August 7, 2021

VAD Open Board Meeting - Zoom
Meeting called to order at 10:05 am

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

**Quorum:** 42

Explanation of ground rules for meeting:

These are the ground rules for today’s open board meeting.

Jacob Leffler, one of our NAD Region 1 representatives, is facilitating the meeting for us today.

Sheena Cobb is our spotlight director.

Pat Beech will handle the screen sharing of reports.

- 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.
- There will be a question-and-answer period for all members after the board meeting adjourns. This will be your opportunity to ask questions, express your opinions, or voice your concerns.
Agenda:

Board’s Reports:

President’s Report:

- President—Melanie Williams
  Welcome
- Thank you for electing me as your president. I will do the best job I can as your president.
- The VAD Board has been quiet, but it has been busy as you will see from the reports by the officers and others. The board members keep each other informed of whatever actions they are taking. I have nothing but praise for this board. We are a great team.
- Thanks to Rachel Bavister for sending us a list of members so that we could contact everyone about this meeting.
- Actions/events since election:
  - Led several board meetings to allow the board members to get acquainted and discuss projects we want to implement as you will see in individual reports.
  - Daphne Cox is still chair of the Awards Committee. We recommend that Deaf Mother/Father of the Year Award be added under this committee.
  - Appointed Patricia Raswant to take Tim Ryan’s place as chair of the Bylaws Committee.
  - Board agreed to abolish the Membership Director position. Membership will now be taken care of solely by the Treasurer, with help from the Secretary.
  - Michelle Long, VP, is in charge of the Youth Program.
  - Michelle and Deb M are working on a Code of Conduct for VAD.
  - A Website Team has been set up to design a new website for VAD. Deborah McKague is the chair.
  - Plans to choose representatives to the Deaf Mentor Project. VDDHH, VAD, VA Hands and Voices, and Family to Family (Tidewater area) are participating in this project.

Vice President’s Report—Michelle Long

Here is the summary of what I have done since April 2021.

I have been working hard on the youth program specifically on gathering information to use to promote through flyers that will be sent out. Flyers include information on free membership for juniors and seniors in high schools to receive training in leadership. What I have completed thus far is a partial collection of people’s names for the contact list. Flyers have not been developed yet because it is still in the early stage of the thinking process, such as what details to add to the flyers to invite juniors and seniors in high school. The flyers will also be distributed to parents and others to increase the encouragement toward kids to be involved in VAD.
I have made attempts to talk with different people to gather more information across the statewide of Virginia. I successfully gathered information specifically from the areas of Hampton Roads and Richmond counties. However, Northern Virginia (VA) is still ongoing since the search has been tough and challenging to discover who is the person responsible for information on mainstream schools. That would be one of ways we could share our flyers with the mainstreamed students. So, if you know any information about the mainstream schools in the Northern VA area, please let me know.

As for Black, Indigenous, and People of Color (BIPOC), I do not have any update on it for I am putting my entire focus on the completion of flyers. Then I will shift my attention to BIPOC more in the Fall.

Secretary’s Report—Deb Moore

Accomplishments:
- Set up VAD secretary Gmail address and proceeded to set up central Google Drive for VAD Board’s reports with approval from the board.
- Assumed responsibility for the VAD’s Zoom account such as setting up the link for various meetings.
- Participated in the ASL volunteer interpreters Zoom interview.
- Participated in the LeadK Zoom interview with the intern assigned to work with the LeadK team.
- Participated in the Emotional Intelligence Workshop Zoom interview.

Central Google Drive:
The purpose is to have one central place for all VAD reports, information, membership list/forms/payments, PowerPoint files, flyers, and meeting minutes. Once our term ends, we can transfer all the folders/files to the new board officers.
- Set up folders for specific needs.
- Board members share their files with me and I move it to the assigned folder.

Joined the Website Team:
Contacted four deaf web designers and set up the zoom interviews. One of the web designers is booked for the next two years. Proceeded to interview three web designers. All three interviews have been completed. Website team will meet again sometime in the next two - three weeks to decide who will be our website designer.

Treasurer’s Report—Deb McKague - not present due to family emergency

July 22, 2021, Wells Fargo accounts transferred to Current President and Treasurer Checking
Income
July 26 Theresa Farmer                         $ 40.00
July 26 Sally Newman                          $ 25.00
July 26 Sharon Sandoval                      $ 25.00
Aug 5 Cambridge Investments            $112.80
TOTAL                                                   $202.80

Expenditures
July 22 postage                                             $9.95
July 26 Travel for Jay to Danville                  $198.00
July 26 Travel for MaryRose to Danville.       $101.00
July 27 debit                                      $37.00
TOTAL                                                      $ 345.95

Checking Account balance as of July 22, 2021     $40,735.18
Income Total      +                                                        $202.80
Expenditures        -                                                        $345.95
Total                                                                             $40,592.03
Balance as of August 6, 2021 bank statement.            $40,503.63

