

JCICS Board Meeting
August 9, 2005
Conference Call

Attendees: S. Pitkowsky, L. Wetterberg, H. Stultz, R. Martin, T. DiFilipo, R. Gibson, S. Wu, M. Hendy, J. Clark, K. Wallace, R. Hackworth

Absent: D. Murphy-Scheumann (e) L. Vollman (e)

Call to Order & Agenda: L. Wetterberg at 3:06 PM EST

Executive Director Report: M. Hendy

Global Awareness Campaign Poster

The Global Awareness poster has been finalized and about 800 were printed that will be used for donor recognition. The music for the Global Awareness DVD has also been finalized at no cost to JCICS. The music will be from the Watoto Children's Choir of Uganda. They are orphans who sang at the Angels in Adoption dinner last year. The DVD will contain credit to them and a summary of who they are. It has worked out to be a great partnership where each side is in support of the other's mission.

Survey

To date approximately 40 surveys have been received. The Global Awareness DVD is receiving its finishing touches and will be given to the first 50 members that respond to the survey.

2005 Angels Dinner

CCAI has hired a new Executive Director, Deanna Carlson. She was formerly employed within the Department of Health and Human Services, and began her new position at CCAI during the end of July.

This year's Angels in Adoption dinner will be held Tuesday, September 13. JCICS will be a non-profit sponsor again this year at the cost of \$2000.00. JCICS will receive 8 tickets. Meghan shared that there is a possibility that a delegation from Russia will be coming, and that perhaps some of the tickets could be used to have them sit at the JCICS table.

MOTION: To designate half of the tickets for members of the Russian delegation. If the Russian delegation cannot attend, then half of the tickets should be offered to members of the Russian Consulate in D.C or the Guatemala Consulate if the Russian Consulate cannot attend.

L. Wetterberg MOVED R. Martin SECONDED PASSED Unanimously

Some of the remaining tickets may go to board members. Since Rick, Sam, Keith and Linda have not recently attended or attended at all, they will be considered first.

2006 Conference Planning

Meghan will be traveling to Indianapolis tomorrow to do research on area hotels and will return to the office Thursday afternoon.

Fall Board Meeting

Paul Meyer will be facilitating a one and a half day strategic planning session. It will be a very full agenda and its related materials will be sent out a week before the board meeting. The cost of the session will be \$5,000.

Membership Manager Position

Meghan has interviewed five candidates for the Membership Manager position. One woman was interviewed yesterday who has a great deal of experience and seems capable of doing more than what the position is. She is currently employed by a DC museum and is in a much higher salary bracket. Meghan indicated to her that if she was to offer the job JCICS could not be that competitive. Meghan will be doing a preliminary review of the 2006 budget, and requested that a sub-committee of board be formed to focus on finance and human resources to help examine salary. Linda, Lynn, Keith and Sam will be on this sub-committee.

Financial Update: J. Clark

JCICS is almost to the maximum income budgeted for this year. There is still a few thousand to be received, and some ½ year ½ price memberships are coming in. Income budgeted under Children's Charities was surpassed. JCICS is coming up to budget for board meetings this next quarter. Board members are encouraged to get their plane tickets early to help keep costs down. JCICS is under budget for legal and payroll, but payroll could increase if the new position is filled.

Secretary's Report: H. Stultz

Action items were reviewed.

MOTION: To pass the July 12, 2005 minutes.

S. Pitkowsky MOVED/ R. Gibson SECONDED

PASSED Unanimously

CCAA Meeting Update: S. Wu, R. Hackworth, K. Wallace, & J. Clark

Jessica and Rebecca attended the meeting with the four member Chinese delegation on behalf of JCICS. Snow and Keith also attended. There was opportunity for a round table discussion with representatives from the Ministry of Civil Affairs, and Director Lu from the CCAA. There were various presentations on Hague, medical missions to China, and so forth. Afterwards Jessica and Rebecca toured Snow's agency, Great Wall and met with some placed adoptive families. Snow explained that Minister Lee came to the U.S. primarily to meet with the Assistant Secretary regarding the Hague. On April 27 China ratified the Hague, sent their paperwork to the Netherlands and are waiting for a response. Many thanks to Snow for inviting JCICS to attend this important event.

NACAC Report: M. Hendy & S. Pitkowsky

Meghan and Sam attended NACAC last week. Thanks to Sam for setting up many helpful meetings. On Thursday they met with the doctors for lunch, some of the attendees were Sara Springer, Dana Johnson, Jeri Jenista, and Todd Ochs. They discussed different research they are doing as well as the upcoming medical day at the 2006 conference. Sara will be coordinating this for the second year in a row. Meghan and Sam also met with Joe Kroll who is the Executive Director of NACAC. They discussed the possibility of JCICS sponsoring or submitting proposals for the international adoption track for next year's conference which will be held near Los Angeles, CA. The current international track that they offer is very basic, and it might be helpful if more current topics were offered. JCICS needs to draft a proposal that highlights the benefits of doing this for both sides. The proposals are due in October so this must be drafted quickly. Meghan and Sam will approach the Education committee about this. They also discussed with Joe the meeting at the Hague in September. JCICS is not able to receive its own invitation because it is not considered an international organization. NACAC is considered to be one because it has board members from Canada and the UK. Susan Cox from Holt is the representative going. Meghan emailed Joe to request that she be able to attend along with Susan but he has not yet replied. The JCICS reception at NACAC went well, approximately 20-30 people stopped by including a few non-members who expressed interest in joining.

