

JCICS Board Meeting
May 10, 2006
Conference Call

Attendees: R. Gibson, M. Hendy, J. Clark, L. Vollman, K. Wallace, R. Pearlman, J. Sciortino, S. Wu, L. Wetterberg

Absent: H. Stultz (e), D. Murphy-Scheumann (e)

Arrived late: S. Pitkowsky

Call to Order & Agenda: R. Gibson at 3:10 PM EST

Executive Director's Report: M. Hendy

High Level Conference Recap

- Final hotel bills and financials are not up-to-date, so final report and budget information will be shared at June meeting
- Initial information appears as if we will have generated income from conference

Reminder for BOD to Send in Reimbursement forms and Conflict of Interest forms

- Missing conflict of interest forms from several BOD members who will send them in this week

Next Initiatives – Hague Training, 2007 Conference Planning

- Suggested at the conference by some members that it would be helpful if JCICS developed a type of training to be used by agencies in preparation for Hague
- 2007 Conference will be in Indianapolis. Will pose some difficulties as it is out of the state and JCICS will need to move timing and schedule up for conference planning. RFPs and other information will go out some time this summer.
- UNICEF NGO Committee – JCICS has recently joined the committee and their annual meeting will be June 8th in New York City. Meghan will attend the one day meeting in New York. While in New York, she is considering hosting a membership reception for agencies in the area.

International Relations Proposal: M. Hendy, T. DiFilipo, R. Gibson
(documents attached – contract)

T. DiFilipo joined the Board Call for the discussion of this proposal.

This proposal is in response to member requests and as a method for JCICS to broaden international reach. Contract outlines Reynolds and Rowe's position in International

Relations:

- Goals to build relationships with foreign governments and foreign embassies and to build relationships with foreign governments through traveling abroad
- Formal reviews at 90 day intervals
- At each review progress will be evaluated
- Termination can occur by either party with 30 days notice
- Amendments can be made by mutual agreement
- Travel expenses to and from JCICS office will be included in fees and paid by Reynolds and Rowe.
- A budget will be established before each trip taken by Tom and will be approved by ED

Tom will try to build any meetings in DC at the JCICS office into the current fee structure. If more hours are required, these will be reevaluated as needed. International travel will be an additional fee as outlined.

JCICS has reserve funds as an option for covering these expenses. There are some funds available in the operating budget, but these are limited.

JCICS and Reynolds and Rowe will consider the level of membership involvement and input that will be requested in regards to the travel and steps taken by Tom.

MOTION: To accept the intent of the contract with any modifications to be approved by ED and President.

L. Wetterberg MOVED/ J. Sciortino SECONDED PASSED Unanimously

Passage of Minutes:

MOTION: To approve the minutes from April 11, 2006.

L. Vollman MOVED/ S. Wu SECONDED PASSED Unanimously

Financial Report: L. Vollman, J. Clark

Conference bills and expenses are not completely accounted for. Bills from the hotel should be in by the end of May and JCICS will send a report to the BOD as soon as they have more accurate information for the Budget to Actuals. The conference appears to have generated revenue, but the final amount is not yet available. The gala is estimated at about a \$5,000 loss, which was anticipated and approved previously by the Board.

Country Issues/Caucus Meeting Reports

- 1) Russia

- a. During the caucus meeting, concerns were expressed by the membership in regards to future accreditations. The board will take these into consideration in moving forward with the International Relations plan.
- 2) Guatemala
 - a. The Guatemala caucus requested that JCICS create a letter that agencies could, if they so wish, share with their contacts in Guatemala. JCICS will draft a letter for this purpose shortly.
 - b. The caucus taskforce will put their plan and requests in writing and submit it to the Board.
- 3) Education
 - a. Education Committee made a request that JCICS to examine training programs. The Board discussed either endorse one product for parent training or set up a process where various agencies can submit their training system for JCICS endorsement. This topic will be discussed further in June. In the meantime, Jody, as Board liaison, will contact the chairs of the committee to gain more clarity about what they were looking for from JCICS.
- 4) China
 - a. Methods for JCICS to address possible concerns with a member agency in regards to CCAA's recent visit to the US were discussed. JCICS might consider actions in order to improve and continue to have a positive relationship with CCAA, particularly in light that JCICS will consider traveling to China through the International Relations partnership. JCICS will send a letter to CCAA.

Caucus Chair Conflict of Interest

The Board discussed what needs to be done in order to prevent a conflict of interest that might occur for individuals who serve as caucus chairs.

There is an issue in Texas with international adoption agencies in that state legislation does not allow for international adoption agencies to be licensed in that state. Agencies in this state would need to have a domestic program in order to be licensed. Meghan will address this with the State Department.

Meghan's Leave Proposal

MOTION: To approve Meghan's leave proposal as submitted.

L. Wetterberg MOVED/ S. Pitkowsky SECONDED PASSED Unanimously

June Meeting

June meeting is scheduled as:

Monday, June 26 – new BOD orientation and DOS/CIS meetings

Tuesday, June 27 8:00am – Wednesday, June 28, 3:00pm

There is a potential conflict for some board members. Board discussed the possibility of moving the meeting dates. Staff will look into dates at the hotel in July and will report back to the Board.

September

September 11,12, 13 will be tentatively scheduled for September BOD meeting.

MOTION: To close meeting at 5:00pm EST

L. Vollman MOVED/ L. Wetterberg SECONDED

PASSED Unanimously

Action Items:

1. M. Hendy will draft a letter to CCAA; S. Wu and R. Pearlman to assist.
2. M. Hendy – draft a letter in response to the Guatemala Caucus’s request and send to the Board for review.
3. J. Sciortino - contact the chairs of the Education committee to gain more clarity about what they were looking for from JCICS.
4. L. Wetterberg – will handle the potential conflict of interest with caucus chair.
5. M. Hendy – address issue of licensing in Texas.
6. M. Hendy – check with hotel about changing BOD meeting to July
7. M. Hendy and R.Gibson – make a decision about the June/July BOD meeting
8. M. Hendy – notify IRS of JCICS name change since bylaw changed passed.
9. M. Hendy – formalize MOU with ISG using “exclusive” language by June Meeting.

Open Action Items from March 14, 2006 Minutes:

1. J. Mellon – investigate whether or not non-renewing members are joining other organizations.

Open Action Items from February 14, 2006 Minutes:

1. D. Murphy-Scheumann – send Meghan sample of what was sent out for Romania when they were concerned with missing post-placement reports.

Open Action Items from January 25, 2006 Minutes:

1. J. Mellon – email BOD the number of JCICS parent support groups that are made up of adoptees.
2. D. Murphy-Scheumann – follow-up with national ICPC.