**ACBI Board Minutes**

**April 25, 2020**

# Welcome and Roll Call

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

# Secretary’s Report

Barbara asked if there were any questions about the minutes from the last meeting. Dolly made a motion to approve the minutes, John seconded. All were in favor. None opposed. The motion passed.

# Treasurer’s Report

See attached Treasurer’s Report for 1st Quarter 2020.

Barbara asked if there were any questions or comments regarding the treasurer’s report. Don wanted clarification on where the $111 shown under convention fund came from. Cindy said it was donations for the convention fund. Don wanted to know if it was specifically donated for the convention fund and Cindy said it was donations made with the specification it goes to the convention fund. Don said we made an investment on the endowment fund. He wants to know the amount, accrued interest, investment price and rate of interest. Cindy will provide that information to Don when she gets the details. Don also wonders why the interest on the savings account is so low. He recommends moving $5000 out of the savings into the endowment account in order to get a higher interest rate. Don makes a motion to move $5000 from the savings account into the endowment account to invest it. Barbara said we can do that, but we should speak to our advisor at Baird before making this move. Barbara asks if there is any discussion. Gerry seconds this motion. Barbara asked if there was any further discussion. Lynn wants to know what the difference would be and if it is even worth moving the money. Don said in the savings account it would be 92 cents for the year and at the least $50 in the endowment fund. Lynn wants to know if there is a fee for moving the money. Don said there was not. Lynn does not see a problem moving the money if we can get it back if something happens. Rita has no problem transferring the money over, but she is concerned with the turbulent stock market because of the virus. Barbara asked if there was any other discussion. The motion is to transfer $5000 from the savings account into the endowment fund in order to earn more interest on the money. Don made the motion and Gerry seconded the motion. All were in favor. None were opposed. The motion was approved. Cindy will move the money. Rita makes a motion to approve the treasurer’s report for the first quarter. Regina seconded the motion. Barbara asked if there was any further discussion. Dolly said it was extremely easy for her to read with the screen reader. Lynn agrees. All were in favor. None were opposed. The motion passed.

# Old Business

1. Audit Committee Report – this item is tabled until we have a face-to-face meeting in August.
2. Advocacy awareness, voting - This came up because we are moving to an all-mail vote. Clark sent out an email to congress regarding accessible voting with the CARES act. ACBI signed that letter, we also asked for an opportunity to make comments to the Indiana Election Commission based on the resolution we passed at our 2018 state convention. Our advocacy committee met and sent a packet of information to the election board. Barbara also sent that packet via email to the board. Dee made comments on behalf of ACBI. Dee had three meetings with the Indiana Election Commission. They are wanting to meet with us to see what additional steps can be made to make us feel comfortable voting by mail. Dee sent information to the ACBI discussion list about how New York has a lawsuit because of the inaccessible vote by mail. There are other states that have lawsuits in progress and other legislation being proposed for voting electronically. We would be doing this under the guidance of the military and overseas act which gives the option of emailing or faxing the completed ballot in. Other states are being done through a portal. There are states doing it electronically and we are watching that very closely. Don has comments: it is not a lawsuit from New York but a complaint. When he listened to Paul Edwards call last week, Claire was on the call along with Jim Crock. Their feeling is that if in-person or by absentee ballot, as per ADA and HAVA, all states have a requirement to make accessible voting by absentee ballot. The only state mentioned in the call that does not require their own technology is Oregon. In Oregon, the poll workers bring the technology to the people’s house so they person does not have to have their own technology to vote. Barbara brought this up when she spoke to Jim Dixon, so we do not leave out a group of people because of a lack of technology. Barbara asked if there were any other questions or comments. Barbara said if board members are interested in this subject to reach out and they can give you more information. She encourages us to be a part of the Indiana list. Don has one other comment, it is especially important that we establish coalitions and not just ACBI. Dee said we are networking with other people and organizations to help form a coalition.
3. Dobson Scholarship - Rita said a few months ago she contacted the colleges and universities where we sent to letter and application for the Dobson Scholarship to see if they received it. Some said they did not know anything about it. Rita said that since the letter was sent the contact person may had changed. One person she contacted was impressed with our website. The University of Massachusetts said they rarely have anyone from Indiana in their program. If this continues that no one qualifies under our criteria, we may need to look at broadening our criteria so it might not have to be an Indiana resident. The fund has been there about fourteen and fifteen years with no movement. The fund is not growing much in interest. Barbara said we could reinvest it to make it continue to grow and be an ongoing scholarship. We are reaching out to colleges to let them know this is available. Rita shared that five schools know about this scholarship opportunity. Deanna wanted to let us know that a student interviewed her a few weeks ago from Northern Illinois University and Deanna told her about the scholarship. Deanna said this student is receiving a bachelor’s degree in vision rehab.
4. ACBI/ACBO Convention 2020 – Kari gave an update about convention. Barbara asked if there were any questions or comments. Don wants to know what our financial commitment is for Ron Brooks. Ron is covering his own airfare. Barbara chairs the transportation and mobility committee in Bloomington. Ron will be doing a session for Bloomington so they will help with his expenses. We will split the cost. Projected cost is three nights and the convention registration fee. Bloomington will be giving between $200-$300 which is most likely more than half the total cost. Don also shared that ISBVI has a person on staff who oversees 3d printing. Don also shared that Bosma has a therapist on staff that is doing call-in sessions during this time. Her name is Michelle Schafer. Kari shared that Bosma has many opportunities to call in for sessions to stay connected. Barbara shared that ACB also has a lot of community chats through ACB.
5. Insurance - Vicky is researching some other insurance contacts. The committee is investigating general liability and event coverage for just the event. The committee is also looking at a couple other sources. Angie Turner from Bedford got back with an event quote, but it was around $1000 which is out of the question. Vicky has not heard any more from the two companies she had reached out to.
6. Remote chapter, and upcoming event – Our remote chapter planning committee is Dawnetta, Erin Linsen, Vicky Western, John Huffman, Rita, and Barbara. So far, we have worked through email discussion. Dawnetta and Erin are checking into the price and accessibility of Uber conference something which is approximately $20 a month. She is going to check how accessible it is if a totally blind person oversaw setting up the calls. Erin has used Zoom and has a Zoom account. It is less than the Uber program. Zoom could be half price for non-profit, this is through tech soup. Bill said he has two Zoom accounts and Ted has one we can all use if needed. Dolly asked about the security of Zoom. Ted said Zoom has changed their default settings to be more secure. Bill said Zoom sets the standard for accessibility for screen readers and Zoom. Rita shared that once the committee figures out which system will be best, the committee will work with our current membership list to see who is not a current chapter member is and would be interested in starting a chapter. Then they work on by-laws and a name. Don emailed Barbara about another state with a remote chapter so Barbara will share that with Rita.

