



**The National Association for the Employment of People who are Blind**

NAEPB Board of Directors Teleconference

Monday, August 8, 2016

10:30am – 12:00pm EST

Dial-in number: 1-877-860-3058

Pass Code: 925356

## **AGENDA**

1. Call to Order Stueckrath
2. Roll Call Garrett
3. Minutes for Approval Garrett
  - a) NAEPB Board and Mbr. Meeting\_5.24.16
  - b) NAEPB Special Board Mtg \_5.19.16
  - c) NAEPB Special Board Mtg \_6.17.16
4. Treasurer's Report D'Amico
  - a) NAEPB Treasurer's Report, Balance Sheet & Income Statement-ending 6.30.16
5. Consent Calendar Reports Stueckrath
  - a) NAEPB Public Policy Committee Update June (Arbogast)
  - b) NAEPB Public Policy Strategic Plan tasks (Arbogast)
  - c) NAEPB BSC Committee Report (Horton)
  - d) NAEPB Strategic Planning Committee Report (Monteferrante)
6. High-Level Committee Update Committee Chairs
7. By-Law Modification Bob Garrett
8. President's Remarks Stueckrath
9. 2016 Public Policy Forum Wrap Up and Survey Results Arbogast
10. National Conference and Expo Update Stueckrath
11. 2017 CEO Retreat Location Update Stueckrath
12. NIB Update Lynch
13. Member Open Forum Q&A NAEPB Members
14. Other Business All
15. Adjournment Stueckrath



The National Association for the Employment of People who are Blind

**NAEPB Membership and Board Meeting Minutes**

**NIB/NAEPB Public Policy Forum**

**Crystal Gateway Marriott**

**Tuesday, May 24, 2016**

**8:30am - 10:30am EST**

APPROVED AUGUST 8, 2016

**Call to Order of the Membership Meeting**

President Eric Stueckrath called the Membership Meeting of the NAEPB to order at 8:32am EST on Thursday, May 24, 2016. Secretary Garrett proceeded with an agency roll call. ***Representatives from the following 26 agencies were in attendance, constituting a quorum:***

**Membership Roll Call**

- Georgia Industries for the Blind – Luis Narimatsu
- Beacon Lighthouse - Deanna Dockman
- Raleigh Lions Clinic for the Blind - Janet Griffey
- Lighthouse for the Blind St. Louis – John Thompson
- Cincinnati Association for the Blind and Visually Impaired – John Mitchell
- Lighthouse Louisiana – Renee Vidrine
- Seattle Lighthouse for the Blind – Harry Egler
- Blind Industries and Services of Maryland – Fred Puente
- IB Milwaukee – CJ Lange
- Beyond Vision – Jim Kerlin
- Blind and Vision Rehabilitation Services of Pittsburgh - Erika Arbogast
- Central Association for the Blind and Visually Impaired – Rudy D’Amico
- Association for Vision Rehabilitation and Employment – Ken Fernald
- North Central Sight Services – Bob Garrett
- Winston-Salem Industries for the Blind – David Horton
- Alphapointe – Reinhard Mabry
- Envision – Michael Monteferrante
- VisionCorps – Dennis Steiner
- Outlook Nebraska, Inc. – Eric Stueckrath
- West Texas Lighthouse for the Blind – David Wells
- National Industries for the Blind – Kevin Lynch
- Louisiana Association for the Blind – Shelly Taylor
- Bosma Enterprises – Lou Moneymaker
- Midwest Enterprises for the Blind – Karen Walls
- Virginia Industries for the Blind – Matt Koch
- Lighthouse Works! Lighthouse Central Florida – Richard Alleyne

**NIB Staff and Guests Present**

- |                        |   |
|------------------------|---|
| Angela Hartley         | NIB, Executive Vice President and Chief Program Officer |
| John Qua               | NIB, Vice President, Services                           |
| Heather Lyons          | NIB, General Counsel                                    |
| Laura Reimers          | NIB, Vice President, Communications                     |
| Marie France Vareilles | NIB, Vice President, Products                           |



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Anne Marie Wallace	NIB, Military Resale Program Director
Niels Marino Thiebaud	NIB, Vice President, Business Development
Matt Wieseler	NIB, Director Strategic Intelligence
Cross Cove Innovations	Bill Deringer
San Antonio Lighthouse	Mike Gilliam
Blind Industries and Services of Maryland	Monica Best James
Beyond Vision	Rob Buettner
Louisiana Association for the Blind	Libby Murphy
AVRE	Jennifer Small
South Texas Lighthouse	Nicky Ooi

**New Agency for Membership Consideration - Eric Stueckrath, President**

Mr. D’Amico nominated Southern Tier Association for the Blind of Elmira, NY, Timothy Hertlein (President/CEO), to be voted in as an agency member of NAEPB. Southern Tier has been a member of NYSPS and NIB for about 6 years, they employ individuals who are blind working on a number of different projects. Mr. D’Amico has confirmed receiving dues from the agency. Mr. D’Amico moved membership approval, followed by a second by Mr. Garrett. Mr. Stueckrath took a vote of the membership by hand. The show of hands displayed a majority vote. Southern Tier was voted in as a new agency member of NAEPB.

