# ACB Board of Directors Meeting Minutes: February 22, 2020

The American Council of the Blind (ACB) Board of Directors met on Saturday, February 22, 2020 for its DC winter board meeting at the Holiday Inn & Suites Old Town in Alexandria, Virginia.

## Call to Order and Roll Call

President Dan Spoone called the meeting to order at 9:16 AM. At the call of the roll, the following board members were present: Dan Spoone, Ray Campbell, Denise Colley, David Trott, Kim Charlson, Jeff Bishop, Donna Brown, Sara Conrad, Dan Dillon, Katie Frederick, Jim Kracht, Doug Powell, Pat Sheehan, Michael Talley and Jeff Thom. Board of Publications Member Deb Cook Lewis was present representing that body.

Members absent: Mark Richert.

Staff present: Eric Bridges, ACB Executive Director, Kelly Gasque, ACB Executive Assistant and Media Design Specialist, Clark Rachfal, ACB Director of Advocacy and Governmental Affairs, Claire Stanley, ACB Advocacy and Outreach specialist, Nancy Marks-Becker, ACB Chief Financial Officer and Cindy Van Winkle, ACB Membership Services Coordinator.

Contractors present: Tom Tobin, ACB Director of Development, and Jo Lynn Bailey-Page, ACB Grant Writer. Following roll call, several guests introduced themselves.

## Review and Approval of Agenda – Dan Spoone President

President Spoone reviewed the agenda. Requested additions to the agenda included discussion/approval of ACB Next Generation as a special interest affiliate of ACB, an addition to the ACB budget for an Audio Description Project contractor, conflict of interest signatures for officers and board members, an investment authorization, a discussion about alternative forms of attendance at ACB board meetings, and a request of a name change by the Connecticut Council of the Blind. It was moved by Trott and seconded by Sheehan to adopt the agenda with additions. The motion carried.

## Approval of Minutes – Denise Colley

Denise indicated that she had just received some minor corrections to all three sets of minutes which will be incorporated into the documents and sent back out as corrected. A correction was made to the October 18-19, 2019 fall board meeting minutes that Jeff Bishop’s name was omitted from those in attendance. Campbell moved and Powell seconded a motion to approve the fall 2019 board meeting minutes as corrected. Motion carried. A correction was made to the November 18, 2019 budget meeting call minutes to ensure inclusion of the roll call for that meeting. It was moved by Trott and seconded by Sheehan to approve the budget call meeting minutes as corrected. The motion carried. Brown moved and Trott seconded a motion to approve the January 23, 2020 telephonic board meeting minutes. Motion carried.

## Mission Moment – Dan Spoone and Eric Bridges

This particular Mission Moment highlighted our Volunteer POSSE. This is a small group of women who are working very closely with Cindy Van Winkle to reach out to lapsed members, scholarship applicants, and those who have come in contact in the past with ACB, but are not current members. This group has made personal phone contacts with over 1200 people within the last four months. Eric said that what Cindy has been able to do in the eight months she has been ACB’s Membership Services Coordinator is put together some structure around how ACB is going about engaging/reengaging current and lapsed members. Cindy said that the POSSE is an acronym that stands for Providing Outreach Through Sharing, Support and Engagement. The members of the POSSE are Jane Carona from Maryland, Lori Allison from Washington, Leslie Spoone from Florida and Mary Haupt from Louisiana. This is about an eight hour commitment per person per week and they completed 165 volunteer hours in their first quarter (October-December), and in January alone they have completed 104 hours with three ladies making calls.

Approval of the Consent agenda: It was moved by Bishop and seconded by Conrad to approve the staff reports sent out earlier that were included in the consent agenda as distributed. The motion carried.

## President’s Report – Dan Spoone

WBU Quadrennial Meeting in Madrid, Spain:

Kim Charlson reported that the WBU General Assembly will be in Madrid, Spain, the middle of June, 2020. Mitch Pomerantz and Kim are the ACB delegates. Mitch is completing his term as the Vice Chair of the North American and Caribbean Region. At the end of the General Assembly Kim will assume the role of President of the North American/Caribbean Region. ACB Radio will, again, be providing English language internet broadcasting of all of the programming. Dan Spoone will be attending the Assembly as an observer, but will become the second ACB delegate when Kim becomes President of the Region and Mitch steps down.

