

JCICS Board Meeting
February 14, 2007
Conference Call

Attendees: R. Gibson, J. Sciortino, S. Pitkowsky, H. Stultz, L. Vollman, K. Wallace, L. Wetterberg, J. Peterson, T. DiFilipo, J. Ruben, J. Rolsky, D. Murphy-Schuemann, R. Pearlman, S. Wu, A. Schlicht

Call to Order & Agenda: H. Stultz at 3:07 PM EST

CEO Report: T. DiFilipo

International Relations Initiative

Efforts are being made to more aggressively package IRIs in other countries.

Guatemala

Things have been especially active in Guatemala over the past few days. Tom posted several emails to the Guatemala and Director's list servs today. There were strong indications that the First Lady's office was to make an announcement last Friday regarding new protocol for adoption practices. The new protocol would likely have called for the cessation of relinquishment cases. After conversation with DOS and PGN, the presentation at the presidential palace was postponed until this coming Friday. JCICS continues to monitor the situation closely and is meeting with CCAI on a weekly basis.

Off record discussion was held.

Haiti

Efforts are being made to encourage Haitian NGO's to register with JCICS. Tom is also working on a survey for the caucus.

Russia & Ukraine

Tom will be posting updates to the membership regarding recent efforts made in these countries. He also participated in a debate on the Hague with Trish Maskew on NPR, which will be available on 2/26/07.

Development/Fundraising

The board chair has been on vacation, so a report will be made in conjunction with the president at a later time.

Executive Director Report: J. Peterson

Membership Drive

There are presently 209 full JCICS members. The office has additional pending applications and expects to continue receiving applications through April. Membership was at 244 this time last year. Of the 209, 15 are new members. There are currently 49 non-renewals whom JCICS staff has been reaching out to. Some are simply choosing not to renew, some had merged and some were folding. It is interesting to note that the reality reflects the strategic plan predictions made by the board last year. Overall, JCICS is doing well. 2006 ended in record membership and revenue of \$212,000. To date JCICS has already taken in \$240,000; about \$20,000 more than what has been budgeted for all of 2007. Discussion was held that it would be interesting to see what amount of income was coming in from the non-renewals. Presently there are four affiliates. Two are organizations and two are individuals. Another two were turned away because they did not qualify for affiliate status. The main office is receiving several calls from students and individuals who are looking into attending the conference and are inquiring about affiliate rates. Dues revenue in January was approximately \$190,000.

DHL

Jennifer is still working with DHL in regards to reimbursement checks for members. The DHL representative working with JCICS is just waiting for the final okay from their VP and Jennifer will then notify the membership regarding the date that the checks will be issued.

Secretary's Report: H. Stultz

Action items were reviewed.

MOTION: To approve the minutes from January 23, 2007.

R. Pearlman MOVED/ J. Sciortino SECONDED PASSED Unanimously

MOTION: To approve the minutes from January 24, 2007.

R. Pearlman MOVED/ J. Sciortino SECONDED PASSED Unanimously

Financial Report: L. Vollman & J. Ruben

Gross income for the month of January was approximately \$226,000, which is largely a result of incoming membership dues. Approximately \$45,000 was received in online donations as well. \$15,000 of income was from conference fees and another \$6,500 was from exhibitors or conference journal messages. Expenses for the month of January were under \$30,000 for a net income of approximately \$198,000. By comparison this is 172% increase as compared to this time last year. The profit and loss sheet looks a bit empty as not all bills have come in yet. The insurance appears higher this month, but it accounts for pre-paid fees last year for January and February 2007.

2007 Conference: J. Peterson

The initial block of hotel rooms for the conference were sold out as of February 6. It appears that JCICS is on pace to have record breaking attendance. On Monday Jennifer notified the membership that the block of rooms was full, but that JCICS had been able to obtain another 114 rooms at the discounted rate. They all sold within four hours, for a total of 717 room nights booked! The hotel is almost completely sold out at this point and calls from potential attendees are still coming in. JCICS was able to obtain another block of rooms, also at the discounted rate if reservations were made at a four night minimum. Jennifer is working with Helms Briscoe to negotiate a non-binding contract with another nearby hotel for any overflow. The office has received 75 registrant applications to date, along with 18 exhibitors. Jennifer will send a reminder to the board of their responsibilities and schedules for the conference.

