



Council of Citizens with Low Vision International Meeting Minutes and Treasurers Reports

**SEPTEMBER 28, 2016
BY TELECONFERENCE
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Meeting called to order at 8:32 ET by president Leslie Spoone.

Present: Leslie Spoone, Kathy Farina, Richard Rueda, Robert Spangler, Linda Allison, Charlie Glaser, Sarita Kimble, Fred Scheigert, Zelda Gebhard, Angelo Lanier, Patti Cox.

Absent (* indicates excused) : *Sara Conrad.

Guests: Jim Jirak, Ken Stewart, Christine Chaikin, Lane Waters, Donna Pomerantz.

Lane Waters - Fiscal Year: Lane suggests that things would be simpler if we were setup to use a calendar year. Budgeting would also be much easier if we were on a fiscal year. Linda and Lane talked back in August and Linda was told that we need to get everything up to date. Linda has everything up to date and with that done we need to do a board resolution and present that to the IRS. There should be no reason why the IRS would object to any changes. We need to assure that our constitution agrees with any changes we make. There are fees associated with these changes.

Linda asked a question about bonding the treasurer. The bonding process is an out of date practice and now all organizations are encouraged to have a board insurance policy. These policies cover the board should an issue arise that leads to any legal issues.

Linda move that CCLVI start the process to change our fiscal year from July 1 through June 30 to a calendar year of January 1 through December 31, beginning 2017.
Second Angelo. MC

Secretaries Report: Angelo Move to accept the minutes for August 1, 2016, second Linda MC

Treasurers Report: Sarita Move to accept the Treasurers Report. Second Angelo. MC

Guest comments:

Ken Stewart: commended the board for having open calls. need to develop and strengthen our chapters specifically the chapters presidents should have calls with the treasurer. Perhaps we could encourage development of additional chapters. Directors and officers insurance. The only people that benefit from these policies are the agencies. The board is protected by the constitution and bylaws.

Christine: she commended the ecommunications committee for their hard work and the site is easily navigated using Jaws.

Donna Pomerantz:

COMMITTEE REPORTS:

Constitution Committee - Robert: The board was informed that Penny Verity had stepped down as committee chair and that Robert was now chair. Also two members were added, Debbie Drylie and Gabriel Lopez-Kafati. The committee will meet and work on updates to the constitution and bylaws.

Convention Committee - Jim Jirak: CCLVI Convention Expenses are attached

eCommunications Committee - Robert: Several updates have been made to the site since the last meeting. We have upgraded our hosting package from an entry level to business level. The business level gives us our secure site and a dedicated IP address. Also included in the business level is a toll free number, which has been setup and has been being tested by Jim and others for quality.

With our new level of hosting we also have the ability to add domains to the account. Perhaps this would be a good way to assist our chapters in developing web sites of their own.

The web page has been upgraded and new features added. With input from several low vision users, including those using assistive technology. Several links are still waiting on final decisions by the membership on the Best Practices., and some resources that were on the old pages still have to be added.

We are using a new form design program that allows better quality form results to the committees using these forms.

Finance and Budget Committee - Linda: With the acceptance of the fiscal year change the committee will need to present a partial year budget, July through December, and then develop a budget for the year 2017 and continue annually with a budget for January 1 through December 31 annually. Linda would like to have a committee meeting during the second week of October. The committee has added Richard Rueda and Ken Steward and Bill Burgander. The proposed meeting date is October 11th or 12th.

Fundraising Committee - Kathy: the committee did meet and discussed things that went well and things that did not go so well. Discussion was also on upcoming activities. Kathy asked what the purpose of the committee was to be, in 2015 when the committee was added to the constitution and bylaws no purpose was given. Both Sarita and Kathy feel that it is not the responsibility of the fund-raising committee to bail out the convention committee. Funds raised should be used for the good of the organization and a plan should be developed to appropriate funds to such uses. Over all the committee thought the fund-raising work done during the convention was on target. Meeting will be October 13.

