

JCICS Board Meeting
January 25, 2006
In Person

Attendees: L. Wetterberg, S. Pitkowsky, H. Stultz, S. Wu, D. Murphy-Scheumann R. Gibson, M. Hendy, J. Clark, L. Vollman, K. Wallace, R. Hackworth, R. Martin, J. Mellon

Absent: T. DiFilipo (e)

Call to Order & Agenda: D. Murphy-Scheumann at 9:11 AM EST

Administrative Update: M. Hendy & J. Mellon

Housekeeping

Lia has relocated to Africa and the main office now has a new intern. Sarah Flood is a senior at Georgetown and will be helping out approximately two days per week through the annual conference.

A new computer was purchased for Jennifer to use. The membership database crashed and has been repaired by the IT company. They are trying to identify possible causes to prevent another crash in the future. Other software besides Access may be examined down the road.

Staff met with the American Psychological Association. JCICS asked the APA to consider looking at standards or guidelines for prospective adoptive parents. They will probably not draft anything new as they already have some regarding child protection and divorce proceedings. The APA will present at the upcoming conference regarding psychological tests such as the MMPI and the AAPI.

Staff met with the public relations firm who will also be presenting on media training at the upcoming conference.

Thanks to board members who have donated to JCICS. Currently there is 55% board giving. It would be helpful for the purpose of grant writing to be able to say there is 100% board giving. Donations can also be in kind.

Jessica has been tracking hits to the JCICS website. Cumulative results from September 16, 2005 through January 12, 2005 are:

Date	Home Page	Russia	Romania	Guatemala	FAQs	Members	Activities	Conference
16-Sep-05	0	0	0	N/A	0		0	0
4-Oct-05	4,241	4,503	565	N/A	235		173	137
18-Oct-05	7,134	7,049	895	N/A	430		291	258
28-Oct-05	9,704	8,624	1,070	N/A	528		384	331
7-Nov-05	11,872	9,990	1,282	0	641		441	440
14-Nov-05	13,825	11,410	1,420	313	742		495	505
21-Nov-05	15,677	12,543	1,578	740	820		530	578
29-Nov-05	17,111	13,389	1,746	1,113	902		565	661
5-Dec-05	18,321	13,998	1,939	1,412	968		597	723
14-Dec-05	20,134	14,897	2,190	1,787	1,088		632	805
20-Dec-05	21,244	15,409	2,368	2,004	1,286		710	868
12-Jan-06	23,685	17,238	2,815	2,495	1,428		786	903

Date	Ukraine	China	Cntry Info	AC Sponsors	Kaz	Donate	CFC Donors	Vietnam	GAC
16-Sep-05	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4-Oct-05	407	0	0	N/A	0	N/A	N/A	N/A	N/A
18-Oct-05	711	250	1,875	0	131	N/A	N/A	N/A	N/A
28-Oct-05	925	439	3,275	9	404	0	0	0	N/A
7-Nov-05	1,144	596	4,504	28	731	24	43	53	180
14-Nov-05	1,299	760	5,685	39	1,065	56	69	182	342
21-Nov-05	1,448	980	6,805	58	1,226	79	95	308	412
29-Nov-05	1,574	1,134	7,739	80	1,336	92	107	437	453
5-Dec-05	1,795	1,306	8,486	90	1,523	101	118	544	476
14-Dec-05	1,977	1,480	9,572	118	1,721	122	144	698	512
20-Dec-05	2,085	1,622	10,264	130	1,870	133	155	796	538
12-Jan-06	181	2,138	12,891	149	2,280	154	159	200	607

2005 Annual Report

The 2005 Annual Report will be used as a marketing tool to attract new members and donors. It will be posted on the website.

