

## **April 22, 2010: Penn-Del AER General Assembly Meeting Minutes**

Harrisburg/Hershey Holiday Inn

**Approved April 28, 2011**

Meeting called to order at 11:20 am by Brenda Egan, President.

Dr. Marla Moon 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, Brenda Egan:*

- Established the agenda
- Introduced the Board Officers and the Directors-At-Large.
- Message from the President included comments regarding Brenda's six year commitment to the Board and this past year's efforts and activity. Highlights include:
  - Penn-Del AER being more than just the Spring Vision Conference
  - The Board has a presence in Pennsylvania and Delaware and this Chapter is here to represent the general membership
  - Continuation of the regional meetings, now renamed District Meetings
  - Development of a Chapter Manual to support Board members and to establish a continuity for committee activity
  - Operating a fiscally sound budget between the Board and Spring Vision Conference
    - Reduced registration rates for members, a cost covered by the Chapter
  - Submitted application to be recognized as the Chapter of the Biennium at the 2010 AER International Conference in Little Rock, Arkansas

*Secretary, Lynn Fox:* Reviewed the minutes from April 2009's General Assembly Meeting. Vince McVeigh made the motion to accept the minutes as submitted, Debby Holzapfel seconded the motion; motion approved.

*Treasurer's Report, Vince McVeigh:* Vince reported the highlights of the balanced budget. Tracy Whitehead made the motion to accept the Treasurer's Report as submitted. Jennifer Eager seconded the motion; motion approved.

### **COMMITTEE REPORTS**

*Nominations Committee – Sandy Finkel:* Presented the goals and activity of the committee and presented the Slate of Nominations to the President and General Membership.

The 2010 slate nominations include:

Officers (individually presented, individually called for vote, and individually passed):

President-Elect: Christie Peel

Secretary: Lynn Fox

Treasurer: Vince McVeigh

Directors-at-Large:

West: Justin Kaiser

Central: Christine Snellman and Elaine Welch

East: Mark Steciw

Central:

Brenda Egan opened the slate for additional nominations. Barbara Mallory nominated from the floor Darlene Cole to represent the Central Region. Vince McVeigh made the motion to accept the nomination from the floor and the slate as presented. Sister Meg Fleming seconded the motion. Brenda called for the vote to accept the slate of nominations to the General Membership. All affirmative votes. The motion carried.

*Bylaws and Structure Committee, Vince McVeigh, Chair:*

No new changes presented. Activity highlighted on General Assembly PowerPoint – see appendix 1.

*Communications Committee, Sandy, Chair:*

Focus on improving free means of electronic communication. Activity highlighted on General Assembly PowerPoint – see appendix 1.

1. Public Relations – presented slide content: goal and activity of the sub-committee
2. Newsletter/e-Blasts – highlighted slide content. Discussed approach to improve e-communication to transmit information to the general membership
3. Website – presented slide content and highlighted the web address and homepage content.
4. Legislation – Dr. Moon presented slide content, briefly discussed the laborious process that bills undergo. There are currently 22 bills related to the vision field that have had no movement.

*Professional Development Committee, Sister Meg, Chair:*

Activity highlighted on General Assembly PowerPoint – see appendix 1

1. SVC, Sister Meg, Chair: presented slide content: goal and activity of the sub-committee
2. Leadership – emphasized Board's need to look for new, up-and-coming leaders.
3. Scholarship – presented slide content: goal and activity of the sub-committee
4. District Meetings – presented slide content: goal and activity of the sub-committee

*Membership Committee: Rebecca, Chair*

1. Presented slide content: goal and activity of the committee, emphasizing the current membership drives

*Ad Hoc Awards Committee: Sister Meg, Chair:*

1. Briefly highlighted the responsibility shift for selecting recipients of the ELEY and the Service Awards from the SVC to the Penn-Del Chapter. Nominations for next year to be posted on the web site over the summer.