### ACB Program Steering Committees:

Dan thanked Eric and staff for stepping up and taking a strong leadership role in our nine steering committee programs. All committees have met at least once, if not more. Dan reviewed the nine Program Steering Committees and their roles in overseeing our 40+ ACB committees, giving us an opportunity to work in a collaborative and integrated way for ACB.

### Board Donation for Convention Auction – Leslie Spoone:

Leslie thanked the board for their generous donations to the summer auction last year and asked if the board would, again, this year contribute a $50 auction item. The deadline for auction items is May 31.

### Review and approval of Code of Conduct Policy:

It was moved by Trott and seconded by Thom to adopt the Code of Conduct Policy as presented to this board prior to this board meeting. The motion carried. (The Code of Conduct policy is attached.)

### Consideration of the chartering of our Next Generation Committee as an ACB Special Interest Affiliate of the American Council of the Blind – Ray Campbell:

Ray reported that approximately two weeks prior to this meeting he received the three documents from ACB Next Generation that they were required to provide to submit their application for affiliation, including a cover letter, their membership roster and their Constitution and Bylaws. Trott moved and Campbell seconded a motion to charter ACB Next Generation as the latest and newest affiliate of the American Council of the Blind. The motion carried.

### Name Change for the Connecticut Council of the Blind:

Dan had received a request from the president of the Connecticut Council of the Blind to change their name to ACB of Connecticut. It was moved by Thom and seconded by Powell to approve the name change of the Connecticut Council of the Blind to the American Council of the Blind (ACB) of Connecticut. The motion carried. It was moved by Campbell and seconded by Charlson to accept the president’s report. The motion carried.

## Executive Director’s Report – Eric Bridges

### Replatforming ACB Server Environment:

Eric announced that we have engaged the services of an Information Technology firm to assist ACB in migrating our digital assets to the Cloud. This process was to start in the next couple of weeks. We have contracted with a firm in Minneapolis called Rymark. Microsoft will also be providing us with a significant discount in the overall cost of moving our digital assets to Microsoft Azure, thanks in large part to their philanthropic arm Social Impact for Good. This process will require a disruption in activities for one full weekend to move everything on our server into Microsoft Azure and spin up a clone server. We are looking at the first part of March to complete this process.

Jeff Bishop shared that, thanks to another vendor assisting us, we have determined the cause of many of the email issues that people are encountering on our email lists. This is due to poorly configured internet service providers and their domains. We have currently reduced the restriction on our spam filters and are hoping this will resolve the issue. Later this year we will be moving all email lists to groups.io, but this won’t have any transparent effect to users. This will have a dramatic impact on cost as well as performance and a lot of features that users will like. In response to concerns expressed about problems occurring during this migration when this is the busiest time for ACB with membership certification, Jeff responded that if we do run into a problem we can simply turn our server back on and we are back in business. There is no inherent risk if things appear to be going wrong and the whole IT team will be monitoring things closely.
Also, Nancy shared that the AMMS database is not located on the ACB main server, but on another server where we pay a monthly fee to have it housed there.

### Travel and Meetings for the First Quarter:

The end of January Eric and Paul Edwards went to the Cavalino Classic in Palm Beach, Florida. Each year Paul and Eric are given a few minutes at the beginning of their awards luncheon to talk a little bit about ACB and provide a brief update on what we are doing.

In Eric’s various conversations with blind actress Merilee Talkington and some of the technical assistance he provided to Apple related to their Apple TV Plus first season of the show See, it became evident that Apple was actively looking for qualified blind actors to audition for the roles of blind characters on the show. Conversations ensued with Apple Entertainment about the need to identify a pipeline of blind talent. The idea developed to create an acting program for blind/visually impaired actors. As a result, the Actor Access Academy pilot was started and led by Merilee. It was a five-week master’s level intensive acting program that took place in Los Angeles. There were about twelve actors accepted into the program. Eric was invited to attend the Academy’s final presentation. The theater was full and many of those in attendance were individuals from networks and movie studios. It is everyone’s intent that this won’t just be a onetime pilot project, but will continue.

In March Eric and Clark will be going to the CSUN conference where they will have a lot of meetings. This is an opportunity for Eric to meet with many of our corporate partners all under one roof.

At the end of February Eric will be flying to Chicago to meet with Ross Pangere about his continued support of our three largest scholarships that he funds annually.

