
Insurance	10,704		1,338			12,042
Payroll taxes	12,417		44			12,461
Telephone	12,410			72		12,482
Travel	1,181	35	3,561			4,777
Equipment rental	(350)	(10)	4,078			3,718
Other administrative expenses		5	3,428			3,433
Consultant fees	1,868		5,132	6,085		13,085
Contract labor		7,985	603			8,588
Office supplies	2,299	70	75	25		2,469
Postage	1,418		124	71		1,613
Publications and reproductions	1,004	40	679	129		1,852
Interest and bankcharges	340		302			642
Vehicle maintenance			510			510
Training			1,914			1,914
Staff development	1,160	256				1,416
Miscellaneous expense		501	2,168	382		3,051
Memberships	322		10	25		357
Depreciation	873		135			1,008
Total Expenses	184,200	42,832	26,434	6,789		260,255
EXCESS OF REVENUES OVER EXPENSE	(4,714)	1,005	1,078	9,264		6,633
Fund Balances						
At December 31, 1982 (Restated)	753	2,479	261	1,695	7,734	12,922
At December 31, 1983	<u>\$ (3,961)</u>	<u>\$ 3,484</u>	<u>\$ 1,339</u>	<u>\$ 10,959</u>	<u>\$ 7,734</u>	<u>\$ 19,555</u>

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING

BOARD AGENDA

NOVEMBER 14, 1984

6:00	CALL TO ORDER / WELCOME	J. FRIEDEN
6:05	MINUTES	(VOTE) T. RIDGEWAY
6:07	TREASURERS REPORT - 11,846.29	(VOTE) B. RICHARD
6:09	AUDIT	RICHARD/SMITH
6:30 640	HCIL REPORT (ATTENDANT CARE)	G. SMITH
6:50	BYLAWS	J. FRIEDEN
7:20	NOMINATIONS, ELECTIONS, & AWARDS COMMITTEE	M. FAITHFULL
7:25	OTHER BUSINESS	
7:30	ADJOURNMENT	

11/14/84

Report of interfund accounts

Balance Sheet

Oct 31, 1984

Atty III New Denver Hill-Denver CBFLL Structure Atty

HC	Account	1110 Cash - Checking	1899.98	6056.68	(3053.43)	7037.50	3330.73	(58)
		1115 Cash - Savings						
		1120 Pet. Cash						
		1135 Deposit - Full Mail						
		1130 Account Receivable		790.75				
		1131 Amount Due From						
		1133 Post Paid Receivable						
		1135 Anticipated Receivable	8549.72		3825.43	11800.00	20464.60	
		1155 Other Income (Expense)	1380.00					
		1260 Equipment	5124.79	686.12	1626.50	1000.00	9188.12	
		1261 Accumulated Depreciation	(3500.97)		69.02	174.72	5150.02	
		1262 Other Assets	4143.40	225.00	(1425.50)	(174.72)	(30679.14)	
		1270 Vehicle					6341.00	
		1271 Van Modification	3600.00					
		1310 Debt	13100.70	13964.43	1042.00	221682.3	20464.60	
		2030 Accounts Payable	198940	239285			7930	
		2035 Prepaid Payable	126109	218328	15075.69	(120000)	1487416	
		2040 Note Payable	41788					
		2052 Account Receivable						
		2052 FICA Payable	2235					
		2053 W/H Pay	(2235)					
		2054 Other Payable	8450					
		2060 Note Receivable						
		2070 Other Receivable						
		2170 Other Receivable	1510037	4576.13	15075.69	(120000)	1495346	
		3000 Equity	(523161)	348361	106902	131825	551056	
		3000 Equity - Dividends	195892	590469	(1537271)	1018548		
		3001 Dividends	(327269)	938830	(1420369)	2336823	551056	
		3001 Dividends - Dividend	(200169)	938830	(1403369)	2336823	551056	
		3001 Dividends - Dividend	1310070	1396443	104200	2216823	2046460	

Art. VII Bay Area. HCL-Know CBF L Boston 2nd

[illegible]

18111500

Justice
J. H. H.

[illegible]

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000 41

LANNY ROGERS
President

SHARON YORK
Vice President

September 17, 1984

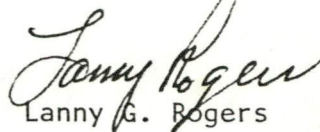
Mr. Bill Richard
Treasurer, CBFL
223 Travis
Webster, Texas 77598

Dear Sir:

Congratulations on another good month of fund raising activity.

Proceeds from your bingo fund raising activities for August 1984 was \$4,589.11, and with your reserve amount of \$5,000.00, you have a total balance of \$9,589.11. Please let us know the disbursements you want made from the August proceeds.

Sincerely yours,


Lanny G. Rogers

cc: Ms. Joyce Frieden

COALITION FOR BARRIER FREE LIVING

Bingo Fund

Balance fwd. 7/31/84

\$ 8,032.17

Receipts 8/84

48,549.50

Disbursements

14,492.56

Prizes

32,500.00

Balance 8/31/84

9,589.11

DISBURSEMENTS

CBFL - Aug 84

CHECK NO.	DATE	PAYABLE TO	DESCRIPTION	AMOUNT
1202	06	Clover Distributing	Supplies \$	814.08
1203	06	U. S. Post Master	Postage	500.00
1204	14	Union Services	Rent 8/1 thru 8/15	3000.00
1205	14	Union Services	Bookkeeping	300.00
1206	14	CBFL	Donation	2302.54
1207	15	State Treasurer	July Gross Receipts Tax	876.18
1208	16	CR Fuller	Payroll/Security	120.00
1209	16	D Gates	Payroll/Caller	70.00
1210	16	T McClanahan	Payroll/Security	50.00
1211	16	S York	Payroll/Cashier	127.50
1212	16	Houston Post	Advertising	547.60
1213	16	Satellite Channel	Advertising	118.40
1214	16	Arrow Signs	Advertising	66.67
1215	16	Houston Chronicle	Advertising	434.83
1216	21	Bingo Pluss	Supplies	664.76
1217	23	U. S. Post Master	Postage	500.00
1218	31	Union Services	Rent 8/16 thru 8/31	3500.00
1219	31	CR Fuller	Payroll/Security	150.00
1220	31	D Gates	Payroll/Caller	87.50
1221	31	T McClanahan	Payroll/Security	50.00
1222	31	S York	Payroll/Cashier	212.50

Total Disbursements

14492.56

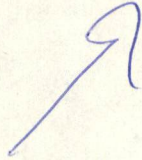
STATEMENT OF INCOME AND EXPENSE

July AND Aug Months Ended Aug 31 1984

	1 TITLE VII 2		DEAF SERVICE 4		5 GENERAL 5		TOTAL HCIL 8		CBFL 9		TOTAL FUNDS 12	
	Year to Date		Year to Date		Year to Date		Year to Date		Year to Date		Year to Date	
INCOME												
Grant (Title VII)	\$ 1645600	\$ 130715	\$ —	\$ —	\$ —	\$ —	\$ 1645600	\$ 13071500	\$ —	\$ —	\$ 1645600	\$ 13071500
Contributions-General	—	—	—	—	419500	—	419500	522300	1580500	522300	2000000	—
Contributions-Restrict	—	—	100000	116000	116000	116000	116000	116000	—	116000	116000	—
Fees/Dues	—	—	984200	3493500	2500	304300	986200	3798300	3800	22400	990500	3820700
Other	—	—	—	—	115000	263700	115000	263700	—	7400	115000	271100
Total Income	\$ 1645600	\$ 130715	\$ 984200	\$ 3593500	\$ 133500	\$ 1004000	\$ 2763300	\$ 17669000	\$ 526100	\$ 1610300	\$ 3281400	\$ 19279300
EXPENSE												
Salaries	\$ 633300	\$ 7533300	\$ —	\$ —	\$ 1899900	\$ 2299900	\$ 2533200	\$ 10133200	\$ —	\$ —	\$ 2533200	\$ 10133200
Fringe Benefits	469200	1989600	—	—	380500	380500	849700	2310100	—	—	849700	2310100
Travel - Out of Town	29800	169000	—	—	18900	75600	48700	244600	—	—	48700	244600
Travel - Local	5900	24800	—	2300	8800	32100	14700	59200	—	—	14700	59200
Equip & Maintenance	43000	446300	—	16800	—	—	43000	463100	—	221500	43000	684600
Office Supplies	22700	123800	—	—	22900	22900	45600	146700	—	—	45600	146700
Rent	352000	1519400	—	—	31600	297400	383600	1816800	—	—	383600	1816800
Telephone	132500	729900	—	—	103300	104900	235700	834300	—	—	235700	834300
Liability Insurance	—	12500	—	—	—	—	—	12500	—	—	—	12500
Postage	—	71200	—	—	20000	21900	20000	93000	—	—	20000	93000
Conf. Fees/Membership	—	43500	—	—	—	33500	—	72000	—	19800	—	96800
Staff Development	—	16500	—	—	—	—	—	16500	—	—	—	16500
Printing	8300	193300	—	—	1400	78400	9700	271700	—	273700	9700	545400
Consultants	—	—	—	—	—	12000	—	2000	—	—	—	12000
Admin. Expense	—	—	—	—	33800	202400	33800	202400	—	—	33800	202400
Interpreter Service	—	—	607800	2539200	—	—	607800	2539200	—	—	607800	2539200
Outside Help	—	—	60000	160000	160000	160000	160000	220000	100000	100000	160000	320000
Miscellaneous	—	—	500	85900	1564	1564	85400	156900	1032500	1032500	1117900	1189400
Total Expense	\$ 1696700	\$ 13173100	\$ 607800	\$ 2618800	\$ 2197600	\$ 4334300	\$ 5301400	\$ 2019200	\$ 1932500	\$ 1647500	\$ 6333900	\$ 21769700
Net Income (Expense)	\$ (51100)	\$ (101600)	\$ 376400	\$ 974700	\$ (2863400)	\$ (3326300)	\$ 2538100	\$ (245300)	\$ (506400)	\$ (37200)	\$ (3044500)	\$ (2490400)

VII

31,998,48



10,000 - CBFL

10,000 - Loan

Deaf

CBFL 9,705,40
owed 10,000.

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

November 16, 1984

Coalition for Barrier Free Living
6910 Fannin Suite 120
Houston, TX. 77030

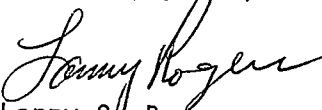
Dear Coalition:

October ended as a generally bad month for Bingo. Competition has sharpened, prices have generally declined, and along with low attendance, it has resulted in the first losing month of your Bingo operation.

The losses were held to a minimum, and your balance is presently \$13,518.48, with a net loss of \$28.53 for the month.

I would like to take this opportunity to say that it has been a pleasure working with you for the past year, and if I can be of any service to you in any way, please feel free to call me.

