**ACBI Board Minutes**

**August 1, 2020**

# Welcome and Roll Call

Barbara welcomed everyone to the meeting. Kari took roll. Present at the meeting were Kari Goodman, Barbara Salisbury, Rita Kersh, Cindy Brooking, Dolly Sowder, Regina Vonderhaar, Vicky Western, Dee Ann Hart, Bill Sparks, Don Koors, Gerry Koors, Lynn Powers, Ted Boardman, Mary Stores, Deanna Austin, and John Huffman. Guests on the call were Michelle Hahn and Clark Rachfal. Not present was Machell Philippone.

# Secretary’s Report

Barbara asked if there were any questions about the minutes from the last meeting. There was a spelling error to correct, the name Angie Thomas. Don made a motion to approve the minutes, Regina seconded. All were in favor. None opposed. The motion passed.

# Treasurer’s Report

See attached Treasurer’s Report for 2nd Quarter 2020.

Barbara asked if there were any questions or comments regarding the treasurer’s report. Lynn asked if Barbara attended the mid-year meeting. Cindy said she had but was paid in July. Don asked about money being transferred from savings into an investment. Barbara said it has been moved and as we get the details of the transfer it will be shared with the board. Don would like details of the transfers to be included in the treasurer’s report. Barbara asked if there was any further discussion. John makes a motion to approve the treasurer’s report for the second quarter. Dee Ann seconded the motion. All were in favor. None were opposed. The motion passed.

# New Business

1. QuickBooks- the executive committee has discussed the purchase of QuickBooks. QuickBooks is an accessible program that was also recommended by the audit committee. We have purchased QuickBooks through Tech Soup. The cost is $69 per year. Cindy purchased the program with her own money and Barbara would like to reimburse Cindy. Dee said that this was a good purchase because of the way and consistency the program can present information in our reports. Dolly made a motion to reimburse Cindy the $69 for the purchase of the QuickBooks program. John seconded the motion. Cindy clarified that the program was $60 and not $69. All were in favor, none opposed. The motion passed.
2. Accessibility of Remote Voting
   1. Dee gave a quick update on what she and Barbara have been working on. They have investigated low tech options and continued the conversation of high-tech options. They have had conversations with NFB to build a coalition relationship on absentee voting. Barbara and Dee have spoken with the Secretary of State’s office. They are willing to listen to our concerns, but do not wish to act on them at this time and asked to postpone the conversation to 2021. The board discussed the system the military personnel overseas uses to vote.
   2. Clark Rachfal shared what other states have been doing regarding accessible absentee voting. Florida, North Carolina, Virginia, and New York have all filed injunctions. ACB and NFB have not lost a case yet and have not had to take their case to court.
   3. The board discussed what our organization would like to do to move forward on accessible absentee voting based on the information Clark presented. Rita makes a motion that ACBI, as an organization, seek counsel to follow the steps Clark presented as an injunction for this year’s election. Dee Ann seconded the motion. Barbara asked if there was any further discussion. Dee Ann said we either choose to act or keep going around in circles. Ted stated that the state has the resources to make absentee voting accessible, so it is not too big of a request. Don wants to know who the legal counsel would be and what the cost would be. Clark has reached out to see if pro bono services could be offered. Barbara said they would continue to send emails to keep the board informed of updates as we pursue the matter. The motion was restated. All were in favor, none opposed. The motion passed.
3. Campaign steps – Barbara shared the following points regarding implementing a community chat program for ACBI:
   1. Employ community chats instate using already established templet by ACB.
   2. community chats will help to kick start creation of remote chapter, critical for membership connection and organizational involvement.
   3. Use template ideas for membership building from other affiliates, no need to reinvent the wheel!
   4. Work on increasing social media presence and educating membership in how to connect with these platforms.
   5. Create phone tree for connecting with members.
   6. Build our Indiana L-list to include all members.
   7. Culminate year of membership campaign with 50th anniversary of ACBI!  (An important event to plan.)
4. Virtual convention – Barbara also discussed the possibility of holding a virtual convention. She discussed the following points with the board:
   1. Support for shortened “convention”, maybe better named mini conference.
   2. Need individual support in commitment to plan and execute event.
   3. Mini conference could possibly fit into vision/goals of membership campaign.
   4. Other thoughts regarding mini conference?

Barbara asked what the board thought about community chats and/or a mini conference. Ted likes the idea of spreading convention out throughout the year with community chats. A benefit would be to connect people to technologies and expand awareness of our organization. Some questions were brought up: what extent would our web master be able to help? Who would moderate chats? What topics would we include? How do we gauge success? Barbara asked if there was a consensus on community chats and what the board thought about a virtual convention. It was discussed that if our annual business meeting is held virtually, how would we do elections. Dee Ann makes a motion we hold a stand-alone business meeting in November. Barbara asked if there was any discussion. Lynn wants to know if it will be worth having because we also have a fall board meeting. Barbara said board meeting is different from business meeting. Rita seconded the motion. Cindy said with her experience on the school board they could vote virtually on Zoom. The motion was reviewed. 13 were in favor, two opposed. The motion passed.

Dee makes a motion that in lieu of a mini conference we encourage community chats. Lynn seconded. We will reach out to Ohio to invite them to community chats. Barbara asked if there was any other discussion. All were in favor, none opposed. The motion passed.

1. Audit Committee Report – Due to time constraints, the board will hold a special meeting via Zoom to discuss the audit committee report.