### ACB Job Posting Updates:

Alicia Knight has been hired for the position vacated by Nicole Beito. As was mentioned at a previous telephonic board meeting, Debbie Hazelton and Jason Castonguay have been hired as contractors to serve as ACB radio’s managing director and technical director respectively.

After going through several applications and interviews, Eric announced the hiring of Tony Stephens as ACB’s new, fulltime Director of Development. Tony comes with a vast knowledge of ACB and blindness as well as development. His first day will be March 2, 2020. Eric acknowledged and thanked Tom Tobin for all of his efforts over the last seven plus years. Tom will remain with ACB until the first of May to help Tony transition into this new position.

### Other Updates:

Eric has been invited to speak at the tenth anniversary of the Microsoft Ability Summit in Redmond in May. The Summit was started for their own employees who have disabilities. He doesn’t know yet exactly what he will be doing at the Summit. The Summit has grown and has a lot of influence inside the organization and has increased in magnitude as accessibility has grown as part of the business of Microsoft.

## Advocacy Update – Clark Rachfal

ACB worked closely with board member Donna Brown and the Mountain State Council of the Blind, as well as with some other national organizations on their issues around being a vote by mail state and only having the option of voting by mail with a paper ballot. As of January a bill was passed by both the House and Senate, and signed by the governor that will allow people with disabilities to electronically receive, mark, cast and verify their ballots. That system will be in place by the primary elections in West Virginia in May and by the general elections. This is a huge win for ACB and our members and something that ACB will be looking to duplicate in other states that currently do not offer an accessible means of voting.

Two of our legislative imperatives deal with the reauthorization of the Surface Transportation Bill and autonomous vehicles. Highway and transit funding from the federal government will expire in 221 days. ACB is working with the Transportation and Environmental Access Committees as well as other disability organizations to see if we can get some accessibility provisions included in that reauthorization bill. Claire Stanley, as the Consortium of Citizens With Disabilities transportation taskforce co-chair is working closely with other national disability organizations to review and advise the members of the House and Senate Commerce Committees as they draft autonomous vehicle regulations.

ACB and our members are well represented on the FCC’s Disability Advisory Committee. A topic of discussion at their next meeting is the quality of audio description. ACB staff and members have been invited to participate at accessibility events with Microsoft, Verizon Wireless on their consumer advisory board, Tracphone Wireless, LG Electronics, and Samsung Electronics, all just within the past six months. In many of these cases ACB is one, if not the only blindness organization represented, and in some cases the only membership organization represented.

## Website and Social Media Updates – Kelly Gasque

Kelly reiterated to everyone that if they are part of a state or special interest affiliate, or of a committee and would like to utilize their affiliate or committee pages on the website please send her whatever information they want put up there. This can include logos, mission statements and social media pages. ACB recently got a Zoom account. We’ve had a 19% increase in likes to our Facebook page and a 15% increase in twitter followers over the past year.

## Resource Development – T­om Tobin

Tom reported that the year-end appeal did very well and Jim Kracht and his story were featured. We had almost $4500 in net revenue as of February 5. The average gift amount was $53.77 which is the best average gift amount we’ve ever had since Tom has been working for ACB. We need more of those average gift amounts which gets back to our need to grow the database which is something Tom, Eric and Tony will need to talk about. Growing the donor database has to be job #1 if we are going to grow the direct mail program. The 2019 overall gross revenue was $25,800 and we were up over 2018 by 30%. That includes donations from the direct mail and the Inside ACB publication that has more of a soft ask with an envelope inside, but no direct solicitation. Since the start of 2020 we already have seven prospective ACB Angels. The Development Action Plan is written, but it now needs to be filled in, assignments made and deliverable deadlines generated. The Plan is about 98% completed.

## Member Services – Cindy Van Winkle

Cindy reported that while this was not specifically a part of her Memvership Plan, but ended up happening as a result of the affiliate survey was that she ended up having thirty-three one-on-one conversations with affiliate leaders. Those took place throughout November-December, and provided her with an amazing opportunity to learn, to share, and to provide support. 40% of our state affiliates and 37% of our special interest affiliates were represented on those individual calls. Another activity that has come about as a result of these conversations is the establishment of what she is calling a hump day happy hour phone call for presidents on Wednesday afternoons. It will start on March 11, and will be a peer to peer sharing time for presidents to share with one another.