Sincerely yours,


Lanny G. Rogers

cc: Bill Richard, Treasurer
Joyce Frieden, President

Enclosures: Recap of Disbursements
Report on CBFL

COALITION FOR BARRIER FREE LIVING

Balance Fwd. 9/30/84

\$ 13,547.07

Receipts October 84

\$42,481.00

Disbursements

\$12,509.59

Prizes

30,000.00

Balance 10/31/84

\$ 13,518.48

DISBURSEMENTS
CBFL Oct 84

Check No.	Date	Payable To	Description	Amount
1252	10/03/84	U. S. Post Master	Postage	\$ 500.00
1253	10/03/84	Bingo Plus	Supplies	1158.22
1254	10/03/84	Travel Host	Advertising	149.34
1255	10/03/84	U. S. Post Master	Postage	500.00
1256	10/15/84	State Treasurer	Gross Receipts Tax	904.16
1257	10/15/84	Kwik Kopy	Bulletin Printing	65.43
1258	10/15/84	Gestetner Corp	Paper	44.92
1259	10/15/84	Hou-Tex	Supplies	74.85
1260	10/15/84	Houston Post	Advertising	438.10
1261	10/15/84	Union Services	Rent 10/1 - 10/15	3000.00
1262	10/15/84	Union Services	Bookkeeping	300.00
1263	10/15/84	Houston Chronicle	Advertising	434.83
1264	10/15/84	CR Fuller	Payroll/Security	150.00
1265	10/23/84	Arrow Signs	Advertising	62.24
1266	10/31/84	Union Services	Rent 10/16 - 10/31/84	3500.00
1267	10/31/84	D Brister	Payroll/Security	50.00
1268	10/15/84	D Gates	Payroll/Caller	87.50
1269	10/15/84	T McClanahan	Payroll/Security	30.00
1270	10/15/84	Lazelle Weda	Payroll/Cashier	150.00
1271	10/15/84	Angelo Weda	Payroll/Usher	150.00
1272	10/15/84	Sharon York	Payroll/Cashier	127.50
1273	10/15/84	CR Fuller	Payroll/Security	60.00
1274	10/31/84	D Gates	Payroll/Caller	87.50
1275	10/31/84	T McClanahan	Payroll/Security	90.00
1276	10/31/84	Angelo Weda	Payroll/Usher	100.00
1277	10/31/84	Lazelle Weda	Payroll/Cashier	125.00
1278	10/31/84	Sharon York	Payroll/Cashier	170.00

Total

\$ 12,509.59



HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)

Mr. Brian Dunphy
Exxon Company U.S.A.
P.O. Box 2180
Houston, Texas 77001

Dear Mr. Dunphy:

Pursuant to our telephone conversation on September 7, 1983, I am sending you this letter and enclosures to initiate a request for funds to support the activities of the Houston Center for Independent Living (HCIL). HCIL is a not-for-profit service of the Coalition for Barrier Free Living (CBFL), an organization established in 1975 with the goal of breaking down the physical, attitudinal and legal barriers that have prevented disabled people from being full participants in the life of the community. The services offered by HCIL are briefly described in the brochure included with this letter.

Since the opening of HCIL in 1980, there have been rather severe fluctuations in funding for the Center as federal funds for social services have become more scarce. In the face of funding decreases, however, HCIL has continued to provide essential services to disabled people in the community and the number of requests for services continues to increase. In order to keep pace with the increasing number of requests for services, it is imperative that HCIL continue to expand its funding base.

In addition to the brochure describing HCIL services, I have enclosed a copy of our financial report for calendar year 1982 indicating the sources of support for our programs and the expenses incurred in operating these programs. You will note that we had a budget deficit for the year of \$8,941. We are trying to avoid a situation of deficit spending in future years by establishing a more broadly-based approach to program support. I have also enclosed a statistical summary of the services that we have provided during the twelve months ending July 31, 1983. This, hopefully, will give you and your organization some feel for the range and scope of services provided through the Center.

I will be eagerly awaiting a reply from you concerning this inquiry. As I had indicated to you in our telephone conversation, we are prepared to develop a project-specific proposal should you so desire, or to provide any additional information on the Center or its activities that may be necessary in order to facilitate the decision-making process. Thank you for your time and effort in reviewing this preliminary request.

Sincerely,

Quentin W. Smith, M.S.
Executive Director

Enclosures

Bingo Hall
441-9058

Mr. Rogers
359-5779
14530 Eastey
North of Belt way 8

accessible

5:30/22
at the cafeteria

~~8:00~~
7:30
↓
10:15

Secretary
Sharon York
441-9058

length of lease

indef. •
30 day
cancellation

MO
LEASE

space 12,500
equipment
administration

\$500

per nite 3

Ave
income

ave income nite

limit
3500
x 4
\$14,000

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

August 15, 1984

Ms. Joyce Frieden
President, CBFL
6910 Fannin, Suite 120
Houston, TX. 77030

Dear Joyce:

Enclosed is your check #1206 in the amount of \$2,302.54 representing contributions from your Bingo fund raising activities for July 1984.

I know the CBFL can use these donations, and will continue your good work.

Sincerely yours,


Lanny G. Rogers

Enclosure: Check #1206
\$2,302.54

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

Executive Committee Minutes
August 9, 1984

The Executive Committee met following the regular board meeting in The Promethean Room at The Institute for Rehabilitation and Research. Present were Joyce Frieden, Michelle Bailey, Bill Richard, Jean Spencer, and Mary Redman as interpreter.

The committee reviewed results of the performance evaluations of the HCIL executive director completed by HCIL staff and by the CBFL/HCIL board. It was agreed that the committee will discuss these with Quentin Smith at a meeting on Tuesday, August 21 at 5:30 PM at HCIL. The process for this discussion will include (a) Quentin's self-evaluation, (b) the board evaluation, (c) future changes desired by either party, and (d) a closing statement.

Discussion then turned to the possibility of a salary increase for Smith which the committee felt was merited both because of past performance and because of the low level of the current salary relative to directors of other IL Centers. In addition to consideration of the appropriateness of an increase, a major issue concerns availability of funding since an increase was not budgeted in the Title VII grant for the director. As a result of these issues, the committee agreed that

- (1) it would recommend to the board that a salary increase be given to Smith, recognizing that the full board would have to authorize this change.
- (2) it would recommend that a small task force be established to work with Smith to develop personnel policies for HCIL concerning cost-of-living and merit raises and to develop provisions for multi-source budgeting and funding of personnel expense for the Center as a whole.
- (3) the committee's recommendations would be discussed with Smith at the meeting on August 21, with the goal that September 30 would be our target date for clear resolution of these matters.

The meeting was adjourned at 7:45 PM.

Minutes submitted by Jean Spencer, Secretary

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

BOARD MINUTES
September 12, 1984

Board Members Present:

Joyce Frieden
Michelle Bailey
Rosie Katz
Don Rossi
Nita Weil
Guy Bell
Laurie Gerken
Mary Faithfull (Sawyer)
Carl Fasser
Bill Richard
Jean Spencer

Staff:

Quentin Smith

Interpreter:

Mary Redman

Guests:

Vicki Harris
Lex Frieden
Mac Brodie

The meeting was called to order by Frieden at 6:10 PM in the Pro-methean Room at The Institute for Rehabilitation and Research. Minutes of the meeting of August 9 were approved as written.

Treasurer's Report:

Richard distributed income and expense statements for the period ending August 31 (copy attached). Deficit figures are due to the delay in receipt of Title VII funds which have now been received. Cash balances as of this date are \$31,998.48 in the Title VII account (\$10,000 of which will be repaid to CBFL and \$10,000 of which will be repaid to the bank), \$9,911.68 in Deaf Services, <\$6,507.40> in the HCIL General Fund, and \$9,705.40 in the CBFL General Fund (to be increased by \$10,000 from Title VII). Since Deaf Services and HCIL General Fund are in one bank account, the net balance in this account is \$3,404.28. Richard made a motion, seconded by Fasser, to accept this report. Motion carried. Smith indicated that the audit report on last year's operations will be available at the next board meeting. In general the audit appears to have gone well.

HCIL Report:

Smith reported that Title VII funds for July, August, and September have finally been received and that repayment will be made of loans from CBFL and the bank. Smith is currently working on a proposal to obtain United Way funding of \$100,000 to \$125,000 which will help support additional staff for the Center. The funds would become available next July if the proposal is successful, and it is expected that such funding might be sustained for longer than 3-5 years which is typical with many grants. Notification was recently received that a joint proposal from ILRU and HCIL has been funded, and this will mean additional income of about \$10,000-\$12,000 for salaries and fringe benefits at HCIL. A motion was made by Sawyer, seconded by Fasser, to accept Smith's report. Motion carried.

Proposed Renewal of Bingo License:

Richard reported on recent conversations with Lenny Rogers concerning financial management of bingo operations that currently are providing funds to CBFL. Renewal of our state bingo license will be due in approximately 60 days, and the board must decide whether to continue this arrangement. Advantages of continuation include monthly income to CBFL of \$2,000-\$3,000. Disadvantages which were discussed include problems with lack of board control over signatures on the operation bank account, potential liability of CBFL for taxes on the operation, potential loss of CBFL's 501 c-3 status, and the requirement for any future United Way funding that recipient organizations not receive bingo proceeds. After discussion of the relative pros and cons of bingo and United Way funding, a motion was made by Faithfull, seconded by Fasser, that CBFL not renew the bingo license. Motion carried. Frieden will notify Lenny Rogers of this decision and will also remind him of his commitment to Richard to provide a full financial report on past bingo operations involving CBFL.

Nominations, Elections, and Awards Committee Report:

Faithfull reported on nominations recommended by her committee (composed of Frieden, Gerken, Smith, and Faithfull) for CBFL general elections to be held in September. Nominees include Frieden for President, Bailey for Vice-President, Tracy Ridgeway for Secretary, Richard for Treasurer, Anna Reese for Public Relations Chairperson, Beau Gonzalez for Membership Chairperson, and Rosie Katz for Advocacy Chairperson. Other board positions have an additional year in office before they are up for election. In addition, the currently vacant Education Chairperson position will be filled by the new board since it is not included in the set of positions scheduled to be elected this year. A motion was made by Faithfull, seconded by Weil, to accept this slate of persons for nomination at the general election scheduled for 6PM on Wednesday, September 19 at TIRR. Motion carried.

Report from Coalition of Texans With Disabilities:

Vicki Harris gave a report on the upcoming seventh annual delegate assembly of CTD at the Windom Hotel in Austin on October 12-14. CBFL is encouraged to make nominations for four officer positions and four at-large positions on the CTD board which meets quarterly (nominations due by September 21). CBFL is also encouraged to present resolutions at this meeting on issues it feels should be addressed by CTD in the future. We are also invited to nominate persons or organizations for various awards (due September 30). Since there were no immediate nominees for positions or awards, it was agreed that Frieden will handle this matter by telephone vote since the deadlines occur before our next board meeting. CTD has requested that member organizations provide financial assistance to support the cost of the annual delegate assembly (totaling about \$4,800). A motion was made by Fasser, seconded by Weil, that CBFL contribute \$250 to CTD for this purpose. Motion carried.

Clarification of Telephone Voting Procedure:

In response to a question raised at our last board meeting, Frieden reported that it is necessary to confirm telephone votes at the next meeting of the board. In addition to providing formal documentation in board minutes, this provision also assures that the board does not "take the president's word" for valid reporting of votes made by telephone.

Report on Proposed Training from Kansas IL R&T Center:

Lex Frieden provided clarification of a proposed training workshop being considered for joint sponsorship by the University of Kansas R&T Center on IL, the ILRU project, and CBFL which had been discussed briefly at previous CBFL board meetings. The proposed training is designed to teach organizations to analyze issues and develop effective advocacy strategies. The program would be a one day workshop for invited participants. It would probably be an effective way to groom potential board members whom we hoped to involve in future CBFL advocacy efforts. Frieden estimates that the cost to CBFL of joint sponsorship would be less than \$500 and probably more like \$250. Possible dates were discussed, with November 10 being the general preference (Quentin's birthday notwithstanding). Frieden invited CBFL to designate persons as representatives to the planning committee. A motion was made by Weil, seconded by Fasser, that Gerken, Smith, and J. Frieden be such representatives. Motion carried.

