

JCICS Board Meeting
July 12, 2005
Conference Call

Attendees: S. Pitkowsky, L. Wetterberg, R. Hackworth, R. Gibson, S. Wu, M. Hendy, J. Clark, D. Murphy-Scheumann, L. Vollman

Absent: K. Wallace (e), T. DiFilipo (e), R. Martin (e)

Arrived Late: H. Stultz

Left Early: R. Hackworth

Call to Order & Agenda: D. Murphy-Scheumann at 3:00 PM EST

Executive Director Report: M. Hendy

Office Update

Lia returned to JCICS today on a part-time basis.

Children's Charities

The pledges from the 2004 drive are in. This was the first year the name change came into effect (a.k.a. Adoptions International – JCICS). Typically JCICS receives a little over \$2,000 dollars pledged. This year JCICS has \$19,804. JCICS will probably net about 75-80% of this due to administrative costs, but even 75% is \$14,853. The donor names will be added to the JCICS database and one of Lia's first projects will be to send thank you letters and add them to our donor mailings.

Ukraine letter sent

The letter to Ukraine was translated by Lana Carson and mailed this week. The Department of State has invited JCICS along with NCFA and CCAI to a meeting with the US Consul to Ukraine at the end of the month. Either Meghan or Jessica will attend (in case it interferes with the CCAA meeting in Austin).

DOS Update

Michelle Bernier-Toth will be transferring out of OCI and August 5 will be her last day.

Russia

A lot of things are happening in regards to Russia right now that are not furthering a positive view of international adoption. JCICS issued a statement on Friday in response to the death of an adopted child in North Carolina. The statement is posted on the website.

CCAI mentioned that a Russian Delegation may be attending the Angels Award Banquet. JCICS is trying to touch base with them to confirm and see if JCICS can hold an event around that time – either have families attend so the delegates can see the children or have a meeting with agencies – or possibly both. This would be a very important time and if JCICS were able to dialogue with Russia and show them the children who are doing well in our country, this would be a very positive move.

Project Plan Updated

JCICS staff completed the project plan update with 2005/ 2006 dates. Conference planning will begin earlier this year. RFPs for Presentation Proposals will go out in September with a due date of December 1st. During the BOD December conference call the speakers will be selected so the schedule can be finalized in early January and made available on the website. A mailing will be sent out in the fall to promote the conference since it is a weekend format. If anyone has Microsoft Project on their computer and would like to see a copy of the plan please contact the main office to have it faxed or emailed.

Newsletter Mailed This Week

The newsletter articles were sent to the printer last week and the final proof is expected to be mailed this week. Staff would like to begin gathering articles to print in upcoming newsletters. Any lead article topics or names of any outsiders who could write an article for JCICS would be appreciated.

GAC Poster

Since there was mixed reaction to the sample posters shown to the Board, a focus group was compiled and sent a PDF with the sample posters – one of the collage and other examples with a single image. This was sent to individuals representing the general public and a few adoptive families as well (27 total). The collage format poster won by a large margin (19:5). A few additional changes will be made with the graphic designer this week and then the poster will be printed. The cost will be \$1,000 for around 800 posters. The poster will be used for donor recognition, and depending on how it is received, additional copies can be printed later, in the same or a new format.

CCAA Visit Hosted by Great Wall China Adoption

Great Wall is hosting a roundtable discussion with CCAA and others and JCICS has been invited to attend. It will be held at the end of July in Austin, TX. Meghan and Snow will both be attending.

NACAC Conference

Meghan will be attending the NACAC conference August 3-6 in Pittsburg. Sam will be attending as well for APC. Friday night JCICS will be hosting a reception for any members or interested parties. Copies of the JCICS special edition newsletter will be made available, and if possible, copies of the poster. The DVD may also be shown.

UN CRC Meeting – sent paper

The United Nations Committee on the Rights of the Child holds a Day of General Session for public discussion in Geneva. For more information go to: <http://www.ohchr.org/english/bodies/crc/discussion.htm>

It will be held on September 16, 2005 and the topic will focus on “Children without Parental Care”. The main topics are #1: States’ Role in Preventing and Regulating Separation and #2: Meeting the Challenges of Out-of-Home Care Provision. In their materials it specifically states that “In order to keep the work and discussions focused during the Day of General Discussion it was decided by the Committee not to address adoption related issues, though obviously adoption is a related field.” JCICS has submitted our comment paper, which was a cover sheet stating why we feel that adoption should be addressed, and then our White Paper.

