Annual Membership Meeting via zoom
November 13, 2021
Call Meeting to order at 9:02 am

Quorum: 50

**Board Members Present:** Melanie Williams, President; Michelle Long, Vice President; Deb Moore, Secretary; Sharon Ellis Sandoval, NVAD Representative; Traci Branch, GRCVAD Representative; Jeanne Lavelle, Member-at-Large.

Deborah McKague and Sheena Cobb are our spotlight directors.
Pat Beech will handle the screen sharing of reports.

**Explanation of ground rules for meeting:**
These are the ground rules for today’s open board meeting.

- Before the meeting begins, please show your faces so the secretary can take attendance.
- The meeting will be recorded for the secretary’s benefit.
- Then, during the meeting, all attendees except those on the board must keep their videos closed. If a board member or a committee chair wants to speak during the meeting, use the “raise hand” icon in “participants” at the bottom of the screen. The facilitator will then spotlight you.
- Position your screen so that your signs can be seen.
- Be courteous and respectful of others. Please allow the board meeting to proceed smoothly and do not interrupt.
- If an individual interrupts or becomes disruptive, he/she will be given 2 warnings. At the 3rd warning, he/she will be placed in the waiting room. After 5 minutes, the person will be readmitted to the meeting. If that person continues to be disruptive, he/she will then be removed from the meeting.
Approval of minutes of April 24, 2021 election meeting
Jennifer Witteborg moved to approve and Tom Dowling seconded.
Members Voted and Passed.

President’s Agenda:

Board Reports
- President—Melanie Williams
- Vice President—Michelle Long
- Secretary—Deb Moore
- Treasurer—Deb McKague
- NVAD Representative—Sharon Ellis Sandoval
- GRCAVAD Representative—Traci Branch

Committee Reports
- Awards—Daphne Cox
- Bylaws—Patricia Raswant
- Stock—Gary Viall
- T-Shirt—Kim Taylor
- Website Team—Deb McKague
- LEAD-K—Tressy Kimble/Jenny Witteborg

Break—5-10 minutes

Unfinished Business and General Orders

New Business:
Submitted motions to be voted on. Additional motions can be made from the floor.

Announcements:
- We will revisit the possibility of in-person events in 2022.
- Other announcements?
- Happy Holidays to all.

President’s Report
Melanie Williams
Welcome
- We need to move quickly through the reports and motions today. The meeting must end at 12 noon because we have a workshop beginning promptly at 1:00 p.m. You all will need a break and time for lunch.
- I hope you all enjoyed the workshop with Hunta Williams last night, about anti-racism. I am looking forward to Part 2 of his workshop later this afternoon, plus Linsay Darnall’s workshop on emotional intelligence. Thank you to Michelle Long and Deborah McKague for planning these workshops.
- Thank you also to everyone who helped to make arrangements for interpreters for this conference, especially Katherine Malady. We truly appreciate it.
• What we have been doing will be covered in the reports to be given by the other officers, chapter representatives, and committees.
• Once again, I am grateful to the board for all their support. I am amazed at how well we work together. Thank you to all!
• The board is still learning as we go along. Please bear with us as we take what we have learned and apply them the next time we plan for a membership meeting.
• I am in the process of writing a letter to newly elected Governor Glenn Youngkin to support the reappointment of Eric Raff as director of VDDHH.

Vice-President Report
Michelle Long
• We need your help to spread the word of encouragement for People of color to get involved in VAD.
• Deaf children should not have to endure an educational system which makes them uncomfortable. Let us work together to make it right for our diversity of deaf children. This includes reinventing the system to come up with better tools of communication, better understanding of transparency and accountability of any actions they feel are safe zones and open doors to any color of skin.
• Please welcome BIPOC people to join. Thank you.

Secretary’s Report
Deb Moore
• Continue to manage VAD secretary gmail contact list and email messages to/from members and outside requests.
• Continue to assume responsibility for the VAD’s Zoom account such as setting up the link for various meetings.
• Continue to work with the Website Team.
• On-going progress with development of guidelines for VAD board.
• Completed the Code of Conduct to be approved by members today.

Treasurer’s Report
Deborah McKague
QuickBooks
• Reconciled for 2020 and 2021 for business checking and LTP savings. no issues.
• T shirt checking and savings will be included in QuickBooks.
• Chapters and committees can input their financial reports, upload receipts for expenses, income and reimbursements, etc.