Lex Frieden also reported on a grant recently received by ILRU from the Texas PVA to conduct a conference at which policy recommendations would be developed for an attendant care program for Texas. Conference participants would include relevant consumer organizations and agencies in the state, as well as consultants from other states such as California or Massachusetts that already have such attendant care programs in operation. In addition to the \$7,000 grant from PVA, TIRR has agreed to contribute \$2,000 as a co-sponsor. Frieden proposed that CBFL also become a co-sponsor of the effort and contribute \$2,000 to be used for provision of travel stipends for consumer representatives. A motion was made by Bell, seconded by Weil, that CBFL provide \$2,000 to be used for stipends of \$100-\$200 per person for consumer representatives at this meeting which should have far-reaching benefits for disabled citizens. Motion carried, with abstention by Gerken. It was strongly urged that CTD also be encouraged to become a co-sponsor. A motion was made by Spencer, seconded by Fasser, that Bell and Smith represent CBFL on the planning committee for the conference. Motion carried.

Audit Report:

Smith reported that the annual audit of financial records is nearing completion. One further item needed to complete this process is a letter of representations from CBFL's lawyer stating that there is no known litigation pending against CBFL. A motion was made by Richard, seconded by Fasser, that Jack Emmott of Emmott and Arbuckle be asked to provide such a letter. Carried.

Announcements:

Bailey announced that Deaf Awareness Week is September 23-29. Tee shirts are for sale to publicize this effort.

Weil announced that a Texas Post-Polio Survivors Group is being formed to provide mutual support and advocacy efforts, in light of recent awareness of newly emerging problems among polio survivors. The initial meeting will be Thursday, September 20 at 7PM at Sharpstown Baptist Church. Board members are urged to contact persons who might be interested in joining the group.

Private Executive Session for Discussion of Personnel Matters:

Weil made a motion, seconded by Spencer, that the board go into private executive session to hear a report from the Executive Committee of the board on the recent performance evaluation of the HCIL Executive Director. Motion carried. Following discussion of the process and results of this evaluation, Weil made a motion, seconded by Fasser, to come out of executive session so that business could be transacted. Motion carried. Fasser made a motion, seconded by Bell, that the board approve a salary raise for Quentin Smith, based on the recommendation of the Executive Committee. Purposes of such a raise would be to recognize exceptional performance by Smith and to make the salary level for the Executive Director more competitive with positions in similar agencies in the area. Motion carried. Faithfull made a motion, seconded by Gerken, that the Executive Committee investigate sources of funding to provide an Assistant Director for HCIL. Motion carried.

The meeting adjourned at 7:55 PM.

Minutes submitted by Jean Spencer, Secretary

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

BOARD MINUTES
August 9, 1984

Board Members Present:

Joyce Frieden
Michelle Bailey
Bill Richard
Nita Weil
Laurie Gerken
Jean Spencer
Don Rossi (by telephone)

Staff:

Quentin Smith

Interpreter:

Mary Redman

Guests:

Kathleen Hampton
Johann Paoletti-Schelp

The meeting was called to order by Frieden at 6:10 PM in The Fro-methean Room at The Institute for Rehabilitation and Research. Minutes of the meeting of July 27 were approved as written.

Treasurer's Report:

Richard reported current fund balances as \$617.09 in Title VII, \$6,335.63 in Deaf Services, <\$3,085.25> in HCIL General Fund, and \$7,399.86 in CBFL General Fund. Since Deaf Services and the HCIL General Fund are combined in one bank account, the net balance in that account is \$3,250.38. An income and expense statement was not available because of work on the audit which should be completed by the next board meeting. The current CBFL balance reflects transfer of funds to HCIL as authorized previously as a loan of \$10,000 which will be repaid when Title VII funds are received. Richard moved acceptance of the report, seconded by Weil. Motion carried.

HCIL Report:

Smith reported that Title VII funds still have not been received, despite approval of the proposal some time ago. He is currently applying for the previously authorized bank loan to cover HCIL operating expenses in the interim. It now appears that \$12,000-\$13,000 will be needed from the bank for this purpose, rather than \$10,000 which was approved earlier by the board. Gerken made a motion, seconded by Rossi, that the limit on the bank loan be increased from \$10,000 to \$12,000. During discussion, Richard suggested that additional CBFL funds be used to make up the needed total, rather than increasing the bank note. Gerken withdrew her motion, agreed upon by Rossi. Richard made a motion that HCIL be authorized to use additional CBFL funds (beyond the previous loan of \$10,000), not to exceed \$3,000, to cover HCIL interim operating expenses, to be repaid when Title VII funds are received. Motion carried. It was further suggested that any possible expenses such as building rent be deferred during this interim period.

Smith distributed copies of an audit engagement letter from Andrew G. Shebay and Company for board approval (copy attached). Richard made a motion, seconded by Spencer, that this firm be approved with the contingency that the first sentence on page 2 be amended to add, "not to exceed \$5,000 in total". (This is the amount budgeted for audit expenses in the Title VII grant.) Motion carried.

Smith circulated a photograph from a recent Houston Chronicle of the Mondale-Ferraro visit to Houston. The picture clearly emphasizes interpreter service provided for the visit, a valuable disability awareness statement for the candidates and the public.

CBFL Report:

Frieden reported that the process for evaluation of the HCIL executive director is progressing and will be completed by the end of the month. A question was raised about CBFL general elections in September and the need for prior notification of the membership about proposed by-law changes and about nominees of the Nominating Committee for various offices. Frieden will pursue this with Sawyer to assure proper notification of the membership two weeks prior to the fourth Thursday meeting.

Activities of Greater Houston Interpreters for the Deaf:

As president of GHID, Paoletti-Schelp reported on a variety show being planned by this organization for September 15. He requested CBFL participation by (a) contributing an act to the show, and (b) contributing funds (\$164) for purchase of TTY equipment to be awarded to an individual who has provided notable service to the deaf community. A motion was made by Weil, seconded by Gerken, to allocate \$164 to purchase such equipment to be awarded by CBFL at the show to a worthy recipient selected by GHID. Motion carried.

Transportation Committee:

Weil distributed information on behalf of DeSilva concerning proposed CBFL endorsement of a Transportation Reform Ordinance and referendum to rescind Houston's 1924 anti-jitney ordinance that have recently be proposed by Councilman Grenias (copies of materials attached). A motion was made by Weil, seconded by Bailey, to approve the resolution drafted by the Transportation Committee on this subject. Motion carried. A question was raised about possible relevance to the disabled community of a recent sizeable grant received by MTA. Smith will investigate whether there are any provisions for services to disabled persons and whether advocacy would be useful. It was also suggested that a question about 24 hour TTY service for cab dispatchers be referred to the Transportation Committee for investigation.

Community Relations:

Gerken, Weil, and Bailey reported on recent efforts to get television networks and local stations to improve availability of captioning or signing for deaf persons for news, weather, and prime time programs. There are substantial differences among networks

and stations concerning support for this effort. Gerken, Weil, and Bailey will continue to pursue both personal contacts and correspondence concerning this issue.

Training Proposal from Kansas IL R&T Center:

 Frieden gave an update on previous contacts with the Kansas R&T Center concerning a proposed training workshop to be conducted in Houston on board training and consumer leadership. It appears as though this may be feasible as a joint project sponsored by CBFL, the ILRU project at TIRR, and the Kansas Center. Our preference for a fall rather than August date seems agreeable.

CTD Board Meeting in Houston:

Frieden, Gerken, and Smith reported on a planned board meeting of the Coalition of Texans With Disabilities to be held at the Holiday Inn on Calhoun next weekend. Frieden asked for board endorsement of her allocation of \$100 from CBFL to pay for meeting space, and it was further suggested that we provide coffee and doughnuts as well. A motion was made by Weil, seconded by Gerken, to approve \$100 for meeting space and to authorize Smith to spend an additional amount up to \$100 for refreshments. Motion carried. CBFL members were also encouraged to attend the Saturday morning session from 9-11 AM when the meeting would be open for local input.

Confirmation of Telephone Vote:

Frieden asked for confirmation of a telephone vote she conducted since the last board meeting concerning allocation of \$1,100 to send a candidate to the Miss Wheelchair America pageant in Louisiana. The motion made by Gerken and seconded by Weil had failed to pass by telephone vote, and that outcome was confirmed at this meeting. Richard raised a question about whether confirmation of telephone votes was necessary according to the by-laws since this process seems redundant, or whether action to document them in the minutes of the next board meeting is sufficient. Frieden will investigate this matter and report back at the next board meeting.

Announcements:

Frieden reported that Emmott was unable to attend this meeting but will report later on two matters he agreed to investigate, the request for legal support funds from Juanita Jeys and a possible fund-raising effort to sell furniture donated by Gulf Oil.

The meeting was adjourned at 7:02 PM.

Minutes submitted by Jean Spencer, Secretary



August 6, 1984

Tom Seekins, Ph.D.
Research Associate
The Research & Training Center
on Independent Living
University of Kansas
BCR/348 Haworth
Lawrence, Kansas 66045-2930

Dear Tom,

I am responding to your letter of June 22, 1984. You probably know that I have been conferencing in Grand Junction and vacationing some during the past month. I am just now getting caught up on some of my work.

Regarding your kind offer to conduct a training workshop for the Houston Coalition for Barrier Free Living, I have discussed this matter with the CBFL president and other representatives of the disabled community in Houston. Everyone here is anxious for you to come and do the workshop for consumer leaders. At this time, it appears as if a one-day program would be optimal. The program which you outlined in your letter is quite suitable to everyone involved here, and no one has any objections to reviewing the Concerns Report Method.

The big question seems to be timing. I do not want to put this off too long, but it seems that the end of October or early November would be the best times for this program here in Houston. Everybody seems to be fairly well committed until then, and everyone seems to think a weekend (Saturday or Sunday) would be preferable. We can discuss the exact date if this general timing is okay with you.

As far as travel expenses are concerned, I do not foresee any difficulty with us sharing part of the expenses associated with this training program. It is possible that ILRU could cosponsor the training, perhaps TIRR will pitch in, and the CBFL has some funds itself. I am sure we can work something out.

Thanks again for following up on this idea. I hope the October-November timing is okay with you. I look forward to working with you on this project.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Lex Frieden'.

Lex Frieden
Director

LF:rms

bcc: Joyce Frieden ✓

**COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING**

**Board Minutes
July 27, 1984**

Board Members in Attendance

Joyce Frieden
Bill Richard
Nita Weil
Jack Emmott
Laurie Gerken
Michelle Bailey
Jean Spencer
Don Rossi (by telephone)

Staff

Quentin Smith

Interpreter

Mary Redman

The Board meeting was called to order by Frieden at 6:20 PM in the Promethean Room at The Institute for Rehabilitation and Research. Minutes of the meeting of May 10 were approved as mailed.

Treasurer's Report:

Richard distributed an income and expense statement for the six months ending June 30 (copy attached). This does not reflect income from the Title VII grant for June because it was received a few days after the close of the month. Current account balances were not available because of work on the upcoming audit, but Smith estimated the current CBFL account balance as about \$16,000. A motion to accept the report was made by Weil, seconded by Gerken and carried.

Approval of Executive Committee Recommendation:

Frieden asked for Board approval of action recommended by the Executive Committee at its meeting of June 14 to provide coverage of HCIL operating expenses during the period from July 15 until receipt of Title VII funds for the coming year. These are expected to be delayed until mid-August. Richard made a motion that the Board approve an Executive Committee recommendation for CBFL to loan HCIL the first \$10,000 needed for operation during this interim period and that it authorize Smith to obtain a bank loan for any additional funds needed for this purpose (up to a total of an additional \$10,000). The motion was seconded by Gerken and carried.

