AAICAMA Board Meeting

Board Members: Adrian Owens, President (GA); Jeri Boyle, Vice President (UT); Ashley Fizer, Treasurer (WV); Brenda Duchow, WI; Chauneva Garlington, FL; Patricia Johnson; Jennifer Kobel, OH; LaTasha Henry(TX); Vicki Davis (TN)

Board not present: Lorri Harris (OR)

AAICAMA Staff: Scott Boyle, IT Manager; Emily Jacobs, Exec Admin/Conferences; Sharon McCartney, Director

Minutes

Welcome: President welcomed newly-elected Board members: Ashley Fizer, Treasurer (WV); MALs – LaTasha Henry (TX), and Vicki Davis (TN).

1. Quick Updates: Need for additional members on the Progress and IT Committee to move forward. Director to begin calls to recruit additional members.

2. IT UPDATE: HTML conversion: BIN has completed the conversion of the system to HTML. They are starting the testing this week. Once BIN does the initial testing, they will turn the system over to AAICAMA to work with- hopefully in the next few weeks. Then AAICAMA/BIN will run the 2 systems - old and new, HTML system - at the same time to test the HTML system. The old system will eventually be turned off and only the new system will be in operation. Scott will talk with Bob McCandless in the next few weeks as they get closer to finalizing. A member test group will be developed, and members will use the HTML system and provide feedback. A decision will then be made on when the Association wishes to fully implement the system and how and when to train state users. Note: The Association will send prior notice to all states of the system roll-out and the possibility of need for user training on the system. It will be approximately two (2) months before any changes are seen to the new site.

Questions from the Board: Will we have to get special permissions to access the new system (some states had to get to access the BIN system)?

Answer: The access protocol will be the same as what we currently have. Scott “The beauty of HTML is you can make it look like what we currently have. It’s not a transparent upgrade, but it will operate close to what we have now.”

Question: Will old cases/data be rolled over to the new system or will we lose information? Answer: Yes, the data will roll over, it remains the same. What changes is the presentation of information- how it looks (the “front end”) - not the “backend” of the database. The stored data remains the same. That is how BIN can run both systems simultaneously to get a side-by-side comparison and to test the new system prior to closing out the old system and run the new HTML system by itself.

Question: Are all states currently on the ICAMA System/BIN? Answer: Only CA and NY are NOT on the System.

Question: Should we send out an email update so members can anticipate the upcoming change before being expected to train on the new systems?

Answers: When to send? If we are going to send advance notice, we need to consider that we don’t want to send too far in advance of BIN’s preparedness for testing. Idea: Send a basic notice that these changes are coming and to anticipate more, specific information as we get closer to launch/testing.

Action Items

1. IT Manager to draft letter/decide on date to send a basic information All-State send regarding the HTML transfer and the upcoming changes/need for eventual training.
**Action Items**

**Throughout the text:** Sharon will call Alvin Brown regarding final, tenancy invoice representing the second half of 2018.

**Conference Planning Committee:** Sharon sending email to the state members who volunteered for the Conf19 Planning Committee to secure a date/time for the first meeting. The focus will be on creating a Preliminary Agenda to share with states in support of attendance and discuss sessions/presenters. Most states will need a Prelim Agenda fleshed out to secure permission to attend. Discussion will also start and stop times and the desired length of the day(s). Registration will be ready to open before the end of January 2019.

Current presenters who have agreed to present are The Adoption Exchange, CWLA, and Schylar Baber for the Legislative Update. States were urged to send Emily or Sharon input on sessions content and speaker suggestions, even if (and, especially if) not on the Planning Committee.

**Action Items**

1. Confirm date/time of first Conf19 Planning Committee meeting
2. Open Conf19 registration/set confirmed registration rate/tiers

**Agenda item #3**

**Cvent:** Preparing Registration. Emily continues to work to finalize the registration information in Cvent with updated details for 2019.

**Board comments/questions:** Create an invoice and pay APHSA for tenancy fees known to be owed? If we know that money is owed and its allocated for, why not move forward and pay them in order to sever continued ties? Note: No contract is being broken by nonpayment as an invoice is required and anticipated in the contract.

**Decision:** Sharon will call Alvin Brown (APHSA’s general accounting staff) personally and then follow up with an email. Sharon will again request an invoice and ask to close our books with APHSA for 2018. If Alvin is not available by phone, Sharon will leave a message requesting to speak with him on the issue of making final payment to APHSA for AAICAMA tenancy. Sharon will provide updates to the Board via email and follow-up in next month’s Board agenda.

**Action Items**

1. Sharon will call Alvin Brown regarding final, tenancy invoice representing the second half of 2018.

**Agenda item #4**

**Financials**

**Assessments:** We received five (5) state assessment payments before December 21st. We have received 3 more in January – WI, AK, and KY. AAICAMA’s bank accounts are well and the balance levels are healthy. We currently have a total of $123,500 to begin the new year. This number represents on four (4) of the assessments yet received. Sharon has requested training on the new, Eagle Bank services re: Accounts Payable now open for direct wire transfers and direct bill pays in the form of payments.

**APHSA update: Prior services, request for payment.** APHSA has officially moved their office to Rosslyn, Virginia. Since their move there has been no mention of the contested $13k APHSA asserts that AAICAMA owes for services and no acknowledgement or rebuttal of the prior documentation of payment that AAICAMA has provided. Director asserts that the $13k is not owed and will continue to be provided without accounting to the contrary.

**Tenancy payments.** AAICAMA acknowledges that the Association owes tenancy payments to APHSA for the 2nd half of 2018 at the rate of $834/month. No invoice has been received for tenancy services. Note: There is a question regarding December 2018’s fees as APHSA permitted AAICAMA to stay while they continued to have office space prior to their move. AAICMA may end up paying APHSA in part and Convergence in part for the month of December 2018. Tenancy expenses are allocated in full in the existing budget. Note: Budget underway, request mentioned in previous month for our request to Renner for our 4th Quarter Financials and our year-end analysis.

**Board comments/questions:** Create an invoice and pay APHSA for tenancy fees known to be owed? If we know that money is owed and its allocated for, why not move forward and pay them in order to sever continued ties? Note: No contract is being broken by nonpayment as an invoice is required and anticipated in the contract.

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**Action Items**

1. Sharon will call Alvin Brown regarding final, tenancy invoice representing the second half of 2018.
**Other items raised** | **AAICAMA Offices and APHSA Virtual Support** | **Sharon McCartney**
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APHSA continues to provide virtual support through FSI. We will be at the Convergence office through February 2019 and, possibly March, at a minimum. In discussions now regarding physical move to CWLA. Sharon met with CWLA staff and CFO over the Dec/Jan break. Details:

- Convergence: Office fully moved, computers fully transferred, WiFi and scan/printers now working. Unpacking, work progresses. With Convergence through 2/2019 minimum.
- Assessments/mail being received at new address.
- Director met with CWLA CEO, Christine James-Brown, framing construct of partnership and assessing tenancy costs. Several partnerships within CWLA possible, webinar proposed for January/February 2018 between Director and CWLA staff over workforce. Toured new space, office configuration and needs. Willing to share an office at current rates. Planning tenancy in first months of 2019, open to AAICAMA dates/needs.

**Action Items**

1. Sharon will follow up with Christine James-Brown re: Edit of the Partnership Proposal for the AAICAMA and submission to AAICAMA Board/States-Members/and State CWDs.

**Next meeting** | **Next meeting: Tuesday February 12, 2019** | **Time: 2:30 PM**