Another project that is close to being ready to get started is Friends of ACB. This is a program that will be up and running in March, and is a way for people to connect with ACB who may either want to learn more about the organization before becoming a member, or may not quite be ready to commit to joining but still want to be connected. Anyone interested in learning more about ACB will receive electronic versions of the ACB Braille Forum and E-Forum, put on our Announce Only email list, and they will be contacted periodically to answer any of their questions.

In response to concerns that had been expressed about ACB trying to take the place of anything affiliates are doing to reach out to past, present or future members. What the POSSE is doing in contacting lapsed members and members at large is in addition to what affiliates are doing and in no way is to replace affiliate efforts.

Dan asked if Cindy could share the top four or five themes the POSSE has found from all the calls they have made. These included:

1. People who thought they were still members and were not;
2. disconnected phone numbers;
3. members have passed away and the information was not received to be updated in AMMS;
4. people who can’t rejoin right now because they are older and may be living in assisted living or don’t have the money;
5. people have moved out of state and don’t know they can either still remain a member of the affiliate they were in or join one in their current area.

## Chief Financial Officer – Nancy Becker

Minnesota Office lease: At the end of July the Minneapolis office will be ending their five-year lease in their current location. They have done some looking in the surrounding area and Nancy has found a space that is a little bit bigger than their current space. She is asking for authorization from the board to enter into a new lease agreement. Their current space is 1403 square feet and they are paying $10.50 per square foot for this space. They have three offices, a conference room, and two individuals are sharing their lobby space. They also are currently renting storage space for their AV equipment and financial records that need to be retained. The space they are looking at renting is 1,556 square feet, has four office spaces, a small break room, storage space and a conference room. This space can be rented for $10 per square foot and will go up by 25% each year. The lease would be sixty-two months, they would receive two months free, and they could have up to $2,000 reimbursed for moving costs. The only financial impact would be an increase of $70 per month from August through December but they would be increasing their square footage by 153 square feet.

It was moved by Trott and seconded by Thom to authorize staff to sign a new lease for the Minneapolis office. The motion carried.

### AMMS Update:

Right now we are in the middle of the 2020 member certification process. Last year a column was added to the database so that affiliates could add a chapter that the member belongs to. This year there has been an increase in AMMS users utilizing this option. This will enable them to more easily sort their members they are certifying. Nancy said if there are AMMS users who would like any kind of tool added to help them with the certification process or downloading of information to let her know and staff will see what they can do to help.

### Addition to the ACB Budget for an Audio Description Project Contractor:

Dan reported on a recommendation coming from the budget and finance committee related to our ADP webmaster. We have had an explosion of interest in the audio description website due to online streaming. The ADP webmaster keeps track of multiple streaming services and they continue to grow. Each one of these streaming services requires him to reach out, develop a relationship, write a program to get a download of a feed and then upload that feed into the ADP site. A part time job with a very reasonable honorarium has turned into over 20 hours a week to maintain the site. It was move by Bishop and seconded by Powell to amend the budget to increase the line item for ADP website services by $4,000 for the remainder of fiscal year 2020. The motion carried.

### Transfer of Funding from the Board Reserve Account:

One of the things the fiscal office has to do is to make sure ACB has the funds to pay our operating expenses, while also making sure we are investing our funds when there is an opportunity to do so. Last June we were able to transfer $200,000 into our reserve account. There are also times of the year when ACB needs funds to meet operating expenses. Nancy is asking for board authorization to be able to transfer up to $150,000 from ACB’s reserve fund to cover our operating expenses if needed. If the funds are not needed the reserve account would not be touched. The way our policy is written, any time the organization is needing to have money moved from the board reserve account it requires approval from the board.

It was moved by Campbell and seconded by Charlson that the board authorize a transfer of up to $150,000 from the reserve account into the cash account to cover operating expenses, if needed. The motion carried.

## Financial Narrative for 2019 – David Trott

The treasurer’s report through December, 2019 was presented to the board. The 2019 net profit was $530,612. The 2019 Convention profit was $174,076. Total 2019 revenue was $1,384,536. Total 2019 legacies and bequests were $76,028. Total 2019 ACBES funding was $365,944. Total 2019 expenses were $1,450,793.

It was moved by Bishop and seconded by Frederick to approve the financial report. The motion carried.

