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**NW Universal Design Council  
March 17, 2011 Meeting Notes**

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**Attending**

Host: Wolf Saar, Via Architecture	Tom Minty, John L. Scott/Able Environments	Jocelyn Freilinger, Intern landscape architect
Bill Singer, environmental WORKS	Kathryn Howell, CareForce	Michelle Molloy, Penates Design
Emory Baldwin, FabCab	Andrea Yip, Planner, Aging & Disability Services	David Merz, Access Remedies

**1) Discussion re need to establish legal structure and efforts to identify / approach potential fiscal sponsor**

- a) The most immediate need is to fund website hosting. ADS can help with the second quarter but after that we will need to raise funds. 501(c)3 status would allow us to open a bank account and seek donations. Alternatively we can seek a relationship with an existing 501(c)3 as a fiscal sponsor, in which we would be permitted to use their tax status to raise money. In return the fiscal sponsor would keep a portion of the moneys that we raise. At this time the group seems to prefer the option of seeking a fiscal sponsor.
- b) Questions, comments and ideas should be directed to [Jocelyn Freilinger](#).

**2) Web objectives/marketing/outreach**

- a) Tom Minty presented a webpage work plan that serves the Vision and Mission Statement developed in 2008.
- b) Some kind of parameters should be established for local companies and organizations to be listed as resources. Same parameters should also apply to website sponsors.
- c) Questions, comments and ideas should be directed to [Tom Minty](#).

**3) Work Plan**

- a) Ideas for funding the website in the short term were discussed.
- b) Work plan to be updated and expanded for review at next meeting. Should include structure proposal/ organizational chart (roles), timeline and action items

- c) Several ideas of affiliations to pursue came up during the discussion. These included the DO-IT Center at the UW, Aging Your Way.
- d) Also to be considered is our presence at conferences, and with other organizations that provide listings.
- e) Please get in touch with [Jocelyn Freilinger](#) if you are interested in helping with this task.

#### 4) Action Items

- a) Talk to DO-IT/AccessSTEM about website evaluation and possible program presentation for next quarterly meeting. (Michelle)
- b) Run website through accessibility tool to grade it. (Andrea)
- c) Short-term (through year-end?) website funding: check whether individuals can make a donation to the City for this specific purpose. (Andrea)
- d) Come up with ideas of potential fiscal sponsors, to review at the next meeting. (All; post ideas to Google Group or send to Jocelyn)
- e) Draft work plan. (Jocelyn)
- f) April quarterly meeting is suspended so that we can focus on fiscal sponsorship and work plan matters.

- **Next Meeting Date:**

- **PLEASE PUT THIS DATE / TIME ON YOUR CALENDAR:** The location will be VIA Architecture
  - **April 21, 2011; 9:30 – 11:30 AM**

- **Contact for more information:**

- Andrea Yip [andrea.yip@seattle.gov](mailto:andrea.yip@seattle.gov) or 206.386.0035
- Jocelyn Freilinger [jocelynlf@mac.com](mailto:jocelynlf@mac.com)
- [www.environmentsforall.org](http://www.environmentsforall.org)