Meghan also had opportunity to hear Pat O'Brien speak. He is a good speaker, but his content is more motivational or inspirational, not so much educational. If the budget only allows for one keynote the consensus was that the topic should be more educational. Rick suggested something along the lines of a cross-cultural post-placement theme. Tom knows of a Dean at the university in Boise who referred them to a professional in Michigan can start there to try to find a speaker.

Fundraising Firm Update: M. Hendy

Lea contacted the Fundraising Council in D.C. JCICS has received six proposals after contacting several different firms. Some of the proposals only give a preliminary description of what they do and will not craft a personalized plan or fee until they have met with JCICS. Some of those who did quote a fee were cheaper than Hartsook, but one of them only has a staff person working on JCICS fundraising 6 days per month. Given the tight schedule of the October board meeting it was suggested that either some board members could fly in early to interview or that a conference call could be arranged in September with some of the prospective firms.

Conflict of Interest & Confidentiality Statements for Caucus Chairs: R. Gibson

Rick posted a revised draft of these documents. He took the language from Meghan's initial draft and condensed it while trying to capture the original intent. The only change suggested was to change all "requested" to "required".

MOTION: To pass the Conflict of Interest and Confidentiality Statements for Caucus Chairs with the suggested language changes.
S. Pitkowsky MOVED/ T. DiFilipo SECONDED PASSED Unanimously

These documents will be sent to the caucus chairs and they will be requested to return them by September 10th.

Employee Handbook: M. Hendy

Meghan emailed this to the board for review.

**MOTION: To pass the Employee Handbook as presented by Meghan to the board.
T. DiFilipo MOVED/ R. Hackworth SECONDED PASSED Unanimously**

Vietnam Update: K. Wallace

Keith spoke with Meghan about writing a letter to the U.S. Embassy in Hanoi, Vietnam. Historically they have authenticated dossier documents at a significant savings as compared to the Vietnamese Embassy in the U.S. There is a consulate in San Francisco and an Embassy in D.C. they charge \$50 per document and can take up to three weeks. To have them expedited is an additional \$20 or \$100 per document. When Keith inquired with the staff in Hanoi if they would resume document authentication, they did not seem to know what he meant. Many of the staff there are new and were not there when adoptions were being processed. Keith requested that JCICS write a letter officially requesting that Hanoi provide that service again.

Romania Update: L. Wetterberg

The Helsinki Commission will be meeting on September 14 or 15 to discuss the implementation of new child welfare legislation in Romania and its negative impact on the children.

Russia Update: M. Hendy

Meghan emailed to the board a statement to put on the web site regarding JCICS' response to the current situation with Russia. Discussion took place about writing a letter to their government suggesting best practices and united concern for orphans in Russia.

Next Board Call & Board Meeting:

The next board call will be held on WEDNESDAY September 7 at 3 PM EST.

The next board meeting will begin at 8 AM EST on October 5th and conclude at 5 PM EST on October 7th. Board members who wish to attend the DOS & CIS meetings on Tuesday October 4th should arrive at the hotel by 1 PM EST.

**MOTION: To adjourn the meeting at 4:32 PM EST.
S. Pitkowsky MOVED/ L. Wetterberg SECONDED PASSED Unanimously**

Respectfully Submitted,

Heather Stultz, Secry

Action Items:

1. J. Clark – send reminder of the fall board meeting dates.
2. BOD – purchase airlines tickets for the fall board meeting.
3. M. Hendy & S. Pitkowsky – discuss proposal for NACAC international adoption track with the Education Committee.
4. T. DiFilipo – investigate possible keynote for 2006 Conference.
5. Staff – distribute new Conflict of Interest and Confidentiality Statements to the Caucus Chairs.
6. K. Wallace – draft letter to US Embassy in Hanoi and forward to Meghan.

Open Action Items from July 12, 2005 Minutes:

1. BOD – review potential keynotes for the 2006 conference; email any additional suggestions to the main office ASAP.

Open Action Items from June 17, 2005 Minutes:

1. M. Hendy – formalize MOU with ISG using “exclusive” language by August 1.
MTG FRIDAY
2. L. Vollman – send list of OR adoption agencies to the main office to solicit prospective members.
3. Staff – begin dialogue with state accrediting entities.
4. M. Hendy – finish drafting and submit JCICS commentary on the Berger law.

Open Action Items from June 16, 2005 Minutes:

1. D. Murphy-Scheumann & L. Vollman – investigate alternative auditors, distribute RFPs and report back to the board.
2. M. Hendy & L. Wetterberg – finish drafting a records retention policy.
3. L. Wetterberg – draft a whistleblower policy to incorporate into the Policy & Procedures manual.
4. R. Martin, S. Pitkowsky, H. Stultz, L. Vollman – develop new JCICS fee structure to submit for a vote at the October board meeting.