American Council of the Blind of Indiana (A.C.B.I.)

Board Meeting

Saturday, April 28,2018

Face to Face at the Waterfront Hotel and Conference Center, Indianapolis, IN

Recorded minutes reviewed; changes indicated by [ ].

Members in attendance:

Barbara Salisbury, Edie Huffman, John Huffman, Lynn Powers, Rich Vonderhaar, Deanna Austin, Don Koors, Gerry Koors, Bill Fierman, Don Lane, Rita Kersh, Bill Sparks, Dee Ann Hart, Ted Boardman, Machell Philippone, Cindy Brooking.

Not in attendance:

Kari Goodman

The meeting started at 10:08. President Salisbury reminded us that lunch would be $15.79, catered by the company which will cater the convention.

## Barbara gave us a brief report of her first quarter activities. They included:

1. Attending the ACB midyear meeting for Presidents and hearing a presentation from Nancy Becker about “best business/nonprofit practices” and discussions about equality for all members, including those who are blind and deaf.
2. {Several meetings of the web committee, with thanks to them]. The website is up and running and looks good
3. We have begun convention planning meetings
4. The Executive Committee met about “best business/nonprofit practices” and is working on how to store all documents in one safe, accessible location.
5. The budget for 2018 is in the works.
6. [She thanked all the committee members.]

The minutes were approved with 3 corrections. On page 1, paragraph 4, the following sentence should read “The total of the Hillard Lyons accounts is $44,054.64, which (adding “ does not”) include~~s~~…[The $44,054.64 does not include Hillard Lyons.] Page 1, paragraph 5, line 3 should read “and the expenses total was $181.00 (not $,181.00). Page 3, paragraph 4, line 2 should be corrected to read (2018).

Gerry moved, Bill Fierman seconded, that the minutes be approved as corrected; motion passed.

The treasurer’s report was presented. Dee Ann moved, Don Lane seconded; the treasurer’s report was accepted. It was mentioned that the audit was not a technical audit, more of a review and thanks were extended to Mike and Dolly Sowder and Rhett Salisbury for performing the audit, which was mostly finished before Barbara became president. [Copying was erroneously listed as coping in the budget] [Reimbursements were not labelled as being for midyear, Barbara and Don.]

Dee Ann moved, Don Lane seconded, the report is accepted.

[The “audit”/review was discussed (committee of Rhett Salisbury, Mike and Dolly Sowder). There may need to be a discussion about the need for an audit.] The summation is that everything is in place for the treasurer to do state and federal business, but there is a list of 9 suggestions, which follows.

1. Having 2 officers on the accounts (treasurer and another officer)
2. Who would be treasurer’s designee, if incapacitated
3. [List of] all the treasurer’s duties, [including outline of all accounts, reoccurring disbursements, investments, and fundraising activities]
4. [Passwords should be changed when new treasurer or other officer whose name is on account]
5. Making sure all dues are deposited in a timely manner
6. Access to previous year’s banking records [for period of time to be determined by board]
7. Electronically signing off [by president] on bank and [credit card] statements/due diligence
8. Keeping president updated about changes and storing changes with secretary
9. Ascertaining if ACBI is listed as a charity [with any business, so that ACBI may reap benefits]

[Barbara mentioned that she was not the president when the majority of the review was done and the suggestions were written.]

Rich mentioned that all future Hillard and Lyons funds will be placed in the Chase account.

Many of the aforementioned items are from Nancy Becker’s “best practices”. Many banking institutions have different ways of handling electronic accounts, so discussion ensued. [Discussion also ensued regarding different ways of reviewing and approving expenditures. There is a memo field in Chase’s checks, which could be used for approval. Electronic signature important for treasurer’s protection. This needs to be checked.]]

We can individually set up a SMILE account through Amazon and mark it ACBI, so some purchases will benefit the organization. Also funds can be marked for ACBI through various employee fundraising opportunities, including Facebook if enabled. [Also SECC (State Employees Combined Campaign) and FCC (Federal Combined Campaign) could be potential sources of contributions.]

If the board adopts the review, we need to follow through with transition plan in drop box. Rich has finished a plan and will send it to Barbara. [Should we designate a number of years and put it in the constitution? There is a national list which suggests which documents need to be kept for how long. Barbara said we need to move into electronic storage as soon as possible for a number of reasons, including that electronic documents are easiest for blind/visually impaired people to read and they can be put into multiple formats.]

Motion to accept review as presented made by [?], seconded by Don Lane; motion adopted.

The 3 budgets were then discussed. [Proposals #1 and #2 had the same income; insurance was mentioned in those proposals but the type and cost of insurance is currently unknown. The question was asked, “which proposal are we to approve”? Barbara said we weren’t there yet.] Bosma was charging us the actual printing costs for the Focus; they now send it out to a print shop and it is sent free matter, so we make a donation for its production. [Discussion included the cost of doing business electronically, through Stripe and other vendors; the cost of tapes.] The Focus on the website can be listened to, [beginning] with the next quarter. [Filmore Productions can allow people can listen to it, by phone, for a cost.] . Another important issue is how to generate more income. The board needs to step up in fundraising efforts.

