

JCICS Board Meeting
April 11, 2006
Conference Call

Attendees: D. Murphy-Scheumann, L. Wetterberg, S. Pitkowsky, H. Stultz, S. Wu, R. Gibson, M. Hendy, J. Clark, L. Vollman, K. Wallace, R. Martin, J. Mellon, T. DiFilipo, R. Gibson

Absent: R. Hackworth (e)

Arrived late: K. Wallace

Call to Order & Agenda: D. Murphy-Scheumann at 3:04 PM EST

Executive Director's Report: M. Hendy

Membership Numbers

- JCICS presently has 228 members – the most ever!
- 20 New Members have joined in 2006
- 17 members from 2005 have not yet renewed, however 2 have confirmed that their applications are on the way.
- Of the 20 new members, 6 are Medical Clinics, 3 are parent support and advocacy organizations and 11 are agencies (3 of which home study only agencies)
- JCICS had 184 members at this date in 2005
- Membership Revenue to date = \$204,240 (Goal = \$210,000; 2005 Revenue = \$202,829)

Conference

- Attendees To Date (more coming in with 4/7 postmark deadline)
 - Medical Institute – 24
 - Fri-Sun – 71
 - Full Conference – 177
- Conference Revenue to date = \$104,644 (Goal = \$113,000; 2005 Revenue = \$107,809)
- 4 Conference Sponsors (Ross Products (division of Abbott) – pledged \$7,000 for Medical Institute; HagueAccrediation.com - \$3,000 Keynote Sponsor; ISG - \$2,000 Welcome Reception; Adoption.com – Tote Bag Sponsor – donated tote bags and will also donate approx. \$1,000)
- 16 Exhibitors (3 from Sponsorships and 13 individuals organizations and corporations)
- 19 Journal Messages

Revenue Pledged from Exhibitors: \$6,600

Revenue Pledged from Journal Messages: \$4,200

Gala

- 74 Attendees To Date (another promotional email will be sent to members today)
- Government Attendees: State Department officials (4); Romanian Embassy (2) and Russian Embassy (2).
- Gala Sponsors
 - Gold Level (\$1,000): FTIA and Bethany.
 - Silver Level (\$500): PLAN Loving Adoptions Now, The Quinlan's (family friends of Meghan)
 - Bronze Level (\$100): Adoptive Parents Committee; Spence-Chapin Services to Families and Children; Heritage Adoption Services; Baker Victory Services)
- 13 Gala Messages (10 from corporations and members and 3 from Gala Sponsors)
- Gala Revenue to date - \$5,400

Revenue Pledged from Gala Messages: \$775

Silent Auction

Items include (most of these have been verbal pledges and are not 100% confirmed):

- Romanian Glass
- Moldovan Wine
- Antique rhinestone necklace and pin set
- Baby Quilt
- Lobster Dinner
- 1 week stay in Northern Wisconsin cabin
- Hot Air Balloon Ride
- International Wares (Chinese women's jacket; small table runner from Romania; similar piece from Ethiopia)
- Ties, doll, print from Adoption.com store
- Restaurant gift certificates
- A night at the movies basket

Staff Update

The office intern, Sara has mono. She was out last week and this and it is uncertain whether or not she will be able to continue.

Meghan is expecting! CONGRATULATIONS MEGHAN! She is due in September and will be sending her proposed maternity leave plan to the board for review. The board will need to start thinking about designees to attend the conference at the Hague and the Holt anniversary celebration in October.

Guatemala

There is no formal update on the recent meeting in Guatemala. The initial word is that a CIS officer will participate in quarterly review meetings that are non-case specific.

Fundraising Update: M. Hendy

JCICS' current fundraising consultants are Ben and Angela of Unlimited. Their fee is \$3500/month and they started in October. They have been paid in March and suggested at the last meeting that they would understand if JCICS reduced their hours or terminated the relationship. The two positive results have been:

- the suggestion that JCICS look into finding a pro-bono PR firm, which was done without using their contacts
- JCICS received a \$7000 sponsorship from Ross (division of Abbott) for the conference
- JCICS can keep any contacts Unlimited has made on its behalf

Discussion was held that Unlimited is good at what it does, but has not worked well for JCICS. They lack the kinds of connections that JCICS needs and they do not see any additional monies coming in anytime soon.

Executive session of the whole

MOTION: Whereas, the services of Unlimited have been assessed and such services have not met nor have the likelihood of meeting the goals of JCICS;

A motion is made to terminate the services of Unlimited as of April 12, 2006.