Legislative Committee - Sara: No report.

Membership Committee - Jim: The new membership form is on the cclvi.org website and all are encouraged to use this form and paypal when the time comes to pay dues. The committee also worked on a project to attempt to save the organization funds. 24 people were encouraged to switch to the email version.

Publications Committee - Mike: a question was raised concerning the schedule set by the membership. The current Vision Access should be out by now and in fact is not even ready for formatting. It was explained that Mike had taken on the editorial job of another newsletter and has been delayed due to many factors. It was suggested that perhaps we replace Mike as editor. Leslie will contact Mike on this issue.

Public Relations Committee - Patti: The committee has not met as of this meeting but it is hoped to have a meeting before the next CCLVI board meeting.

Scholarship Committee:

Scheigert Committee: Lindsey Tilden.

September is a quiet month for the Scheigert Scholarship. I have two brief updates. First, Brian Petraits, a former scholarship winner, has agreed to join our committee for this year. Second, I put together an article about our wonderful 2016/2017 scholarship winners for Vision Access.

Sarita questioned the access to the scholarships, is it possible for our applications to be up year round? Robert answered her question. The rules state that no applications will be accepted prior to the start date announced. As soon as the committee approves a start date the application will be active.

Jenensky Award Committee - Cathy: Robert reported that the award is ready as soon as magnifiers are available to the process. The form is in place and waiting for the start of the process.

Book Committee - Dr Bill: Those on the committee reported that the book in Spanish is waiting final formatting as the table of contents was not updated with the change over to the Spanish addition. The ISBN was discussed, CCLVI purchased 10 ISBN (International Standard Book Number) numbers in 2015, of which four have been assigned leaving us six unused. The ISBN number is printed in the book and is not something we send to those books already sold.

Lets talk low vision: the program schedule was worked on and topics added for 2017.

Old Business: Leslie will get together with Patti and Richard to work on the PSA.

New Business:

Quarterly Office Hours: January will be the first month and dates will be discussed.

800 toll free number: since our new hosting package has included the toll free number what do we want to do with this. Jim said that Linda advised him that the Sprint bill is now due which is approximately \$40 a month or about \$500 a year. The total web hosting package, including a toll free number which is approximately \$15 a month. What would we do with who answers the number. Jim explained that all we do is point the number to a land line and that person would not know what number is ringing. Should we discontinue the Sprint line? It was suggested that we offer the current CCLVI number to one of the chapters. Perhaps California would like to use it and pay the fees with it.

Offer to Chapters: With our business package we can offer our chapters some benefits that could help membership growth. We have several ways to do this, if a chapter has a domain name we can add them to our package by parking them on our account. However, the better way would be to offer them a sub domain of our cclvi.org domain. We could offer the California chapter the sub domain of <http://california.cclvi.org> and the same concept for each chapter. Robert will look into this and talk to the chapter presidents to see if they would like to participate.