# New Business

1. ACBI organization matters
2. Procedures, organization’s/officer’s handbook - Barbara was on a president’s call where they were talking about procedures and handbooks. Currently, we do not have anything to help new officers coming in to guide how and when we do things. Barbara has reached out to John to create a handbook. She is asking if anyone is interested in helping with this task. We do have a handbook template produced by ACB. Barbara asked if there were any questions or comments. Rita feels like the current officers would be involved in the handbook creating process. Barbara has asked current officers to share what they would like to have known or let others know about your position. Barbara will also reach out to past officers.
3. Portfolio - When Cindy and Barbara met with the Baird advisor, he mentioned creating a portfolio for potential donors. This portfolio would state who we are, what we do and how we spend our money. He felt like this would raise our donations. We are going to try to create this. Barbara asked if there were any questions or comments. Don said whoever is involved would want to talk to Tony Stevens at the national office because that is his job. Don suggested putting it on our website. Ted would be happy to help put something together for the handbook. Ted also has had experience putting together a business plan, so he has skills in that area too.
4. Kari has created a drop box where we can put important documents. This will be a benefit to those who comes behind us. Barbara asks that if anyone has anything important to please share so we can add it to the drop box. Dolly asks if more than one person has access to the drop box. Barbara said yes
5. Membership outreach – We need volunteers to make phone calls. We tried to clean up membership list. We have 101 certified members. We have about 90 others that we would like to reach out to and call them. This is a good time to reach out with all that is going on. ACBI is just reaching out to members and past members and tell them their membership is important to us. Deanna is willing to make some calls. Barbara would provide some talking points and some points of contact. Barbara can send an email out with info and pointers. Dee Ann said other point to shares: ACB national convention will be broadcast over ACB Radio and the cost is down and share about the community chats happening. Rita was thinking maybe we should send out due reminders to members. Dolly also said we need to let them know the advantage and benefit of joining ACBI. Gerry said when Don was treasurer, he sent out a reminder letter every year for dues. Don said when he became treasurer, he had local chapters give names of who had paid dues by March 1. He mailed a personal letter and form to fill out. Don passed that information on.

# Announcements

1. Next meeting, reschedule, Aug. 1st – Our next scheduled meeting conflicts with the 30th anniversary ADA celebration. Barbara says if you know of any events happening for the ADA celebration please participate. Barbara asked if anyone knew of anything going on in their own area to celebrate the 30th anniversary of the ADA. Barbara would like to move our next meeting from July 25 to August 1. Dolly may have a conflict, but she will check. There were no objections so we will schedule our next meeting for August 1. Barbara would like to have a face-to-face. If we can have a face-to-face, possibly a speaker from VIPS and have an extended meeting to talk about our 50th anniversary. We will try to have our meeting in Bloomington at the convention hotel.
2. Other announcements and Chapter updates
3. Don asked if we were going to give a gift card for ACB national auction because it is in the budget. Barbara said yes, we are. Don also asked about the Brenda Dillon memorial walk. Barbara said it will be virtual and we can try to get donations. She asked if there were any other ideas. Don will send Barbara an email about the walk.
4. Ted shared that the Heartland Chapter has reorganized their website. He has added some resources for dealing with the pandemic while being blind. The chapter also have new officers.
5. Regina shared that SCAVI had a show and tell at their last meeting, and at the meeting before that the Lawrence County Clerk brought an accessible voting machine.
6. Dee shared that this is a big year with anniversaries of the ADA, vocational rehab, and Library of Congress. Barbara suggests maybe putting out a press release from ACBI. Ted encourages people to contact their local public radio station to put together a PSA. Barbara suggests writing an editorial to your local paper.
7. Deanna asked if anyone has had any trouble getting groceries. Several people shared they have had trouble with this. Barbara shared that Michael Lauf can do a demo on doing grocery and restaurant delivery services through Zoom. Barbara asked if we would be interested in a session on all the services available for food and restaurant delivery? The consensus was that we would be extremely interested in the demo.

Don made a motion to adjourn the meeting. Gerry seconded the motion. All were in favor. None were opposed. The motion passed and the meeting adjourned at 12:07 p.m.

Respectfully Submitted,

Kari Goodman

Secretary

**Action Items**

* Cindy will provide Don the information he requested on the investment made to the endowment fund including: the amount, accrued interest, investment price and rate of interest.
* Cindy will move $5000 from the savings account into the endowment account.
* Barbara and Rita will reach out with the state Don shared that has a remote chapter.
* Anyone who has documents important to our organization, please send them to Kari to add to the drop box.
* Barbara will send out talking points for reaching out to past and inactive members.
* Don will send Barbara an email regarding the Brenda Dillon memorial walk.