2005 Accomplishments & Achievements

- 29th year
- 225 members
- Awarded Independent Charities of America Seal of Excellence
- Members serve over 80% of all international adoptions to the US
- Members gave over 19 million in humanitarian aid in 2004
- Under budget
- \$202,829 in dues (\$190,000 was the goal)
- Revised standards of practice
- Over 300 conference attendees
- Developed Hague Survival Guide
- Continued DHL program
- 900 people on general list serv

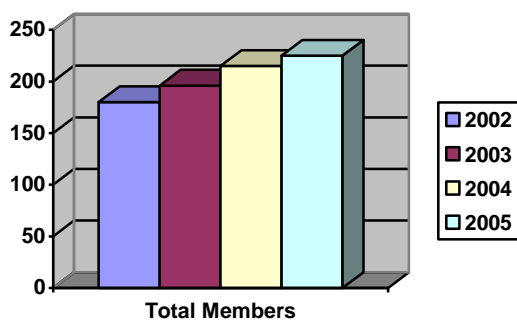
- 50-250 members on each individual list serv
- Average of 5,000 website hits per month
- Average of 30 requests per week from adoptive parents

International Outreach

- Hosted Russian delegation
- Met with Guatemala First Lady Wendy Berger
- Testified at the Helsinki Commission
- Met with the CCAA & Ministry of Foreign Affairs
- Attended Vietnam signing ceremony
- Member of UNICEF's NGO Committee
- Member of World Association of Non-Governmental Organizations (WANGO)
- Attended Congress of Romanian American's Conference (CORA)
- Attended North American Council on Adoptable Children (NACAC) Conference
- Attended the World Conference on Children Without Parental Care
- Produced first Global Awareness Campaign DVD & poster
- Published White Paper on International Child Welfare Legislation
- Approached by leaders of Uganda for advice regarding intercountry adoption
- Met with Embassy or government officials from Russia, Romania, India, Guatemala, Vietnam, Kazakhstan, China and Ukraine
- Met with UNICEF & Commission on the European Union
- Met with members of Congress (Senators Lugar, Landrieu and Representatives Lee, Moore)
- Strengthened relationships with Congressional Coalition on Adoption Institute (CCAI) & EurAdopt

Membership Report - 2005

Trends



25% increase since 2002

- 2002 – 180 members
- 2003 – 196 members (8.8% increase)
- 2004 – 215 members (9.7% increase)
- 2005 – 225 members (4.4% increase)

Numbers/Retention

December 2005 – 225 members

- 28 new members in 2005
- 197 renewing members in 2005
- 4 of the new 2005 members were former members who did not renew from 2003 to 2004

Retention Rate

- 91.7% in 2005 (goal was 90% or higher)
- 18 members did not renew in 2005

Member Demographics

28 New Members

- 19 New Agencies
- Total = 188/ Last Year = 185/ Increase of 2.1%
- 1 Local Service Agency
- 3 Placement Only Agencies
- 16 Full Service Agencies

5 New Parent/Advocacy Groups

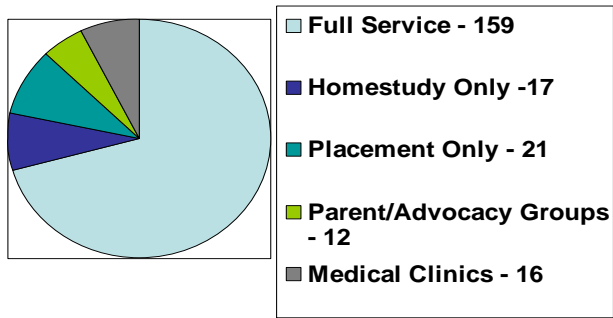
- Total = 21/ Last Year = 16/ Increase of 23%

4 New Medical Clinics

- Total = 16/ Last Year = 14/ Increase of 12.5%

Discussion:

- Reached out to 18 non-renewing members, board will make additional follow-up calls
- It was suggested that JCICS actively recruit newly opened agencies
- 14 new members came from the ½ year ½ off promotional and they were some of the first to renew for 2006
- Staff would like to identify and recruit licensed agencies in the 9 states where there currently are not any JCICS members



Geographical Distribution:

- ME – 1
- MA – 13
- CT – 7
- NY – 21
- NJ – 4
- PA – 11
- DE – 1
- MD – 12
- WV – 1
- VA – 6
- NC – 6
- SC – 3
- GA – 7
- FL – 11
- MS – 1
- TN – 5
- KY – 3
- OH – 7
- IN – 5
- MI – 5
- WI – 6
- IL – 12
- LA – 1
- MO – 3
- IA – 1
- MN – 5
- NE -1
- KS – 3
- OK – 2
- TX – 10
- NM – 1
- CO – 5

WY – 2
MT – 1
UT – 4
AZ – 2
CA – 16
OR – 6
WA – 8
HI – 1
Canada – 2

Membership Dues

- 2005 Membership Dues Revenue = \$202,829.08
- Goal was \$190,000 – surpassed goal!

Further Discussion:

For many agencies the number of placements is increasing. The membership application has been restructured to make it more clear how many placements versus home studies agencies are completing. JCICS needs to have an entire dues restructuring this spring so that it can be advertised for the 2006 Membership Drive and go into effect in 2007. Several complaints have been received by home study only agencies. Some have suggested basing dues on each organization's annual budget and possibly receive discounts based on the amount of humanitarian aid work done.

Membership Drive Report – January 2006

Goals

- Increase membership by 20% = 45 new members, 270 total
- Keep retention rate at 90% or higher

Recruiting Strategy

- Contacted prospective members (204 total)
 - 183 new members/ 21 2004 members who did not renew in 2005
 - Half Year/Half Price in 2006 – was successful in 2005 (14 new members)

Retention Strategy

- Personal phone calls and emails
- Exit survey
- Reminder emails from staff

2006 Membership Drive

As of 1/26/06 –

- 105 renewing organizations (compared to 33 renewing organizations by this date in 2005)
- 3 new organizations
- \$625 in donations with member applications from 10 organizations to date

2006 Potential New Benefits

- Online Employment Systems (confirmed)
 - Online staffing compliance
- Corporate Express (confirmed)
 - Discounted office supplies (free shipping)
- ReadyConference
 - \$.06 a minute conference calls
- Retirement Program
 - Offered through ASAE for our members and their staff
- Salary Survey
 - Requested by numerous members
- Benefits pertaining to Home Study Only agencies
 - JCICS asked Local Service Agencies to offer suggestions on benefits they wish to receive through their membership

Improving member benefits this year is a priority. Jennifer will be drafting an article to appear in the next newsletter outlining new member benefits and she will also be reaching out to members and asking what else they would like to see. The board suggested investigating a printing discount suggested in the past by Cindy Peck as well as negotiating a rate with courier services in the DC area. In addition, OES will be exhibiting at the annual conference and Corporate Express will also be asked to attend.

Online Membership Directory

The decision has been made to remove the online agency branch listing, although they will be kept on file at the main office. The reason for the shift is that many list their headquarters in one state while they are actually licensed in another. This is causing confusion for prospective parents as well as other members, so going forward only states that an agency has a license in will be listed online. An explanation addressing this will be placed at the top of the membership directory.

Secretary's Report: H. Stultz

Action items were reviewed.

MOTION: To approve the minutes from December 13, 2005.

S. Pitkowsky MOVED/ R. Hackworth SECONDED PASSED by Majority

Financial Report: L. Vollman & M. Hendy

2005 Financial Report

Accomplishments:

- Surpassed goals for Membership and Conference Revenue!
- Surpassed anticipated income from Children's Charities by almost \$10,000
- Received \$3,705 in general donations!

Comments:

- Anticipate increased revenue through Children's Charities (Official pledge amounts will be available in March!)
- Anticipated increase in General Donations
- Anticipated increase in Conference Income through Sponsorship, Attendance and Exhibitors
- Slight increase in Budgeted income through Membership Dues for 2006 (Goal of \$210,000 after total Membership Dues for 2005 was \$202,829.08)

2005 Donation Summary

In 2005, JCICS received a total of \$13,977.66 in donations from various sources.