Patti moved to adjourn MC

Next meeting will be October 26, 2016, 8:30 ET

Respectively Submitted
Robert Spangler
Secretary CCLVI

Treasurer's Report for September 2016

Transactions from 08/01/2016 to 08/31/2016

GENERAL

Beginning Balance: \$5,633.02

Deposits

\$307.50 + MMS

\$0.18 + interest earned this period

\$307.68 + Total deposits for August

Deductions

\$1,500.00 = Scheigert Fall semester, Tommy Woodyard

\$246.00 = Scheigert convention per diem

\$145.71 = Hostgator upgrade for website

\$40.89 = Sprint toll free line

\$144.00 = Scheigert reimbursement , travel for Sara Conrad

\$246.00 = Scheigert convention per diem

\$1,500.00 = Scheigert Fall semester for Sara Conrad

\$3,822.60 + Total Deductions for August

Ending Balance: \$2,118.10

SAVINGS

Beginning Balance: \$18,769.70

Deposits

\$1.27 = interest earned this period

Deductions

\$0.00

Ending Balance: \$18,770.97

BOOK

Beginning Balance: \$538.54

Deposits

\$0.02 = interest earned this period

No Deductions

Ending Balance: \$538.56

SCHEIGERT

Beginning Balance: \$12,291.08

Deposits

\$0.52 = interest earned this period

Deductions

\$0.00

Ending Balance: \$12,291.60

FOLEY

Beginning Balance: \$3,001.54

Deposits

\$0.12

No Deductions

Ending Balance: \$3,001.66

CDS

Beginning Balance: \$38,413.85

Deposits

\$52.23

No Deductions

Ending Balance: \$38,456.08

PROGRAM/INVESTMENT FUND

Previous Balance: \$33,943.16

Current Balance: \$33,572.68

O9 Account (temporary home for cashed out matured cds)

Opening Balance on June 19, 2015

\$12,560.72\$

Previous Balance as of March 31, 2016

\$12,585.40

Deposits on April 7, 2016

\$12,816.66 = matured cd from March 12, 2016

Current Balance as of June 30, 2016

\$25,417.35

CCLVI Convention Expenses 2016

Description	Breakdown	Total	Comments
Convention Budget		\$2,500	
Amount due CCLVI from ACB		\$1,075.80	This amount represent available remaining funds from costs spent by ACB on our behalf
Fund-raising	\$387.50 B.D.M.W. \$358. Market Place two days \$170 Gift card raffle \$155 50/50 raffle \$65 audible darts raffle	\$1,135.50	
Total income before CCLVI's expenses		\$2,211.30	

EXPENSES			
Description	Breakdown	Total	Comments
CCLVI suite:	\$129 * 13.9% * 8 nights	\$2,168.24	Our actual expense should have been \$364.48 which represents the price difference between ACB's negotiated rate and the negotiated price of the suite. However, due to board oversight, the occupant was not properly billed.
Ad for convention newsletter:	\$13.33 * 3 (rounded up to the nearest dollar)	\$40.00	This cost covers 3 days. However, the ad only ran for 1 day and wasn't noticed until the convention chair returned home.
Total:		\$2,208.24	

	MIXER		
Description	Breakdown	Total	Comments
Uber:	\$21.74 on 7/2 & \$26.54 on 7/3	\$48.28	This represents transportation expenses to Costco on the specified days
Pizza:	\$11.90 * 10	\$119.04	
Jim Jirak:		\$201.56	This represents reimbursement for beverages and paper products. The remaining paper products were given to Janet Dickelman for use by ACBM.
TOTAL:		\$368.88	

	BIOPTIC DRIVING		
Description	Breakdown	Total	Comments
Travel:		\$631.36	
Hotel:	\$89 * 13.9% * 2 nights	\$201.86	This represents 2 nights hotel stay
Super Shuttle:	\$14.26 * 2	\$28.52	This represents round trip ground transportation from MSP Int'l to hotel
Miscellaneous:		\$140.52	This represents food, airport parking in WV and baggage fees
Total:		\$1,002.26	

	GAME NIGHT PRIZES		
Description	Breakdown	Total	Comments
Center Trophy:	20 * \$8	\$160.00	This represents the cost for trophies presented to the winning team at game night. We have 4 trophies remaining
Cab fare:	\$8 round trip tip inclusive	\$16	
Total:		\$176	

	PARENTING WITH LOW VISION		
Description	Breakdown	Total	Comments
:Julie's travel:	\$125.07 * 2	\$250.14	This represents reasonable travel costs from her home in York NE to Omaha NE via mini-van to Minneapolis MN
Hotel:	\$89 * 13.9% * 2 nights	\$201.86	This represents 2 nights hotel for Julie's presentation. Julie stayed the entire week and had a booth in the exhibit hall
Total:		\$452.00	

	TOTAL		
Total gross expenses:		\$4,206.50	
Total net expenses:		\$1,995.20	
Under budget by:		\$504.80	We were only under budget because of the efforts of the fund raising committee