

Orientation and Mobility  
Executive Committee and District Director Meeting

September, 2019

8:00 p.m. Eastern

<u>AGENDA</u>	<u>NOTES FROM MEETING</u>
<p><u>1) CALL TO ORDER</u></p>	<p>1) <u>CALL TO ORDER</u></p>
<p><u>2) WELCOME</u></p> <p>a. <u>Attendance; Executive Committee Roll Call (Jennifer Duncan, Secretary):</u></p> <p>i. Executive Board Roll Call:</p> <p>ii. Officers:</p> <ol style="list-style-type: none"> <li>1. Chris Tabb (Chair)</li> <li>2. JoAnne Chalom (Chair-Elect)</li> <li>3. Justin Kaiser (Past-Chair)</li> <li>4. Jennifer Duncan (Secretary)</li> <li>5. Anne Zanger (Treasurer)</li> </ol> <p>iii. District Directors:</p> <ol style="list-style-type: none"> <li>1. Loana Mason (Dist 1)</li> <li>2. John McAllister (Dist 2)</li> <li>3. Maggie Winn (Dist 3)</li> <li>4. Claudia Libis (Dist 4)</li> <li>5. Amanda Stolz (Dist 5)</li> <li>6. Valery Kircher (Dist 6)</li> </ol> <p>iv. Guests:</p> <ol style="list-style-type: none"> <li>b. Select Parliamentarian</li> <li>c. Approve minutes from June 10, 2019 meeting</li> <li>d. Approve the Agenda</li> </ol>	<p><u>2) WELCOME</u></p> <p>a. <u>Attendance; Executive Committee Roll Call (Jennifer Duncan, Secretary):</u></p> <ul style="list-style-type: none"> <li>● Executive Board Roll Call:</li> <li>● PRESENT <ul style="list-style-type: none"> <li>○ Chris Tabb (Chair)</li> <li>○ JoAnne Chalom (Chair-Elect)</li> <li>○ Justin Kaiser (Past-Chair)</li> <li>○ Jennifer Duncan (Secretary)</li> <li>○ Anne Zanger (Treasurer)</li> <li>○ John McAllister (Dist 2)</li> <li>○ Maggie Winn (Dist 3)</li> <li>○ Valery Kircher (Dist 6)</li> <li>○ Loana Mason (Dist 1)</li> <li>○ Claudia Libis (Dist 4)</li> </ul> </li> <li>● NOT PRESENT <ul style="list-style-type: none"> <li>○ Amanda Stolz (Dist 5)</li> </ul> </li> <li>● Guests- NO GUESTS</li> <li>● Select Parliamentarian- Justin is selected.</li> <li>● Approve minutes from June 10, 2019 meeting <ul style="list-style-type: none"> <li>○ JoAnne- Moves to Approve</li> <li>○ Justin- Seconds</li> <li>○ All in Favor</li> <li>○ None Opposed</li> </ul> </li> <li>● Approve the Agenda</li> </ul>