2006 Financial Goals

- Increase outside revenue sources (donations)
- Continue to decrease spending in administrative areas
- Expand conference sponsorships and attendance
- Increase revenue through new membership

2006 Proposed Budget

Proposed budget was reviewed. The only change was to remove the \$10,000 designated as carry over since it was already factored in elsewhere.

MOTION: To approve the 2006 budget.

L. Wetterberg MOVED/ R. Hackworth SECONDED PASSED by Majority

Strategic Plan Update: BOD

Each board member gave feedback regarding their initial round of calls to other members regarding the strategic plan.

Nomination Committee Update: R. Hackworth & R. Martin

The committee has sent several email reminders to the general list serv. They did receive some inquiries. Currently there are 5 nominees and 3 available slots. All candidates must submit their documentation by COB on January 31.

Policy Review: BOD

Deposition/Testimony in Litigation

JCICS will only appear at a deposition or trial for purpose of giving testimony upon being served a subpoena that JCICS counsel confirms is properly served and requires JCICS attendance.

The current President of JCICS upon date of service of the subpoena will provide testimony as required. If the President will be unavailable, the Vice President on the date of service will provide testimony. If the President and Vice President will be unavailable, the Treasurer will provide testimony. If the President, Vice President and Treasurer will be unavailable, the Secretary will provide testimony.

According to most Rules of Court, the party requesting the deposition/testimony shall be responsible for all cost associated with the person giving the deposition/testimony including but not limited to travel, lodging and meals.

In addition to costs required by the Rules of Court to be paid, JCICS shall request from the party requesting deposition/testimony:

- 1) an hourly rate for the time of the person providing the deposition/testimony on behalf of JCICS at an hourly rate of \$200/hour, excluding travel time, for preparation time and deposition/testimony time; and
- 2) that the attorney for JCICS be paid for all out-of-pocket expenses to attend the deposition/trial and an hourly rate of \$300/hour, excluding travel time, for attending the deposition/trial.

JCICS shall submit a statement for the costs and hourly time of the JCICS representative to the party requesting deposition/testimony and all monies shall be deposited into the JCICS general account. All expenses for a JCICS representative to attend a deposition/trial shall be reimbursed by JCICS.

MOTION: To pass the deposition/testimony policy.

R. Hackworth MOVED/ SECONDED R. Martin

PASSED Unanimously

JCICS Involvement in Litigation: M. Hendy

Meghan has received several complaints from one agency versus another. As an example, one agency was upset with another who would not provide post-placement reports for a mutual client. This had jeopardized the agency's license and program. In that instance Meghan responded to the agencies with a letter of intervention that yielded positive results. Another similar incident has arisen and the agency refusing to provide the post-placement reports is now networking with another agency. The first agency is wondering if they should warn the new agency of their experience with the network partner.

Discussion was held about what protocol should be in these types of cases. It was determined that JCICS cannot provide mediation services but that the following steps may be followed:

1. The Executive Director may write choose to contact the parties involved at her discretion
2. The Executive Director may recommend the two members seek mediation
3. The Executive Director will notify members of steps they may take to file a grievance

Development Report: J. Mellon

Donations

- Member donations from application
 - 10 donations sent in for a total of \$625
 - Earmarked to Global Awareness Campaign, General Advocacy, or Wherever most needed
 - Recognition on the website
 - Will be recognized in printed materials
 - All will receive thank-you letter and those who gave \$25 or more, a GAC poster

Conference & Gala Sponsorship

- Staff contacted 36 potential sponsors for the Conference and Gala
 - 24 potential new sponsors, 12 past exhibitors/journal placement sponsors
- Adoption.com confirmed at \$4,500 as exclusive tote bag sponsor (also paying for over 400 tote bags)
- Insurance Services Group (ISG) confirmed at \$2,000 for Welcome Reception

Conference Development Goals

- 80% retention of 2005 exhibitors = 7 past exhibitors
- Total of 16 exhibitors for 2006 conference (80% increase of exhibitors from 2005)

Standards Update: R. Gibson & R. Hackworth

The main office is sending another update reminding the membership that the revised Standards of Practice are online.