If JCICS is invited to the Hague meeting it may be advantageous to attend the UN CRC meeting as well.

Hague Meeting Update

No confirmation has been provided to date regarding whether or not JCICS will be able to attend the Special Meeting of the Hague Convention in September. Meghan will continue to follow-up on this.

IAC Symposium

Tom is in Ukraine right now but asked Meghan to pass along that NCFA and Evan B. Donaldson did not move forward with IAC Symposium sponsorship. Tom informed IAC that JCICS would not be sponsoring the event either. The symposium is still scheduled to be held this November and the original sponsors are moving forward.

NY Reception

Originally, it was discussed that a NY reception for members and potential members would be scheduled around a meeting with UNICEF. However, a UNICEF contact in DC has been located. Since Meghan will most likely be attending the APC conference in November in New York, this may be a better time to schedule meetings and a reception with COA, Evan B. Donaldson and others.

Finance Report: L. Vollman

A big thanks to Jessica for help in transferring files from Keith to Linda. \$15,000 was transferred per Jessica's request from the Main Account into the Director’s account to cover June expenses. In checking online with Bank of America it appears there is accrued interest that has not been added but we do not have the CD #2173 for \$2.27 which Linda was hoping to add to, as funds need to be moved from the Main account. In looking at the budget it appears that the current funds needed for the balance of the year will be close to the amount now available in the Main Account of \$152,000.

Fundraising: D. Murphy-Scheumann

Deb has contacted ten organizations from the Hartsook prospectus. All ten have either met or exceeded their goals. Deb also emailed some principles to use when selecting a consulting firm for fundraising. Hartsook will also be sending a list of other major consulting firms for JCICS to contact. Several are located in the D.C. area but have a very small staff.

Secretary’s Report: H. Stultz

MOTION: To approve the June 15, 2005 minutes.

Dates of Importance: April 8, 2007 – Easter

April 3, 2007 - April 10, 2007 – Passover

Indianapolis

| <i>Name of Hotel</i> | <i>Proposed Dates</i> | <i>Sleeping Room Rate</i> | <i>Catering or Rental Minimum</i> | <i>Comp Nights?</i> | <i>Notes</i> |
|--|--|---|--|---|---|
| Crowne Plaza Union Station | April 11-14 or April 4 – 7 | \$142.00 for 1-4 persons per room. | Total rental for event is based on total room nights (above 450 = \$5000 | 1 comp unit for every 50 paid rooms | 274-room hotel; indoor pool; complimentary airport shuttle; 55,00 sq ft mtg space (location: downtown) |
| Hyatt Regency Indianapolis | March 21-24; March 28-31; April 4-7; May 2-5; May 22-25 | \$149/ night | Comp meeting space with \$35,000 min. food and beverage | 1 comp unit for every 50 paid rooms; 2 staff rooms at 60% of contracted rate; 1 comp Presidential suite | 497-room hotel; links by skywalk to Indiana Convention Center & RCA Dome and to Circle Centre Mall. Renovated in 2001-2002 (location: downtown) |
| Sheraton Indianapolis Hotel and Suites | March 28-31 | \$109/night – triple is \$129/night; quads and suites are \$149/night | | 1 comp room for every 50 rooms occupied and paid; 1 comp meeting suite king or double; 20 upgrades to suite tower; comp parking | 560-room; 28,000 sq ft of mtg space; skywalk to Fashion Mall (location: northeast side of town – 20 min from downtown) |
| Indianapolis Marriott Center | May 2-5 | \$109/ night | If room total is over 416 room | Complementary parking; | AAA Four Diamond; 253-room; 10 min. from |

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|--|---------|-------------|----------------------|--|---|
| www.indianapolismarriotteast.com | | | rental fee is waived | | downtown; 35,000 sq ft of mtg space |
| Adam's Mark Indianapolis | May 2-5 | \$119/night | | Will provide our group with complimentary motor coach shuttle to downtown 2-3 evenings during our stay | 407-room; near airport; renovated in 2005 |

Transportation:

Indianapolis International Airport – taxi to downtown \$18-20 dollars; shared ride limo service \$11 plus gratuity.