HCIL Report:

Smith reported that HCIL continues to get new clients and needs additional staff to manage the workload. Several grant proposals have been submitted which may help fund additional personnel. These include a joint proposal with the ILRU project at TIRR and a joint proposal with the Vocational Department at TIRR. DD funding has been obtained to provide services to students at Richmond State School, and another RFP has been issued recently by the DD agency. Title VII funding of \$212,500 has been approved for the

coming year but not yet received. Additional personnel support needed by the Center includes on-going funding for the deaf services peer counselor, an assistant director position, and more secretarial help. Smith estimates that salaries plus fringe benefits for these positions would total approximately \$60,000 per year. Volunteer assistance is being sought to increase staff, including a counseling graduate student who will be doing a practicum at the Center. Possible additional volunteers may be secured through the Coalition of Texans With Disabilities and through VISTA. HCIL will not continue to have a volunteer from the Jesuit Volunteer Corps.

Smith also reported that attendant care service money has been restored in the state budget, due in part to testimony from Smith and others at recent hearings. This should provide client service funds which the Center can utilize.

Efforts are currently underway to complete arrangements for the HCIL annual audit. A proposal has been received from Hamilton Brown and another is being sought from Shebay and Shebay. A sum of \$5000 has been budgeted in the Title VII grant for an audit, and Smith feels it is important to compare services offered for this amount by various audit firms. The audit should be completed by the first of September.

Gulf Oil Company recently made a donation of office furniture to HCIL. Additional furniture could be obtained from them if CBFL is interested in auctioning or selling it to raise funds. Frieden asked the fund-raising committee to investigate this possibility.

Smith also reported on a request from Juanita Jeys who is handling a guardianship case which could establish an important precedent protecting the rights of handicapped persons. CBFL had previously authorized an expenditure of \$300 for the appeal of this case because of its relevance to the disabled population as a whole. Jeys has indicated that to date over \$1000 has been spent on the appeal, all of which should be regained at the completion of the proceedings. She now needs the \$300 that was previously committed and would like to ask CBFL to assist with the additional costs as well. It was agreed that Emmott will contact Jeys to determine whether it is possible to apply for funds from the estate to cover this expense. Weil made a motion, seconded by Gerken, that CBFL now pay the \$300 previously committed and defer action on the additional request until Emmott has gained more information. Richard amended the motion to specify that Emmott should prepare a letter of transmittal to accompany CBFL's check, specifying in writing our understanding that CBFL funds will be returned if the case is won. Weil and Gerken accepted the amendment, and the motion carried.

Smith further reported that it is now time for CBFL to pay its annual membership dues of \$25 to the Coalition of Texans With Disabilities. Gerken made a motion, seconded by Weil, to authorize this payment. Motion carried. Frieden also suggested that we should investigate the current status of membership in the American Coalition of Citizens With Disabilities. Gerken agreed to pursue this issue.

Weil moved acceptance of the HCIL report, seconded by Spencer, and the motion carried.

Fund-Raising Report:

Weil distributed a report summarizing funds received monthly from bingo proceeds which totaled \$16,880 over the past six months, a substantial addition to CBFL's budget. Weil also has acquired a directory of foundations in Texas which she will provide to Smith as a possible source of additional funding for HCIL.

Community Relations:

Gerken reported that new CBFL / HCIL brochures are being mailed to media contacts, social service agencies, and CBFL members. The Board is urged to assist with distribution of the new brochures. On August 1 the Department of Human Resources office in Dallas will conduct a workshop in Houston concerning compliance by hospitals with Section 504 accessibility requirements. They are hopeful that disabled persons will be represented at the meeting. At a similar workshop given recently in Dallas, HCIL was cited as a source of consultation on accessibility planning. Smith indicated that the Center now receives consultation income from such services. Gerken invited Board members and HCIL staff to attend a meeting on Monday with ILRU staff to receive training on the Abledate system operated by NARIC which provides computerized information on equipment and devices. The community relations committee will continue to work on getting a 10-second blurb on television urging voter registration by disabled persons.

Announcements and Questions:

Frieden announced an offer from the RT Center at the University of Kansas to conduct a workshop in Houston to train boards of non-profit organizations. Board members expressed interest in sponsoring the workshop but felt that the proposed August date was undesirable. Frieden will get further information about this possibility and will also ask about alternative dates, preferably in September.

Weil reported on a question she had received concerning damage to wheelchairs caused by airlines. It was suggested that this be referred to the transportation committee (DeSilva).

Smith reported that the effort initiated by Eleanor Tinsley to increase availability of accessible housing has been proceeding well with the L&L Management Company. About 50 disabled persons

have been placed since last August. The current major problem with housing is the failure of the Houston Housing Authority to approve any more Section 8 rent subsidy arrangements. They are reportedly planning to initiate a new voucher system which would not restrict residents to apartments that fall under the cost of fair market rent. Smith plans to meet with Tinsley concerning the rent subsidy problem.

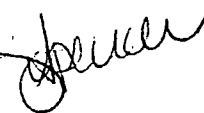
Emmott urged CBFL to take greater advantage of services available through TRC to assist disabled persons being placed for the first time in employment. Substantial incentives are offered to businesses to hire disabled persons.

Smith reported that Houston's multi-service center for handicapped persons (sponsored by Community Development) is progressing. It is expected that a groundbreaking ceremony will be held in October. Organizations to occupy the center will be selected by a proposal process which will be managed by the center's advisory committee.

The next Board meeting will be held on August 9 at TIRR.

The meeting was adjourned at 7:25 PM.

Minutes submitted by Jean Spencer, Secretary



ADVISORY BOARDS

Consumer Board

Jack Clifton (manual-ASL-30-40)
Brian Kilpatrick (manual-Eng.-30-40)
Sheila Grady (manual/oral-Eng.-20-30)
Rosie Katz (manual/oral-Eng.-50-older)
Debra Popham (manual-ASL-20-30)
Ginger Bergstrum (oral-Eng.-20-30)
Lupe Rodriquez (manual-ASL-40-50)
Milton Sachs (manual-ASL-40-50)
Richard Yonley (manual-ASL-20-30)
Robert Ryan (manual-Eng.-20-30)

Service Provider Board

Jan Pena, United Way
Roberta Rosenberg-Roque, TRC
Sandra Posada, S.W. Tx. Dept. of Health
Sandi Patton, HCCS
Lecey Rosen, St. Luke's Hospital
Mary Redman, Manual/Oral Interpreter
Charles Trevino, Manual/Oral Interpreter
Melissa Bruce, U of H, Speech, Language, and Hearing Clinic
A. B. Goodrum, Lighthouse of Houston
Karen Mitchell, City of Houston - Public Library Systems
Deaf Council of Greater Houston, No assigned Representative yet

Note--

Michelle Bailey, Vice-President of Coalition for Barrier Free Living
will be chairing both of these boards.



DEPARTMENT OF HEALTH & HUMAN SERVICES

The Office for Civil Rights

Regional Office VI
1200 Main Tower
Dallas, Texas 75202

JUL 20 1984

Mrs. Joyce Frieden
President
Coalition for Barrier Free Living
c/o Houston Center for Independent Living
6910 Fannin, Suite 120
Houston, Texas 77030

Dear Mrs. Frieden:

The Voluntary Compliance and Outreach Division, Office for Civil Rights, will conduct a one-day training workshop in Houston, Texas on August 1, 1984 beginning at 9:00 a.m. and concluding at 3:30 p.m. The workshop will provide civil rights training on Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and Titles VI, and XVI of the Public Health Service Act (Hill-Burton) Community Service obligations. The workshop will be held at the Latino Learning Center, 3522 Polk, Houston, Texas 77003. The center is located at the corner of Polk and Scott. The Director is Frank Orozco, and he can be reached at (713) 223-1391. A program agenda is enclosed.

The workshop will cover several civil rights jurisdictions but will emphasize the requirements of Section 504 of the Rehabilitation Act of 1973. Section 504 requires that a facility must involve persons with disabilities or organizations representing disabled persons in their self-evaluation process. I am requesting your assistance in securing knowledgeable persons with disabilities or organizations representing disabled persons to attend the training workshop and act as local resource persons for the hospitals participating in the review process.

There will be officials from approximately fifteen hospitals in the Houston metropolitan area in attendance. By having knowledgeable disabled persons representing the mobility impaired, blind and visually impaired, deaf and hearing impaired in attendance to provide guidance with the self-evaluation process and to assist with recommended changes, the hospitals will be able to provide quality health care and employment opportunities to handicapped persons.

Thank you for your assistance. My staff will be anticipating your attendance at this important workshop. If you have questions please call Thomas Morrison at (214) 767-4056.

Sincerely,

Ralph D. Rouse, Jr., Director
Voluntary Compliance and
Outreach Division

Enclosure

**Office for Civil Rights
Project Review Training Session**

August 1, 1984

**Latino Learning Center
3522 Polk
Houston, Texas 77003**

AGENDA

9:00 - 9:30 A.M.	Introduction
9:30 - 9:45 A.M.	Overview of Section 504 Regulation
9:45 - 10:30 A.M.	The Self-Evaluation Process
10:30 - 10:45 A.M.	Break
10:45 - 11:15 A.M.	Videotape "Reasonable Accommodations - The Employment Story"
11:15 - 12:00 Noon	The Self Evaluation Process
12:00 - 1:00 P.M.	LUNCH (on your own)
1:00 - 1:45 P.M.	The Self-Evaluation Process
1:45 - 2:15 P.M.	Videotape "Access to Emergency Treatment for the Deaf and Hearing Impaired"
2:15 - 2:30 P.M.	Break
2:30 - 3:00 P.M.	Title VI
3:00 - 3:30 P.M.	Hill-Burton Regulations, Conclusion and Evaluation

15 min
Audit

Title VII \$212,000 fed & state

Gulf Oil

Furniture

665-4349

\$10,000

CBFL

Vickie on 3rd floor

ACCD

1.

\$200 stipend

#25 CPD dues

motion amendment

VRSA

funding
JLRU

RSA
Dept Ed.

RSA
Dept Ed

DHR

JLRU
U of Kato

JD Council <
Richmond State Schs

Sept.
October

ABLE DATA

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

July 10, 1984

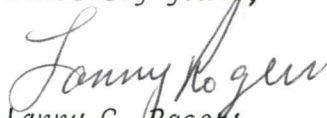
Ms. Joyce Frieden
President, CBFL
6910 Fannin, Suite 120
Houston, Tx. 77030

Dear Joyce:

Enclosed is your check #1179 in the amount of \$2,920.68 representing contributions from your Bingo fund raising activities for June 1984.

Have a good and productive summer.