QuickBooks and Bank accounts are connected automatically, and it can:
• Post transactions instantly from each bank account to QuickBooks.
• Automatically create membership due reminders.
• Connects to PayPal for nominal fees.
• CPA firm can go in Quickbooks and pull up financial reports to IRS,
SCC and VA Taxation.

- Autopay to Quickbooks monthly and ZOOM and Insurance, etc., yearly.
- Create invoices for vendors, etc.

The treasurer’s Excel report is available upon request.

**ZOOM**

- 3 licenses for Secretary, Treasurer and Richmond Chapter of VAD saves 17% yearly instead of monthly.
- I recommend including NVAD and other committees in granting Zoom licenses.
- It will be more cost efficient to have several licenses in one account instead of individual Zoom accounts and VAD pay yearly with a savings at 17%.
- Example: 6 license x 1 year payment = $899.40 a savings of 17%
- 1 license x 1 per month payment for 1 year = $185.88 x 6 license 12 months = $1,115.28

- $1,115.28 - $899.40 = $215.88 savings per year to VAD and its Chapters

**For 2022 and beyond**

**Webmaster** will handle any posts, videos, flyers, etc., on VAD website

**Social Media Coordinator’s role:** Post announcements, news, flyers, etc.
- VAD Facebook [https://www.facebook.com/VirginiaAssociationOfTheDeaf](https://www.facebook.com/VirginiaAssociationOfTheDeaf)
- Twitter [https://twitter.com/VADforVirginia](https://twitter.com/VADforVirginia)
- Instagram [https://www.instagram.com/vad.for.va/](https://www.instagram.com/vad.for.va/)
- TikTok [https://www.tiktok.com/@va.assoc.of.the.deaf?](https://www.tiktok.com/@va.assoc.of.the.deaf?)

Social media coordinator will submit reports from each social media account. Examples of reports are: **Insight reports:** traffic results, type of content, number reached, likes, reactions, shares, link clicks, etc, how many subscribed, view locations. (VA, USA, worldwide)

**Contact Deb Moore, Secretary at** [VADSecretary2123@gmail.com](mailto:VADSecretary2123@gmail.com) if you are interested in becoming webmaster or Social Media Coordinator.

**Fundraising Committee**

- 2022 mini conference
- Board retreat
- 2023 conference and election

This person will train those who are interested to be on the fundraising committee. **For example,** filling out forms either online or on paper from donors, Write letters to solicit donations from businesses, write thank you letters or email, etc.

**Public Relations for VAD**

Create vlogs for VAD website and social media. **For example:**

- Events
● Activities for youth
● Bringing in new members
● Announcements from the State of VA, for example, COVID updates, weather disasters, etc
Anyone interested in being our Fundraising Chair or Public Relations Chair, contact VADSecretary2123@gmail.com

Northern Virginia Association of the Deaf Report (NVAD) Report
Sharon Ellis Sandoval - NVAD Representative
● Upcoming election meeting will be held on November 20, 2021 at 10 am.

Greater Richmond Chapter, Virginia Association of the Deaf (GRCVAD) Report
Traci Branch, VAD Board Representative
● GRCVAD met virtually via Sorenson conference September 25, 2021. Next meeting will use the Zoom platform.
● GRCVAD Officers 2021-2023:
  President - Richard Goode
  Vice-President - Mike Juhasz
  Secretary - Kim Taylor
  Treasurer - Janet Wright
  VAD Board Representative - Traci Branch
● GRCVAD is unsure if it will host a Valentine Party due to Covid restrictions. Be on the lookout for more information about this event.
● GRCVAD will have its next meeting on November 27th at 9:30 a.m.
● Membership count is 29.

Committee Reports:

VAD Awards Report
Daphne Cox - Chairperson
● In early fall, I accepted this position as awards chairperson for all VAD awards.
● The following awards are: Deaf Mother of the Year Award established in 1961; Deaf Father of the Year Award established in 2000; Distinguished Service Award established in 1962; Job Turner Award (VAD Teacher of the Year) established in 2001; and NAD Golden Hands Award established in 1979.
● I recently got materials and award plaques from the outgoing chairperson. Like I mentioned at the last membership meeting, we concurred to skip 2020 Deaf Father of the Year and 2021 Deaf Mother of the Year Awards due to COVID19, transfer of responsibilities to new awards chairperson, and time constraints.
● VAD will start fresh for 2022 and beyond award recognitions after conducting a working group with the following goals: 1) revisit the existing awards by doing an in depth assessment of all awards (award purpose, criteria, frequency, nomination process, committee) and 2) make recommendations in regards to the overall award program changes to the board and/or members in a special meeting in early 2022.
Bylaws Committee Report
Patricia Raswant - Chair