Discussion also included

1. The organization needs to grow; using Outreach to grow organization by visiting support and other groups in Indiana; face to face as first contact works best. Using $300 of interest money toward paying a driver (either hourly or federal mileage) so a board member or designee can go to the support groups would be a great way to make face to face contact.
2. joint conventions would mean that Indiana would not sponsor/host convention every year (although travel out of state would push cost up towards $1,500);
3. would need to grow income (80% of income comes from ACBI members’ friends/families);
4. if endowment interest accounts generate more than $700, put that increased amount equally into Endowment accounts

Having more members would certainly generate more income [and energy.] Stagnation equals sliding back. We need to develop talking points. [Lots of other organizations, Lions, Sertoma, etc. could be involved as drivers.]

It was noted that there is $77,000.00 in all 3 accounts.

[Don Koors recommended interest be increased to budget if total was $700. He pointed out that much of the proposed income is from family and friends. We need to do more fundraising. It takes money to make money; we have resources in money and people.]

Budget proposal #3

Dues $ 390.00

Donations $ 300.00

Fund Raising Letter2017 $1,867.20

Endowment Investments interest $ 700.00

ACBI Auction 2017 $ 858.60

Brenda Dillon Memorial Run/Walk Rebate $ 377.50

ACBI’s Share from the MMS Program $ 400.00

Donations for the 2018 ACB Auction Item $ 75.00

Total Income $4,968.30

EXPENSES

National Conference Reimbursement $ 800.00

President’s Meeting Reimbursement $ 600.00

Legislative Meeting Reimbursement $ 600.00

Copying of the Focus $ 400.00

Administrative $ 100.00

Hank Hofstetter Opportunity Grant Fund $ 250.00

Costs of Awards $ 250.00

¼ of Endowment Interest to be put in the $ 109.00

Endowment Account

¼ of Endowment Interest to be put in the $ 109.00

Hofstetter Endowment Account

State Convention Expenses $ 1,000.00

MISC $ 100.00

Contribution to the James Olsen Scholarship Fund $ 100.00

Contribution to the Indiana Blind Children’s $ 100.00

foundation

Cost of Auction Item for the ACB Auction $ 150.00

Outreach $ 300.00

 (Paying driver either hourly or federal mileage)

TOTAL EXPENSES not including the website $ 4968.30

Income – Expenses $ 0.30

Cindy moved to approve budget proposal #3, Edie seconded; motion adopted

Don Lane proposed that each board member donate $100. Barbara suggested that time spent talking to groups or spent fund raising is equally if not more valuable than money. John, a board member of the Indiana Blind Children’s Foundation, said that they were expected to donate money. Barbara also suggested that everyone sign up for MMS through ACB. Don Koors, a Bosma board member, said that when Bosma applies for grants, grantors evaluate whether every board member donates; if it’s not unanimous, certain grantors [may] not approve the grant. She thanked everyone for the discussion and the budget committee for all their work.

The meeting paused for purposes of taking photographs while all board members were present. The meeting then resumed.

[Barbara then asked about insurance but said we needed more information about general liability insurance. She and Rita both made phone calls for pricing. Don Koors mentioned that 3 organizations he is involved with and all 3 use Hastings. Barbara also mentioned errors and omissions, for individual board members.] Lynn moved, Bill Fierman seconded, that the scheduled discussion on insurance (liability and errors and omissions) be tabled [until the next meeting]. Motion adopted.

Discussion then ensued regarding planned attendance at the ACB National Convention in July. Those planning to attend were Bill and Jennifer Sparks, Lynn, Barbara and Rhett Salisbury, Machell, Don and Gerry Koors, and John and Edie Huffman and possibly another couple. Barbara was designated as delegate, Lynn as alternate and Bill Sparks as nominating committee delegate. The auction donation of $150 was discussed [and approved in the budget]. Chapters are encouraged to donate $25 towards the cost.

Bill Sparks then presented the website committee report. He thanked his committee members; Ted, Rich, Rita, and Barbara. [We hired Michael Lauf.] The website is fully functional; Bill will have to be hands on and exercise lots of supervision. We will be able to register [attendees] for the Nov. convention. We are covered through Dec. 2018 on maintenance. WordPress will be used to update and archive information.

Questions include:

1. Who will [post content/updates/edits/changes/photos]?
2. [How will newsletter (audio and print) be posted]?
3. How to deal with questions arising from having no written or signed contract?

Rita moved, John seconded, that the website discussion be tabled until next meeting. Motion adopted.

Lunch was then served, [with the Ohio delegation who traveled here to view the facility; Leah Noble, Lori and Ken Woodall, and Terry Ollandese?j joining the board]

The convention committee report was then received [at lunch]. Barbara mentioned that the hotel is under new ownership and management. Flooring has been changed, and the guest rooms have been gutted and rebuilt. The board room and coffee have been provided free of charge today.

Friday activities will include:

1. [Tour] of Indianapolis Motor Speedway (IMS)
2. Open mike time
3. Audio description of a 30-minute comedy
4. [Pizza mixer]

 Saturday activities will include:

1. Auction
2. Banquet speaker (Patricia Dorn; [all time medal winner ParaOlympian])
3. [Still working on getting speakers for other sessions]
4. Fitness activity/[adaptive sports/equipment/water aerobics]
5. Peter Berg?, [Great Lakes ADA Center]
6. [3 breakout session rooms and ballroom]

Volunteers from Lions groups will help with transportation (question about whether they would have to pay at the IMS?), [buffet meals and other activities/needs].

It is hoped that there will be 20 vendors. [Dolly Sowder of Indiana is in charge; hoping for both technology and fun vendors]

Bill Sparks will make assistive listening devices available.

The meeting adjourned at 12:37 pm.

Respectfully submitted,

Edythe Huffman, Secretary

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