April 19, 2012: Penn-Del AER General Assembly Meeting Minutes
Harrisburg/Hershey Holiday Inn

Meeting called to order at 10:45 AM by Christie Peel, President.

Jerry Kitzhoffer named to serve as Parliamentarian.

ATTENDANCE
- Penn-Del AER Board Members, General Membership, and conference attendees
- Quorum established for voting members

(See Appendix 1: General Assembly PowerPoint Presentation to support all details reported below)

OFFICERS REPORTS
President, Christie Peel:
- Opened with a general welcome and introduction of the Board members

Secretary, Lynn Fox: Reviewed the minutes from April 2011’s General Assembly Meeting, highlighting last year’s nominees to the Board of Directors. Shelly Rhodes made the motion to accept the minutes as submitted, the motion was seconded by Rick Welsh; call for vote; motion approved.

Treasurer’s Report, Lynn Murphy: Reported the Chapter continues to operate with a balanced budget. The motion was made to accept the Treasurer’s Report as submitted; the motion was seconded; call for vote; motion approved.

COMMITTEE REPORTS
Nominations Committee – Brenda Egan: Introduced the 2012 Slate of Nominations to the President and General Membership by presenting the bios of each nominated Executive Officer and Director-at-Large:
Treasurer: Dr. Lynn Murphy
Secretary: Bonnie Dodson-Burk
Director-at-Large West: Debby Holzapfel and Rachelle Rectenwald
Director-at-Large Central: Kay Masci and Don Sundell

Brenda presented the 2012 Slate of Nominations to Christie Peel, Chapter President. A call for nominations from the floor was then made. Vince McVeigh made the motion to close the nomination from the floor and to accept the slate of nominations as presented. Tracy Whitehead seconded that motion. A call to vote on the entire slate as presented was made, all approved, the motion carried.
Penn-Del AER General Assembly Meeting Minutes from April 19, 2012 --- APPROVED

Bylaws and Structure Committee
Rick Welsh, Chair, presented the proposed bylaw changes highlighted with rationale statements in General Assembly PowerPoint (see appendix 1)

1. Item 1 – Article IV: Officers, Section 4 – Terms of Office: Clarification of the requirement for hiatus in office for officers

2. Item 2 - Article V: Section 2 Clarification regarding the opportunity for Directors to stand for re-election

Rick made the motion to the President, Christie Peel, to accept the approved Bylaws changes. Shelly Rhodes seconded the motion. A call to vote was made, no discussion. All approved, the motion carried.

3. Item 3 – Editorial changes to point out. Vote not required to make the changes.
   a. Article VII – Nominations and Elections, Section 2.4: The phrase “provided both” is misplaced.
   b. Section 1 of Article X – Committees: Correct Location of the descriptions of the standing committees (moved from Article XI – Parliamentary Authority).

Communications Committee
Focus on improving free means of electronic communication. Sub-committee activity highlighted on General Assembly PowerPoint – see appendix 1:
   1. Public Relations
   2. Newsletter/e-Blasts
   3. Website – Holly Russell presented the new web site.
   4. Legislation

Professional Development Committee
Sub-committee activity highlighted on General Assembly PowerPoint – see appendix 1:
   1. Spring Vision Conference
   2. Leadership
   3. Scholarship – Kiriam Peters, University of Pittsburgh
   4. District Meetings – Held four district meetings across the Chapter this past year.

Membership Committee
Committee activity highlighted on General Assembly PowerPoint – see appendix 1. Tracy Whitehead reviewed the membership benefits initiatives happening at the conference: baskets to give-away to new and current members and current AER members to get $20 for a new member referral. She also presented AER membership recognition certificates for 5, 10, 15, 20, and 25 years of continuous AER memberships.

Awards Committee
The following two awards will be presented at the Awards Banquet this evening:
   Penn-Del AER Service Award: Sandy Finkel
   ELEY Award Presented Posthumously: Harry Lasky
Christie recognized the following exiting Board members with a certificate and gift:
  Lynn Fox
  Jerry Kitzhofer
  Lori Love
  Holly Russell
  Mary Tolbert
  Tracy Whitehead

Lou Tutt, Executive Director of AER, presented highlights regarding AER International (See Appendix 2)
  Discussion included:  Introduction of the staff at the AER office
                      Report of current membership numbers/totals
                      Discussed the goals of AER: establish and maintain a balanced budget and to increase membership

Vince McVeigh made the motion to adjourn. Rick Welsh seconded the motion.

