

April 28, 2011: Penn-Del AER General Assembly Meeting Minutes

Harrisburg/Hershey Holiday Inn

DRAFT – Board approved on July 14, 2011 to post on the web site to general membership

Meeting called to order at 11:30 am by Sister Meg Fleming, President.

Vince McVeigh 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, Sister Meg Fleming:

Highlights include:

- Have been on the Board since Penn-Del set the goal in 2006 to become the Chapter of the Biennium. Proud to report that we have achieved this goal, named Outstanding AER Chapter at the biannual AER International meeting held Little Rock, Arkansas in July 2010. Sister Meg thanked the Board for their hard work to receive this recognition.
- Announced need to resign as Chapter President, effective Friday, April 29, 2010.

Secretary, Lynn Fox: Reviewed the minutes from April 2010's General Assembly Meeting, highlighting last year's nominees to the Board of Directors. Vince McVeigh made the motion to accept the minutes as submitted, the motion was seconded; call for vote; motion approved.

Treasurer's Report, Vince McVeigh: Vince reported the highlights of the balanced budget. Yearend report to be posted on Penn-Del web site once finalized after conference expenses. The motion was made to accept the Treasure's Report as submitted; the motion was seconded; call for vote; motion approved.

COMMITTEE REPORTS

Nominations Committee – Brenda Egan: To introduce the 2011 Slate of Nominations to the President and General Membership, Brenda read the bios of each nominated Director-at-Large:
West: John Hofmeister and Richard Welsh
East: Helene Marano, Stanley Swaintek, and Jennifer Throop
Delaware: Dorothe Mumford

Brenda presented the 2011 Slate of Nominations to the President, Sister Meg. A call for floor nominations was then made by Sister Meg. Vince McVeigh made the motion to close the slate. Tracy Whitehead seconded that motion. A call to vote on the entire slate as presented was made, all approved, the motion carried.

Sister Meg then announced that the current President-Elect, Christie Peel, will complete Sister's term as President.

Rick Welsh nominated Vince McVeigh to serve as President-Elect. Jennifer Edgar seconded the motion. A call to vote on the President-Elect floor nomination was made, all approved, the motion carried.

Christie Peel will appoint a new Treasurer, to fill the now vacant position for July 1, 2011.

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
4. Legislation

Professional Development Committee

Sub-committee activity highlighted on General Assembly PowerPoint – see appendix 1:

1. Spring Vision Conference
2. Leadership
3. Scholarship
4. District Meetings

Bylaws and Structure Committee

Vince McVeigh, Chair, presented the proposed bylaw changes highlighted with rational statements in General Assembly PowerPoint – see appendix 1:\

1. Article V. Section 4. Meetings.
Vince made the motion to the President, Sister Meg, to accept the approved Bylaws changes. Shelly Rhodes seconded the motion. A call to vote was made, all approved, the motion carried.
2. Article X: Committees. Section 1. Standing Committees.
Vince made the motion to the President, Sister Meg, to accept the approved Bylaws changes. Rick Welsh seconded the motion. A call to vote was made, all approved, the motion carried.

Membership Committee

Lori Love, Chair, reviewed the activity of the Committee highlighted on General Assembly PowerPoint – see appendix 1. She and committee member, Tracy Whitehead presented membership recognition certificates for 5, 10, 15, 20, and 25 years of continuous AER memberships. Announced 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.

Ad Hoc Awards Committee

The Penn-Del Service award to be presented at the Annual Banquet that evening. No one nominated for the ELEY award this year. Encouraged members to recognize their colleagues by nominating them for either award. Award nominations for next year to be posted on the web site over the summer.

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

MEETING ADJOURNED at 12:05.

Next Penn-Del AER General Assembly Meeting: April 19, 2012 at the Harrisburg/Hershey Holiday Inn.

Next Penn-Del AER Board Meeting: Time and location for the summer meeting: July 14, 2011 at the Shippen Place Hotel, Shippensburg from 10:00 am-3:00 pm.

