**ACBI Board Minutes**

**August 3, 2019**

# Welcome and Roll Call

Barbara welcomed everyone to the meeting. Kari took roll. Present at the meeting were Barbara Salisbury, Rita Kersh, Dee Ann Hart, Cindy Brooking, Kari Goodman, Dolly Sowder, Bill Fierman, Deanna Austin, Bill Sparks, John Huffman, Don Koors, Gerry Koors, Ted Boardman and Lynn Powers. Not present were Rich Vonderhaar, Regina Vonderhaar and Machell Philippone.

# Approval of Minutes

Barbara asked if anyone did not receive the board meeting minutes from May 2019. Barbara asked if anyone had questions or changes regarding the minutes. Dee Ann made a motion to approve the May 2019 board meeting minutes as distributed, Dolly seconded. Don pointed out that instead of AER approval for the universities it should read ACVREP. This correction will be made in the minutes. Dee Ann made a motion to approve the May 2019 board meeting minutes as distributed, Dolly seconded. All were in favor. None opposed. The motion passed.

# Treasurer’s Report

Barbara asked if there were any questions or comments regarding the treasurer’s report.

Don had a comment. He sent out an email with questions and at this point does not feel like we can approve the report. Barbara asked if anyone else had comments or questions regarding the report. Rita shared that she went through the numbers and she also found some errors in the totals. Rita feels the report is incomplete and contains some errors. Dolly agrees that an incomplete report cannot be approved. Don also asked what the $104 expense for the Focus printing was for. Rita and Barbara stated that it should not be on the report. Rita suggests that if a board member has a question about the treasurer’s report that is should be shared with the treasurer. Barbara shared that she also found a discrepancy on the report. Barbara asks if anyone has suggestions on how to improve the treasurer’s report. Discussion took place about having notes added to items on the treasurer’s report if something is being reported differently (Dee Ann will have a discussion with Barbara regarding some ideas she has for making these notes). Discussion also took place about trying to solve these problems before the board meeting. The board was encouraged to review these documents prior to the board meeting. In order to correct this report the following needs to be corrected/clarified: $104 expense for Focus printing, $250 donation put into the correct category, $171 difference, $0.22 interest income which should be into savings instead of checking, the Stripe account shows $1.00 for first quarter and $0.50 for the second quarter (what is total?). There was a question about what the Stripe is. Bill S. shared that it is the application we were using to process credit cards. The organization has now switched to PayPal so we should no longer see the Stripe charges. Motion will be tabled. The report will be corrected and then emailed to the board for approval before the October or November meeting. Rich will release a new corrected form to be voted on by email by the first week of September.

No motions were passed on the treasurer’s report.

