

CCLVI Board Call 11/5/13

Roll Call

The roll was called. Those present were Jim Jirak, Dan Smith, Donna Pomerantz, Lindsey Tilden, Richard Rueda, Grady Ebert, Bianca Knight, Allen Casey, Charlie Glaser, Kathy Farina, Annette Carter, and Mike Keithley. Not present were Mike Godino, Michael Byington, Melody Banks, and Fred Scheigert.

Also present were Bill Takeshita, Mike Gravitt, Tom Lealos, Bernice Kandarian, and Cathy Schmidt Whitaker.

Approval of Minutes

The minutes were sent out one week prior to the meeting. Corrections were made to the eCommunications report. Minutes were approved as corrected.

Public Comment

Tom Lealos expressed a concern. He sent \$240 to Mike Godino on 10/5/13 and as of yet has not received confirmation of receipt. Mike confirmed on finance committee meeting that he has checks to deposit. Kathy Farina will be put on the CCLVI accounts this weekend.

Treasurer's Report

Opening Balance \$133,821

Closing Balance: \$134,431

Revenue and expenses:

Checking \$45677

- Increase \$671 dues, donations, interest, book**

- Decrease \$156 operations
- Program Fund \$27,218
 - Increase no change I have not received the statement
- CDs \$61,455
 - Increase \$82.29 interest
- Savings \$5.00
 - No change

The above reflects an increase of \$597 for the month.

Treasurer's report was accepted.

Committee Reports

Membership – Kathy Farina

Kathy has been working on entering data into national database. She has received lists from CCCLV and FCCLV, but not from DVCCLV, NCCLV, or MCCLV. Kathy had difficulty reading list from Florida. About 15 Vision Access's have been returned as "undeliverable". Kathy is working on checking into those. She talked to printer, and they are using a list they have had for a long time. Also, some of the labels cut off city state.

Kathy added a field on the database for CCLVI Life Member and Vision Access format. Those fields did not show up when exported to excel. Kathy has called Sharon to inquire why Jim will follow up that Kathy is on the tech support list serve for the national database.

Kathy would like information received by Jan 31 so she can have everything entered by March 15.

Kathy asked about organizations who receive the publication. Some organizations say they will take the publication if it is free, but not at cost.. CCLVI does not send Vision Accesses to non dues payers.

Jim will follow up in the next week with the chapter presidents who have not responded.

Kathy clarified the purpose of the national database as a means of maintaining who is a member up to date with dues.

Scholarship – Mike Gravitt and Cathy Schmidt Whitaker

Scheigert: The committee is going to a paperless format, where documents are uploaded or emailed. People will submit unofficial transcript initially. To be awarded scholarship the winners will have to submit an official transcript. This would save the applicant money.

The committee is also looking into changing the eye report requirement to only requiring some verification of low vision. Then, the winners would submit the current eye report form. This may also save them money. The Genensky committee is also looking into changing their eye report requirement.

These changes may increase the number of applications. It is also easier on the committees to not receive handwritten material. Submitting

documents electronically is a current trend in education and scholarships.

It was discussed that winners would be required to submit the official documents within 30 days of notification.

A motion was made to accept the report as stated. Motion passed, one opposed.

The Genensky committee had a September deadline and selected recipients in October.. They held phone interviews with the applicants with the vendors present. Five vendors, participated this year: Freedom Scientific, HIMS, Humanware, Enhanced Vision, and Optelec. Eight individuals were awarded with devices.

Mike no longer needs the P.O. Box. He will be closing it this month. Documents from winners will be sent directly to Mike.

Currently winners are required to attend the ACBS scholarship dinner and the ACB banquet. Mike would like to also require attendance at the ACBS/RSVA luncheon. Winners would pay for the luncheon and be reimbursed. A motion was made to approve this requirement. Motion passed.

A question raised about funding for scholarship expenses. It is funded separately from CCLVI's budget.

A motion was made to approve funding from the Scheigert fund for winners to attend the convention

for 8 days, 7 nights in order to encourage organization participation. Motion passed.

eCommunications - Annette

Annette is working on lots of improvements. Kathy Farian and Annette worked together on updating the membership form for Members at Large. WChapter contact information will be included so they can be contacted directly. The hope to have chapter applications available in the future.

The scholarship site is in Drupal. It will be tested before it goes live. There will be a function to upload unofficial transcripts and eye reports. When the rest of the website is in Drupal, it will have the interactive form.

Annette is also working with Mike Keithley to get Vision Access up on the site.

Budget Proposal – Charlie Glaser

<u>Revenue</u>	Budget
Dues	2000
MMS Program	1400
Donations	500
Book	500
Life Membership	600
Pay pal	1000
Interest	
Checking	250
Savings	
Intrest CDs	1000
Program	1000

Fund >3%

ACB Convention	1500
Book	1000
Total revnue	10750

Exspences

Dues

ACB 1000

communication

Sprint 500

Pay pal 300

Vision Access

**Huston Nat. Pri.
Co. VA 4000**

corprate filing 80

committees

drug lables

Book 250

Scholarship Expenses

convention

Convention costs 1500

Copnmvention

door prize ACB 200

Convention

Program Article 50

Food 1000

Total Expense **8880**

Total surplus or (-) deficit		1870
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Scholarship Revenue

Scholarship

Scheigert Fund **25000**

Scholarship Expenses

**Scholarship
committee** **250**
PO Box **50**
Tiffany Swiod **3000**
Travel **800**
Room **300**
per diem/events **400**
Bionica lknight **3000**
Travel **800**
Room **300**
per diem/events **400**
Boes **3000**
Travel **800**
Room **300**
per diem/events **400**

Total Scharship **13800**

Surplus/Deficit	11200
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This is a budget for 3 quarters. Next year we will be able to better plan.