Difference $88.40

LTP Fund   # 7772
July 31, 2020. Beginning Balance       $18,152.49
Aug 13, 2020. Transfer to General Fund   $9,256.04
2021     Interest Income    $   .85
Total as of August 6, 2021.             $8,897.30

Pending Expenditures
PHLY Insurance Account 78804933 Due August 23, 2021. $930.00
VA State Corporation Commission Due August 31, 2021.  $25.00
To be reimbursed to Deborah McKague PO Box Danville    $147.00
To be reimbursed to Deborah McKague FedEx             $51.65
To be reimbursed to Deborah McKague Zoom              $47.22
Zoom 2 License Secretary and Treasurer 1 year plan $314.79
TOTAL                                                                                      $1,515.66

Expenses DUE by August 31, 2021

Prepared by Deborah McKague, Treasurer

Member-at-large Report—Jeanne Lavelle

    Mentoring VP Michelle and assisted with the Youth Program.
Serving on the VAD website team: Focus on the history of VAD. All VAD files are at Gallaudet Archives which is temporarily closed but they will eventually move to a temporary location.

**NVAD Representative Report—Sharon Ellis Sandoval**
NVAD had several social activity proposals, but they didn’t pan out. Held three meetings in the spring and none in the summer. NVAD is working to have closed captions inserted on the movies in the theatres. Information sent out to NVAD members about my Mask Design with logo committee. Committee will be set up in August.

**GRCVAD Representative—Byron Heath** - not present at meeting due to technical difficulties.

**Committee and Special Reports**

**Awards Report—Daphne Cox, Chair**
I recently 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
- NAD Golden Hands Award established in 1979

The President and I have been in regular touch about the awards. We strongly recommended that we 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 revisiting the existing awards by doing an in depth assessment of all awards (award purpose, criteria, frequency, nomination process, committee) and making recommendations in regards to the overall award program changes to the board and/or members in a special meeting in late fall or early winter.

**Bylaws—Patricia Raswant, Chair**
Learned two things about bylaws so far from reading Robert’s Rules of Order.
1. A Plan of Action
   2nd week of August or 3rd week of Aug we will begin working on VAD Bylaws by clarifying our bylaws.
2. Robert’s Rules of Order emphasized that bylaws should not be easy to change. Bylaws should be expanded from the articles of incorporation, constitution, or the like.
3. Robert’s Rules of Order - indicates that a member can make a motion to change a section in our bylaws and the member must explain why the change is necessary. 2/3 of the entire members must approve the change.

**Stock—Gary Viall, Chair**
Stock balance as of 12/31/11: $ 48,811.54
Stock balance as of 8/31/12: $ 46,377.89
Stock balance as of 8/31/13: $ 53,657.87
Stock balance as of 8/31/14: $65,203.21
Stock balance as of 8/31/15: $69,627.59
Stock balance as of 10/31/16: $75,811.43
Stock balance as of 8/31/17: $85,252.20
Stock balance as of 12/31/18: $87,235.77
Stock balance as of 10/31/19: $102,272.00, an increase of $6,418.22
Stock balance as of 11/30/19: $124,309.62, an increase of $22,037.62
Stock balance as of 2/28/21: $130,859.80, an increase of $6,550.18
Stock balance as of 6/30/21: $145,648.04, an increase of $14,788.24
Increase from 12/31/11 to 2/28/21: $96,836.72 or 198.38% increase.

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

T-Shirt—no report - President Melanie gave Kim Taylor the opportunity to share anything here at the meeting.
Brief report via video. No report since Covid 19 - Pending
The committee decided not to participate in Deafopia.

Website Team—Deb Moore reporting for Deb McKague, Chair
The website team was set up in June after a review of the current VAD webpage.
Chairperson - Deb McKague
Committee:
Sheena Cobb
Jeanne Lavelle
Deb Moore
Steve Williams

Chair Deb McKague checked other associations of the deaf websites and found several of their websites were updated. She contacted the President of Indiana Association of the Deaf (IAD) to learn more about how they get support for their website. We met with the IAD President and Vice President in June via zoom.
The topics that were covered:
- Donations from Donors and to use their logos on our webpage
- Program used (html, new features, where information is stored, etc.)
- Length of time to rebuild or make a new website
- Cost to pay someone to do it and then to maintain it
- Assign someone to run it after completion of new revised website
- Adding a payment online for membership fees and T-shirt/items to order
- Various information to be posted on our website (which is appropriate/not appropriate)
- Social media connected to our website
Interviewed three volunteer sign language interpreters to help with voicing our vlogs to create the captions and then it will be posted on our website. All have accepted to work with us.

Responsibilities:
Sheena Cobb - Vlogs, add captions to vlogs and take care of conversion for our webpage
Jeanne Lavelle - VAD’s history with pictures, officers, etc.
Deb Moore - Search for a deaf website designer to work on VAD’s website
Steve Williams - web knowledge and advisor

Update report from Deb:
Contacted four deaf web designers and set up the zoom interviews. One of the web designers is booked for the next two years. Proceeded to interview three web designers. All three interviews have been completed. Website team will meet again sometime in the next two - three weeks to decide who will be our website designer.