Review and Approval of the Scholarship Awardees Convention Attendance Policy -- Denise Colley

Denise reported that ACB was approached by the American Foundation for the Blind to talk about the scholarship program they have had for a number of years and their desire to have someone else take over the administration of this program for them. They asked if ACB would be interested and willing to take this on as a part of our broader scholarship program, and we have done this. As a result, we will have quite a bit more funding to award to ACB scholarship winners in 2020 because many of these additional scholarships are being combined with existing scholarships, increasing the dollar amounts. The scholarship committee has reviewed and discussed all of this and because of the increase in dollar amounts, we believe it is more than reasonable to require that awardees attend the ACB Conference and Convention, or at least throughout the first four days when scholarship activities are taking place. Therefore, a draft of an ACB scholarship awardees convention attendance policy is being brought to the board for adoption. Denise then read the draft policy.

Sara Conrad asked that we make sure that going to get a guide dog be considered and acceptable exception throughout the entire policy.

Charlson moved and Campbell seconded a motion to adopt the ACB Scholarship Awardees Conference and Convention Attendance Policy. Thom offered a friendly amendment to strike the words “receipt of an NFB scholarship” and replace it with “receipt of a scholarship from another organization. The friendly amendment was accepted as such. The motion carried. (The ACB Scholarship Awardees Conference and Convention Attendance Policy is attached.)

## ACB Radio Update – Jeff Bishop

Jeff reported ACB Link has a release candidate out now and should be released within the week in the AP Store. This version has a number of improvements to include allowing us to more easily adapt to our ever-growing streaming changes that will be happening this year over ACB radio, and a new audio player.

Debbie Hazelton, ACB Radio’s Managing Director reported that ACB has begun selling the right for affiliates to purchase ads on ACB radio, and, to date, eighteen affiliates have taken advantage of this opportunity. They have been busy producing the ads, as well as having a lot of different voices producing them. The other exciting thing is that affiliates are doing actual radio programs. BITS is doing Main Menu. Friends in Art is doing a show called Art Parlor. Cindy will be hosting a program called ACB in Action.

Jason Castonguay, ACB Radio Technical Director said that his main task has been getting everything up on the server. We are changing our server environment so that we will have room for future updates and enhancements. They are establishing a new stream for Mainstream and that is Mainstream West. It will allow everyone to hear the programs and not have to wonder if the program is on at a certain time, Eastern time or Pacific time. There is already support for this in ACB Link.

Frederick moved and Campbell seconded a motion to approve the ACB Radio report. The motion carried.

## Board Attendance Policy Using Technology Platforms – Jeff Bishop

Jeff brought a proposal to the board that we consider working toward looking at the possibility of allowing board members to attend board meetings via Zoom. There are some activities that board members really need to attend in person, and any policy should state that they are highly encouraged to attend all meetings in person. However, this option could be made available if at all possible. We have proven that this is workable, the technology exists, and that this type of technology is being used in businesses and corporations around the world. He said he doesn’t see this as a primary way to attend board meetings, but as an option. Dan reminded us that we have already made this option available to board members who are having health issues. There was a lot of discussion that took place on both sides of the issue. The board was in agreement that this issue should be referred to the Management and Administration Steering Committee for further exploration and proposal development. Dan asked that the Steering Committee bring a proposal back to the preconvention board meeting in July.

## Board of Publications Report – Deb Cook Lewis

Deb shared that the BOP has two projects they’ve been working on that could involve change. Several people have come to her and asked if there was anything the BOP could do to make the ACB email lists process smoother and less duplicative and more on target. The BOP has been working with Bob Hachey who is the email list manager and they are very close to having some materials that they will be sharing with the ACB board to get our input on and getting them adopted into the BOP policy manual. There has been a lot of frustration about how the ACB leadership list is being used. It is supposed to be a forum for leaders to talk to other leaders. It has, over time become something different. It should not be a place for posting announcements or asking personal technology questions. They want to revitalize the list and have affiliates reidentify who they want their leaders to be on that list. This will also require a more concerted effort to feed it with discussion topics appropriate for leaders. ACB-L has also become a place for people to post announcements from other lists instead of providing information about these other lists and encouraging people to subscribe to them directly if they wish. They want to also make this list one with topics and questions/concerns generated by our members. One of the things they are going to be asking of board members is to help us all participate correctly on these two lists. They would like the board to become more of a presence on both lists. The plan is to subscribe all of our members to ACB-Announce with the option to opt out. This is the most underutilized list in the organization and is where announcements should be posted. This list needs to be a one-way list so people’s comments about those announcements won’t come there.