Sincerely yours,


Lanny G. Rogers

Enclosure: Check #1179
\$2,920.68

STATEMENT OF INCOME AND EXPENSE

6 months 5 Months Ended June 30, 1984

Prepared By	Initials	Date
Approved By		

	1 TITLE VII 2		4 DEAF SERVICE 4		5 GENERAL 6		7 TOTAL HCIL 8		9 CBFL 10		11 TOTAL FUNDS 2	
	June	Year to Date	June	Year to Date	June	Year to Date	June	Year to Date	June	Year to Date	June	Year to Date
INCOME												
Grant (Title VII)	\$ —	\$ 114259	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 114259	\$ —	\$ —	\$ —	\$ 114259
Contributions-General	—	—	—	—	3000	4195	3000	4195	4715	10582	7715	14777
Contributions-Restrict	—	—	1000	1000	—	—	1000	1000	—	—	1000	1000
Fees/Dues	—	—	4300	25093	624	8023	4924	28116	20	186	4944	28302
Other	—	—	—	—	136	1487	136	1487	12	74	148	1561
Total Income	\$ —	\$ 114259	\$ 5300	\$ 26093	\$ 3760	\$ 8705	\$ 9060	\$ 149057	\$ 4747	\$ 10842	\$ 13807	\$ 159899
EXPENSE Modules												
Salaries	\$ 12000	\$ 72000	\$ —	\$ —	\$ 667	\$ 4000	\$ 12667	\$ 26000	\$ —	\$ —	\$ 12667	\$ 76000
Fringe Benefits	1904	15204	—	—	—	—	1904	15204	—	—	1904	15204
Travel - Out of Town	84	1392	—	—	367	567	451	1959	—	—	451	1959
Travel - Local	124	189	—	23	47	233	171	445	—	—	171	445
Equip & Maintenance	344	4033	—	168	—	—	344	4201	—	2215	344	6416
Office Supplies	104	1011	—	—	—	—	104	1011	—	—	104	1011
Rent	1760	11674	—	—	1771	2658	3531	14332	—	—	3531	14332
Telephone	1135	5974	—	—	—	12	1135	5986	—	—	1135	5986
Liability Insurance	125	125	—	—	—	—	125	125	—	—	125	125
Postage	150	712	—	—	—	18	150	730	—	—	150	730
Conf. Fees/Membership	50	435	—	—	320	335	370	770	—	198	370	968
Staff Development	—	165	—	—	—	—	—	165	—	—	—	165
Printing	12	1850	—	—	—	770	12	2620	2737	2737	2799	5357
Consultants	—	—	—	—	—	120	—	120	—	—	—	120
Admin. Expense	—	—	—	—	720	1686	720	1686	—	—	720	1686
Interpreter Service	—	—	2984	19314	—	—	2984	19314	—	—	2984	19314
Outside Help	—	—	600	600	—	—	600	600	1000	1000	1600	1600
Miscellaneous	—	—	—	5	117	710	117	715	—	—	117	715
Total Expense	\$ 17792	\$ 114764	\$ 3584	\$ 20110	\$ 4739	\$ 13334	\$ 26115	\$ 148208	\$ 3737	\$ 6150	\$ 29852	\$ 159358
Net Income (Expense)	\$ (17792)	\$ (505)	\$ 1716	\$ 5983	\$ (979)	\$ (4629)	\$ (17055)	\$ 849	\$ 1010	\$ 4692	\$ (16045)	\$ 5541

CBFL * 16,000. Balance

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

June 13, 1984

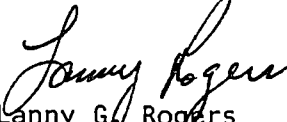
Ms. Joyce Frieden
President, CBFL
6910 Fannin, Suite 120
Houston, TX. 77030

Dear Joyce:

May was a great month for fund raising for the Coalition for Barrier Free Living! Enclosed is your check #1157, in the amount of \$4,715.00, representing the proceeds from your Bingo fund raising operations. This is your largest donation!

Congratulations! It is with the knowledge of knowing how much these funds will help CBFL, and a good feeling of accomplishment that I forward these funds to you.

Sincerely yours,


Lanny G. Rogers

Enclosure: Check #1157
\$4,715.00

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

EXECUTIVE COMMITTEE MINUTES
June 5, 1984

The Executive Committee met at 5:30 PM on June 5, 1984 at HCIL. Present were Michelle Bailey, Bill Richard, Quentin Smith, Jean (Cole) Spencer, and Vicki Harris as interpreter. The purpose of the meeting was to review and update the position description for the executive director of HCIL. (A current version of this document is needed for use in the personnel evaluation of the director as determined at the May 2 meeting of the executive committee.)

Smith provided copies of the previous position description for the director, along with copies of new position descriptions for other center staff as examples. During an item-by-item review of the previous version, a number of specific changes were agreed upon as noted in the attached material. It was decided that Smith will prepare a new copy of the description which incorporates all of these changes and will circulate copies to executive committee members by mail.

Following completion of the new position description, the process agreed upon on May 2 for personnel evaluation of the director will be resumed. Frieden and Smith will have a new evaluation form ready for review by the executive committee at its next meeting, and future steps in the review process will be scheduled at that time.

It was agreed that the next meeting will be held at 5:30 PM on Thursday, June 14 prior to the regular full board meeting in the Promethean Room at TIRR, pending agreement by Frieden.

Minutes of the last executive committee meeting were approved as written.

Minutes submitted by Jean (Cole) Spencer, Secretary



STATEMENT OF INCOME AND EXPENSE

Five months Months Ended May 31, 1984

	TITLE VII ²		DEAF SERVICE ⁴		GENERAL HCIL ⁵		TOTAL HCIL ³		CBFL ⁶		TOTAL FUNDS ⁷	
	May	Year to Date	May	Year to Date	May	Year to Date	May	Year to Date	May	Year to Date	May	Year to Date
INCOME												
Grant (Title VII)	\$ 19179	\$ 114259	\$ —	\$ —	\$ —	\$ —	\$ 19179	\$ 114259	\$ —	\$ —	\$ 19179	\$ 114259
Contributions-General	—	—	—	—	30	1195	30	1195	2205	9244	2235	10439
Contributions-Restrict	—	—	—	—	—	—	—	—	—	—	—	—
Fees/Dues	—	—	4025	20793	1110	2310	5135	23103	2100	186	5156	23289
Other	—	—	—	—	468	1248	468	1248	10	62	478	1310
Total Income	\$ 19179	\$ 114299	\$ 4025	\$ 20793	\$ 1608	\$ 4753	\$ 24812	\$ 139305	\$ 2236	\$ 9492	\$ 27048	\$ 149297
EXPENSE												
Salaries	\$ 1204	\$ 60005	\$ —	\$ —	\$ 667	\$ 3335	\$ 1204	\$ 63340	\$ —	\$ —	\$ 1204	\$ 63340
Fringe Benefits	1877	13422	—	—	45	385	1922	13805	—	—	1922	13805
Travel - Out of Town	573	1308	—	—	—	200	573	1508	—	—	573	1508
Travel - Local	15	64	—	23	350	456	365	543	—	—	365	543
Equip & Maintenance	1608	3689	—	168	—	—	1608	3857	—	2215	1608	6072
Office Supplies	23	907	—	—	—	—	23	907	—	—	23	907
Rent	1760	9914	—	—	146	888	1906	10802	—	—	1906	10802
Telephone	993	5669	—	—	—	12	993	5681	—	—	993	5681
Liability Insurance	—	—	—	—	—	—	—	—	—	—	—	—
Postage	27	563	—	—	—	18	27	581	—	—	27	581
Conf. Fees/Membership	—	385	—	—	—	15	—	400	400	198	198	598
Staff Development	—	165	—	—	—	—	—	165	—	—	—	165
Printing	159	1838	—	—	—	770	159	2608	—	—	159	2608
Consultants	—	—	—	—	—	120	—	120	—	—	—	120
Admin. Expense	—	—	—	—	130	2750	130	750	—	—	130	750
Interpreter Service	—	—	2435	16330	—	—	2435	16330	—	—	2435	16330
Outside Help	—	—	—	—	—	—	—	—	—	—	—	—
Miscellaneous	—	—	—	5	198	1568	198	1573	1200	1200	1398	2973
Total Expense	\$ 19036	\$ 97929	\$ 2435	\$ 16526	\$ 1806	\$ 10010	\$ 23277	\$ 124465	\$ 11398	\$ 3613	\$ 24675	\$ 128078
Net Income (Expense)	\$ 143	\$ 16370	\$ 1590	\$ 4267	\$ (198)	\$ (5257)	\$ 1535	\$ 15340	\$ 838	\$ 5879	\$ 2373	\$ 21219

ELEANOR TINSLEY

City Council

May 14, 1984

Coalition for Barrier Free Living
Joyce Frieden
9667 Meadowvale
Houston, Texas 77063

Dear Joyce,

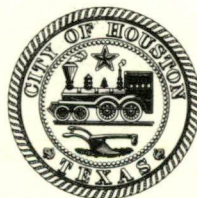
The next meeting of the building code task force on architectural barriers will be on Monday, May 21, 1984 at 10:00 A.M. in the Mayor's Conference Room, basement of City Hall. This should be our last meeting before writing the first draft of our work. Please try to come. I look forward to seeing you then.

Thank you for your participation over the last several months.

Sincerely,

x Goldie

Goldie Waghalter



**COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING**

**BOARD MINUTES
May 10, 1984**

Board Members in Attendance

Joyce Frieden
Michelle Bailey
Don Rossi
Laurie Gerken
Carl Fasser
Bill Richard
Jean Cole

Staff

Quentin Smith

Interpreter

Mary Redman

Guests

Sandy Patton
Rosie Katz
Mr. Katz

The board meeting was called to order at 6:00 PM by Bailey in the Promethean Room at The Institute for Rehabilitation and Research. Minutes of the board meeting of April 26 were approved as written.

Confirmation of Telephone Vote:

Frieden requested confirmation of a telephone vote she had conducted since the last board meeting to authorize an agreement with 3M Company for lease-purchase of a copy machine for the HCIL office. (New arrangements for a copy machine were necessary because CRIS wanted to terminate their joint use of a machine with HCIL). Richard made a motion to confirm this telephone vote, seconded by Fasser. Motion carried. Smith reported that the new machine is now in place.

Architectural Barriers Committee Report:

Frieden reported on behalf of Bell that final recommendations are expected shortly concerning changes in the city building code. These recommendations are being developed by a committee convened by city council member Eleanor Tinsley. The interests of disabled citizens are being represented on the committee by Bell of CBFL and by Rodney Shaw of ILS. Since Bell cannot attend afternoon meetings of the committee due to his job, Frieden has been representing the Coalition. Work is also continuing to educate the city department that approves such permits in order to foster more effective enforcement of accessibility provisions.

Proposed By-Law Revisions:

Frieden reported on proposed changes in the CBFL by-laws recommended by the by-laws committee. (See attached written draft.) These were discussed item-by-item, and board members suggested several specific changes which will be incorporated into a final draft to be voted on by the General Assembly. A motion was made by Frieden and seconded by Gerken to present these proposed changes with revisions as noted for a vote at the next meeting of the Assembly.

During discussion it was urged that proposed changes be presented at the next meeting with voting to occur at the following meeting to allow time for more careful consideration of the changes. This amendment to the motion was accepted by Frieden and Gerken. Motion carried.

Community Relations Report:

Gerken reported on efforts of her committee to investigate the possibility of having Mike Hovas of Public Films, Inc. produce a public service announcement for CBFL to be shown on television. Hovas produces high quality PSA's at a very favorable charge for non-profit organizations, and it appears as though this could not only benefit CBFL locally but could also be sold to other organizations around the country with similar goals. Several samples of Hovas' work were shown to the board to acquaint them with the style of his productions. After further investigation of alternative objectives to be served by a PSA and of national marketing possibilities, the committee will have a specific proposal to produce a PSA for board consideration at its next meeting. Gerken also indicated that her committee recommends that CBFL produce a "tag" (brief still photograph with voice-over message) as soon as possible to promote voter registration by disabled citizens. A photograph of Nita Weil voting is already available, and completion of a tag would require \$100. A motion was made by Fasser, seconded by Frieden, to allocate \$100 from the CBFL general fund for this purpose. Motion carried. Gerken will pursue production of the tag and its dissemination to television stations.