	<ul style="list-style-type: none"> <li>○ 7:07 Motion to approve the agenda- Valery</li> <li>○ Second- JoAnne</li> <li>○ All in Favor</li> <li>○ None Opposed</li> </ul>																																														
<p><u>3) OLD BUSINESS:</u></p> <p>DONE</p>	<p><u>3) OLD BUSINESS:</u> Started at 7:08</p> <p>DONE</p>																																														
<p><u>4) NEW BUSINESS:</u></p> <ul style="list-style-type: none"> <li>● Treasurer Report – Anne Zanger</li> <li>● Environmental Access Committee Report</li> <li>● Professional Issues Committee, Support Canes</li> <li>● AER Conference 2020</li> <li>● Addendum additions to Policies and Procedures Manual (PPM) for EAC</li> </ul>	<p><u>4) NEW BUSINESS:</u></p> <ul style="list-style-type: none"> <li>● Treasurer Report (7:08) – Anne Zanger</li> </ul> <table border="1" data-bbox="919 418 1955 979"> <thead> <tr> <th></th> <th style="text-align: right;"><b>DIVISION 9</b></th> </tr> </thead> <tbody> <tr> <td><b>INCOME</b></td> <td style="text-align: right;">-</td> </tr> <tr> <td>DIVISION DUES</td> <td style="text-align: right;">190.00</td> </tr> <tr> <td>GIFTS - RESTRICTED</td> <td style="text-align: right;">7,973.00</td> </tr> <tr> <td><b>TOTAL INCOME</b></td> <td style="text-align: right;"><b>8,163.00</b></td> </tr> <tr> <td><b>EXPENSES</b></td> <td></td> </tr> <tr> <td>PROFESSIONAL SERVICES</td> <td style="text-align: right;">103.43</td> </tr> <tr> <td>TRAVEL - OTHER</td> <td style="text-align: right;">5,793.49</td> </tr> <tr> <td>COMMITTEE ACTIVITIES</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>MARKETING</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>MEETING REGISTRATION</td> <td style="text-align: right;">4,920.00</td> </tr> <tr> <td><b>TOTAL EXPENSES</b></td> <td style="text-align: right;"><b>10,816.92</b></td> </tr> <tr> <td><b>NET INCOME (LOSS)</b></td> <td style="text-align: right;"><b>(2,653.92)</b></td> </tr> </tbody> </table> <table border="1" data-bbox="919 1019 1955 1429"> <thead> <tr> <th></th> <th style="text-align: right;"><b>DIVISION 9</b></th> </tr> </thead> <tbody> <tr> <td><b>INCOME</b></td> <td style="text-align: right;">-</td> </tr> <tr> <td>DIVISION DUES</td> <td style="text-align: right;">190.00</td> </tr> <tr> <td>GIFTS - RESTRICTED</td> <td style="text-align: right;">7,973.00</td> </tr> <tr> <td><b>TOTAL INCOME</b></td> <td style="text-align: right;"><b>8,163.00</b></td> </tr> <tr> <td><b>EXPENSES</b></td> <td></td> </tr> <tr> <td>PROFESSIONAL SERVICES</td> <td style="text-align: right;">103.43</td> </tr> <tr> <td>TRAVEL - OTHER</td> <td style="text-align: right;">5,793.49</td> </tr> <tr> <td>COMMITTEE ACTIVITIES</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>MARKETING</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>		<b>DIVISION 9</b>	<b>INCOME</b>	-	DIVISION DUES	190.00	GIFTS - RESTRICTED	7,973.00	<b>TOTAL INCOME</b>	<b>8,163.00</b>	<b>EXPENSES</b>		PROFESSIONAL SERVICES	103.43	TRAVEL - OTHER	5,793.49	COMMITTEE ACTIVITIES	0.00	MARKETING	0.00	MEETING REGISTRATION	4,920.00	<b>TOTAL EXPENSES</b>	<b>10,816.92</b>	<b>NET INCOME (LOSS)</b>	<b>(2,653.92)</b>		<b>DIVISION 9</b>	<b>INCOME</b>	-	DIVISION DUES	190.00	GIFTS - RESTRICTED	7,973.00	<b>TOTAL INCOME</b>	<b>8,163.00</b>	<b>EXPENSES</b>		PROFESSIONAL SERVICES	103.43	TRAVEL - OTHER	5,793.49	COMMITTEE ACTIVITIES	0.00	MARKETING	0.00
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- Environmental Access Committee Report (7:10)
  - TRB Funding sources –letters being created/sent
  - Eight interested EAC members 10 total 2 will attend committee meetings only
  - Cling Logo contest-submissions were extremely limited
  - Consider revising it and trying again at another time
  - White Cane Day Remake will be sent to American Public Transportation Association and would like materials at the DMVs to help educate.
- Professional Issues Committee, Support Canes (7:11)
  - Questionnaire was sent out to university professors
  - Questionnaire is open until October 2
  - Received replies from representatives from ten universities
  - Information collected will be reviewed and organized by JoAnne Chalom and Maggie Winn
  - Schedule another meeting to review all information
  - Valery- Asking which universities responded
  - JoAnne- Does not have the information in front of her. However, he knows from two in Pennsylvania, two in California, Ohio, Texas.
- AER Conference 2020 (7:14)
  - JoAnne attended meetings as O&M representative
  - Division Liaison-chair-elect
  - O&M Division will continue to have past chair breakfast, O&M business meeting and breakfast, and awards (reception)
  - NVI full day session was approved.
  - New Symposium Day (1/2 day and full day)
  - Calls for presentations went out for breakout sessions on 9/1.
  - 2 keynote speakers were selected and will be invited to the conference.
  - Host committee members will explore local organizations to partner with for the community day event.

