1) **CALL TO ORDER**

2) **WELCOME**
   a) **Attendance; Executive Committee Roll Call (Kathryn Botsford- Secretary):**
      i) Executive Board Roll Call:
      ii) **Officers:**
           (1) Justin Kaiser (Chair) ✔
           (2) Chris Tabb (Chair-Elect) ✔
           (3) Susan Langendonk (Past-Chair) ✔
           (4) Kathryn Botsford (Secretary) ✔
           (5) Susan Bradley (Treasurer) ✔
      iii) **District Directors:**
           (1) Loana Mason (Dist 1) ✔
           (2) John McAllister (Dist 2) ✔
           (3) Maggie Winn (Dist 3) ✔
           (4) Lynnette McElwain (Dist 4) ✔
           (5) JoAnne Chalom (Dist 5) ✔
           (6) Anthony Nigro (Dist 6)
      iv) **Guests:** No guests
   b) **Parliamentarian:** JoAnne Chalom
   c) **Approve the Agenda**
      i) **Motion:** John McAllister
      ii) **Second:** Kathryn Botsford
      iii) **Agenda Approved**

d) **Exec Committee Meeting Minutes from January 17th, 2018**
   i) **Motion:** Chris Tabb
   ii) **Second:** John McAllister
   iii) **Minutes Approved**
3) **Consent Agenda:**
   a) 2018-2020 O&M Executive Committee
   b) O&M Awards Committee
      i) **Motion:** John McAllister
      ii) **Second:** Chris Tabb
      iii) **Consent Agenda Approved**

4) **OLD BUSINESS:**
a) Ad Hoc Committee on Strategic Planning and Division Initiatives

   Ad Hoc Committee on Strategic Planning will meet next week. Justin and the committee will decide on where the O&M Division wants to focus over the next few months. Justin will summarize what we have focused on with updates and will send out. Discussion about challenges with recruiting volunteers – in general terms, not specific to the O&M Division.

b) Scope of Practice paper

   Working committee is comprised of Justin Kaiser, Jenn Cmar, Dawn Anderson, and Sandy Rosen. Paper has been out for comment and final edits are happening now. Committee is also creating an executive summary to highlight all of the important parts of the paper that an administrator could use to get the important information about O&M. Justin’s plan is to send a draft of the paper to the Executive Committee before sending out to for review before sending to membership for a vote. Justin would like to have the paper approved before the conference and be able to promote the paper at the 2018 AER International Conference. There was also discussion about submitting the paper to JVIB for publication: either the executive summary or an edited version of the full paper.

c) O&M Division Scholarship

   Blasch Scholarship – application and voting processes are complete. Committee still needs to be notified but winners were from UMass and Northern Illinois. The 2017 Scholarship committee received over 20 applicants. 2018 Candidates were good and winners were only a fraction of points away from each other. Susan tried to adhere to the timeline in the Policy and Procedures manual and thinks that the timeline may be problematic. She would like to go back and look at the time lines for previous years and would like to make adjustments and noted that there are still discrepancies between the Policy and Procedures manual and the division’s paperwork (Judge’s letter). In 2018 we had 9 applicants (there were 11 but 2 were from university programs that were not AER approved). Timeline – Application Forms went out February 1st, Applications were due March 15th, Judges votes were due May 21st. Susan will review and clean up any discrepancies in the timeline. Susan will continue to chair the Scholarship Committee.

d) Policy and Procedure manual change

   5) **Nominees must be members of the Orientation and Mobility Division and a graduate of a university Orientation and Mobility program. Preferences will be given to those nominees who are active as practitioners, supervisors of Orientation and Mobility Specialists or faculty in a university program training future Orientation and Mobility Specialists**

   i) **Motion:** JoAnne Chalom
   ii) **Second:** Loana Mason
   iii) **Policy and Procedure manual wording change approved**
5) NEW BUSINESS:
   a) Treasurer Report

   TRB Conference travel reimbursement checks have been sent out.
   There were some delays due to deadlines and needing to locate acceptable receipts.
   Discussion around improving participants understanding of processes: what types of receipts are acceptable
   and deadlines for submission. JoAnne recommended creating a document to share with future
   attendees that would include a submission deadline and list of what attendees need to submit for
   TRB reimbursement

   b) AER 2018 Conference

   Saturday has a block of 5 O&M Sessions grouped together. There was some general frustration about not
   having Division input in the conference planning.
   Conference sessions are available on the AER website
   Justin will be sending out information about the conference over the next few months.
   ● Division Table – please volunteer some time
   ● Division Meeting
   ● Awards Banquet
   ● Past-Chair Breakfast (not open, but a Division activity)

   c) O&M Symposium collaboration

   International O&M Online Symposium started by Cassandra “Kassy” Maloney in collaboration with
   TSBVI this past year. She will not be able to collaborate with TSBVI in 2019. She is offering to
   have organizations like AER and other regional O&M organizations so that they could promote the
   symposium and offer the link that organization would receive 50% of proceeds from any members
   who use the provided link.