Legislative Report:

Fasser reported on a request from the Hope Policy Institute at Syracuse that CBFL send a letter to Congressional representatives urging passage of Family Living Amendments instigated by the Association of Retarded Citizens. This proposed legislation concerns de-institutionalization of persons living in facilities of under 75 beds. A number of specific concerns about the legislation were discussed, including particularly a concern that it tends to decrease rather than increase options for disabled persons. It was agreed that Fasser will draft a letter of response indicating the reasons CBFL cannot endorse passage of this legislation. Fasser also reported on efforts of the American Society of Allied Health Professions to foster development of centers that will provide health promotion information to disabled persons. Applications have been made to establish test sites in New York, California, and Texas. If funded, this will be a joint effort with HCIL.

Membership Committee Report:

Rossi reported that many of the 275 members of CBFL listed in his computer file have let their memberships expire. A letter has been drafted to be sent to these persons and also to clients of HCIL urging them to establish active membership in the Coalition.

Nominations, Elections, Awards Committee Report:

Frieden reported on behalf of Sawyer who is ill that this committee has two nominations for new board members. One is Sandy Patton who works with hearing impaired persons at Houston Community College who is nominated as Education Chairperson. The second is Rosie Katz, a hearing impaired individual who owns a business that sells TTY and other equipment, who is nominated for the Advocacy Chairperson. (This position will be changed to an at-large member of the board if the proposed by-law changes are implemented.) Fasser made a motion, seconded by Gerken, to elect these persons to the positions for which they were nominated. Motion carried. These two new members were welcomed by the group.

HCIL Director's Report:

Smith distributed written material from David MacCabe from TRC's internal audit staff documenting that HCIL is now in compliance with 16 of the changes required by TRC for continued funding of HCIL. The one remaining issue, inventory of equipment, will be completed by Smith as soon as other obligations permit. A renewal request for the center's Title VII grant was submitted to TRC on April 25 for inclusion in their proposal due in Washington May 7. It is expected that \$212,500 of continuation funding will be received by July 15. Smith also reported on his further investigation of the funds received from the Cultural Arts Council of Greater Houston which appear to have been misappropriated some time ago. A motion was made at the last board meeting to repay these funds pending assurance that they were received and the intended work was not performed. A motion was made by Fasser, seconded by Rossi, to make this payment from the CBFL account. Smith also indicated he has confirmed that funds were received and deposited in the HCIL account from the Prudential Foundation on August 15, 1983. Appropriate written confirmation will be sent to them. A final HCIL item concerns a proposed letter to the Deaf Council of Greater Houston seeking to improve working relationships with them. Smith had been asked to draft such a letter at the board meeting of April 25, and his draft was circulated for board review. A motion was made by Katz, seconded by Fasser, to send this letter as drafted from Frieden and Smith to the president of DCGH, with copies to the board and executive director. The motion carried, with the abstention of Bailey.

Deaf Services Peer Counselor:

Smith reported on the need for HCIL to establish on-going peer counseling services for hearing impaired clients. This service is currently being provided on a trial basis ten hours per week by Shiela Grady using money from deaf services. The service has been very successful, but funds are being depleted and long-term funding needs to be established. Smith requested that CBFL allocate \$1000 from its general fund to provide this service for an additional 100 hours (10 weeks), by which time it is expected that other funding can be secured. Frieden moved that \$1000 be allocated for this purpose, seconded by Patton. Motion carried.

Treasurer's Report:

Information on current account balances was inadvertently left at HCIL and was not available. However, a year-to-date summary of income and expenses in various accounts was distributed (copy attached). It is estimated that the CBFL account has a current balance of \$13,000 with previously authorized payments of \$1,200 to the Cultural Arts Council and \$2,500 for the new CBFL brochure still to be deducted. Bingo income to the account has been averaging \$2,500 to \$3,000 per month, and a similar amount is expected as income for May.

Announcements:

Frieden made several personal announcements concerning individual board members. Kathleen de Silva's father has died recently. Flowers were sent from CBFL and HCIL to express our concern and support. Mary Sawyer will be getting married in June, and Jean Cole will be getting married in May.

Rossi distributed information on a workshop to be presented on June 13 by the Breakthrough Foundation concerning disability issues. If successful, a future version may be proposed for co-sponsorship by the education committee of CBFL.

Smith reported that the Barbara Jordon Media Awards Dinner will be held in Austin this year in June. A motion was made by Fasser, seconded by Gerken, that CBFL reserve a table for \$160 and send representatives to support this event. Motion carried.

A question was raised concerning required changes in the financial arrangements with Lanny Rogers for bingo operations to insure compliance with CBFL by-laws. Richard has not resolved this yet but will do so soon.

The meeting was adjourned at 8:00 PM.

Minutes submitted by Jean Cole, Secretary



Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

May 9, 1984

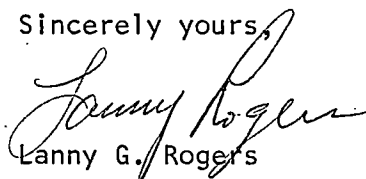
Ms. Joyce Frieden
President, CBFL
6910 Fannin, Suite 120
Houston, TX. 77030

Dear Joyce:

Again, with great pleasure, we are sending you your proceeds from your fund raising bingo games. I know that the Coalition will gain much from the enclosed check #1134, in the amount of 2,205.03, representing the donations for the month of April 1984.

Congratulations!

Sincerely yours,



Lanny G. Rogers

Enclosure

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

EXECUTIVE COMMITTEE MINUTES
MAY 2, 1984

A called meeting of the executive committee was held on May 2, 1984 at 5:30 PM in the APC building lobby. Present were Joyce Frieden, Michelle Bailey, Bill Richard, and Jean Cole.

Frieden called the meeting to order at 5:40 PM. Minutes from the meeting of March 6 were approved as written.

Major discussion centered on a process and specific procedures for evaluation of the HCIL executive director. Two alternatives considered were evaluation by an outside consultant, and evaluation by the executive committee with input from center staff. The latter method was chosen.

The committee reviewed HCIL's standard personnel evaluation form for its appropriateness as a tool for evaluation of the center director by staff and by the board. Although the general format and evaluation areas seemed suitable, several changes were recommended on specific items to adapt them for evaluation of a person with managerial responsibilities. The major change involved expansion of the Quality of Work item to list all major responsibilities of the director as defined in his position description. Frieden made notes on all of the specific changes recommended, and she will compile a revised form for review by the executive committee at the next board meeting on May 10.

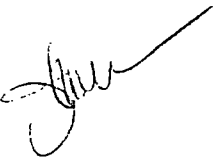
Consensus was reached on a process and timeframe for the evaluation. Once the evaluation form has been approved, it will be given to HCIL staff with a one week response deadline. Frieden will then summarize information from staff which will be sent to the executive committee along with evaluation forms for them to complete. The executive committee will next meet to compile a single evaluation form based on input from its individual members. A meeting will then be held with Quentin Smith (currently scheduled for Tuesday, June 5 at 5:30 PM) at which the executive committee and Quentin will discuss both Quentin's self-evaluation and the committee's evaluation.

Discussion also focused on alternative approaches to long-range planning for CBFL and HCIL. One option is for the board to conduct its own planning process, and another is to seek assistance with the planning process from an outside consultant which may be available free of charge. It was agreed that Frieden will investigate the availability of technical assistance for managing the planning process from TRC and from United Way.

CBFL / HCIL Executive Committee Minutes (5/2/84), page 2

Frieden also polled executive committee members for a telephone vote she is conducting concerning replacement of the leased copy machine used by HCIL. The current arrangement for sharing the cost of leasing the machine with CRIS is no longer feasible, so another provision is needed for the center. Executive committee members all approved authorization of a 5-year lease-purchase agreement with 3M to get a new machine that would involve a down payment of \$876 and monthly payments of \$220. These terms compare favorably with the current charge of \$450 per month.

The meeting was adjourned at 7:00 PM.

Minutes submitted by Jean Cole, secretary 

STATEMENT OF INCOME AND EXPENSE

Four Months Ended April 30, 1984

	1 TITLE VII 2		DEAF SERVICE 4		5 GENERAL 6		7 TOTAL HCIL 8		9 CBFL 10		TOTAL FUNDS 2	
	April Year to Date		April Year to Date		April Year to Date		April Year to Date		April Year to Date		April Year to Date	
INCOME												
Grant (Title VII)	\$ 20231	\$ 95080	\$ -	\$ -	\$ -	\$ -	\$ 20231	\$ 95080	\$ -	\$ -	\$ 20231	\$ 95080
Contributions-General	-	-	-	-	15	1165	15	1165	2317	7039	2332	8204
Contributions-Restrict	-	-	-	-	-	-	-	-	-	-	-	-
Fees/Dues	-	-	4551	16768	245	1290	4796	18058	45	165	4841	18223
Other	-	-	-	-	93	780	93	780	17	52	110	832
Total Income	\$ 20231	\$ 95080	\$ 4551	\$ 16768	\$ 353	\$ 3235	\$ 25135	\$ 115083	\$ 2379	\$ 7256	\$ 27514	\$ 122339
EXPENSE Modules	-	-	-	-	25	1225	25	1225	-	-	25	1225
Salaries	\$ 12001	\$ 48004	\$ -	\$ -	\$ 667	\$ 2668	\$ 12668	\$ 50672	\$ -	\$ -	\$ 12668	\$ 50672
Fringe Benefits	4918	11545	-	-	213	338	5131	11883	-	-	5131	11883
Travel - Out of Town	397	735	-	-	-	200	397	935	-	-	397	935
Travel - Local	-	49	-	23	50	106	50	178	-	-	50	178
Equip & Maintenance	405	2081	-	168	-	-	405	2249	-	2215	405	4464
Office Supplies	452	884	-	-	-	-	452	884	-	-	452	884
Rent	1760	8154	-	-	146	742	1906	8896	-	-	1906	8896
Telephone	1052	4676	-	-	-	12	1052	4688	-	-	1052	4688
Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Postage	27	536	-	-	2	18	29	554	-	-	29	554
Conf. Fees/Membership	125	385	-	-	15	15	140	400	-	-	140	400
Staff Development	-	165	-	-	-	-	-	165	-	-	-	165
Printing	1259	1679	-	-	-	770	1259	2449	-	-	1259	2449
Consultants	-	-	-	-	120	120	120	120	-	-	120	120
Admin. Expense	-	-	-	-	130	620	130	620	-	-	130	620
Interpreter Service	-	-	3473	13895	-	-	3473	13895	-	-	3473	13895
Outside Help	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	5	178	1370	178	1375	-	-	178	1375
Total Expense	\$ 22396	\$ 78893	\$ 3473	\$ 14091	\$ 1546	\$ 8204	\$ 27415	\$ 101188	\$ -	\$ 2215	\$ 27415	\$ 103403
Net Income (Expense)	\$ (2165)	\$ 16187	\$ 1078	\$ 2677	\$ (1193)	\$ (4969)	\$ (2280)	\$ 13895	\$ 2379	\$ 5041	\$ 99	\$ 18936

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000 ®  41

LANNY ROGERS

President

SHARON YORK

Vice President

April 15, 1984

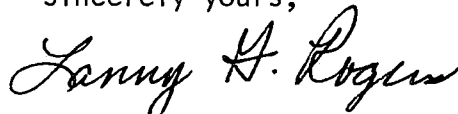
Ms. Joyce Frieden
President, CBFL
6910 Fannin, Suite 120
Houston, TX. 77030

Dear Joyce:

Enclosed is your check in the amount of \$2,317.21 representing funds raised through Bingo for your organization for the month of March 1984.

If you have any questions, please do not hesitate to contact me.

Sincerely yours,



Lanny G. Rogers

Enclosure.

