

JCICS Board Meeting  
November 8, 2006  
Conference Call

**Attendees:** R. Gibson, J. Sciortino, K. Wallace, S. Pitkowsky, H. Stultz, L. Vollman, L. Wetterberg, J. Peterson, J. Rolsky, T. DiFilipo, J. Ruben, S. Wu

**Absent:** D. Murphy-Scheumann (e), T. DiFilipo (e), R. Pearlman (e), J. Sciortino (e)

**Call to Order & Agenda:** R. Gibson at 3:04 PM EST

**CEO Report:** J. Peterson for T. DiFilipo

International Relations Initiative

Tom is presently in Guatemala on behalf of JCICS. Due to the amount of ongoing dialogue the trip has been extended by another day. It is hoped that a full CEO report will be available next week.

JCICS Testimony

Tom will testify on behalf of JCICS on the 14<sup>th</sup> to the Subcommittee on Global Human Rights, which is under the International Relations Committee for the House. Part of the discussion will be about the Hague with a Guatemala emphasis.

It was raised that the board should have further conversation in December regarding what, if anything, JCICS should do given the public hearing that Jarod testified at.

**Executive Director's Report:** J. Peterson

January Board Meeting

The January board meeting will be held January 23 & 24, 2007. DOS and CIS meetings will be held on January 22. The meeting will be held at the Hampton Inn on King Street, which is close to the Metro station. Board members should begin to book flights. Staff will send a reminder along with the new hotel information.

Hague Update

The transitional application deadline is in nine days. There have not been as many applications submitted to date as had been anticipated by JCICS, DOS or COA. All had estimated at least 200, so far there are only about 50. JCICS will continue to send reminders to the membership.

The deadline for comments from JCICS members to the main office regarding 22 CFR part 99 (Reporting on Convention, Non-Convention Emigrating Children) is today. The official deadline to DOS is next Monday.

### Upcoming Events

As previously mentioned Tom will be testifying at a Congressional hearing next week. In addition JCICS has been invited to attend a Congressional briefing next Monday regarding the Ukraine. JCICS is also hoping to organize a briefing with CCAI regarding Guatemala shortly. CCAI had suggested the first week of December, however, given the importance of the issue JCICS is trying to arrange something earlier.

As an effort to increase public awareness on inter-country adoption in November, JCICS is collecting information on events regarding National Adoption Month from members and posting it to the main website.

### **Secretary's Report: H. Stultz**

Action items were reviewed.

### **MOTION: To approve the minutes from October 11, 2006.**

**L. Vollman MOVED/ S. Wu SECONDED PASSED Unanimously**

### **Financial Report: L. Vollman & J. Ruben**

The financial statements were emailed to the board. The gross income for the month has been more than double as compared to the same month last year on the P&L. Most of the increase can be contributed to International Relations Initiative donations that total roughly \$5,000 this month, as well as several in-kind donations. The net income category is reflective of recent staffing changes. JCICS is in a good position with the launch of the membership drive, as additional income is anticipated. Overall the YTD actuals/budget show that JCICS has more income than budgeted, and has spent less than budgeted.

Discussion was held regarding the development of next year's budget. Jen and Tom have been working on this and were to present it at the January board meeting. Further discussion was held that it is not typical to enter a new fiscal year without an approved budget. Jen will begin to work on this ASAP. Board members should email Jen with suggestions, concerns or areas of focus for the upcoming budget. In the future work on the budget will begin in September and this change will be made to the staff master calendar.

### **2007 Conference: J. Peterson**

Jen has already emailed detailed information to the board. As a brief review:

San Antonio has been selected for the 2007 Conference. The venue will be the Crowne Plaza Riverwalk, near the Alamo, at a rate of \$159/night. Another group that was to have an event at the same time backed out, opening the remaining space JCICS needed. There will be enough space available to allow for more caucus/networking sessions than in previous years. Membership response has been very positive so far. Joelle is in the process of contacting the presenters with the change in venue/dates to make sure they can all continue to participate. Jen is looking into doing an Arts Garden reception there as well. Tom is also brainstorming changes to the board meeting portion of the conference and extending it into Saturday night. Further discussion will be held on the next board call.

**2009 Conference:** J. Peterson

The Hyatt in Indianapolis released JCICS from its 2007 contract in exchange for a commitment to use their venue in 2009 or 2010. The rates offered for 2009 were excellent so JCICS will work with Jean Marie of Helms Briscoe to draft a contract.

**Bylaw Passage & Policies:** R. Gibson & J. Peterson

All proposed by-law changes are now passed. Notification was sent to the membership but no feedback has been received by the main office to date.

**Nominating Committee:** S. Pitkowsky

The kick-off for the nominating committee formation has been temporarily delayed. A call will go out for volunteers later this month when Jody is available.

Preliminary discussion was held about desired skill sets for future board candidates:

- Financial expertise
- Legal expertise
- Parent group representative

**Membership Drive:** J. Peterson

The membership drive has begun and renewals are already rolling in. Dues have been increased by 8% this year.

**Next Board Call:** Wednesday, December 13, 2006 - 3:00 pm EST

**MOTION: To adjourn the meeting at 4:30 PM EST.**

**L. Vollman MOVED/ S. Wu SECONDED PASSED Unanimously**

Respectfully Submitted,

Heather Stultz, Secry

**Action Items:**

1. Staff – add to December board call agenda discussion regarding what if any action JCICS should take in light of Jared’s recent Congressional testimony.
2. Staff – send reminder to board to book flights for the January meeting, as well as email new hotel information.
3. Staff – continue to send reminders to JCICS regarding the Hague TAD.
4. BOD – send 2007 budget comments/suggestions to Jen ASAP.
5. Staff – edit master calendar to reflect new budget development to begin in September of each year.

**Open Action Items from October 11, 2006:**

1. J. Sciortino & S. Pitkowsky – begin board dialogue regarding future board needs and recruit additional Nominating Committee members.
2. BOD – send feedback to staff regarding selected workshop proposals ASAP.
3. Staff – put 2010 Conference on the next board call agenda.
4. Staff – gather more information regarding the AMREX investigation and post pertinent information on the website.

**Open Action Items from September 20, 2006:**

1. Staff & Board – form task force to investigate future board composition.

**Open Action Items from September 19, 2006:**

1. Staff – investigate post-adopt resources by state.
2. Staff – send quarterly newsletter personalized for various DC Embassies.

**Open Action Items from August 9, 2006:**

1. BOD – identify scope of work for PR firm so staff can obtain more accurate proposals.
2. R. Pearlman & M. Hendy – draft letter to agency working with My Linh Soland and post to the board for review.

**Open Action Items from July 18, 2006:**

1. Staff & T. DiFilipo – finalize membership survey and distribute.

**Open Action Items from June 28, 2006:**

1. Staff, R. Gibson & R. Pearlman – do brief review of website and membership materials in anticipation of membership bylaw change.
2. Staff – add to future BOD meeting agenda further discussion regarding who JCICS should reach out to in anticipation of the membership bylaw change, how JCICS can better collaborate and with whom, as well as a policy for how the BOD can reject membership applications.
3. R. Pearlman – draft bullet points for regional training proposal for USCIS.
4. R. Pearlman – will send L. Vollman suggested opportunities of other insured accounts that JCICS may want to look into.