**LEAD-K—Katherine Malady**
LEAD-K VA plans to propose legislation following the National LEAD-K Model Bill in 2022.
General Assembly Session: January 12, 2022 – March 11, 2022
We are currently in the process of securing patrons in the House and Senate
**Goal** = to track language development to ensure kids are Kindergarten Ready

**Main tenants:**
- Select language milestones
  - To be used by DHH children that use ASL, English, or both
- Develop parent resource with milestones
- Select assessment for educators/EI with milestones
- Annually produce a report of language development

The Core LEAD-K VA committee members are:
Tressela Bateson, Renay Miller, Tom Dowling, Bobbie Faye Downing, Katherine Malady, Patricia Harris, and Jenny Witteborg

LEAD-K VA has an Intern- Athena Crosby-Martin - CODA, ASL Interpreter, Social Justice PhD Student

Join a committee!
- **Social Media** = make Vlogs and infographics for Instagram, Facebook, and Twitter
- **Bill Watch / Access** = monitor Legislative Information System (LIS) & request accommodations when/as needed.
- **Research Team** = develop flyers and info packets for meetings with legislators and lobbying
- **Fundraising**
Set a meeting with your representative! LEAD-K VA team would gladly join the meeting with you.

LEAD-K VA will host an open meeting on Zoom on:

**September 14, 2021 at 7pm**

Contact: leadkva@gmail for more info.

Visit: https://leadkva.wixsite.com/website

LeadK Questions

*Melanie responded that these will need to be discussed with the board.*

**LEAD-K VA questions for the VAD Board:**

1. Are the funds dedicated to LEAD-K VA in the VAD budget still available for use for canvassing, organizing and lobbying to the General Assembly? What are the permissible uses of the funds? What is the process for reimbursement?
   - If there is no longer a fund set aside for LEAD-K VA (I don't believe any or much of the fund was used before), can we make a motion to create a fund at the next meeting?
2. Can LEAD-K VA use the VAD logo and letterhead? Does the VAD Board need to approve when and how the logo/letterhead is used?
3. If LEAD-K VA is able to garner donations through fundraising, can VAD accept those donations on LEAD-K VA's behalf so that donors can document VAD's EIN for tax write-off purposes?
4. Also what are the procedures for reimbursement? KM paid for an interpreter during the last open LEAD-K VA meeting so parents could participate. We need to submit a request for reimbursement but need to know how
5. In the past, the VAD board alternatively asked us to just submit receipts and then changed it to get pre-approval (which is hard because General Assembly committee meetings are scheduled last minute (the night before).

**VDDHH Report—Eric Raff**

**Statewide Interagency Team (SIT) Presentation**

The SIT had completed hosting town hall meetings throughout Virginia just when the COVID-19 pandemic started. After some delay, we were able to summarize and categorize our findings from the town hall meeting and would like to share with our stakeholders including the VAD Board and members. Presidents of organizations and town hall participants were recently invited to attend the Zoom presentation September 11 to share our findings. Save the date and it’s on a Saturday 11-1 pm.

**VDDHH 50th Anniversary**
This 2022 will be 50 years since the founding of VDDHH. As you know, VAD played a major role in legislation to establish VDDHH and we would like to partner with VAD to celebrate its 50 year anniversary. Would need VAD’s help to host a reception. Have not decided if it will be in spring (legislation) or fall (Deaf Awareness Week).

**VDDHH Staffing Updates**

Staff resignations and retirements created some position vacancies that VDDHH is currently recruiting to fill. We recently hired a new Virginia Relay manager but are now recruiting for Community Services Manager and Virginia Quality Assurance Screening (VQAS) Coordinator. Soon will post a job bulletin for the Technology Assistance Program (TAP) Coordinator. Encourage VAD board and members to share the job bulletins as would like to interview qualified deaf applicants.

**Deaf Mentor**

The Deaf Mentor pilot project started last February and we are expanding the team to bring a more balanced 50-50 representation of deaf adults and parents of deaf children. Organization representatives include Families to Families, Hands & Voices, Civic Access, and hopefully at least 2-3 representatives of VAD.

**COVID-19** VDDHH encourages everyone to get vaccinated and protect themselves from the Delta variant of COVID-19.

Break—5-10 minutes

**Unfinished Business and General Orders**

**Motions to be voted on by the Board**
- Three motions by Deb McKague were postponed.
  - Quickbook motion
  - Website motion
  - Reimbursement motion

**Announcements:**
- All remaining events through 2021 will be virtual. We will revisit the possibility of in-person events in 2022.
- Membership meeting this fall. Date to be announced.

Adjourned at 12:01 PM

Respectfully submitted,

Deb Moore
VAD Secretary