San Antonio

| <i>Name of Hotel</i> | <i>Proposed Dates</i> | <i>Sleeping Room Rate</i> | <i>Catering or Rental Minimum</i> | <i>Comp Nights?</i> | <i>Notes</i> |
|------------------------|-----------------------|----------------------------------|---|--|--|
| Sheraton Gunter | May 8-13 | \$145/night | Room rental is comp with pick up of 80% of room block | 1 comp room for every 50; two upgrades; | 15 minutes to airport |
| Hilton Palacio del Rio | March 7-11 | \$179/night Too expensive | Room rental of \$15,400 will be comp with 90% of room block and food and beverage | 1 unit per 50 rooms; comp suite; some room upgrades; 1 comp airport transportation | Located on the River Walk; AAA Four Diamond; swimming pool |
| Crowne Plaza Riverwalk | April 3 – 6 | \$139/night | | | AAA-Four Diamond; 410 rooms; 15 minutes from the airport - \$24 round trip |
| Omni San Antonio | April 3- 5 | \$139/night | | Comp room 1/50 | Not downtown – |

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|--|--|--|--|--|--------------|
| | | | | | farther away |
|--|--|--|--|--|--------------|

Las Vegas

| <i>Name of Hotel</i> | <i>Proposed Dates</i> | <i>Sleeping Room Rate</i> | <i>Catering or Rental Minimum</i> | <i>Comp Nights?</i> | <i>Notes</i> |
|------------------------|-------------------------|---------------------------|---|---------------------|--------------|
| Alexis Resort & Villas | April 3-29/ May 1-28 | \$129 | Room rental waived with food and beverage min. of \$50K | | |

Airfare Cost Comparison

Example: Tuesday – Saturday format in September 2005 booking it 2 months in advance – non-stop flights unless noted

** Keep in mind that these are just data points and that actual flight costs for Spring 2007 are unknown.

Indianapolis

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|----------------|-------|-----------------------------------|
| Washington, DC | \$117 | Independence Air |
| Kansas City | \$123 | Northwest |
| Chicago | \$105 | American Airlines/ US Air/ United |
| Denver | \$312 | Frontier Airlines |
| LA | \$265 | Northwest |
| NYC | \$203 | Northwest/ US Air |
| Portland, OR | \$234 | Northwest (one-stop) |

San Antonio, Texas

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|----------------|-------|----------------------------|
| Washington, DC | \$232 | Delta (one-stop) |
| Kansas City | \$231 | Northwest (one-stop) |
| Chicago | \$243 | American / United / US Air |

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|--------------|-------|--------------------------------|
| Denver | \$297 | Frontier / United |
| LA | \$298 | United |
| NYC | \$348 | American Airlines (one-stop) |
| Portland, OR | \$235 | Delta / Continental (one-stop) |

Meghan has been the most impressed with Indianapolis to date. It appears to be very affordable and the Convention Center has been very responsive. Meghan will try to go visit the potential hotels within the next few weeks and move forward with the best deal.

Mediation Proposal: M. Hendy

A member agency has inquired as to whether or not JCICS mediates between members.

The board discussed this request and the reason for it, but the identity of the parties involved was not revealed. The main point of contention was in regards to protocol regarding post-placement reports. It was decided that JCICS does not have any authority with which to mediate, however a letter of encouragement will be sent to the parties involved stressing the importance of post-placement reporting and its necessary role within intercountry adoption.

2006 Keynote Speaker: M. Hendy

Possible Speakers

The board should review the potential speakers below and also submit any additional suggestions to Meghan. Meghan will hear Pat O'Brien speak at the upcoming NACAC conference. An excellent speaker for Sunday's keynote is needed to encourage members to stay over on the Saturday night of the conference.

Richard Gaskill, http://www.childtrauma.org/aboutCTA/bio_gaskill.asp

Topic: Play Therapy and Attachment Enhancement

Recommended by Dr. Bruce Perry – from the same clinic and the topic would be similar to those the past two years but maybe more focused on therapy.

Pat O'Brien, <http://www.yougottabelieve.org/Pat%20O'B's%20Bio.htm>

Topic: 1) How unconditional commitment to all children who come into our care is the essential ingredient in preventing both placement disruption and foster care drift; or 2) how to utilize laughter and humor to reduce the stress, tension and pain of everyday life.

Sandy Queen, <http://www.speakersrus.com/speakers/queensandy.htm>

Founder and Director of Lifeworks, Inc., a training/consulting firm in Columbia, Maryland, that specializes in helping people take a better look at their lives through humor, laughter and play.