*AER International Update: Debby Holzapfel, District 6 Representative:*

Highlighted the mission of AER International and the key strategies currently being employed:

- Improve communications
- Ensure financial stability and a balanced budget
- Grow membership numbers significantly
- Requested volunteers from general membership to participate on working groups currently being formed:
  - ACVREP – issues regarding certification: maintaining and establishing procedures
  - Standards of competency in braille and the National Braille Literacy Test

Vince McVeigh made the motion to adjourn. Debby Holzapfel seconded the motion.

**MEETING ADJOURNED** at 12:15.

**Next meeting:** General Assembly Meeting at the 2010 Penn-Del AER Spring Vision Conference. Time and location to be announced.

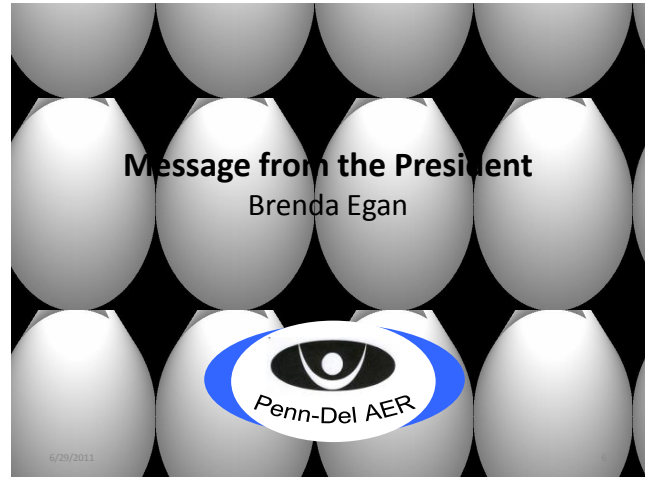
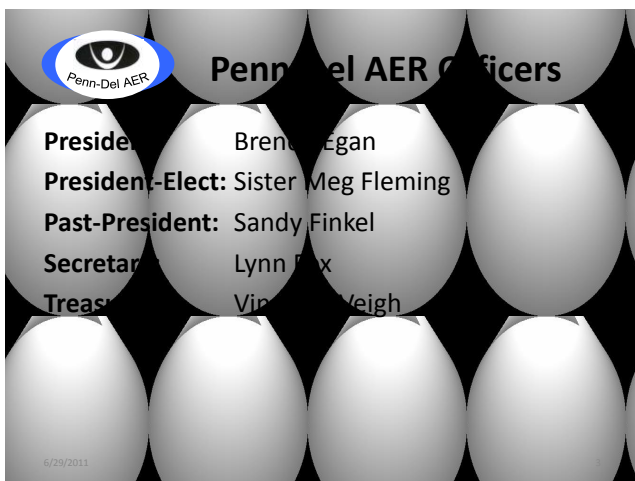
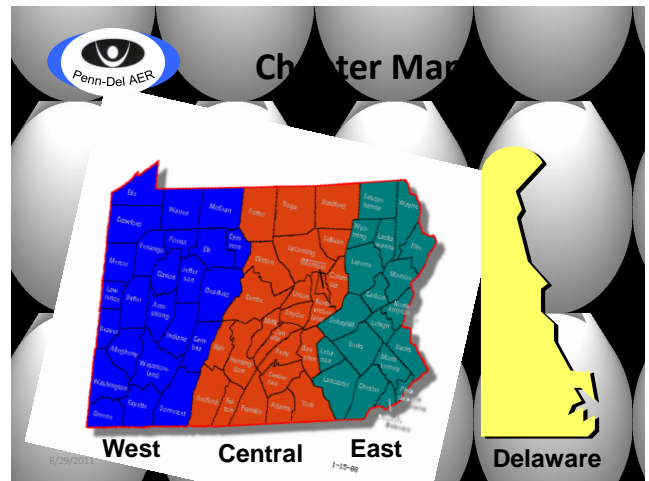
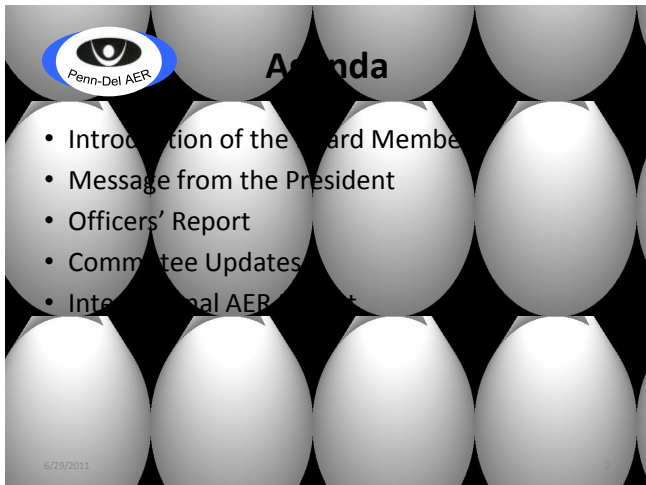
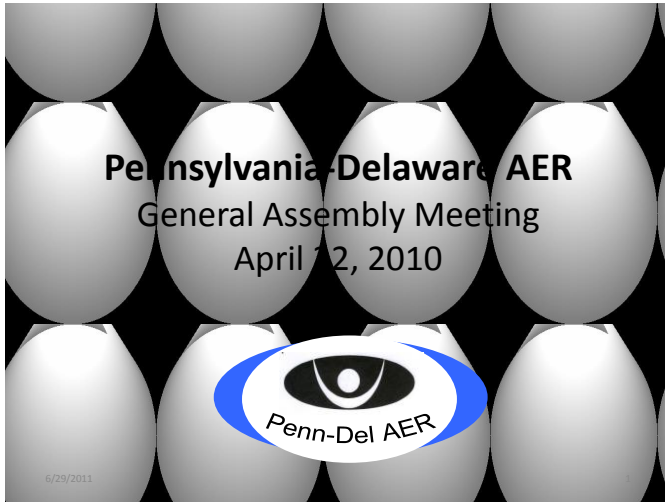
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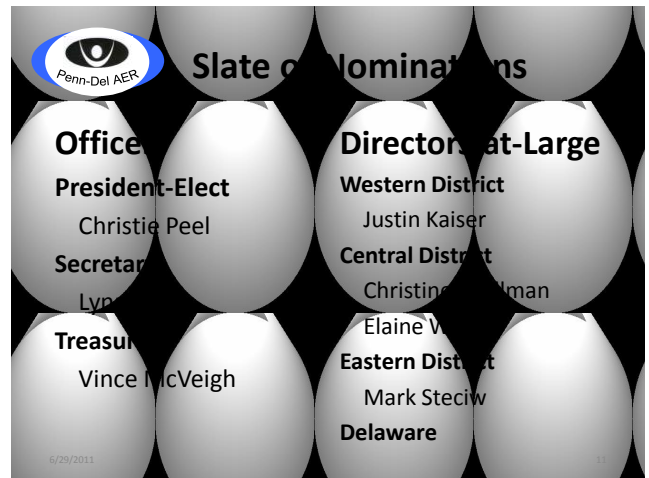
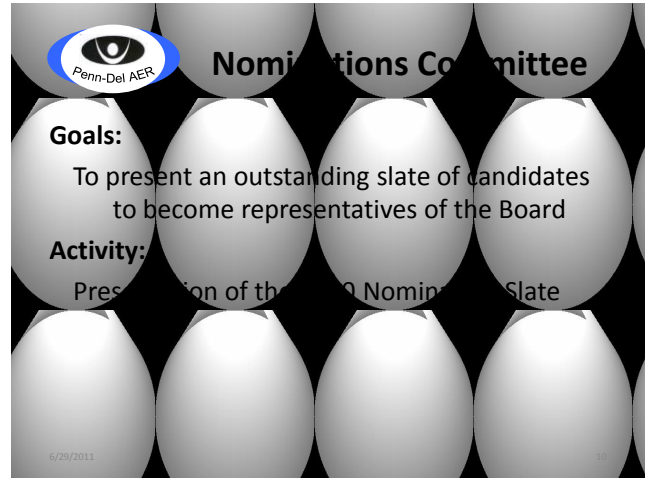
Lynn Fox