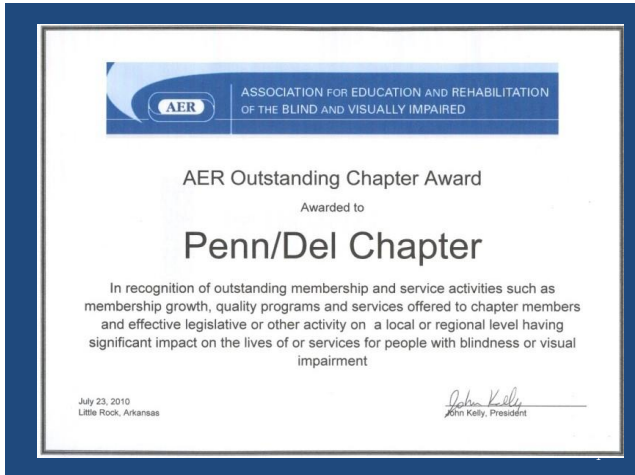
Respectfully submitted:

Lynn Fox

July 6, 2011

Appendix 1

Penn-Del AER General Assembly Meeting April 28, 2011 PowerPoint Presentation





Penn-Del AER Officers

President: Sister Meg Fleming
President-Elect: Christie Peel
Past-President: Brenda Egan
Secretary: Lynn Fox
Treasurer: Vince McVeigh

4

Pennsylvania-Delaware AER General Assembly Meeting April 28, 2011



2



Directors-at-Large

Western District	Central District
Justin Kaiser	Lori Love
Holly Russell	Lynn Murphy
Dr. Richard Welsh	Christine Snellman
	Elaine Welch
Eastern District	Tracy Whitehead
Gerald Kitzhoffer	
Mark Steciw	Delaware
	Darlene Cole
	Mary Tolbert


5



Agenda

- Introduction of the Board Members
- Message from the President
- Officers' Report
- Committee Updates

3



Chapter Map

West Central East Delaware

1-15-06

Message from the President
Sister Meg Fleming



7



Nominations Committee


Goals:

- To present an outstanding slate of candidates to become representatives of the Board

Activity:

- Presentation of the 2011 Nomination Slate

10




Officers' Reports

Secretary's Report:
Accepting of the General Meeting Minutes, April 2010

Treasurer's Report:
Review of the Budget

8




Slate of Nominations Directors-at-Large


Western District	Eastern District
Richard Welsh	Stanley Swaintek
John Hofmeister	Helene Marano
	Jennifer Throop
	Delaware
	Dorothe Mumford

11

Nominations Committee
Brenda Egan, Chair
Committee Member:
Lynn Fox



9



Slate of Nominations Officers

President: Christie Peel

President-Elect:


12



Slate of Nominations

Call for Vote

13



Newsletter/E-Blast

Brenda Egan, Coordinator

Goals:

- 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

17

Communications Committee

Holly Russell, Chair



15



Web Site

Christine Snellman, Coordinator


Goals:

- To maintain an updated web site to serve as an accurate communication tool to our membership

Activity:

www.penn-delaer.org

18



Public Relations

Justin Kaiser, Coordinator

Goals:

- To promote AER and the professions it encompasses

Activity:

- Establish sub-committee members
- Implement action plan in July 2011

16



18



Legislation

Marla Moon, Coordinator

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

20



Leadership

Brenda Egan, Coordinator

Goals:

- Penn-Del AER will commit time to identify and grow future leaders for the Chapter


Activity:

- Establish mentorships
- Develop a process to identify future leaders
- Provide leadership opportunities


23

Professional Dev Committee

Christie Peel, Chair



21



Scholarship

Lynn Fox, Coordinator

Goals:

- To oversee the student scholarship procedures to reward deserving applicants

Activity:

- Announced scholarship mid-January
- Selected and notified recipient
- Will present award this evening

24



Spring Vision Conference

Christie Peel, Coordinator

Goals:

- To host a quality annual conference to support 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

22



District Meetings

Sister Meg Fleming, Coordinator

Goals:

- To host effective and productive district meetings to increase contact with membership

Activity:


- Districts hosted events throughout the year

25

Bylaws Committee
 Vince McVeigh, Chair
Committee Members:
 Dr. Marla Moon, Christine Snellman, Mark Steciw,
 & Dr. Rick Welsh



26




Proposed Bylaw Changes

Article V. Section 4. Meetings.

Substantive changes:

- Allows for telephonic or electronic announcements of board meetings.
- Allows for the convening of *special* meetings of the Board without a waiting period rather than requiring a 30 day period between such announcements and the convening of the special meeting.
- Broadens the description of the allowable communication process used to insure simultaneous two-way communication among all participants.
- Eliminates the requirement that the participant must hear the communication and permits the participant to utilize a method of communication that addresses their preferred system of communication. Examples could include Deaf Relay, Interpreter, etc.

