

Michigan Chapter  
Association for Education and Rehabilitation  
Of the Blind and Visually Impaired  
Michigan Library and Historical Center, Lansing, MI  
Board Meeting  
January 18, 2019, 10 a.m.  
Approved Minutes

Members Present: Amanda English, Amy McDonald-Lamiman, Maria Jimenez, Roberta McCall, Rikilynn Layher, Teresa Gest, Paul Layher, Priscilla Miley (phone), Amy Schreiner, Lori Vargo, Naomi Witham Welborn

Call to Order: The meeting was called to order by President Amanda English at 10:12 a.m. Roll was taken, and a quorum was present. Paperwork for SCECH was completed.

Alterations to the Agenda: Add Awards, Roberta McCall; add ACVREP, Roberta

Action Plan: We reviewed the action plan from September later in the agenda; Amy M-L wrote a new action plan today.

Secretary's Report: Minutes from the September 21, 2018 Board meeting were accepted as sent. Roberta will forward approved minutes to Teresa for website posting.

Treasurer's Report: Maria e-mailed monthly reports and a proposed 2019 budget prior to today's meeting.

2019 Budget: Maria presented a proposed budget for 2019. Several ideas were discussed, and Maria entered changes into the budget and send the revised budget to the Board.

Motion: moved by Roberta, Policy 19-1 Entire registration for MAER conference will be waived for MAER Board of Directors; not to include additional meals, incidental expenses, travel, or hotel costs.

We discussed the possibility of paying for one hotel overnight for Board members, but there were too many logistic concerns for this to work. Motion carried.

We also discussed how to support the MAER Student Chapter which is part of the outreach line item. We decided to keep the budget item the way it was originally proposed rather than breaking it out as a

separate line item. Some members of the Board recall discussing why the student council line item should stay in Outreach, but none of us could recall the details.

Motion: Teresa moved, seconded by Paul to approve the revised 2019 budget. Motion carried. Maria will send out the revised budget to the Board.

## OLD BUSINESS

- A. At this point in the meeting, we reviewed the action plan from September.
- B. Bank Issues: Apparently, the bank now says someone has to come in to the bank in person to finish our business. Maria will take care of this.

## NEW BUSINESS

### Committee Updates

Newsletter: Lori reminded us that the next newsletter will come out shortly after the conference.

Bylaws: Roberta reported on the proposed bylaws changes that she sent out 12-5-18 (at least 15 days prior to consideration by the Board). There were no questions, and the Board approved these proposed changes. Roberta will prepare an e-mail blast to be sent to the members at least 30 days prior to the conference. A separate ballot will be needed for this vote at the annual business meeting on Thursday April 25.

Legislative/Advocacy: Amy S. had nothing to report.

Communications: Teresa reported AER is still struggling to keep things up to date on the website. We would like to find ways to get people to use the website more rather than contacting Board members when they have questions. Amy S. suggested taking personal e-mail addresses of Board members off the website, and others agreed this is a good idea. We discussed etiquette for our gmail account—when you check the MAER Gmail, forward e-mail message to the person who should get it, or mark it as unread so others will know to look at it.

Roberta indicated that while reviewing the Board Manual, she found that the Communications committee is responsible for maintaining the Board Manual. She will work with Teresa to get this done as it has not been updated for several years. We should also add information for our accounts (Dropbox, Gmail, Reg online, and google drive) to the Board Manual.

Membership: There was no report from Sue Bradley.

Historical: There was no report from Sue Bradley. Roberta said she had sent an e-mail to Sue asking if she is maintaining a list of Board members for the historical record but has not yet heard back from Sue.

Outreach: Vacant: Amanda reported on the great strides the MAER Student Council is making over the past few months. They are extremely enthusiastic and meet biweekly, have completed bylaws,

arranged for some fundraising events, organized after school activities for local school-age students, and will be volunteering for the MAER conference.

Amanda proposed that MAER pay for the student membership for the four officers of the Student Council. The Board agreed that this is a good idea.

Mini Grants: We have received two proposals for this grant. John Metz requested funds for training for his Braillist (\$145 text and \$90 training course totaling \$235) and from Abby Tongue, President MAER Student Council to sponsor 4 members to go to Ski for Light later this month (\$75 each totaling \$300).

Motion: Teresa moved that we approve the \$235 requested by John Metz. We talked about the benefit to the student for whom the braillist would be working, who actually should be responsible for providing this training, and what the criteria are for the mini grant. There was concern that this might set an unwanted precedent, but we decided that since the request met all the criteria for the mini grant, we should approve and if necessary, we should change the criteria. Motion carried.

Motion: Roberta moved that we approve the grant request for Abby Tongue and the MAER student council for R\$300 to send four members to Ski for Light. We thought that the Student Council has a budget and should consider using their funds for this activity if they saw fit. Motion was defeated.

Board Manual approval updates: We need only to decide to make changes. No formal action is required.

Dropbox: Maria said she is going to work on coordinating Dropbox with Google drive documents.

### Conference Planning

We reviewed the proposed sessions and have enough to fill the conference slots. Having a vendor as speaker is always an issue, and we chose to hold any vendor proposal until we knew if we had enough non-vendor presenters. Amy M-L and Naomi will send acceptance contracts and no thank you letters to speakers; Rikilynn is available for questions.

About Keynote: Amanda reported that she had a lengthy conversation with Brandon (one of the Blind Brothers), and there is a possibility he will come in person. She said there are several things in the works for their session including a pre-recorded video and Skype or Facetime for live Q&A.

Advertisement prices: \$25 quarter page; \$50 half page; \$100 full page.

Awards: Roberta initiated an e-blast to members which was forwarded to MI VI list earlier this week. There have been no responses at this point. No one on the Board had any suggestions, and we recognized that MAER is not required to present awards.

ACVREP: Roberta and Amy S. will update forms. Roberta will check ACVREP website to continue the process for getting the conference on ACVREP schedule.

Upcoming meeting dates: February 18 10 a.m. 12 p.m. conference call; possibly through Naomi and Roberta will investigate free services for conference calls.

March 22 Great Lakes Room, Michigan Historical Building, 10 a.m. to 2 p.m.

April 24, Marriott Hotel, Livonia, 6 p.m.

Adjourn: The meeting adjourned at 2:24 p.m.

Respectfully submitted,

Roberta McCall, CVRT

MAER Secretary