ELEANOR TINSLEY

City Council

April 12, 1984

Coalition for Barrier Free Living
Joyce Frieden
9667 Meadowvale
Houston, Texas 77063

Dear Joyce,

The next meeting of the building code task force on architectural barriers will be on Thursday, April 26, 1984 at 10:00 A.M. in the Central Library Concourse Meeting Room, 500 McKinney. This is across the street from City Hall. If you park under the library, push C on the elevator up to the Children's level. The Concourse room is behind the elevators. I look forward to seeing you then. Please note the change in day.

Sincerely,

Goldie

Goldie Waghalter



call about housing < house building
Apt. - new

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000  41

LANNY ROGERS

President

SHARON YORK

Vice President

April 6, 1984

Ms. Joyce Frieden
9667 Meadowvale
Houston, Texas 77063

Dear Joyce:

Enclosed is a letter that I wrote to Father Martin Elsner of St. Joseph's Catholic Church near downtown Houston regarding further expansion of our bus program to the Eastex Auditorium Bingo Game.

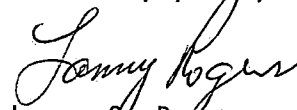
Our bus program was started recently when I had many request from people in the remote areas of Conroe, Liberty and Livingston for transportation to bingo. Beginning this bus service ensures a more reliable base for the Coalition for Barrier Free Living's Bingo game. The offer made to Father Elsner is a continuance of this program, and any expenses incurred in this operation is paid by the bus company and not from your proceeds.

If Father Elsner contacts you, please extend your courtesies by answering any questions he may have so that an agreement can be reached with him. The bus company will continue to expand, therefore, insuring the long range goal of continued profit for CBFL.

Joyce, I am planning to have bus coaches available to you to arrange group trips to bingo very shortly. This is a new and exciting concept for bingo operations in Texas, and I am assured it will be successful.

If you have any further questions, please contact me.

Sincerely yours,


Lanny G. Rogers

Attachment

Hello Joyce: —

This letter should
have been attached
to the letter dated
April 6th.

In my rush to
be efficient, I was
inefficient.

My apology for
the confusion &
inconvenience.

Thank you
Shawn York

Union Services

14560 EASTEX FREEWAY

HUMBLE, TEXAS 77338

713-441-9000

LANNY ROGERS
President

SHARON YORK
Vice President

April 6, 1984

Father Martin Elsner
St. Joseph's Church
1505 Kane St.
Houston, TX. 77007

Dear Father Elsner:

Thank you for taking time out of your busy schedule to meet with Mr. Kehoe and myself this past Wednesday.

We hope you will find merit in our offer to you and St. Joseph.

The following is a list of the principal officers of the different organizations that we hold fund raising bingo games for:

Association for Retarded Citizens
Spring Branch :

Susan Giesecke, President 462-4074

Association for Retarded Citizens
Northwest:

Sara Toles, President 463-6504

Coalition for Barrier Free Living:

Joyce Frieden, President 781-8949

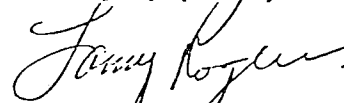
Coast Guard Chief Petty Officers
Association:

Richard Wells, President 486-9786

I know you will find that each of our organizations are happy with their operations.

If I can furnish you with any further information, please feel free to call.

Sincerely yours,


Lanny G. Rogers

April 4, 1984

Mr. Guy Bell
H.C.I.L.
6910 Fannin, Suite 120
Houston, Tx. 77030

Dear Mr. Bell,

Two weeks ago I tried to attend the Folklorico dances at the Houston Festival without success. These dances were held on the plaza across from Jones Hall and the Alley Theater. I believe it's called Sam Houston Park. It is totally inaccessible to mobility impaired people.

I am under the impression that all public buildings and places are to be accessible to all our citizens and I believe this public plaza is in violation of the architectural barriers act of 1968 (PL 90-480). This act marked the first concrete federal legislation affirming handicapped Americans the right of access to federally funded public buildings and facilities.

I would urge you to press the city into correcting this violation, so that all of us who live in Houston and pay taxes will be able to take part in recreational and civic affairs.

I will await your reply. Thanks for your attention to this problem.

Sincerely,
Nita Weil
Nita Weil
Member, C.B.F.L.

CC: Mr. Quentin Smith, Exec. Dir. H.C.I.L.
Ms. Joyce Frieden, Pres. C.B.F.L.
Mr. Don Olson, Dir. Houston Parks & Recreation Dept.
Ms. Goldie Waghalter, Office Councilwoman Eleanor Tinsley



COALITION FOR BARRIER FREE LIVING

March 28, 1984

Mr. Michael Reis
3211 Ashford Park Drive
Houston, TX 77082

Dear Mr. Reis,

Thank you for your letter of March 21, 1984, describing a series of problems which you have encountered. I am sorry to hear of your difficulties and hope to assist you in resolving these issues. I was already aware that Mrs. Chimelak was asked to serve on the committee to study the building code since it was our organization that recommended her. I am very happy to learn that you are interested in assuming that very important responsibility.

Your letter indicates to me that you are unfortunately laboring under a serious misconception regarding the Coalition for Barrier Free Living/Houston Center for Independent Living (CBFL/HCIL). CBFL/HCIL is not affiliated in any way with the United States Architectural and Transportation Barriers Compliance Board (U.S.A.T.B.C.B.). I would appreciate it if you would tell me who told you that we were, as I would like to talk with them and prevent this misunderstanding from occurring in the future.

Although CBFL/HCIL has no mandated responsibilities related to the enforcement of architectural barriers legislation, the organization does provide information and referral on disability related issues of which architectural barriers is one. I am surprised that your request for information led you to the "HCIL Library." I am not aware that HCIL has a public library and I would like to know who told you that they do. Additionally, the reason the materials were not in the Center is that Guy Bell, who is also a member of the committee, had those materials at the Houston Task Force on Architectural Barriers meeting.

I hope this clarifies any misunderstandings which you have about CBFL/HCIL. For your information, I am enclosing a brochure which describes

the Houston Center for Independent Living and a membership form for the Coalition for Barrier Free Living. I look forward to receiving a letter from you in the near future informing me of the names of the people who misrepresented the role of HCIL. Thank you again for your letter.

Sincerely,

A handwritten signature in cursive script, reading "Joyce Frieden".

Joyce Frieden
President
Coalition for Barrier Free Living/
Houston Center for Independent Living

enc.

cc: Quentin Smith, HCIL Executive Director
Goldie Waghalter, Chairperson, Houston Task Force on Architectural
Barriers
Peggy Stewart, DCGH President
Lucy Chimelak, DCGH Executive Director
CBFL Board Members

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

March 28, 1984

Mr. Michael Reis
3211 Ashford Park Drive
Houston, Texas 77082

Dear Mr. Reis:

Please be advised that I am in receipt of a copy of your letter addressed to Ms. Joyce Frieden, CBFL President, dated March 21, 1984. While I respect your straight-forwardness in addressing what you perceive to be a serious deficiency with respect to HCIL, I take issue with your approach to the problem identified. I believe that you have made some erroneous assumptions based upon misinformation and ill-conceived advice.

HCIL does have copies of the publications that you were looking for; however, at the time that you were trying to locate them, they were in the possession of Mr. Guy Bell, Chairperson of the Architectural Barriers Committee of the Coalition for Barrier Free Living. Had you pursued this matter a little further, you would have discovered that the information was both available and accessible to you.

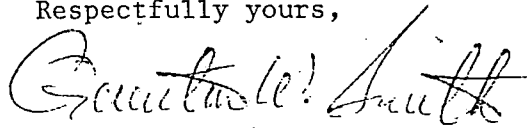
Furthermore, the information that you received relative to CBFL's role as the local office of the U.S. Architectural and Transportation Barriers Compliance Board is erroneous. CBFL has not been designated as such and is not responsible for maintaining a "library" on accessibility or disability. Unfortunately, CBFL/HCIL does not currently have funds available to employ a librarian to maintain our resource collection in the manner that might be desirable by some members of the community. We do make a serious effort to try to provide resources as necessary to people desiring information on disability and independent living, however, this is an area where we admittedly could show some improvement and I will address this issue as additional funding becomes available to secure more staff. In the meantime, if you are aware of anyone who would be willing to volunteer some time to work on upgrading the resource collection, I would be most pleased to accept their assistance.

Finally, let me state that I am dismayed by the approach that was taken in dealing with this problem. After advocating strongly for a member of the deaf community to serve as a representative to the Houston Task Force on Architectural Barriers, it is, at best, disconcerting to see that representative assume what I can only interpret to be a confrontational stance in dealing with a relatively simple problem. The type of behavior characterized by the tone of your letter is neither constructive nor in the best interests of the community we are all striving to serve. If you were advised by someone to couch your inquiry in these terms, then I can only question the motives of the person providing that advice. If you were not advised to proceed in this manner, then please accept my sincere offer to meet with you and discuss this matter as two individuals who

Mr. Michael Reis
March 28, 1984
Page 2

are genuinely concerned with improving the quality of life for all people in Houston. Please be assured that the Houston Center for Independent Living is a resource that we want to be available to all people in the community and that we will work hard to provide the best quality services that our resources permit. I look forward to hearing from you in the near future and hope that you will be willing to work with us toward the goals of full access for everyone.

Respectfully yours,



Quentin W. Smith
HCIL Executive Director

cc: Joyce Frieden, CBFL President
Peggy Stewart, DCGH President
Lucy Chimelak, DCGH Executive Director
Goldie Waghalter, Chairperson, Houston Task Force on Architectural Barriers

3211 Ashford Park Drive
Houston, Texas 77082
March 21, 1984

Ms. Joyce Freiden, President
Coalitaton for a Barrier Free Living
6910 Fannin Street Suite 110
Houston, Texas 77030

Dear Ms. Freiden:

I would like to bring a serious problem to your attention. At the present time the City of Houston is revising its building code, and the office of City Council Eleanor Tinsley formed a committee to make the building code accessible for disabled persons.

Initially Ms. Lucy Chimelak was appointed to the committee to represent the hearing impaired population. She made a phone call to the offices of the U.S. ~~Architectural~~ and Transportation Barriers Compliance Board in Washington D.C. She inquired about specific building code provisions for the hearing impaired. The people at the Washington D.C. office told her to utilize the local office of the same department in the Houston area. The local office for the U.S. Architectural and Transportation Barriers Compliance Board turned out to be the Coalitaton of a Barrier-Free Living.

Ms. Chimelak asked me to assume the responsibility of this building code committee. I asked the HCIL staff for detailed building code provisions for the disabled-namely, a copy of the Texas state building code, the North Carolina State Building Code (which is a model for accessibility for the handicapped), the American National Standards Institute (ANSI) specifications for building accessibility and the city of Houston's building code.

Unfortunately the HCIL staff were unable to locate these references, and a search of the HCIL Library revealed an assortment of pamphlets and popular magazine articles-hardly adequate research material for a City Council committee.

If CBFL is indeed the local office for the U.S. Architectural and Transportation Barriers Compliance Board for the Houston area, it has a serious responsibility to maintain a collection of pertinent and up-to-date literature for public viewing. As a starting point, there should be these documents in the HCIL Library:

- 1) a copy of the Texas state building code
- 2) a copy of the ANSI standards
- 3) a copy of the North Carolina State Building Code
- 4) a copy of the Houston City Building Code

Additional documents will be found to be necessary and suitable for the HCIL library collection. I should emphasize one important point- documents should be full texts of these materials-rather than summaries or brief citations in back of other books. Primary sources of information such as legislation, legal texts, manuals, etc. are more valuable than secondary sources such as magazine articles or pamphlets. The CBFL board will have someone who is qualified to make discretionary judgments on what documents to acquire for the HCIL collection.