31




Bylaws Committee

Goals:

- To define and refine committee policies and procedures

Activity:

- Call for vote on proposed bylaw changes




Proposed Bylaw Changes

Article V. Section 4. Meetings.

Rationale:

- This language makes it explicit that electronic notification to members constitutes written notice.
- The current 30 day announcement for Special Meetings of the Board could seriously limit the ability of the President to gain Board approval on matters that arise suddenly and that could have financial impact on the organization. Most likely this would be associated with an issue related to the annual

32




Proposed Bylaw Changes

Article V. Section 4. Meetings.

Proposed language:

The Board of Directors shall meet at the annual conference/meeting of the membership and shall hold at least two (2) other meetings during the Penn-Del AER Chapter's fiscal year. All **regular** meetings of the Board shall be announced to each member, in writing, at least thirty (30) days prior to the proposed meeting. Special meetings of the Board shall be held only with the consent of the President or the written approval of at least six (6) members of the Board. **All** announcements may be done by using the electronic address of record for each member. Unless otherwise restricted by these bylaws, members of the Board of Directors or members of any committee(s) designated by the Board may participate in special meetings of the Board or committee meetings by means of **a communication system which enables all persons participating in the meeting to communicate with each other at the same time.** Such participation shall constitute presence in person at the meeting.

30



Proposed Bylaw Changes


ARTICLE X: Committees

Section 1. Standing committees.

Current language:

The standing committees of the Penn-Del AER Chapter shall be the Nominating Committee, the Communications Committee, the Professional Development Committee, the Bylaws and Structure Committee, and the Membership Committee. Each of the five Standing Committees will be chaired by one individual appointed by the President to lead that Committee. The chair of each Standing Committee will then appoint an individual Coordinator to lead the work of the Sub-Committees. The Chair for each Standing Committee will serve as liaison to the Board of Directors.

33



Proposed Bylaw Changes

ARTICLE X: Committees
 Section 1. Standing committees.

Proposed language:

The standing committees of the Penn-Del AER Chapter shall be the Nominating Committee, the Communications Committee, the Professional Development Committee, the Bylaws and Structure Committee, ~~the Awards Committee~~, and the Membership Committee. Each of the ~~the~~ Standing Committees will be chaired by one individual appointed by the President to lead that Committee. The chair of each Standing Committee will then appoint an individual Coordinator to lead the work of the Sub-Committees. The Chair for each Standing Committee will serve as liaison to the Board of Directors.

34



Membership Committee


Goals:

- To keep in contact with lapsed members to encourage rejoining AER
- To increase chapter membership

Activity:

- Mailed General Membership Brochure to every IU and PAB agency
- Set up a separate table at conference to "sign up" and "be available" to all members

37



Proposed Bylaw Changes

ARTICLE X: Committees
 Section 1. Standing committees.

Substantive changes

- Changes the status of the present Awards committee from an Ad Hoc Committee to a Standing Committee.

Rationale:

- More accurately aligns the committee that has on-going, annual tasks rather than time limited activities more typically the responsibility of Ad Hoc Committees.

35



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

38

Membership Committee

Lori Love, Chair

Committee Members:
 Rebecca Renshaw, Christine Snellman, & Tracy Whitehead




36


Awards Committee

Sister Meg Fleming, Chair

Committee Members:
 Kathleen Cleaver, Debby Holzapfel, Kay Solliday, Mark Steciw, & Rick Welsh



39



Awards Committee

Penn-Del AER Service Award and the **ELEY Award**

Goals:

- To define and refine the Penn-Del AER awards 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

40

Call to Adjourn

Sister Meg Fleming



43

Upcoming Events


AER Regional Conference
Boston, Massachusetts
August 12-14, 2011

AER Regional Conference
Cleveland, Ohio
October 28-30, 2011

Penn-Del AER Spring Vision Conference
Harrisburg/Hershey, Pennsylvania
April 18-20, 2012



41



ASSOCIATION FOR EDUCATION AND REHABILITATION
OF THE BLIND AND VISUALLY IMPAIRED


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 23, 2010
Little Rock, Arkansas



John Kelly, President