L. Wetterberg MOVED/ R. Martin SECONDED PASSED by Majority

Secretary's Report: H. Stultz

MOTION: To approve the minutes from March 14, 2006.

L. Vollman MOVED/ L. Wetterberg SECONDED PASSED by Majority

Action items will be emailed to the board for review.

Financial Report: L. Vollman & J. Clark

JCICS is currently in good financial shape. Thanks to the board that JCICS can state there is currently 100% board giving.

Conference Update: M. Hendy

RSVP

The main office needs Gala RSVPs from all board members by April 21.

Silent Auction Items

All board members should notify Meghan of their Silent Auction item its estimated value immediately if they have not yet done so.

110% Award Nominees

Only Jarod Rolsky has been nominated. If there are other names, please submit them to the main office by Friday April 14.

Board schedule/responsibilities

The schedule of board responsibilities will be emailed shortly. In general they will include introducing speakers, reminding members to sign-up for CEU's and attending the board meeting Thursday at 4:30pm.

Membership Discussion: K. Wallace

Further discussion was held regarding membership criteria and the board's responsibility to not admit organizations that are inconsistent with JCICS' mission, goals and strategies. A committee will be further examining this issue after the conference.

2008 Conference Update: M. Hendy

Helms Briscoe is assisting JCICS with locating DC area hotels for the April 2008 conference. There are two potential options at present. One is the Capitol Hilton which is \$239/night and still checking on their April availability. The Lefante Plaza is \$229 per night. They will also investigate the outer metro area of DC such as Bethesda and Silver Spring. Dates need to be selected for 2009 shortly as well. Directors will be consulted about this at the upcoming Directors Breakfast.

IAC World Council: M. Hendy

Meghan spoke with the principals there about their finances and with whom they are associated. She did not receive any specifics and it remains unclear who else is involved or what their financials look like. Discussion was held that JCICS will not join, but will attend the October conference for \$900.

MOTION: To adjourn the meeting at 5:00 PM EST.

D. Murphy-Scheumann MOVED/ T. DiFilipo SECONDED PASSED
Unanimously

Respectfully Submitted,

Heather Stultz, Secry

Action Items:

1. Staff – send an additional promotional email regarding the Gala to the membership.
2. M. Hendy – send proposed maternity leave plan to the board for review.
3. BOD – review action items and notify Heather what ones are closed.
4. BOD – send Gala RSVP to the main office no later than April 21.
5. BOD – email 110% award nominees to the main office by April 14.
6. Staff – email board schedule for the conference.
7. M. Hendy – have Helms Briscoe investigate hotels in the outer metro area for 2008 annual conference.
8. Staff – ask Directors for conference location feedback during the Directors Breakfast.

Open Action Items from March 14, 2006 Minutes:

9. J. Mellon – investigate whether or not non-renewing members are joining other organizations.
10. R. Gibson – email networking agreement language for board review.
11. BOD – notify main office of your silent auction item and its estimated value by April 11th.

Open Action Items from February 14, 2006 Minutes:

1. M. Hendy – write Hague article for NCFA.
2. M. Hendy – work with NCFA on the Ukraine post-placement issue, post list of families on the member's only web site.
3. D. Murphy-Scheumann – send Meghan sample of what was sent out for Romania when they were concerned with missing post-placement reports.
4. BOD – submit January board meeting reimbursement forms and receipts ASAP.
5. J. Mellon – distribute database of non-renewing members to the BOD for follow-up calls.
6. M. Hendy – notify IRS of JCICS name change.

Open Action Items from January 25, 2006 Minutes:

1. BOD – submit comments on 2005 Annual Report to the main office.
2. J. Mellon – send to the BOD list of the 2004 members who did not renew in 2005.
3. BOD – send contact information on any newly opened agencies to the main office for membership recruitment.
4. Staff – ask for suggestions regarding dues restructuring at the 2006 Annual Business Meeting.
5. J. Mellon – email BOD the number of JCICS parent support groups that are made up of adoptees.

6. Staff – add explanation for limited branch listing at the top of the online membership directory.
7. BOD – complete phone calls to members and report back to the board regarding comments on the strategic plan.
8. Staff – finalize annual report and include groups JCICS plans to collaborate with in the future. Suggestion for next year is to pattern the annual report after the strategic plan.
9. Staff – send follow-up email to the membership regarding the revised Standards of Practice.
10. D. Murphy-Scheumann – follow-up with national ICPC.
11. Staff – consult with CPA regarding diversification of the JCICS Bank of America account.

Open Action Items from June 17, 2005 Minutes:

- M. Hendy – formalize MOU with ISG using “exclusive” language by August 1.