- Committee - Traci Branch, Cynthia Burton, Steven Burton, Sheena Cobb, Otis Hill, Sr. Jeanne Lavelle, Deborah Miller-McKague, Melanie Williams (ex-officio), Steve Williams, L. Earl Wright.
- NAD Region 1 Representatives - Jacob Leffler and Milmaglyn Morales

The NAD Region 1 Representatives are kept in the loop of what is going with the VAD. They are not counted in the quorum and have no rights to vote.

Committee’s decision on VAD bylaws:
- GOAL - Foremost the goal of the bylaws committee is to REVISE, CLARIFY and SIMPLIFY the VAD bylaws for the reading easiness.
- PRIMARY SOURCES - The bylaws Committee’s four (4) primary sources are: The Code of Virginia (TC VA—VA laws for nonprofits—as passed by the VA legislation and VA Governor signed TC VA
VAD Articles of Incorporation (AI) is under the Virginia State Corporation Commission (VA SCC)
TC VA and VA SCC govern all nonprofits in VA
Two parliamentary associations

- ZOOM MEETINGS
  Select an article from the VAD Bylaws he or she would like to revise
  Duplicate much of the VAD Articles of Incorporation for the VAD Bylaws Newly Revised, as the three primary sources mentioned and move the procedures standing rules, special rules and customs from the current VAD bylaws to the VAD newly developed policy. The VAD Bylaws Newly Revised and the VAD newly developed Policy are to clearly refer to each other.

- On Thursday, November 4, 2021, all VAD members were emailed and notified that the VAD Bylaws Committee is revising the bylaws.
The VAD members are invited to select one article from the VAD bylaws and submit their suggestions of changes to the bylaws committee for consideration.

- THE PLAN
  The VAD Bylaws Newly Revised and the VAD newly developed Policy will be presented to all VAD members at least 30 days prior to the annual meeting in 2022, which will be announced at least 90 days prior to the annual meeting. The VAD Bylaws Newly Revised and the VAD newly developed Policy will require a 2/3 vote for adoption.

- SUPERSEDES - What supersedes the VAD Bylaws?
The VAD Articles of Incorporation—being a public legal document—supersedes the VAD bylaws, as RONR the 12th edition has explained. The Code of Virginia supersedes the VA SCC.

- 1973
Back in 1973, the VAD applied for the tax exempt status from the VA SCC and upon receiving the Articles of Incorporation, the VAD has been eligible for the 501(c)(3) from the IRS. The VAD AI is a legal document that VAD is required to adhere to VA laws for nonprofits.

**VAD Stock Committee Report**
Gary Viall - Chair

<table>
<thead>
<tr>
<th>Date</th>
<th>Stock Balance</th>
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</thead>
<tbody>
<tr>
<td>12/31/11</td>
<td>$48,811.54</td>
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<tr>
<td>8/31/12</td>
<td>$46,377.89</td>
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<tr>
<td>8/31/13</td>
<td>$53,657.87</td>
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<td>$65,203.21</td>
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<td>8/31/15</td>
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<tr>
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<tr>
<td>8/31/17</td>
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<tr>
<td>12/31/18</td>
<td>$87,235.77</td>
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<tr>
<td>10/31/19</td>
<td>$102,272.00</td>
</tr>
<tr>
<td>11/30/20</td>
<td>$124,309.62, an increase of $22,037.62</td>
</tr>
<tr>
<td>2/28/21</td>
<td>$130,859.80, an increase of $6,550.18</td>
</tr>
<tr>
<td>6/30/21</td>
<td>$145,648.04, an increase of $14,788.24</td>
</tr>
<tr>
<td>10/31/21</td>
<td>$162,610.38, an increase of $16,962.34</td>
</tr>
</tbody>
</table>

Increase from 12/31/11 to 10/31/21: **$113,798.84 or 233.13 % increase.**

In the 10/31/19 case, we got back to $100,000 level where we had $155,891 in 1998.