# Old Business

1. Action items—approval 2017 annual report, approval 1st quarter treasurer’s report
	1. The board approved the finance committee report during the May board meeting. A copy of this report was sent out via email as a reminder of what was approved. The 2017 annual treasurer’s report has not yet been approved. Barbara asks for a motion to approve the 2017 annual treasurer’s report. Don states that it cannot be approved because we have not received a corrected copy of the report. The correction should have been a $50 discrepancy in the Hilliard Lyons account. Barbara asks if that was the only problem with the report. Barbara asked what the discussion regarding the discrepancy was. Kari shared from the notes from the last meeting that the discrepancy could be a difference in when Rich called for the end of the year amount verses the actual end of the year amounts. Lynn suggests that this be an item the executive committee works on together. Barbara shared that the finance committee report states that the $50 discrepancy was not significant for money the report covered, nearly $70,000. Barbara asked if there was any further discussion regarding the report. Dee Ann made a motion to approve the 2017 annual treasurer’s report even with the $50 discrepancy. Lynn seconded the motion. Barbara asked if the board would allow Rhett, who was on the finance committee, to share. The board agreed. Rhett asks how much time would be spent tracking down the $50 discrepancy if Rich had made and error. Rhett also asks to consider the expense of an audit. Don comments that if there is a difference in what was reported versus what was there then how to we come up with a balance for the next year’s report. Don feels like the executive committee should review and correct the report. Barbara reviewed the motion to approve the 2017 annual treasurer’s report recognizing the $50 discrepancy as not significant according to the finance committee. All were in favor. None opposed. The motion passed.
	2. Next action item is the first quarter 2019 treasurer’s report. There was no action taken on this report during the May meeting. Barbara asked for discussion regarding having report approved. Rita made a motion to approve the first quarter treasurer report for 2019. Dee Ann seconded the motion. Barbara asks if there is any discussion. Don shared that his concerns regarding this report were from deposits made to the endowment accounts. There was no note as to where the money was taken from and which account it was deposited to. Cindy states that a corrected report was not sent out. Barbara said the numbers on the report were correct, but the description of transactions was missing. Kari shared that the minutes read that the accounts be listed where the money was taken from and beginning balances be listed on the report. Dee Ann states that she feels the treasurer needs to make notes on these transactions but that the report should be approved with the advisement that the treasurer include these notes on future reports. Barbara shared that we will have a new treasurer soon and getting the details of reporting will be crucial. Dee Ann asked if there was an audit committee. Barbara said the constitution states there is an audit committee which will contain no board members. This audit committee will be appointed to audit the finances before the transfer of the treasurer position. Barbara reviewed the motion made to approve the first quarter treasurer report for 2019. All were in favor. None opposed. The motion passed.
2. Next action item is reimbursement for the driver taking members to meet with support groups. During a previous meeting we agreed that a certain amount of interest from the endowment would be used to reimburse drivers for driving to support groups. It was not determined how to do this. Barbara’s suggestion is to reimburse based on mileage at the state rate. Lynn stated that we also discussed that we had decided to wait on this until we had an approved budget. Don states that the budget was approved that allocated money for this expense. The state rate is currently 44 cents per mile. Barbara asked if there were any additional questions or concerns. Don asked how many miles have been accumulated. Cindy shares that they have been to Brazil and to Terre Haute on two separate days which totals 375 miles to date. Cindy states that she does not need 44 cents per mile. A discussion took place as to what the state rate is and the rate that can be taken off on taxes as volunteer miles. Discussion took place as to the rate we will use to reimburse the driver. Cindy suggested making the rate 25 cents per mile. Bill F. made a motion to reimburse the driver 25 cents per mile for trips to visit support groups. John seconded. All were in favor. None opposed. The motion passed.
3. Next steps on absentee voting – Barbara shared a contact with Dee Ann regarding this item. Dee Ann feels like if we went this route, we would be limiting ourselves. Dee Ann would like to see an Indiana perspective on this matter. Dee Ann states that a meeting needs to be held with the secretary of state and the election board. She has that contact information. Dee Ann would like to form a committee to meet and push forth accessible absentee voting in Indiana. Barbara asks if anyone would be willing to join that committee. John and Don will be a part of this committee. Dee Ann shared that the Indiana election committee meets monthly at the statehouse. There is a time during those meeting for public comments. We could ask to be put on the agenda for one of those meetings. Dolly asks what we are asking for with this resolution. Dee Ann shares that we are looking for absentee voting to be accessible so people with a visual impairment can vote completely independently. Dee Ann would like to have a committee call to gain a consensus before meeting with the secretary of state and election committee with recommendations. Rita is willing to represent the deaf-blind committee. A committee call will be arranged within the next 60 days. This is great timing because elections are coming up and the state has also received $7 million dollars for accessible voting equipment. Don shares that our two challenges are how to allow someone to vote absentee completely independently and how to change state statute.
4. Insurance Report – Don sent out a report detailing the information he has gathered so far (see attached report). Don pointed out that there was a mistake in his statement, and it should have said “at this time he recommends no action be taken on bond, officer and board insurance.” The quote he had shared previously was $317, which was like what the Circle City chapter has. Don has not heard back on a more specific quote more specific to the state chapter. He shared 175 people would be around $733. He recommends we hold off on deciding until we have more information. Barbara agrees on tabling this issue until we have more specific premium rate information.

New Business

1. Fundraising session attended at ACB convention – Barbara shared about a fundraising session she attended at the national convention. Don was a panelist during this session. Each panelist shared about fundraising ideas. Barbara came away from the session with two things. We are doing one of the best things with our letter writing campaign. Barbara encourages everyone to share at least 2 names with Don. The other thing we can do is MMS. Barbara said there are four people on our list who donates. She in encouraging each board member to donate $10 per month. Don shared that if a member cannot do $10 per month, there is always the walk team to donate to. Half of what is donated for the walk comes back to the state organization.
2. Discussion:  ACBI Purpose, activity, fundraising, sustainability, a pyramid look - Barbara does not have time to share about the pyramid. She shares that basically this is our purpose of the organization is the pinnacle of the pyramid, below that is our activities, below that is our fundraisers and below that is our sustainability. She shares that if any one piece of the pyramid is taken out, the pyramid starts to fall. The activities we do in our organization should point to our purpose, the fundraising supports our activities and the sustainability is the foundation of the pyramid. Everything should point to our purpose. Barbara asks board members to share what they think our purpose is. Some answers were to improve the lives of the visually impaired people in Indiana, advocate, educate, awareness, personal growth and social/support networks. Barbara asks what activities support our purpose. Answers were convention, local chapters and newsletter. Our biggest activity as of now is convention. Discussion was had about setting up a separate fund for convention. A fund would be used to help secure hotels and sign contracts. Some “seed” money could be used to start a fund and then donations could be accepted to grow the fund. Don stated that we should work on getting sponsors to help fund the convention. A discussion took place as to whether a separate fund would be necessary or not. Due to time constraints, this discussion will be continued at a later date.