**MEETING ADJOURNED** at 11:45 am.

**Next Penn-Del AER General Assembly Meeting:** April 25, 2013 at the Eisenhower Conference Center, Gettysburg, PA.

**Next Penn-Del AER Board Meeting:** Time and location for the summer meeting:
July 16, 2012 at the Best Western Premier Central Hotel in Harrisburg from 10:00 am-3:00 pm.

Respectfully submitted:
Lynn Fox
July 10, 2012
Appendix 1

Penn-Del AER General Assembly Meeting
April 19, 2012
PowerPoint Presentation
Penn-Del AER General Assembly Meeting Minutes from April 19, 2012 --- APPROVED

---

**Agenda**

Welcome from the Chapter President
Introduction of the Board Members
Officers’ Report
Committee Updates

**Penn-Del AER Officers**

President: Christie Peel
President-Elect: Vince McVeigh
Past-President: Brenda Egan
Secretary: Lynn Fox
Treasurer: Lynn Murphy

**Directors-at-Large**

**Western District**
- John Hofmeister
- Justin Kaiser
- Holly Russell
- Dr. Richard Welsh

**Central District**
- Lori Love
- Tracy Whitehead
- Christine Snellman
- Jennifer Throop
- Elaine Welch

**Eastern District**
- Gerald Kitzhoffer
- Helene Marano
- Mark Steciw
- Stanley Swaintek

**Delaware**
- Darlene Cole
- Mary Tolbert

**Chapter Map by Districts**
Penn-Del AER General Assembly Meeting Minutes from April 19, 2012 --- APPROVED

Officer’s Reports

Secretary’s Report: Lynn Fox
  General Meeting Minutes, April 2011
  Call for a Vote

Treasurer’s Report: Lynn Murphy
  Review of the Budget

Nominations Committee

Brenda Egan, Chair
Committee Members
Lynn Fox & Rick Welsh

Slate of Nominations

Executive Officers
  Treasurer
    Lynn Murphy

Secretary
  Bonnie Dodson-Burke

Directors-at-Large
  Western District
    Debby Holzapfel
    Rachelle Rectenwald

Central District
  Kay Masci
  Don Sundell

Bylaws Committee

Rick Welsh, Chair
Committee Members
Jerry Kitzhoffer, John Hofmeister, Mark Steciw

Proposed Bylaw Changes

CHANGES OF INTENT

Item 1 – Clarification of the requirement for hiatus in office for officers
The purpose of this change is to add clarification of the requirement for hiatus in office for officers. The current language of the Bylaws would seem to prevent an officer for standing for election for the next office up the line after completing a term in the previous office. This is not a desirable limitation for the organization. The intent of the Board is to interpret the need for a hiatus as applying to a person spending more than one term in the same office only after a hiatus of two years.

Article IV: Officers, Section 4 – Terms of Office currently reads: “After a hiatus of two years, Officers shall be eligible for re-election.”

This language will be modified to add the phrase “...to the same office.” The sentence would then read: “After a hiatus of two years, Officers shall be eligible for re-election to the same office.”
Proposed Bylaw Changes

CHANGES OF INTENT
Item 2 – Clarification regarding the opportunity for Directors to stand for re-election

An additional clarification of similar language has to do with the wording related to the opportunity for Directors to stand for re-election. The intent of the Board is to interpret the need for a hiatus as applying to a Board member spending more than one term as a Director. However, it is not the intent to prevent a Director from being considered for election to an Officer’s position.

EDITORIAL CHANGES
The Bylaws Committee is empowered to make editorial changes to the Bylaws when such changes are required to clarify the established intent of the Bylaws. Accordingly, the Committee has made the following editorial changes.

