

JCICS Board Meeting  
October 11, 2006  
Conference Call

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

**Absent:** D. Murphy-Scheumann (e), K. Wallace (e)

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

**CEO Report:** T. DiFilipo

COA Sponsorship MOU Update

JCICS will propose to COA a 50% credit for what JCICS offers COA. This would reduce the annual sponsorship fee from \$6,000 to \$3,000. JCICS will also request a seat on the COA board.

Board Title Change

Discussion took place about changing the title of Board President to Chairman of the Board and Board Vice-President to Vice-Chair to eliminate confusion with the CEO/President of JCICS title.

**MOTION: To use the terms Chairman & Vice-Chairman for all internal communication and the terms President & Vice-President on all legal documents to avoid title confusion.**

**S. Wu MOVED/ J. Rolsy SECONDED**

**PASSED Unanimously**

International Relations Initiative

To date \$35,000 has been received in donations for the IRI. The trip to Russia & Ukraine went extremely well. Meetings were held with key ministries and advisors. They were all very positive about intercountry adoption and reiterated the president's commitment towards it. The hope is that the accreditation process will resume by the end of the year. JCICS & NCFA will be briefing DOS tomorrow and will put out simultaneous reports to their respective memberships as soon as possible.

The trip to Guatemala will be held either the week of October 22 or 29. At this time Tom will attend with Chris Huber, Holt's lead Guatemala coordinator, an NCFA representative and possibly some other agency representatives that Tom will be reaching out to.

Development

Tom is working on recruiting potential members that would bring sizeable contributions to JCICS.

**ED Report: J. Peterson**

Auditor Interviews

Tom and Jennifer have been interviewing potential auditors for JCICS. The final interview will be held tomorrow. At this time it appears that JCICS will select the quote from the Berry Group in Alexandria at the flat rate of \$2800. This rate was given by a partner who was adopting and has since retired; however, the current partner will continue to honor that quote should JCICS choose to proceed.

Hotel for January Board Meeting

Jennifer & Joelle have been investigating other possible locations for the January BOD meeting. They have selected the Hampton Inn on King Street as they are offering a discount to JCICS.

Hague Update

The office has been busy sending and receiving posts to/from the membership. Jennifer has been working with Jane at COA to gain answers to questions posed by the membership. Jennifer has expressed JCICS' particular concern regarding pass through fees and how this may impact agencies budgets and Hague fees. In addition, JCICS sent a letter containing Hague related questions to DOS in August. Jennifer has followed-up on this and DOS hopes to have a letter of response sent within the next week. The main office has been receiving additional Hague Accreditation Guide orders.

Bylaw Vote

A total of 73 votes regarding the proposed bylaw changes were cast. 70% of those voting were in favor of first part and 78% of those voting were in favor of the second part. The results will be announced to the membership along with the membership policy that was pending the approved bylaw changes.

Concerns heard from the membership during the bylaw vote were discussed. One concern was regarding permanency language as potentially excluding some members. This was addressed by a review of the strategic plan. The second concern was whether or not criteria will be developed for affiliates so that JCICS will continue to be an organization that people strive to join. This will be flushed out in policy rather than the bylaws. The third concern was regarding affiliates access to the membership list serv. It was clarified that this will not be the case.

**MOTION: To pass the affiliate policy.**

**S. Pitkowsky MOVED/ J. Rolsky SECONDED**

**PASSED Unanimously**

Lynn will email the draft membership policy for board review and electronic vote.

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

Action items will be emailed for review.

**MOTION: To approve the minutes from September 19 & 20, 2006.**

**L. Vollman MOVED/ J. Sciortino SECONDED PASSED Unanimously**

**Transition Plan:** R. Gibson

Thanks to Keith for his assistance with the CEO agreement. The final draft will be reviewed to ensure compliance with Virginia labor laws. Rick will make an announcement to the membership on Monday.

**MOTION: To approve the final terms and conditions related to the hiring of T. DiFilipo as CEO/President and J. Peterson as Executive Director.**

**J. Rolsky MOVED/ R. Pearlman SECONDED PASSED Unanimously**

Further discussion was held that this decision represents a significant shift in organizational structure. Given that there is some inherent risk with the change, specific goals and objectives will be drafted and the board will re-evaluate the positions at 6 months and again at 12 months.

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

JCICS' gross income was over \$30,000 for this month. This is a more than \$27,000 difference due to donations for the international relations initiative and increased requests for the Hague Accreditation Guide.

JCICS' net income for the year is over \$59,000.

JCICS has taken in more income and spent less than was budgeted.

Discussion was held about the IT Update line item. The amount listed included a computer purchased for Jennifer earlier than in the year. This amount should be listed under assets.

Given upcoming expenses, Linda will need to transfer funds from reserve account within the next month.

Linda will notify the appropriate bank to transfer check signing ability from Meghan Hendy to Jennifer Peterson.

In the future, board orientation will include a record of accounts and whom has access to them.