Areas of Concern: D. Murphy-Scheumann & L. Wetterberg

ICPC

Kansas ICPC is now refusing to process international adoption cases as they have decided ICPC doesn't really apply. This is troublesome for families that are from other states who are asking Kansas to process ICPC. Deb will try to intervene with ICPC on a national level based on the conversations that Antonia had with them in the past.

Illinois

Recent changes now require approval of a child referral for each adoptive family before the immigration cable is sent. IL is requiring all medical and social information available on the child along with a photo, and families cannot bring their children home without this. Staff will notify the membership as not all agencies are aware of this.

June BOD Meeting Dates: BOD

The June board meeting will be held June 27 and 28, going until 3PM on the last day. DOS & CIS meetings will be scheduled for the 26th for those who wish to attend. Rosemary and Rebecca will notify all board nominees of these dates.

Fundraising Report: Unlimited Partners

Angela & Ben came to give their latest fundraising update. They have been researching corporations and identifying contacts since November. Their fundraising efforts are first being concentrated on the annual conference and will then shift to the Global Awareness Campaign.

Public Relations Update: M. Hendy

Meghan gave a brief update to inform the board that she and Jennifer will be attending a spokesperson training provided by the volunteer P.R. firm. It will give insight on how to handle TV interviews, media calls and so forth.

Global Awareness Campaign Update: M. Hendy

A children's art exhibit will be held during the 30th Anniversary Gala. Some photos from the GAC will also be displayed. Phase 2 of the GAC will begin after the conference.

Bank Accounts: BOD

The board discussed that best practice is probably not to keep any more than \$100,000 in a single bank account as any amount above that is not federally insured. The Bank of America account is currently over this amount. Though this is a large and stable bank, it was suggested that funds in that account be diversified. The CPA will be contacted for their opinion and action will be determined based on their recommendation.

MOTION: To adjourn the meeting at 4:30 PM EST.

R. Martin MOVED/ L. Wetterberg SECONDED PASSED Unanimously

Respectfully Submitted,

Heather Stultz, Secy

Action Items:

1. BOD – submit comments on 2005 Annual Report to the main office.

2. Staff – post 2005 Annual Report on the website.
3. J. Mellon – send to the BOD list of the 2004 members who did not renew in 2005.
4. BOD – send contact information on any newly opened agencies to the main office for membership recruitment.
5. Staff – ask for suggestions regarding dues restructuring at the 2006 Annual Business Meeting.
6. J. Mellon – email BOD the number of JCICS parent support groups that are made up of adoptees.
7. Staff – add explanation for limited branch listing at the top of the online membership directory.
8. BOD – complete phone calls to members and report back to the board regarding comments on the strategic plan.
9. Staff – finalize annual report and include groups JCICS plans to collaborate with in the future. Suggestion for next year is to pattern the annual report after the strategic plan.
10. R. Gibson - follow up with Kristine Altweis-Nicholson regarding the networking agreement between agencies.
11. Staff – send follow-up email to the membership regarding the revised Standards of Practice.
12. D. Murphy-Scheumann – follow-up with national ICPC.
13. Staff – post to members list serv regarding IL pre-approval for child referrals.
14. R. Hackworth & R. Martin – notify all board candidates of June board meeting dates and first board meeting the Sunday of the conference.
15. Staff – consult with CPA regarding diversification of the JCICS Bank of America account.

Open Action Items from November 29, 2005 Minutes:

1. M. Hendy – investigate feasibility of removing “North America” from JCICS formal name in the articles of incorporation.

Open Action Items from June 17, 2005 Minutes:

1. M. Hendy – formalize MOU with ISG using “exclusive” language by August 1.