**Wyoming Council of the Blind**

**Minutes from September’s regular board meeting held via phone on October 23, 2023**

**The September regular board meeting was called to order by Pres. Cheryl Godley at 7 PM. Roll call indicated that there were five board members and no members present, thus a quorum.**

**Officers present:**

**President – Cheryl Godley**

**Vice President – Tom Lealos**

**Treasurer – Tom Smyth**

**Directors present:**

**Debra Thompson, Gary Olson, Sharon Byers (20 mins late)**

**Members present:**

**None**

**Absent: Secretary – Sherry Leinen (excused), Director Sara Sexton (no advance notice given).**

**Cheryl asked who would be willing to record the meeting minutes in Sherry’s absence. Tom S volunteered.**

**Cheryl opened the meeting by welcoming everyone and reminding the board of the importance of letting the board know if someone was going to be absent. Sherry Leinen’s absence was known about well ahead of time and approved of by the board.**

**Minutes from September’s meeting were emailed to the board by Sherry Leinen prior to the meeting. These minutes were approved unanimously with no discussion or requested changes. M/C.**

**Treasurers report: Tom S**

**Beginning balance: $5921.01**

**Income: $8706.83**

**Expenditures: $1263.92**

**Ending balance: $133363.92**

**Tom L asked if Annette had been paid yet for internet services, Tom S informed him she had, but in October so this payment was not reflected in the September report. Tom L motioned for the Treasurer’s report to be accepted, it was seconded and approved unanimously. M/C.**

**Tom L asked the board how specific he should be in reporting in the upcoming newsletter the proceeds from Thankful Thursday. After brief discussion the board agreed “just under eight thousand dollars” would be an appropriate public statement.**

**Cheryl stated she had received an IRS request for filing information for tax year 2021. Tom S explained the IRS had not received a tax filing from WyCB for 2021 and wanted assurances we had not made more than $50,000. Tom S reported he had completed the form the IRS had sent and faxed it back to them “two weeks ago.” He also informed the board WyCB could lose its nonprofit status if it failed to file with the IRS for three consecutive years. Since WyCB had filed for two years prior to 2021 and two years after, WyCB should be in good standing with the IRS.**

**Cheryl brought up the question of credit card companies and whether the board wanted to keep Square, add pay pal, or both or neither. Tom S informed the board D’Anna did not want to be on the Square account and he had contacted Annette who had agreed to replace her on the account. Annette had also formulated a plan that the website could be set up to allow payments via Square to be accepted for memberships and donations. Tom L asked about the differences between Square and Pay Pal. Gary O stated he had heard good things about Square. Cheryl wanted to keep what we had, Tom S agreed with Cheryl’s position. Others noted WyCB already had Square card readers. Tom L motioned to keep Square and forgo PayPal for now, Tom S seconded. Motion carried unanimously. Tom S agreed to facilitate the switchover of the Square account from D’Anna to Annette.**

**Cheryl asked for the membership report. Tom S stated there are now 22 members with 2 more joining but their paperwork had not yet been received.**

**Cheryl asked if WyCB had, or ever had, a welcome letter for new members. After brief discussion it was agreed this would be a good idea. Cheryl will draft a welcome letter ready for the next meeting for board approval.**

**Cheryl brought up WyCB’s reimbursement policy for expenses incurred in the name of WyCB. At issue was a bill from Jacquie Flattley dated 9/13/23 for $26.47. $2.38 of this bill was for copies and labels for Thankful Thursday. The remaining $24.09 was for copies, a thumbdrive, and computer diagnostic work related to an unapproved project researching WyCB membership over the past years. After discussion among the board members on fiduciary responsibility and the existing policy requiring the approval of two officers of the board for any expenses over $25.00 a consensus was reached that Jacquie’s bill should not be paid except for the $2.38 amount involving Thankful Thursday. Tom L motioned that Jacquie be only paid the $2.38 and not for her costs associated with her unapproved membership project. This motion was seconded and approved unanimously. M/C**

**Discussion turned to wanting to know the date of the prior approval policy for spending WyCB funds. No one knew when this was voted on and established. This turned to a suggestion that the Secretary keep on file for ready reference a copy of all meeting minutes. All the board members present agreed this would be a good idea. No formal vote was held.**

**Tom S brought up the idea that all gifts to WyCB and all distributions/gifts made by WyCB should be recorded and documented, even if they do not involve bank transactions. WyCB received a number of gift cards prior to the convention and Thankful Thursday and it is unclear how much was received and how they were distributed. The board discussed and agreed this was a good idea and should be established in a formal policy. Tom S agreed to write up a policy and to submit it for approval at the next board meeting.**

**Cheryl stated it would be prudent to have a formal audit done of WyCB’s financial records due to a new treasurer being appointed. The board agreed it was a good idea. Cheryl will look into finding suitable candidates to perform the audit and present her findings at the next board meeting.**