**Approval of Minutes - Bob Garrett, Secretary**

Mr. Garrett presented minutes from the October 13, 2015 in draft form for member approval. Mr. Kerlin made a motion to approve the minutes, seconded by Ms. Arbogast. As there were no changes or modifications to the minutes, the minutes were approved unanimously and approved as distributed.

**Board Meeting Overview – Eric Stueckrath, President**

Mr. Stueckrath advised that the membership meeting would move fairly quickly, and that the Board meeting would immediately follow. He stated that the Board, in an attempt to keep reporting to a single layer, had decided to abbreviate the membership meeting, so that all reporting would take place in the Board of Director Meeting that would immediately follow.

**Special Presentation – Karen Walls, CEO Midwest Enterprises for the Blind and John Mitchell, CEO CABVI**

Ms. Walls and Mr. Mitchell presented Dennis Steiner with the bronze owl award for his stellar service, leadership and commitment as NAEPB’s immediate Past President. Mr. Mitchell also provided background on the award. He went on to say that Mr. Steiner led the NAEPB through some turbulent times. Mr. Steiner thanked the NAEPB for allowing him to serve and stated that it had been a pleasure to work with so many smart and dedicated people.

**Adjournment of the Membership Meeting**

Mr. Stueckrath stated that there would be reports on NAEPB committee activities in addition to an Open Forum allowing members to ask questions during the Board meeting. As there were no other questions brought before the membership, the membership meeting was adjourned at 8:46am EST.

[Call to Order of the NAEPB Board Meeting](#)



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President Eric Stueckrath called the Board Meeting of the NAEPB to order at 8:47am EST on Thursday, May 24, 2016. Secretary Garrett proceeded with the Board roll call, after which he announced perfect attendance.

NAEPB Board Member Roll Call

Table with 2 columns: Name and Title. Includes Erika Arbogast (Vice President, Public Policy), Rudy D'Amico (Treasurer), Ken Fernald, Robert Garrett (Secretary), David Horton (Vice President, Base Supply Centers), Jim Kerlin (Vice President, Marketing), Reinhard Mabry (Vice President, Services), Michael Monteferrante (Vice President, Strategic Planning), Dennis Steiner (President), Eric Stueckrath (Vice President, Operations), Dave Wells (Vice President, Public Policy), and Kevin Lynch (Ex-Officio Member, President and CEO, NIB).

Approval of Minutes - Bob Garrett, Secretary

Mr. Garrett presented three sets of minutes in draft form as follows (April 4, 2016, Board of Directors teleconference); (November 20, 2015, Special Board teleconference); and (September 21, 2015, Special Board teleconference) for Board approval. As there were no changes to the minutes, Mr. Garret called for a motion for acceptance. Mr. D'Amico made the motion; seconded by Mr. Mabry. Following a vote, the minutes were approved unanimously.

Treasurer's Report – Rudy D'Amico, Treasurer

Mr. D'Amico reported to the Board the Treasurer's Report, which read as follows – Please see the financial statements ending 4/20/16. The checking account value was \$2,857 and savings account totals \$218,202. Accounts receivables balance of \$2,000. To date, 57 agencies have paid out of 61. Collection efforts continue. Accrued expenses consist of 7 months of accrued accounting fees of \$875 and 20 months of accrued web site maintenance fees of \$12,000. In addition, a check was written to VisionServe Alliance for \$3,000, representing a request by VisionServe to assist in the funding of their annual "Compensation Survey." This was approved by the Board in the October 2015 meeting. Total equity at the end of April was \$223,059. Revenue for the year to date was \$31,000, a result of dues and \$94 from interest. Mr. Fernald made a motion to approve the report, seconded by Mr. Garrett. After a vote, the report was approved unanimously.

Consent Calendar – Eric Stueckrath, President

Mr. Stueckrath introduced the consent calendar, consisting of seven reports as follows: 5a). NAEPB Public Policy Committee Update (Arbogast); 5b. NAEPB Marketing Committee Report 2016-05-10 (Kerlin); 5c. NAEPB Strategic Planning Report (Monteferrante); 5d. NAEPB Retreat Feedback Results (Monteferrante); 5e. NAEPB Services Committee Report (Mabry). 5f. NAEPB Operations Committee Report (Steiner); 5G.NAEPB BSC Report (Horton). Mr. Mabry moved approval of the reports, seconded my Mr. Kerlin. As there were no changes or comments, the consent calendar was approved unanimously.