I would appreciate receiving an explanation for the current shape of the HCIL library, which is the responsibility of CBFL, and possible remedies to improve the situation.

Sincerely yours,

Michael Reis

Michael Reis

CC: Mr. Quentin Smith, HCIL Executive Director
Ms. Peggy Stewart, Deaf Council for Greater Houston
Ms. Goldie Waghalter, Office of Eleanor Tinsley



House of Representatives Committee on Elections

EL FRANCO LEE
CHAIRMAN

P.O. BOX 2910
AUSTIN, TEXAS 78769
512-475-3797

March 26, 1984

Coalition For Barrier Free Living
6910 Fannin, Suite 120
Houston, TX. 77030

To Whom It May Concern:

The Subcommittee on the Voting Rights Act and the Administration and Organization of Voter Registration in Texas, of which I am Chairman, has been given the responsibility of conducting a study on compliance with the recently extended Voting Rights Act and its effects on Texas elections, and to examine voter registration and efforts to increase voter participation.

The Subcommittee will conduct its first public hearing on Wednesday, April 11, 1984 at 10:00 a.m. in Houston at the Houston-Galveston Area Council, 1st floor conference room, 3701 W. Alabama.

For further information please contact my assistant, Robin Broussard, 713/957-2521.

Sincerely,

David Patronella

David Patronella

Chip Staniswalis, Vice Chairman
A.C. (Tony) Garcia, Chairman for Budget and Oversight

Charles Gandy
L.B. Kubiak

Jim Horn
David Patronella

Gerald Hill
Sam Russell

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

GENERAL ASSEMBLY MINUTES
MARCH 22, 1984

A General Assembly meeting of the Coalition for Barrier Free Living was held at 6:30 PM on March 22, 1984 in the Prometheus Room at The Institute for Rehabilitation and Research (TIIR). Approximately 36 persons attended. Interpreters were Mary Redman and Charles Trevino.

(1) The meeting was called to order at 6:40 PM by Joyce Frieden, President. After a general welcome, everyone was asked to introduce themselves.

(2) The award winning film Tell Them I'm a Mermaid was shown, which had been loaned by the Independent Living Research Utilization Project (ILRU) at TIIR. Response to the film was generally very positive, and discussion focused on how the film might be used to foster disability awareness. Representatives of several local organizations expressed interest in its use.

(3) Vicki Harris gave a report on the Houston Center for Independent Living which included statistics on clients of the Center analyzed by referral source, type of disability, and services provided. Comments were very favorable on the usefulness of such data on utilization of HCIL.

(4) Joyce Frieden and Vicki Harris gave a report on CBFL which included information on the voter registration drive currently underway. A chili cookoff is being planned which will be used to publicize the voter registration effort. Metrolift has issued new User Comment Forms to get consumer opinions of its services. HCIL is requesting that persons turn these forms in to the Center which will pass them on to Metrolift. The purpose of this step is to accumulate data on types of comments received so that frequently reported problems can be identified and channeled to the Transportation Committee of CBFL. Voter registration cards, Metrolift User Comment Forms, and CBFL membership forms were all available at the General Assembly meeting and can also be obtained on an on-going basis at HCIL.

(5) Tom Morrison from the Voluntary Compliance Section, Division of Civil Rights in the Department of Human Resources office in Dallas gave a report on a workshop he conducted on accessibility issues in hospitals. Thirty hospital administrators attended the workshop which dealt with Section 504 Compliance by Hospitals. HCIL was cited as a consultation resource in the workshop. CBFL members were invited to talk with Tom after the meeting on positive or negative comments they had on hospital accessibility.

(6) Members of the Junior League gave a presentation of the puppet show Kids On The Block which is a program to increase disability awareness. Response to the quality of the performance and to the involvement of HCIL interpreters was very positive. The Junior League has two teams of persons who regularly give such presentations for a variety of organizations both during the day and in the evening. Popularity of the program is evidenced by the fact that the two teams are booked for performances through the fall. Joyce Frieden expressed appreciation for the performance for CBFL and also for the League's overall effort to increase disability awareness.

(7) The meeting was adjourned at 8:00 PM.

Minutes submitted by Jean Cole, Secretary

**MEETING OF THE
CBFL TRANSPORTATION COMMITTEE
AND
METROLIFT**

Wednesday, March 21, 1984

The meeting of the CBFL Transportation Committee and MetroLift administration was held in the offices of MetroLift Headquarters at 500 Jefferson on Wednesday, March 21, 1984, at 10:30 a.m. The meeting was held pursuant to due notice, with the following persons present:

Transportation Committee

Ms. Marilyn Anderson
Mr. Toby Hendrix
Mr. Don Rossi
Mr. Lee Sanders
Mr. Bill Wild
Ms. Dorothy Yellon

MetroLift

Mr. Marcus Evans
Ms. Sharon Jacobs
Mr. James Laughlin

Absent Committee members:

Mrs. Drucie Cole, Ms. Kathleen DeSilva, Mrs. Kathy Donoho, Mr. Mike Donoho, Ms. Linda Ferguson, Ms. Betty Graber, Ms. Vicki Harris, Mr. Jim Veerkamp.

The meeting was called to order at 11:00 a.m. and proceeded according to the agenda.

**INTRODUCTIONS AND
OPENING COMMENTS**

Mr. Robb is retiring. Ms. Sharon Jacobs was introduced as Assistant Director of Transportation. Don Rossi and Dorothy Yellon co-chaired in Kathleen DeSilva's absence. Marcus Evans was introduced as a Service Analyst.

ISSUES DISCUSSED

1. Committee members requested that MetroLift provide more and timely information on their procedure changes.
2. Transportation Enterprises purchased a supplemental tie-down system in January.

CBFL TRANSPORTATION COMMITTEE AND
METROLIFT MEETING
Wednesday, March 21, 1984
Page 2

3. It is advised that cancellations be made well in advance of the scheduled pick-up time to allow space to open up for new reservation requests.
 - REPEATED FAILURE TO CANCEL will subject rider to loss of transportation service.
4. If a rider has a need for a long-term routine ride schedule, (such as for work or therapy), a more guaranteed, reliable form of transportation is a subscription ride rather than a reservation.
 - Reservation rides are on a first come, first served basis.
5. A new scheduling procedure for reservations is in effect.
 - Prescheduling window has widened.
 - Offers more flexibility.
 - As a result, however, phone lines are busier.
 - Jim mentioned that as soon as riders begin to schedule rides as needed and stop capturing multiple rides per call, the phone problem should ease up.
6. MetroLift is working on getting an inhouse call sequencer with music.
7. After the new automated system went into effect, "Area" phone numbers became obsolete.
 - On March 12th a rollover procedure was begun for calls made to 225-6716
 - A mailout is planned listing the new scheduling phone numbers.
 - Riders calling to reschedule for a more "perfect" time create more calls & tie-up lines.

CBFL TRANSPORTATION COMMITTEE AND
METROLIFT MEETING
Wednesday, March 21, 1984
Page 3

8. A suggestion by the Committee was to have one operator report to work two hours later and remain until 7:00 p.m. for those riders who work and cannot call during work hours.
9. In lieu of reservation calls, a reservation ride card was discussed.
 - Riders would mail in their time requests a week in advance and MetroLift operators would call to confirm.
10. Riders are misinterpreting the new scheduling permitted.
 - MetroLift will stay with 6 day window, but may limit each call to 2 round-trips scheduled.
 - Committee members to discuss and decide on a fair number of rides that can be scheduled per call.
 - Another suggestion was to have a phone number for those who have to schedule rides for others.
 - Lee & Jim will discuss options.
11. MetroLift is having to limit new subscription rides until outdated ones are removed from the system.
 - Jim will send subscription charts to the Committee.
12. Committee asked why there is often one rider per vehicle.
 - Computer keys in on time request, not origin and destination.
13. MetroLift is redistributing vehicles when empty.
 - To meet individual transportation needs, such as emergencies, breakdowns, etc.

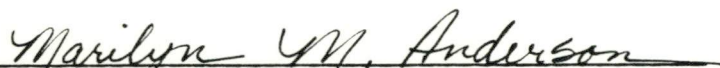
CBFL TRANSPORTATION COMMITTEE AND
METROLIFT MEETING
Wednesday, March 21, 1984
Page 4

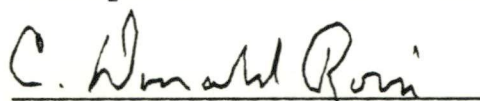
14. Public Comment Forms.
 - Finalized forms were reviewed and approved.
 - THE FORM DOES NOT TAKE THE PLACE OF A PHONE CALL!
 - It is for documentation and will help establish trends regarding drivers and vehicles.
 - Call when there is a serious infraction: drunk, speeding.
 - If complaint is of a serious nature, MetroLift will report action taken to rider.
 - REMEMBER to give drivers commendations on skills, etc.
 - To be distributed with manifests and CBFL newsletters.
 - Given to Committee members to distribute as well.
 - An instruction sheet to be included with the form will be provided by MetroLift.
15. Jim will check with the vehicle provider on adjusting the rear of vans for a smoother ride.
16. Rather than bring on more vehicles at this time, MetroLift feels that it is best to streamline the recently added ones.
17. Emergency service is being met on an as needed basis.

ADJOURNMENT

The meeting of the CBFL
Transportation Committee and
MetroLift was adjourned at
1:00 p.m.

Respectfully submitted,


Marilyn M. Anderson, CBFL
Transportation Committee Secretary


C. Donald Rossi, CBFL
Transportation Committee
Acting Chair


Dorothy Yellon, CBFL
Transportation Committee
Acting Chair



DEPARTMENT OF HEALTH & HUMAN SERVICES

The Office for Civil Rights

Regional Office VI
1200 Main Tower
Dallas, Texas 75202

March 16, 1984

Mrs. Joyce Frieden
President
Coalition For Barrier Free
Living
c/o Houston Center For Independent
Living
6910 Fannin, Suite 120
Houston, Texas 77030

Dear Mrs. Frieden:

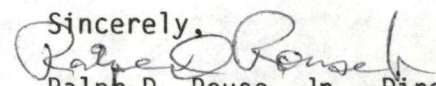
The Voluntary Compliance and Outreach Division, Office for Civil Rights will conduct a one-day training workshop in Houston, Texas on March 23, 1984. The location of the workshop will be in the Promethean Room, The Institute for Rehabilitation and Research (T.I.R. & R.), 1333 Moursund, Houston, Texas. T.I.R. & R. is located directly behind the Baylor Medical School complex.

The workshop will cover several civil rights jurisdictions but will emphasize the requirements of Section 504 of the Rehabilitation Act of 1973. Section 504 requires that a facility must involve persons with disabilities or organizations representing disabled persons in their self-evaluation process. I am requesting your assistance with securing knowledgeable persons with disabilities or organizations representing disabled persons to attend the training workshop and act as local resource persons for the hospitals participating in the review process.

There will be officials from approximately thirty hospitals in the Houston metropolitan area in attendance. By having knowledgeable disabled persons representing the mobility impaired, blind and visually impaired, deaf and hearing impaired in attendance to provide guidance with the self-evaluation process and to assist with recommended changes, the hospitals will be able to provide quality health care and employment opportunities to handicapped persons.

Thank you for your assistance. My staff will be anticipating your attendance at this important workshop. If you have questions please call Thomas Morrison at (214) 767-4123.

Sincerely,


Ralph D. Rouse, Jr., Director
Voluntary Compliance and
Outreach Division

Enclosure