**Cheryl brought up the topic of the current procedure for sending out information to WyCB membership. To prevent multiple transmissions of notices, to ensure proper formatting and professionalism, and to ensure all current members receive our information, everything should be sent to Tom S and/or webmaster Annette for them to send out. Board discussion agreed this was a good idea, and to abide by it, but no formal vote was held making this a policy.**

**Cheryl thanked Tom L and Sherry L for all their work in getting information out to the membership, especially in regards to White Cane Law info.**

**Cheryl brought up WyCB’s recent events and asked for feedback from the board. Cheryl stated she thought the few minutes of free time before the convention started was a nice opportunity for people to introduce themselves to each other. Debra T expressed the only significant improvement to be made was to how lunch was dealt with. Tom L asked what the board might consider as an alternate location than WILR due to increased WyCB membership necessitating a bigger venue. He also asked if WILR would be able to offer Zoom technical support if the convention was held somewhere else. Cheryl believed WILR would continue to assist even if it was held somewhere else. Tom L confirmed thank you letters were sent to those who helped with the convention. Discussion and voting on when to hold the 2024 convention was pushed forward to the November board meeting.**

**Cheryl stated that 120 Thank You letters were sent out to sponsors and volunteers of Thankful Thursday. The board expressed little enthusiasm for attempting another major fundraiser in the near future. Ideas for continuing and future fundraising were considered to be important and encouraged. Debra suggested different possibilities for continuous fundraisers. Tom L suggested using ACB as a means of getting WyCB fundraising activity out to a wider audience. No definite fundraising was decided upon and the topic was shelved for future discussion.**

**Cheryl requested that the board consider investing some of WyCB’s money. She would like $5,000 invested into a CD. The board agreed this was a good idea. Tom S will investigate available interest rates and terms in time for the board to consider at the November meeting.**

**Cheryl discussed her contacting ACB and informing them what WyCB has been doing. Tom L stated that WyCB is well thought of by ACB.**

**Cheryl asked Debra about the status of the Scholarship committee regarding new scholarship candidates. Debra stated she has just received a new computer and will be working on establishing contacts as soon as her computer is up and running. Cheryl stressed to the board that the scholarship is not just for students of two year and four year colleges, but for trade and tech schools as well.**

**Cheryl thanked Tom L for all of his diligent work with the PSAs for WyCB Roundup and his facilitation with the group telephone calls. Gary and Debra agreed to join the upcoming call on Weds the 25th. Tom L, though committed to making WyCB Roundup a success, expressed concerns about a lack of participation with the calls. Cheryl and others expressed that in cases of doing something new it may take a while to establish momentum.**

**Cheryl brought up the need for WyCB to clearly establish guidelines for membership terms. Renewals will be sent out in the middle of January and must be returned by the end of February in order to be reported to ACB on March 01. The board briefly discussed what should be appropriate for grandfathering members who join late in a calendar year to allow them to be members for the following year without having to pay addition dues. The board is unsure of what that cut off date should be. Debra stated membership should be dictated by the by-laws. She will check the by-laws and report her findings at the next board meeting, as well as checking APA membership guidelines.**

**Cheryl asked the board if a new letterhead and logo for WyCB was something worth doing. She believes it will improve the professionalism of our organization. She has been in contact with Annette on designing a new logo. Tom S expressed approval of the new logo designs and emailed Annette’s proposals to the board for their consideration. Letterhead and logo ideas will be discussed at the next meeting.**

**Cheryl stated she wants to see continued improvements to the WyCB website in order to offer more information to the visual impaired. She thinks information for the newly B/VI would be especially helpful. She cautioned that WyCB should be careful not to duplicate the efforts of other organizations.**

**In order to improve the website and to consider offering additional services to the B/VI community Cheryl is exploring potential funding from various grants. She will report her findings on her grant hunting as they become available.**

**Cheryl concluded by asking the board to think about when would be the best time to hold the WyCB annual convention. She thinks having a firm date as soon as possible will minimize potential time conflicts for the participants. She asked the board to have dates in mind for the next meeting.**

**Cheryl proposed to hold the next WyCB board meeting on Monday November 6th at 7pm. No board members opposed this idea and the date was approved.**

**Meeting adjourned at 9pm.**

**The next WyCB board meeting will be Monday, Nov 6, 2023 at 7pm.**

**Assignments for the next meeting:**

**All board members: Consider dates for 2024 convention, consider ideas for a new WyCB logo and letterhead, ponder potential fundraising opportunities.**

**Cheryl G: draft a welcome letter for new members, find potential candidates to audit WyCB financial records.**

**Tom S: Facilitate transition of Square account from D’Anna to Annette, write up a draft for a policy regarding the reporting of all gifts to WyCB and their disbursement, research interest rates for a CD.**

**Debra T: check WyCB and ACB by-laws regarding terms of membership, work on establishing contacts for the scholarship.**

**Sherry L: establish a file for meeting minutes for ready access.**

**Submitted 10/25/23 Tom Smyth Treasurer/Substitute Secretary.**