**Membership Report:** J. Peterson

JCICS currently has 243 members. One member was removed due to the loss of their license. This information has been made public on the website. Jennifer hopes to post applications for renewing members shortly and begin recruiting new members the first week of November.

As part of the MOU with COA, JCICS members should receive 25% off of COA accreditation.

**Nominating Committee:** R. Gibson

Linda and Jody were originally selected to serve on the nominating committee. Jody and Sam will be the nominating committee representatives from the board going forward.

**MOTION: For Sam Pitkowsky, outgoing board member to participate on the Nominating Committee as Chair outgoing member and Jody Sciortino to also serve on the committee as a current board member.**

**L. Vollman MOVED/ J. Rolsky SECONDED PASSED Unanimously**

Sam and Jody will launch a discussion of board needs on the board list serv. They will also put out a call to the membership for additional committee members.

**2007 Conference:** J. Peterson

Renovations

The Hyatt in Indianapolis recently informed JCICS that they will be undergoing major renovations around the time of the 2007 JCICS Conference there. Jean Marie with Helms Briscoe has brought this to the attention of the main Hyatt representative. She is working to get in writing exactly what JCICS will losing. At this time, all of the break out space is accounted for. The main loss seems to be the lobby and potential sound interference. Jennifer will update the board further next week. Richard may also travel to the hotel and work to negotiate further assistance/compensation.

Keynote

The founder of the Children's Defense Fund is unavailable and no new suggestions have been provided by the board. Tom & Jennifer propose that JCICS approach Paul Singer, CIO of Super Value and former CEO of Target. He has currently submitted a workshop proposal on how agencies can work with the public in their area to understand the crisis of orphans.

## Conference Theme

Staff have developed a conference theme of “Building Bridges for Children: Navigating the Waters of Change in Intercountry Adoption”.

## Feedback on Workshops Selected

The board is requested to provide feedback on the workshops selected by staff as soon as possible. Staff need to begin contacting selected presenters this week.

## **2009 & 2010 Conferences: J. Peterson**

### 2009

The Annual Conference will be back in DC for 2008. In 2009, the only option is the hotel in Alexandria. Jennifer has investigated some other cities and found three potential hotels in San Antonio, TX for the dates of April 21-25. It will be fiesta time so prices will range from \$189-\$245/night. Jennifer will fly to investigate the hotels in person and Snow will join her if possible.

**MOTION: To send Jennifer to investigate San Antonio, TX for the 2009 Annual Conference.**

**L.Vollman MOVED/ J. Sciortino**

**PASSED Unanimously**

### 2010

Jennifer will investigate the DC area options. If none appear to work, then she will investigate other cities. Further discussion will be held at the next board call.

## **House Hearing & Membership Concerns: R. Gibson, T. DiFilipo, J. Peterson**

The sub-committee on oversight held a series of hearings on the Masha case, which involved two JCICS members. Thanks to Jared for testifying on behalf of JCICS in regards to standards. Several practice issues came to light during the hearings. These will be addressed by the JCICS disciplinary committee once the transcript becomes public within the next 60-90 days.

## **AMREX: T. DiFilipo**

Amrex has recently gone bankrupt. This has been devastating to the agencies who used their services. Families are also out thousands of dollars. As such, the FBI is conducting an investigation. JCICS will put information on the website about where those impacted can go for assistance.

## **The Bulletin Newsletter: R. Gibson**

The Bulletin is the JCICS quarterly newsletter. A condensed version goes out via email on the membership list serv on a monthly basis. Discussion was held about reducing costs and burden on staff time by transitioning The Bulletin to a strictly electronic format in 2007.

**Next Board Call:** Wednesday, November 8, 2006 - 3:00 pm EST

**MOTION: To adjourn the meeting at 5:01 PM EST.**

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

Respectfully Submitted,

Heather Stultz, Secy

**Action Items:**

1. Staff – email results of bylaw vote to the membership, along with a copy of the now approved membership policy.
2. L. Wetterberg – email the membership policy to the board.
3. BOD – review membership policy and vote to edit and/or pass as soon as possible.
4. H. Stultz – email action items to Board.
5. R. Gibson – ensure CEO agreement complies with Virginia state law.
6. R. Gibson – announce to membership the hiring of T. DiFilipo and J. Peterson.
7. L. Vollman – transfer check signing ability at the bank from M. Hendy to J. Peterson.
8. J. Sciortino & S. Pitkowsky – begin board dialogue regarding future board needs and recruit additional Nominating Committee members.
9. Staff – approach Paul Singer to keynote the 2007 JCICS Conference.
10. BOD – send feedback to staff regarding selected workshop proposals ASAP.
11. Staff – put 2010 Conference on the next board call agenda.
12. 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 – call APA regarding their stance on psychological testing by telephone.
3. Staff – send quarterly newsletter personalized for various DC Embassies.
4. Staff & T. DiFilipo – draft PR statement regarding trip to Ukraine and distribute.

**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 July 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.