Hague Update: T. DiFilipo, J. Peterson & J. Rolsky

98% of JCICS members that could apply for Hague accreditation have done so. JCICS will make efforts to target accreditation applicants that are not currently members.

DOS still expects to ratify at the end of 2007, with the goal of everything going into effect on March 31, 2008. COA met with DOS yesterday to put together evidence requirements. DHS has not yet released their proposed regulations. It was clarified that temporary accreditation is for those with the intent to act as a PSP in the future. If there is no intent to do that, applicants must reevaluate whether or not they want full accreditation or exempt status.

COA will also be meeting on Friday to set an initial schedule and will then be contacting trainers.

Bylaw Change: T. DiFilipo & R. Gibson

The proposed language for the bylaw change regarding board composition went out in the newsletter. Tom will also post the information to the members' list serv, notifying everyone that the vote will be held at the conference. It will be clarified that this is not a move to have only large agencies with income to be leading JCICS, as in fact the majority of the board and caucus leadership is represented by smaller agencies.

2010 Conference: J. Peterson

Jennifer will email contract information provided by Jean Marie to the board tomorrow. JCICS has heard back from several hotels, however, none stand out as a great all-around option. Boston is not an option as the hotels that responded had extremely high food and beverage minimums. There are several hotels available in Nashville for \$169/single/night or \$179/double/night. There is an option in Silver Spring for \$249/night, one in Chesapeake Bay for \$208/night and one in Baltimore city for \$189/night. An additional option is a conference center outside of Philadelphia for \$149/night. The hope is that the board and staff can make a decision by the next board call so Helms Briscoe can start negotiating a final contract.

Mission Statement: T. DiFilipo, H. Stultz & L. Wetterberg

The committee is still working to agree on one final piece of language. As soon as this is complete it will be submitted to the board for a vote.

Nominating Committee Update: S. Pitkowsky & J. Sciortino

A conference call was held with the six nominees that are not current board members. The purpose of the call was to go over board responsibilities and the time commitment involved. The end result of this process is a wonderful slate of potential board candidates to vote on at the conference!

Next Board Meeting: A conference call will be on Wednesday March 14, 2007 at 3PM.

MOTION: To adjourn the meeting at 4:28PM EST.

D. Murphy-Scheumann MOVED/ L.Vollman SECONDED PASSED Unanimously

Respectfully Submitted,

Heather Stultz, Secry

Action Items:

1. T. DiFilipo – send email updates to the membership regarding ongoing JCICS efforts in Russia and the Ukraine.
2. J. Peterson – examine the amount of income that non-renewals represent and email the BOD.
3. J. Peterson – email membership regarding DHL reimbursement as soon as a timeframe becomes available.
4. J. Peterson – email a reminder of conference schedule/responsibilities to the board.
5. T. DiFilipo – post to the membership information regarding the upcoming vote on the proposed bylaw change regarding board composition.
6. J. Peterson – email proposed 2010 conference information from Jean Marie to the board.
7. T. DiFilipo, R. Pearlman, H. Stultz, L. Wetterberg – finalize mission statement language and submit to the board for a vote.
8. T. DiFilipo – resent the draft annual report to the board list serv.
9. BOD – please email Tom by Friday, February 16, 2007 regarding your name and title as you wish it to appear in the annual report.

Open Action Items from January 24, 2007:

1. BOD – book hotel and airfare accommodations for the 2007 Annual Conference as soon as possible.
2. Staff – investigate feedback on Morris & McDaniel and report back to the board.

Open Action Items from January 23, 2007:

1. J. Rolsky, J. Sciortino & Staff – solicit members to work on SOP Committee and submit enhancements for board vote.

Open Action Items from September 19, 2006:

1. Staff and/or Education Committee – investigate post-adopt resources by state.

Open Action Items Edited from June 28, 2006:

1. BOD – assess whether or not JCICS should draft bullet points for regional training proposal for USCIS.