



**NW Universal Design Council
April 21, 2011 Meeting Notes**

Attending

Host: Wolf Saar, Via Architecture	Tom Minty, John L Scott/Able Environments	Jocelyn Freilinger, Intern landscape architect
Rose Curran, King County Housing & Community Development	Sandra Hartje, Seattle Pacific University	Michelle Molloy, Penates Design
Emory Baldwin, FabCab	Andrea Yip, Planner, Aging & Disability Services	Monika Weiss, AfriendlyHouse.com
Valerie Thiel, SAGE Architectural Alliance		

1) Discussion of Organizational Structure

- a) Roles – preference is for a small board; responsibilities of non-officer members should be more clearly defined.
- b) Membership – simplify to several individual categories and an open-ended category for organizational & corporate sponsors; clarify cost vs. donation.

2) Communication Plan Updates

- a) Tom Minty shared some resources regarding communications plan development; the consensus was that the group first develop by-laws before working further on communications plan.

3) Website accessibility assessment

- a) Michelle Molloy shared the highlights of an accessibility review of our website by Terrill Thompson, Technology Accessibility Specialist of DO-IT, UW Accessible Technology. Andrea Yip will forward these comments to IlluminAge.

4) Discussion re Fiscal Sponsorship

- a) Discussion re Senior Services, Solid Ground, Center for Transformative Action at Cornell University.

- b) Review of fiscal sponsorship relationship, resources that might be helpful in putting together a proposal.

5) Action items

- a) Draft By-Laws: Tom Minty, Sandra Hartje, Rose Curran, Jocelyn Freilinger
- b) Follow up with Solid Ground: Emory Baldwin
- c) Talk to Denise Klein at Senior Services: Jocelyn Freilinger
- d) Andrea Yip to check for conflict of interest re Senior Services
- e) Update Work Plan, Board Roles and Membership Categories to reflect discussion: Jocelyn Freilinger
- f) Identify an attorney with non-profit experience who might advise us: all

- **Next Meeting Date:**

- **PLEASE PUT THIS DATE / TIME ON YOUR CALENDAR:** The location will be VIA Architecture
 - **May 19, 2011; 9:30 – 11:30 AM**

- **Contact for more information:**

- Andrea Yip andrea.yip@seattle.gov or 206.386.0035
- Jocelyn Freilinger jocelynlf@mac.com
- www.environmentsforall.org