Karyn Purvis, Texas Christian Women's University, <http://www.neurorelief.com/index.php?major=464>

<http://www.fweekly.com/content.asp?article=169>.

Topic: Share her results of laboratory neurotransmitter tests in a sample of special needs adopted children.

Note: She spoke at NCFA's conference this past year

Boris Gindis, <http://www.bgcenter.com/interAdoption.htm>

Topic: Language development in Russian adoptees

Recommended by a JCICS member.

Daniel Amen, <http://amenclinics.com/da/>

Topic: Brain Enhancement and Neurology

Recommended by a JCICS member, but seems similar to the past two keynotes and Gaskill.

Important Dates:

Next Conference Call

Tuesday, August 9, 2005 at 3:00 pm EST

October In-Person Board Meeting

Wednesday, October 5 - Friday, October 7, 2005. Starting at 8:30 am on Wednesday and ending at 5:00 pm on Friday. Wednesday and half day Thursday will be strategic planning and the remainder of Thursday and all day Friday will be Board Business.

Board members should arrive Tuesday evening, October 4th and plan on leaving either Friday night if they can get home by 9:30 PM their time or stay Friday night and depart Saturday morning. In the event of the latter scenario, JCICS will pay for Friday night's hotel room and meal.

MOTION: To adjourn the meeting at 4:49 PM EST.

R. Gibson MOVED/ S. Wu SECONDED PASSED Unanimously

Respectfully Submitted,

Heather Stultz, Secry

Action Items:

1. R. Gibson & M. Hendy – revise language for caucus chair conflict of interest and confidentiality statements and resubmit to the board for a vote.
2. R. Gibson & M. Hendy – revise proposed sick/vacation time benefits for employees and submit to the board for a vote.
3. M. Hendy – send letter to member regarding the importance and impact of post-placement reporting.
4. 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.
2. M. Hendy – investigate VA state law requirements regarding overtime compensation for non-exempt staff to insert in the Employee Handbook.
3. BOD – email suggestions and/or suggested language changes for the Employee Handbook to the main office as soon as possible.
4. T. DiFilipo & M. Hendy – examine and make proposed revisions to the benefits package for JCICS staff.
5. S. Pitkowsky – contact national level of FRUA to seek list of prospective JCICS members.
6. L. Vollman – send list of OR adoption agencies to the main office to solicit prospective members.
7. J. Clark – revise membership survey to include additional questions and revisions.
8. Staff – begin dialogue with state accrediting entities.
9. T. DiFilipo – assist Meghan in resolving music license rights for the Global Awareness Campaign DVD.
10. Staff – post revised caucus policy and procedure on the JCICS website.
11. M. Hendy & K. Wallace – draft a statement regarding Vietnam to post on the website.
12. M. Hendy – finish drafting and submit JCICS commentary on the Berger law.
13. M. Hendy – send letter of 25th anniversary congratulations to NCFEA.

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.
5. M. Hendy & L. Wetterberg – finish drafting a records retention policy.
6. L. Wetterberg – draft a whistleblower policy to incorporate into the Policy & Procedures manual.
7. BOD – each board member should call at least one client in the Hartsook prospectus and learn more about that client’s experience.
8. BOD – if you have information on any prospective outsource fundraising companies, email the information to the main office so an interview can be arranged.
9. R. Martin, S. Pitkowsky, H. Stultz, L. Vollman – develop new JCICS fee structure to submit for a vote at the October board meeting.
10. R. Gibson & R. Hackworth – request Ethics subcommittees to pull information out of their designated sections to help create a Code of Ethics.

Open Action Items from June 15, 2005 Minutes:

1. Staff – include article in the next newsletter regarding the board development sessions with Tecker consultants and the commitment to developing a strategic plan for the organization.

Open Action Items from May 10, 2005 Minutes:

1. BOD – complete calls to new & non-renewing members by the June in-person board meeting.
2. BOD – send any pertinent articles in support of international adoption to Rosemary Martin to share with her contact at UNICEF.
3. D. Murphy-Scheumann – send CNN information to Meghan so a media packet can be sent to them before they air their program on Romania.

Open Action Items from March 15, 2005 Minutes:

1. BOD – spread word to contacts regarding the Membership & Communications position open at JCICS.