**T-Shirt Report**
Kim Taylor - Chair

- Due to the COVID19 pandemic, a lot of businesses have not been able to support vendor booths.
- However, we have begun to list Booths for 2022 events and if you have any information on an event to share with us, please email Donna Kay Graff Viall at VADTSHirtOutreachCoord@gmail.com.
- We sponsored the first VAD T-Shirt Design Contest for Deaf/HOH Middle and High School students, which ended October 1, 2021. It was successful and designs winning first, second, and third place were uploaded onto the VAD Website and VAD FB Page on November 5th. This winning design will be printed on the next edition of the t-shirt. We still have shirts with the ILY sign on front and will be selling these at a discount.
- We spent a lot of time preparing for on-line sales, and were just about ready to advertise when the VAD Treasurer announced the development of a new VAD website including an on-line store. The T-Shirt Committee decided to wait until we learn more about this, and the “website committee” mentioned by the Treasurer.
Kim Taylor, Chair of T-Shirt Committee (MaryRose Gonzalez, Devin Hamilton, Donna Graff-Viall, Gary Viall, Byron Heath, Terri Durham, Rachel Bavister)

**Website Team Report**
Deborah McKague - Chair

- The website is a work in progress.
- Online membership form prefilled with payments using PayPal.
- Register and payments for workshops.
- PayPal charges a discounted fee for nonprofits.
  As a PayPal Confirmed Charity, you now get the benefit of our discounted processing rate of just 1.99% + $0.49 on online transactions.
- Most payment vendors charge for their services.

**Website will include:**
- VAD History
- VAD Chapters including:
  - NVAD [https://www.vad.org/nvad.html](https://www.vad.org/nvad.html)
- Various deaf organizations and deaf owned businesses
- VAD Store for selling merchandise online such as:
  - Logo from T shirt contest winners for new merchandise
  - Continue to use ILY sign
  - Current stock of shirts and hoodies with ILY sign on front
  - VAD’s copyright “Top 10 reasons for learning sign language”
- **Custom Ink** offers fundraising features that VAD Store can use. No inventory No upfront costs. For more information check this out. [Fundraising Ideas - Fun & Easy Ideas to Start a Fundraiser](https://example.com/fundraising)
- **List of products** T-shirt Design Lab - Design Your Own T-shirts & More There are many companies similar to Custom Ink, and we welcome your suggestions on which company VAD can use for VAD Store.

**LEAD-K Committee Report**
Tressy Kimble and Jennifer Witteborg

- **LEAD-K VA Bill Status**
  - The 2022 Virginia General Assembly will convene from January - March for 60 calendar days.
  - The LEAD-K Bill (modeled after the National LEAD-K bill and adapted to match the Virginia Service System) needs a patron in both the Virginia House and Senate to have the best chance of passing into law.
  - Senate Patron - Ghazala Hashmi
  - House Patron - unassigned
- The LEAD-K VA Committee hosted an open meeting on September 14, 2021 at 7pm on zoom to teach about the bill and drum up public support.
  - Approximately 50 people attended the meeting.
● LEAD-K VA needs your help!
Please contact (call or write to) your Virginia Delegate and ask them to Patron our bill.
https://whosmy.virginiageneralassembly.gov/
If you would like to set-up a meeting with your Delegate, LEAD-K Committee members would be happy to join the meeting with you to provide support.
If you haven’t yet, please fill out our survey, so that we know what districts we have support in. - Survey and LEAD-K VA website: https://leadkva.wixsite.com/website
● LEAD-K VA continues to work towards coalition with other organizations to help support our LEAD-K Bill in 2022.
● Follow us on Facebook and Instagram to stay informed!

Four Motions were received prior to the meeting:
Deb Moore moved that we approve the VAD Code of Conduct and it was seconded by Deborah McKague. Motion was passed.

Rachel Bavister moved that the Officers and Board members of the VAD acknowledge receipt of correspondence (electronic or otherwise) from VAD members in good standing within 48 hours of receipt of said correspondence. Seconded by Mary Rose Gonzales. Motion was passed.

Rachel Bavister moved that the Board of Directors of VAD appoint Byron Heath of Richmond to the vacant position of Board Member-at-Large, 2021 - 2023. Seconded by MaryRose Gonzales. Motion was called out of order. Referred to the Bylaws committee for further clarification.

MaryRose Gonzales moved that VAD donate $1,000 to the Deaf Mentor Dream Team, % Eric Raff, VDDHH to help with expenses for Deaf Mentor trainers, to get them to come to Virginia to provide training. Seconded by Rachel Bavister. Motion was passed.

Adjourned at 12:35 pm

Respectfully submitted,
Deb Moore
VAD Secretary