The other item she shared is a joint project with ACB Radio and BITS about convention recording and streaming for affiliate meetings. GDUI has also been involved to some extent. BITS had requested permission to have access to the sound equipment that we manage in their meeting room so that they could add elements like Zoom for their members who couldn’t attend convention or if they wanted to stream their meeting. A policy is being drafted making this option available to any affiliate and will be shared with the board.

Kracht moved and Brown seconded a motion to approve the Board of Publications report. The motion carried.

## Convention Update – Janet Dickelman

Janet reported that we already have about $115,000 in sponsorships for the 2020 convention. The fall board meeting in Phoenix is November 14-15, 2020. The Phoenix conference and convention is July 23-30, 2021. The Omaha fall board meeting will be October 9-10, 2021 and the Omaha conference and convention will be July 1-8, 2022. Convention preregistration will open on May 21, 2020 for ACB members only and will open for everyone on May 28. Preregistration will close on June 21.

Janet then shared a bid for 2023 from Jacksonville, Florida and played a recording from them. The convention site would be the Hyatt Regency Jacksonville Riverfront Hotel. The room rate would be $99 per night. The area called the Landings has totally been refurbished. There will be an entertainment and restaurant area right behind the hotel.

The only other bid Janet has received for 2023 is from the Hyatt in Dallas, Texas. It is a little off the beaten track and there isn’t a lot around it.

It was moved by Powell and seconded by Brown to approve the convention report. The motion carried.

## Officer and Board Liaison Updates

The deadline for submitting awards nominations is April 3, 2020.

**The Multicultural Affairs Committee** is putting together some good multi-cultural tours for this summer in Chicago.

**The Membership Committee** had its’ last focus call on January 26, and it was well attended. They are also working on making calls to all affiliate presidents to encourage them to contact members who haven’t rejoined.

**The Information Access Committee** will be doing a Zoom 2.0 presentation at the affiliate presidents meeting.

**The Resolutions Committee** will be meeting soon to take a look at the resolution that was referred back to the board last summer for implementation that talked about revitalizing, remodernizing and making the resolutions process more efficient.

**The History Committee** has digitized the People of Vision book and it is now available in an audio format. There is also a digital braille version all in one brf file. The audio file, brf file and the electronic word file can be purchase from the mini mall on one thumb drive that has been branded as an ACB thumb drive. The other project they are doing is scanning all of our photographs. There are about 2,000 photographs that have all been scanned by a volunteer in Kim’s office and she is now going back and putting in the metadata tagging and tagging all the photographs with the names of the people in the pictures. Sharon is also doing some tagging of specific photos that are on CD from our photographer more recently.

**The Scholarship Committee** wants to make a concerted effort this year to ensure that state affiliate and special interest affiliate presidents who either have scholarship winners from their state or who are studying in fields related to one of our special interest affiliates are given that information prior to convention and are encouraged to specifically have representation at the scholarship reception. In this way we hope to connect the winners with these state and special interest affiliates to provide for a more meaningful experience and start and build those connections and do better follow-up with the students.

**Both the Environmental Access and Transportation Committees** are working to put together a three-day transportation forum at convention. There will be discussions on paratransit, bus stops, e-scooters and other devices. Their goal is to give attendees the tools necessary from a pedestrian standpoint to be able to go back to their jurisdictions and do what they need to do with respect to getting involved in transportation and pedestrian safety issues.

**The SASSI Committee** has added four new members to their committee so they are growing the involvement of the deaf-blind community. They are going to have a presentation on haptics during a convention general session.

**The International Relations Committee** is going to have tables at the marketplace at convention this year. Our international guest this year is Martine Able-Williams from New Zealand who is involved in audio description and is also the treasurer for the World Blind Union.

**The Employment Committee** wants to do some podcasts, particularly around disability disclosure and accommodations in the workplace.

**The Special Education/Schools for the Blind Taskforce** has put together some great podcasts that are really helping TVI’s and parents of children who are blind and visually impaired to learn how to navigate through the educational process.

There being no further business it was moved by Campbell and seconded by Kracht to adjourn. The motion carried. the meeting was adjourned at 5:01 PM.

Denise Colley

Secretary

Date Submitted: March 24, 2020

Date Revised: March 29, 2020

Date Approved: March 30, 2020