June 29, 2011

## **Appendix 1**

### **Penn-Del AER General Assembly Meeting April 22, 2010 PowerPoint Presentation**








## Public Relations

**Goals:**  
To promote AER and the professions it encompasses

**Activity:**  
Establish sub-committee membership  
Implement action plan in July 2010

6/29/2011





## New Letter/E-Blast

**Goals:**  
To be the primary vehicle for the flow of information to and from the membership

**Activity:**  
E-Blast reports and announcements  
Contact [fishnerc@wpsbc.org](mailto:fishnerc@wpsbc.org)

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## Legislation

**Goals:**  
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

6/29/2011




## Web Site

**Goals:**  
To maintain an updated web site to serve as an accurate communication tool to our membership

**Activity:**  
[www.penn-delaer.org](http://www.penn-delaer.org)

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## Professional Development Subcommittees

Sister Meg Fleming, Chair

- SVC – Sister Meg Fleming
- Leadership – Brenda Egan
- Scholarship – Lynn Fox
- Meeting – Nancy Nellen

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## Spring Vision Conference

**Goals:**  
To host a quality annual conference to support on-going professional development and networking

**Activity:**  
Call presenters to develop and offer a variety of concurrent topics  
Invite vendors to highlight current technology and services

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## District Meetings

**Goals:**  
To host effective and productive district meetings to increase contact with membership

**Activity:**  
Each district hosted an event throughout the year

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## Leadership

**Goals:**  
Penn-Del AER will commit our time to identify and grow leaders to carry the torch for the Chapter

**Activity:**  
Establish mentors  
Develop a process to identify future leaders  
Provide leadership opportunities

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## Membership Committee

Dr. Rebecca Renshaw, Chair

**Committee Members:**  
Charlotte Fisher & Rachelle Stauffer

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## Scholarship

**Goals:**  
To oversee the student scholarship procedures to reward deserving applicants

**Activity:**  
Announce scholarship mid-January  
Select and notify recipient  
Will present award this evening

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## Membership Committee

**Goals:**  
To develop and implement an action plan to recruit, retain, recognize, and educate chapter members  
To increase chapter membership by 5% (252 to 263)

**Activity:**  
Create informational brochures  
Implemented four membership campaigns

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**Awards Committee**  
 Sister Meg Fleming, Chair  
**Committee Members:**  
 Thea Suchodolski, Maria Tuite, Kathleen Cleaver,  
 Diana Muller, Kay Sunday, & Debby Holzapfel



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**AER International  
 Outstanding Chapter Award**  
 Brenda Egan, Chair  
**Committee Members:**  
 Sandy Winkel, Rick Weiser, & George J. Zimmerman



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**Awards Committee**

**Goals:**  
 To define and refine the Penn-Del AER awards  
 (Penn-Del AER Service Award and ELEY Award)  
 to recognize and highlight the achievements  
 of deserving professionals within this chapter

**Activity:**  
 Call for nominations  
 Selected and notified recipients  
 Will present awards at Awards Banquet

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**Upcoming Events:**  
 International Conference  
 Little Rock, Arkansas  
 July 21-25, 2010

**Penn-Del AER Spring Vision Conference**  
 Harrisburg/Hershey, Pennsylvania  
 April 7-9, 2011



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**AER International Update**  
 Debby Holzapfel  
 District 6 Representative



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**Thank you Brenda**  
 Sister Meg



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