High Level Committee Reports – Committee Chairs



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Mr. Kerlin stated that the marketing committee was newly formed and that it would be a near-term goal to produce a white paper that will tell the long term impact story of NIB. He asked for sister agencies to participate by providing data that would be incorporated into the white paper. He stated that is an important part of the impact story for promotions, resources, funding directed at rehab, training and upward mobility. We need to gather enough data to paint the entire picture of the long-term impact. He advised members to look for the paper that would be coming soon.

### **Public Policy Forum Welcome – Erika Arbogast, Vice President, Public Policy**

Ms. Arbogast welcomed everyone and thanked the core Public Policy planning committee consisting of Mr. Webster, Ms. Vidrine and Mr. Fernald for engaging in regular meetings. She reported that the team worked to get information to everyone in a timely fashion. She stated that the total number of agencies participating was over 40, the highest number in the history of the Forum.

### **President's Remarks – Eric Stueckrath**

Mr. Stueckrath commended the Public Policy team for their efforts. He stated that it sets the tone for what we want to accomplish throughout the remainder of the year. It's good to see engagement, although there is long ways to go to accomplish some of the lofty goals established. After the NAEPB Retreat in New Orleans, five themes were established. Relationships, partnerships and support were stated to be the foundation of success for both NIB and NAEPB. Influencing ETS compliance was the fourth theme and the best sales tool is ETS conversion. Helping NIB to become more creative, bolder and faster was a key take away. Increasing sales volumes was the final key takeaway. Mr. Stueckrath stated that the NAEPB would hear from committee members, including the marketing and strategic planning committees. It is important to meet the overarching goals and become engaged at the CEO Level. NAEPB CEOs left the Retreat in February with the mantra that CEO's need to take professional accountability and ensure that commitment stays at a higher level. He stated that he looks forward to creating some strong momentum. The date needs to be set for the next NAEPB CEO Retreat, which will likely be scheduled during the first, second or third week of January 2017.

### **NIB Update – Kevin Lynch, Ex-Officio Member, President & CEO, NIB**

Mr. Lynch stated that sales and employment were strong. Some business lines are slow, will be finishing up contracts. Some cases are receiving much better information from DLA with regards to inventory level. NIB will continue to press on. Mr. Pete Proctor has been able to retrieve information that NIB will use as leverage to retrieve more data. The Commission released the signed authorized distributor policy. They will be expected to sign an agreement that will go into effect on July 1. The policy includes the process for dealing with those that are not compliant. In this case, the three strike policy will ensue, resulting in a dealer losing authorization. The Commission will explain more where the IG role comes into play. A policy was submitted through the FAR Council that will require government to use NIB services. Scottie Knott is working with Kim Zeich to address ETS and the requirements for compliance. NIB met with Tina Ballard and Mr. Kesteloot along with the CEO of Grainger with issues regarding drop ship that Grainger has been having difficulty meeting. They did not have a complete substitution. DOD E-mail, has not been purchasing office products. There is also a commercial system called switch and save that uses technology to use and sort out ETS items. A process has been established for escalating issues, so they don't linger as long. NIB felt good coming out of the meeting, feeling that they had a better relationship with Grainger.



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NIB is continuing with a BSC, Army and Cyber Security Pilot. The NIB Board voted Shay Assad as the recipient of the 2016 IB Irwin Award. Mr. Assad stated that he would be staying on until FY18.

There has been a lot of activity and interaction with the disability community. Disability groups are meeting with Tina Ballard to express concerns about the AbilityOne program. Hopefully the group(s) will establish some sort of agreement, ensuring that appropriate individuals will be employed.

NIB participated in meetings with SourceAmerica, NFB and TASH. Several meetings have taken place and NIB is hoping to be collaborative with their recommendations. There is also a WIOA Advisory board. The process is moving along regarding subminimum wage and competitive, integrated employment. This has been the best working environment with NFB in all of NIB's years working with them. Mr. Lynch will be speaking at the NFB national conference in July. There will be a continuation of getting together with SourceAmerica, NFB and TASH. NIB has offered to continue to participate and get together, as there is a lot going on in today's environment.

### **Cooperative Agreement**

By June 15<sup>th</sup> an agreement must be in place between the Commission and the CNA's. The CA draft contained several areas that NIB cannot agree to, which included attaching key performance benchmarks. NIB went back through and reviewed statute and regulations where the GAO report stated that it was not appropriated dollars, so the Commission didn't have jurisdiction over the CNA fee. The agreement also called for restructuring the Board, which prevents Mr. Lynch from being able to serve on the NAEPB Board. In addition, no NAEPB Board member would be able to be on the NIB Board.