# Chapter Updates and Other Announcements

1. Update on Dobson, letters to go out soon with new letterhead – Barbara shared that these letters are almost ready to go out on a new letterhead that Kari has designed. Kari described the letterhead to the board members. Kari will e-mail the letterhead template to the board.
2. Convention Update – Kari shared that the Indiana/Ohio Joint convention is at the Crowne Plaza Hotel in Columbus, Ohio on November 15-17. The room rate is $104 per night. She is not sure of additional taxes and fees. She shared that she has a convention planning committee call on Monday and will have more information after that call. The outing this year is to the Ohio Statehouse. The statehouse has a large tactile map of the state on the floor of the rotunda. The theme this year is breaking down barriers. Kari shared a few of the session details with the board. Rita asked for information about convention be sent to her to include in the newsletter. Don shared that he is willing to bring brochures relevant to the Indiana STABLE accounts.
3. Disability Roundtable ACBI representative – Item was not addressed due to time constraints
4. DKM brief report – Item was not addressed due to time constraints.
5. Work collaborative project, brief report - Item was not addressed due to time constraints
6. Vision Expo—materials to distribute, new ACBI brochures and business cards, other handouts, and idea for collecting names and contact information – Barbara, Rhett, Rita and Cindy have worked on a brochure for the organization. The brochure has been reformatted to be consistent with the website and letterhead. We also have new business cards with the name of the organization, website and phone number. Barbara is willing to donate a gift card for the vision expo so that people will enter the drawing and give their contact information. That contact information could be used to follow up and share about our organization.
7. Nominating committee appointed.
8. Auction items – Lynn shared we need to figure out how many items per state will be put into the auction. Lynn asks that if anyone has items, they are donating to let her know along with a description of the item. Several board members shared ideas of items they are planning to donate to the auction. Lynn said in about 4-6 weeks she will send a reminder out about getting her the auction item information.
9. Items for goodie bags – Kari asked the group to let her know what they are bringing for goodie bags so she can share that information with Ohio.
10. Chapter reports - Circle City, SCAVI, Heartland - Item was not addressed due to time constraints
11. Next meeting – Barbara asks if we want our next meeting to be an October conference call or at convention in November. The board would like an October board call to complete unfinished business before convention. Dee Ann made a motion for an October conference call. John seconded the motion. All were in favor. None opposed. The motion passed. Barbara will send out and email with information on the October meeting.

# Announcements

Don had two announcements that word was just received from the national office that the Medicare Low Vision Demonstration has been introduced to Congress. Secondly, there was a notice from Envision that all Wal-Mart and Sam’s Club locations will offer Script Talk at no charge.

# Adjourn

Dee Ann made a motion to the adjourn the meeting. John seconded the motion. All were in favor. None opposed. The meeting was adjourned at 12:07 p.m.

Respectfully Submitted,

Kari Goodman

Secretary

ACBI Insurance Information

This is the Insurance coverage that the Circle City Chapter has with coverage of up to 75 members.

Limits of Insurance

General Aggregate Limit – Premises/Operations $2,000,000.00

Products – Completed Operations Aggregate Limit $2,000,000.00

Each Occurrence Limit $1,000,000.00

Personal and Advertising Injury Limit $1,000,000.00

Medical Expense Limit, any one person $5,000.00

Damage to Premises you Rent Limit $100.000.00

Total yearly cost $262.00

The state chapter premium could be a little more based on the increased number of members.

Directors and Officers Insurance

This would require another policy and I do not have a projected cost.

Bond Insurance

If an organization purchases bond insurance to cover their financial assets and an officer or board member takes some of the financial assets, the insurance company will not pursue the incident unless the organization files charges against the individual(s) and takes the case to court. The premium is based on the dollar amount of coverage that is purchased.

August 1, 2019

The above information relates to a liability policy the Circle City Chapter has with Hastings Mutual Insurance Company. The chapter has had liability for many years. If the state chapter were to buy the same coverage, as a new customer the annual premium would be $317.00. At this time, I would recommend that the state chapter purchase liability insurance with Hastings Mutual Insurance Company. If the premium turns out to be a little higher the board would be notified about the new premium prior to final purchase.

At this time, I recommend to action on the 2 other types of insurance policies.

Don Koors, August 1, 2019