Questions:

Were convention expenses as sent by Janet Dickelman considered? Yes

Is there room for adding projector screens or computers at convention? It will depend on who the presenters are. There is some room some room

The extra expenses covered in the motion from the scholarship committee report need to be added. A motion was made to refer the scholarship budget back to the finance committee to be made inclusive of the board approved scholarship reimbursement items. Motion passed.

Mike Gravitt asked to add parking expenses to the board-approved scholarship reimbursement list as long as the total cost between driving and parking does not exceed the cost of flying. A motion was made to add parking expenses to the board approved reimbursement list. Motion passed. Mike presented that it would be beneficial to obtain the means to pay for travel accommodations for winners rather than asking them to pay out of pocket and be reimbursed. He would like the board to consider getting a CCLVI credit card. This will be discussed at a later time.

Book Committee Proposal

Annette reviewed the original price structure proposed by the book committee. The Book Committee made the following recommendations

- 1. Recommendation #1: CCLVI provide Insights into Low Vision for a suggested minimum donation of \$20.00 which will cover our shipping and handling**

for any who do not qualify for Free Matter; rather than paying a set fee of \$14.95 for the book that would require much management for taxes both in charging and paying.

a. Authors and sponsors have been mailed their complimentary books.

b. Board already approved that

i. Life Members are entitled to one complimentary book and

ii. Members in good standing are entitled to one book for \$5.

2. Recommendation #2: Treasurer work closely with the Book Committee and Membership Committee on funds for the book, letting the book committee and membership committee know immediately when funds for the book are received.

a. Three Committees need to work together, membership, finance and book. It has been ruled that books requiring payment need to receive the payment before the books are mailed, and that we need to keep track of which members have been given their book. i.e.

b. Life Members are entitled to only one free book, and members are entitled to only one book at \$5:

c. Since

- i. The book committee receives no money for the books, but is asked to send out the book, and
- ii. there is a difference in what a member and Life Member are entitled to;

the book committee needs to know if the person they are asked to send a book to is a member or life member, and that they have paid.

- d. So the book committee needs to know immediately from the Treasurer when funds are received for a book so they can mark that on its list and then mail the book and be careful not to send duplicates at \$5. or free. Book committee member Annette Carter has 5 cases of books equaling 119 at this point at her home, and is asked to mail the books, but the funds go to the treasurer, as they should.

A suggestion that the language be changed to say that current members can receive the book for a donation of \$5, including shipping & Handling.

There was confusion about whether new members receive the book for free, or will be asked for a \$5 donation on top of their membership dues. The book is free to a new member.

A motion was made to adopt the first recommendation from the proposal effective immediately. Motion passed.

A motion was made to pass recommendation 2 of the proposal. It was mentioned that this could complicate communication. However, it is vital to have this communication for bookkeeping sake. Annette does not need to have books housed at her house. Jim will follow up and let Annette know where to ship the books.

- 1. Website Proposal PayPal for website to receive funds for book, memberships, donations, etc. Need to open a separate CCLVI account to receive all things going through the website**
 - a. Recommendation #1: CCLVI Treasurer to open a separate CCLVI account for website use accessible by CCLVI webmaster for deposits only**
 - i. Webmaster to set up a PayPal account using the new account designated for website**
 - ii. Webmaster will need the information and access to the new account just for doing the website setup. Only incoming funds will be made through the website; no payments or withdrawals.**
 - 1. Webmaster will have the website form submissions automatically and immediately email the treasurer the deposit amount, name, address and any other pertinent information that he**

would need.

2. Webmaster will have the website form submissions (whether for book, other donations, or membership) automatically and immediately email other appropriate committee heads, i.e. membership committee, chapter chair, book committee any other information that is appropriate to them. It will be sent in a way that private account information is not distributed to the committees that don't need it.

b. Recommendation #2:

- i. Budget of \$5.00 per month (\$60/year) toward PayPal Advanced account.

Advanced PayPal

\$0 to \$3,000. 2.9% + \$0.30. per transaction plus \$5.monthly fee. (\$60/year)

Examples:

For \$20.00: 2.9% (\$.58 cents) + \$.30 cents = 88 cents

For \$5.00: 2.9% (\$.145 cents) + \$.30 cents = 44.5 cents

A motion was made that the treasurer be directed to open a CCLVI account to receive deposits tied to the funds that come in through the website. Motion passed with one abstention

Annette would have access to set up the PayPal account, but not to sign for the account.

A motion was made for the webmaster to set up a PayPal account using the new account designated for the website. Motion passed. Motion passed following a roll call vote. The ay votes included Donna Pomerantz, Lindsey Tilden, Richard Rueda, Grady Ebert, and Bianca Knight. Dan Smith, Leslie Spoone, Charlie Claser, and Kathy Farina abstained.

Next Meeting

The next meeting will be held following the next finance committee meeting. Jim will send out a doodle survey to determine the date.