The phrase “provided both” is misplaced. The corrected sentence will read: “Whenever additional nominations for any officer or director position are made from the floor, the nominating committee shall record such nominations provided both the nominator and the nominee are members in good standing…”

Article V: Section 2 – Directors currently reads: “After a hiatus of at least two (2) years they shall be eligible for re-election as Directors.”

This language will be modified to add the phrase: “...however they may be considered for election to an Officer’s position without a hiatus following a term as a Director.”

Item 1 – Article VII – Nominations and Elections
Section 2.4 currently reads “Whenever additional nominations for any officer or director position are made from the floor, the nominating committee provided both shall record such nominations the nominator and the nominee are members in good standing….”

Item 2 - Location of the descriptions of the standing committees
Currently the standing committees of the Board are listed in sections 1.1 through 1.6 of Section 1 of Article XI – Parliamentary Authority. These sections were misplaced when the Bylaws were revised in 2011. Their proper location is as subsections under Section 1 of Article X – Committees.
Communications Committee
Holly Russell, Chair
Subcommittees:
Public Relations – Justin Kaiser
NewsFlash/E-blast – Brenda Egan
Website – Christine Snellman & Holly Russell
Legislation – Mark Steciw

Public Relations
Goal:
To promote AER and the professions it encompasses through website, e-blasts, and work with other organizations
Activity:
Work collaboratively with other committees to achieve the goals of the Chapter

NewsFlash/E-Blast
Goal:
To be the primary vehicle for the flow of information to and from the membership
Activity:
E-Blast events and announcements
Contact: began@wpsbc.org

Website
Goal:
The primary goal for the Penn-Del Chapter of AER for the year ending June 30, 2012, is to improve its “virtual footprint” through an improved website, consideration of the use of Facebook, twitter, and other social media such as a wiki site to promote the purposes of the Chapter.
Contact: www.penn-delaer.org

Legislation
Goal:
To monitor and respond to current legislative activity at a state and national level
Activity:
Disseminate information to the Board and general membership (new legislation and proposals) in a timely manner
Professional Dev Committee
Vince McVeigh, Chair
Subcommittees
SVC – Vince McVeigh
Leadership – Brenda Egan
Scholarship – Lynn Fox
District Meetings – Lynn Murphy

Spring Vision Conference
Goals:
To host a quality annual conference to support on-going professional development and networking
Activity:
Call for presentations to develop and offer a variety of concurrent topics
Invite vendors to highlight current technology and services

Leadership
Goal:
Penn-Del AER will commit our time to identify and grow leaders to carry the torch for the Chapter
Activity:
Establish mentorships
Continue to identify future leaders
Provide leadership opportunities

Student Scholarship
Goal:
To oversee the student scholarship procedures to reward deserving applicants
Activity:
Announced scholarship mid-January
Merit award expanded
Will present award this evening to
Kiriam Peters, University of Pittsburgh

District Meetings
Goal:
To host effective and productive district meetings to increase contact with membership
Activity:
Four districts hosted events this year
Membership Committee
Lori Love, Chair
Committee Members:
Christine Snellman, Tracy Whitehead, Dorothe Mumford, & Jennifer Throop

Membership Recognition
Penn-Del AER Members are recognized for continuous AER membership and professional involvement
Individual certificates presented from AER International for 5, 10, 20, and 25 year membership

Awards Committee
Brenda Egan, Chair
Committee Members:
Lynn Fox, Debby Holzapfel, & Rick Welsh

Award Recipients
Penn-Del AER Service Award: Sandy Finkel
ELEY Award Presented Posthumously: Harry Lasky
AER International Update
Lou Tutt, Executive Director

Upcoming AER Events
AER International Conference 2012
Bellevue, Washington
July 18-22, 2012
Penn-Del AER Conference
Gettysburg, Pennsylvania
April 24-26, 2013

Call to Adjourn
Christie Peel

AER Outstanding Chapter Award
Awarded to
Penn/Del Chapter

In recognition of outstanding membership and service activities such as membership growth, quality programs and services offered to chapter members and effective legislative or other activity on a local or regional level having significant impact on the lives of or services for people with blindness or visual impairment.

July 22, 2012
Little Rock, Arkansas

Johns, President

Penn-Del AER