   d) O&M Association-Affiliate discussion

   Justin is anticipating this will be a topic at the conference and business meeting.
   Continuing discussion in O&M world about frustrations with AER and interest in creating an Independent
   O&M Association or making O&M an Affiliate Association linked to AER. Some changes, AER
   has taken on National Accreditation for Adult Rehabilitation organizations and the higher education
   organization. There is a question about, or discussion around, how much change would it take to
   make O&M an Affiliate within AER and not just a division. In general, members want to remain
   associated with AER, but O&M wants autonomy for budget decisions.

   Background – AER’s Bylaws and Rules do not fit the structure of a large division. This has created
   challenges. As a recent example, this year O&M argued that any large division should have a
   representative on the AER conference committee with the rational that we have a representative on
   the board so why shouldn’t we have representation on the conference planning committee. Board
   was unwilling to support that. If we couldn’t get that passed it does not seem likely that the board
   would support separation as an independent entity under the umbrella of AER.
6) **ADJOURN**
   i) **Motion:** Lynnette McElwain
   ii) **Second:** Chris Tabb
   iii) **Meeting Adjourned**
CONSENT AGENDA

AER Orientation & Mobility Division Officers for 2018-2020

Chair: Christopher J. Tabb
Chair-elect: JoAnne Chalom
Past-chair: Justin Kaiser
Secretary: Jennifer Duncan
Treasurer: Anne Zanger
District 1: Loana K. Mason
District 2: John W. McAllister
District 3: Margaret K. Winn
District 4: Claudia Libis
District 5: Amanda Stolz
District 6: Valery Herring

Nominating and Elections Committee:
Brandon Cox
Kim Zebehazy
Mark Carter
Tina Smith
Kirstin Peahl
O&M Awards Committee

The Orientation and Mobility Division is pleased to announce the 2018 award recipients.

The Lawrence E. Blaha Memorial Award: Rod Kossick

The Sandy Kronick Distinguished Service Award: Chris Tabb

The Orientation and Mobility Citation of Excellence for Direct Service: Mary Ball-Swartwout

The presentation will be held at the AER International Conference in Reno, NV on Thursday July 26th.
O&M DIVISION
DISTRICT DIRECTORS and COMMITTEE CHAIRS

DISTRICT 1: Loana Mason

DISTRICT 2: John McAllister
(Arkansas, North Dakota, South Dakota, Iowa, Kansas, Louisiana, Manitoba, Missouri, Nebraska, Oklahoma, Saskatchewan, Texas.)

DISTRICT 3: Maggie Winn
(Illinois, Indiana, Michigan, Minnesota, Ontario and Wisconsin.)

DISTRICT 4: Lynnette McElwain
(Connecticut, Massachusetts, Maine, New Brunswick, Newfoundland, New Hampshire, New York, Nova Scotia, Prince Edward Island, Quebec, Rhode Island, Vermont)

DISTRICT 5: JoAnne Chalom
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Puerto Rico, Tennessee)

DISTRICT 6: Anthony Nigro
(Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virgin Islands, Virginia, West Virginia, Washington D.C.)

COMMITTEES

I. Archives Committee (Chairperson – Rod Kossick)

II. Awards Committee (Chairperson – Gala Brooks Members: Past Chair Susan Langendonk, Nick Leon, Bruce Blasch, Justin Kaiser)

III. Communications / Media (Newsletter – vacant; website – Chris Tabb)

IV. Environmental Access Committee (Chairperson – Janet Barlow)

V. Finance Committee (Chairperson – Treasurer- Susan Bradley)

VI. International Committee (Chairperson – Laura Bozeman)

VII. Membership Committee (Chairperson – vacant)

VIII. Nominating Committee (Chairperson – Meg Robertson, Erica Irkhe, Mary Ball-Swartout, Jennifer Braswell-Britinger, Mark Carter)

IX. Professional Issues Committee –
   a. Chair - vacant
   b. Dr. William Wiener
   c. Dr. William Penrod

X. Program Committee – 2018 IAER (Chris Tabb)

XI. Scholarship Committee (Blasch) (Chairperson – Susan Langendonk)