# Announcements

1. Our next meeting is scheduled for October 31 but is being rescheduled for October 24.
2. Other announcements and Chapter updates
3. Don shared that donations for the Brenda Dillon memorial walk will continue through the end of this month.

John made a motion to adjourn the meeting. Don seconded the motion. All were in favor. None were opposed. The motion passed and the meeting adjourned at 12:07 p.m.

Respectfully Submitted,

Kari Goodman

Secretary

Addendum

Special Board Meeting Call

August 13, 2020

Kari took roll. Kari Goodman, Barbara Salisbury, Rita Kersh, Cindy Brooking, Dolly Sowder, Regina Vonderhaar, Vicky Western, Dee Ann Hart, Bill Sparks, Don Koors, Gerry Koors, Lynn Powers, Ted Boardman, Mary Stores, and John Huffman. Guests on the call were Rhett Salisbury

Barbara called the meeting to order. The purpose of this meeting is to tie up loose ends on audit committee report

Rhett read the report for 2018

Barbara asked if we should do both reports at once or one at a time

The board agreed to vote on one at a time. Barbara asked if there was any discussion regarding the 2018 report.

Don asked about the 2017 report and the discrepancy and if it was recorded to start 2018. He also wanted to know if there was one report for 2018 or four reports to be reviewed. Rhett said there was not one document, but he copied them all into one document spreadsheet. He said they reviewed the income and the expenses and compared them to the accounts, and they were off a small amount. Don asked what the small amount was. The Chase and the Baird accounts balanced so the error was a data entry error. Don says he feels like a correction needs to me made. He also wants to know if all the transfers were made into the Hofstetter account and the endowment account.

Barbara asked if any more questions. Dolly asked about the statement about the list of all donors. It said, “all organization”, Rhett said it was a typo and should say “the organization”. Kari will correct the mistake before the report is put into the drop box. Barbara asked if there were any other questions for the committee. Cindy said she understood Don’s concerns about the Hofstetter account, and she thinks she knows what needs to be done and to go back a few years. She will attempt to get this straightened out now that she knows what needs to be done.

Barbara said we need to move forward to do this the best way possible.

Don said he cannot accept that.

Vicky agrees with Barbara.

Dee Ann feels like the investment firm would have this information.

Rhett said the 1091.76 was the interest on the endowment account. He wants to know where this money should go. Don share that 272.75 back into endowment 272.75 in the Hofstetter account

Dee Ann also says since she has come onto the board that things that went before you are not always the way things can be done. She feels like we need to draw a line in the sand and move forward.

Barbara said we recognize that the past three years the money was not separated out the way we have always done it. We can put a committee together or maybe we move forward with that same plan, but we cannot continue to belabor the last 3 years.

Rita said our board needs to remember that when it comes to finances that we are volunteers, not professionals, not trained accountants. There may be errors and discrepancies.

Rita makes a motion to approve the 2018 audit. Barbara said that does not mean we do not do anything with the account. That is why we purchased QuickBooks. We know we need continuity.

Regina said we have a good group, but we must recognize the amount of time the committee and treasurer work.

Rita said we have a motion on the floor.

Mary asked if with the new software will it be easier to track human error. Barbara said the software will have more consistency.

Barbara also said we must have some documentation for each officer so they know what and when they should do their tasks.

Materially the accounts are correct, we just cannot tell you that the funds were divided the way they had been in the past.

Mary seconded the motion Rita made to approve the 2018 audit committee report. Barbara asked if there were any further discussion. All in favor to approve the 2018 report. 13 were in favor, one was opposed. The motion passed.

Moving on to the 2019 report. Rhett read the report (see attached)

Don has the same questions and concerns as he did about the 2018 report.

Barbara asked if there were any other comments or questions.

Mary makes a motion to accept the 2019 audit committee report. Regina seconded the motion. Barbara asked if there was any further discussion. 13 were in favor, one was opposed. The motion passed.

Respectfully Submitted,

Kari Goodman

Secretary

To whom it may concern:

The audit committee for the American Council of the Blind Indiana has reviewed the 2018 financial statements for the organization. Bank and fund statements were reviewed for checking, savings and investment accounts. All the accounts were found to be accurate and materially correct. They have been completed in generally accepted accounting principles. There is no need for any corrections or reissues. The one concern that should be addressed is a list of all donors should be kept by the organization's treasurer. The treasurer should issue a receipt to all donors. All funds donated should be sent directly to the treasurer and not a third party. This is a requirement of strong internal control.

Audit Committee

Anita Kurucz

Rhett Salisbury

Michelle Hahn

To whom it may concern:

The audit committee for the American Council of the Blind Indiana has reviewed the 2019 financial statements for the organization. Bank and fund statements were reviewed for checking, savings and investment accounts. All the accounts were found to be accurate and materially correct. They have been completed in generally accepted accounting principles. There is no need for any corrections or reissues. The committee recommends the purchase of an accounting software program, such as Intuit’s QuickBooks. Such software will allow the ACBI to maintain consistent record keeping over time and lessen the strain to recreate accounting information through the audit process. Additionally, add into the treasurer's quarterly report a synopsis of the purchased bonds, including the principal, interest rate, fees, and maturity date. Interest earned and maturity payment should be listed as income, and purchase cost and fees should be listed as expenses when applicable.

Audit Committee

Rhett Salisbury

Anita Kurucz

Michelle Hahn