	<ul style="list-style-type: none"> <li>○ Partnerships, tactile map competitions and more are being explored to assist conference attendees. (Kevin Holinger)-sub-sub-committee.</li> <li>○ Beacons-Access Explorer-potentially being installed at Hotel (JoAnne Chalom).</li> <li>○ Chris asking if there are any updates on physical activities and O&amp;M collaboration? <ul style="list-style-type: none"> <li>○ JoAnne- Reached out to Janice and waiting to hear back.</li> </ul> </li> <li>● <u>Addendum additions to Policies and Procedures Manual (PPM) for EAC (7:19)</u> <ul style="list-style-type: none"> <li>○ Addendum to PPM –add guidelines and excel document for EAC <ul style="list-style-type: none"> <li>○ Chris- we have talked before about adding language to the environmental access committee to be reimbursed in two rounds. A set of guidelines and spreadsheet tool has been adding.</li> <li>○ Chris- asking for a motion for the addenda to be added to the policy and procedures manual</li> <li>○ Justin- Does making the change to the policy and procedures manual help or is this an AER issue as well?</li> <li>○ Chris- So far the changes in the language have helped having guidelines when submitting for reimbursement for example with EAC. It will also help when this executive committee phases out, it will help the next executive committee. Helps people understand what they will be reimbursed for and how much.</li> <li>○ Valery makes a motion that we accept the addendum.</li> <li>○ John Seconds</li> <li>○ All in favor</li> <li>○ None opposed</li> <li>○ Motion passes</li> </ul> </li> </ul> </li> </ul>
<p><u>5) FROM THE FLOOR</u></p>	<p><u>5) FROM THE FLOOR</u></p> <ul style="list-style-type: none"> <li>● JoAnne- Discussion of Banner <ul style="list-style-type: none"> <li>○ Thinking of purchasing something for the 2020 conference to make the O&amp;M table stand out and look more professional. We have a \$150 budget. How can we use the money most effectively?</li> </ul> </li> </ul>

- Valery- We have a standing banner in Virginia as opposed to a tablecloth and the banner is more visible.
- JoAnne- Does it collapse?
- Valery- Yes, it is like the old projector screens where you can pull it up.
- Jennifer- Is able to hand make one (using Cricut) if prices to print are too high. Or can make the tablecloth if we ordered the banner.
- Chris- Is there room on the banner to be able to list the committees such as EAC to draw attention to what makes up the division.
- JoAnne- Vision of it to have a logo in the middle and then committee and information around it.
- Chris- Suggested that it can also be used at state conferences but need to think of weight and cost of shipping.
- Valery- GPS Cane
  - Has heard a lot about the new cane with the GPS and is curious has anyone used it and as an O&M committee should we share thoughts of new products?
  - Chris- We can provide information regarding products and the information can be submitted as an article but have to be careful that it isn't an advisement or brochure. The division cannot endorse products.
  - Justin- Suggested writing about benefits, not benefits, and writing a fair review for the newsletter. Does have a GPS cane at their university and will be trying it out within the next week. Will send feedback.
- Justin- Position papers.
  - Chris- Anyone on the call that would like to review position papers to see if they are still relevant or would need updating?
  - Justin- Can be a part of reviewing.
  - Valery- Can be a part of reviewing.
  - JoAnne- What is the timeline?
  - Chris- If we can do it before the July conference then we can share the information at the conference.
- Chris- ACVREP increase in certification fees.
  - Chris- people have contacted Chris about that. We are not ACVREP, but if people have concerns we can share that with

	<p>ACVREP. ACVREP did not contact us about making that decision, but it does impact us.</p> <ul style="list-style-type: none"> <li>○ The fees take effect in March 2020. Curious if people who are coming out of grad school will have the funds to certify.</li> <li>○ Jennifer- Have heard of grad students wanting to rush and take tests to avoid the increase but not feeling prepared. Worried that less people will be certified</li> <li>○ Chris- Read through the increase of rates. Thinking of having a fundraiser. AER is currently working on renewal of memberships, and unsure if the AER board would be able to approve money to have as a fund.</li> <li>○ Justin- The \$735 for new certification is not welcoming for new people coming into the field.</li> <li>● Valery- Going back to budget. <ul style="list-style-type: none"> <li>○ In Virginia, they would have a scholarship for \$500 part time and \$1000 for full time. Can we do that for the division? When looking at our budget, there is a \$2000 loss?</li> <li>○ Chris- brought the loss up to the board and wanted clarification. Clarification has not yet been provided and they are waiting on a new accountant. We brought in money and have not spent more money that was budgeted. Funds raised by individual divisions disappeared to go into a general AER budget and has never reverted back into the divisions.</li> <li>○ Chris- Suggested different ways such as using a coffee can or creating a mentor system to build a support fund for our field.</li> <li>○ Chris- By creating a mentor system we can match a new person in the field or going through a university program with a current person in the field who can then choose if they want to make a financial support or time support. Have people purchase gift cards that will help one specific individual.</li> <li>○ JoAnne- Can we use the newsletter to promote? A virtual coffee can?</li> </ul> </li> <li>● Maggie joined. Chris recapped.</li> </ul>
<p><u>6) EXECUTIVE SESSION</u></p>	<p><u>6) EXECUTIVE SESSION (8:00)</u></p>

7) ADJOURN

7) ADJOURN (8:01)

- Valery- motion to adjourn
- John- Second
- All in favor
- None opposed