Expenditures and areas that involve AbilityOne including communications, and ability to meet with Congress were addressed. Expectations and agreements would also flow down to the non-profit agencies. NIB is on board with transparency, oversight and accountability. However, NIB has put together an alternative proposal for the Commission. An oral presentation was supposed to be yesterday. The NIB board has been briefed, and they also met with the Commission. NIB Board members are unified in their position about compliance and the Commission. NIB has made recommendations about what it takes for success. There will be a substantial outside legal review and strategy. There will be a presentation, next Tuesday at the Commission. A number of conversations with SourceAmerica have taken place. They have also submitted an alternative proposal. After SourceAmerica's presentation, which took 2 hours, no questions were asked. NIB will need to spend a lot of resources to fine tune the process.

### **Inspector General (IG)**

The Inspector General is expected to be up and running by the 15<sup>th</sup> of June. The IG's office is looking to hire 3 individuals to establish the operation, including offices for audits and investigations. The IG is not going to be able to take on full, formal investigations until 2019. It has been stated that the Commission anticipates full ramp up at 22 employees, depending upon additional funding from Congress. The FY 2017 budget request for the Commission was just over \$10 million. All were told that they wanted 48 additional staff persons and opening of regional offices.

Last Thursday, NIB learned that the Senate Armed Services Committee had drafted language temporarily suspending DoD contracting with the Commission and SourceAmerica as a result of lack of cooperation by one or



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both entities with a DoD IG investigation, and it is possible this language could have an impact on NIB. Mr. Lynch/NIB will report out additional information when it becomes available. Mr. Stueckrath thanked Mr. Lynch for his support and offered NAEPB's assistance as needed.

### **Member Open Forum Q&A:**

Member Question from Bob Garrett, North Central Sight Services. Q: Since there is a June 15<sup>th</sup> date, if an agreement is not place, how will NIB operate?

**Kevin Lynch response:** It is our hope that we can wrap up negotiations before the 15<sup>th</sup>, but if that doesn't happen NIB has the autonomy to ask the Hill or Congress for flexibility. The NIB Board sent to all of the Commission appointees a letter which outlined all concerns around the agreement. Not sure how connected the Commission members are with what is going on in the process. It's important that Commission members recognize what is going on. Mr. Neil Romano, a NIB Board member has raised questions. I am hoping that there will be a sincere effort to work together.

Member Question from Dennis Steiner, VisionCorps. Q: Can you talk about issues that NIB doesn't agree with?

**Kevin Lynch response:** NIB did not agree with Pathways to Careers, as there was a lot of emphasis on the AbilityOne program and a third party program that would audit. There are concerns with regards to that as NIB wanted to get a grant program to fund a pilot to come, get trained and get placed in an integrated setting.

Member Question from Reinhard Mabry, Alphapointe. Q: Are they going to talk about the earnings cliff?

**Kevin Lynch response:** NIB will send them the letter. There is concurrence in the disability community with regards to the earnings cliff. If you come off SSDI, you cannot get back on it. NIB wants to make sure it doesn't take away anything from individuals who are blind.

Member Questions from Jim Kerlin, BeyondVision. Q: Congratulations on being invited to NFB. What is the status of the distributor agreement policy on distributors? Does the Distributor agreement include the language of the pricing, mark-up cap? Q2: Cooperative agreement, are there draft limitations on governments and please outline what NIB proposed on the award fee and changes?

**Kevin Lynch response:** Q1: I will send you a copy of the agreement policy on distributors. Q2: The framework for an alternative proposal for an award fee is off of the table. What was provided was employment growth, sustainment award. Sustained, agreed and included promotions. One key point NIB put into the agreement was nine Areas; ones that we feel that there should be a response. There are consequences for lack of performance.

Member Question from Bob Garrett, North Central Site Services. Q: Tell us more about the language from Department of Defense.

**Kevin Lynch response:** There is proposed legislative language from the Senate Arms Services committee. This language will go to the Senate floor for a vote soon, and it would place limitations on DoD contracting with the Commission and SourceAmerica.



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Member Question from Matt Koch, Virginia Industries for the Blind. Q: Can you tell us more about the DOD moving feeding contracts from the Randolph Shepherd Act to the Procurement List?

**Kevin Lynch response:** This process is an ongoing thing, over a period of time. NIB will go to their contacts to see if DOD has any intelligence.

Member Questions from Lou MoneyMaker, Bosma Enterprises. Q: The DOD language in a nutshell states that DOD won't be obligated to contract to SourceAmerica and or the AbilityOne contracts? Is the thrust of the language when abuse is not suspected, operations will return to normal? Q2: If the fallout reaches to NIB, how can NIB receive the necessary legislative feedback?

**Kevin Lynch response:** Q1: Some thought that by introducing it, not sure. The IG was not happy with what was going on and there is sensitivity with what is going on the Hill. CNN is mentioned in the report language. The IG would have to be satisfied with process and procedures. Q2: NIB is working with McBee to contact legislators to stay on top of priorities and actions. Ms. Hartley stated that if the language does get passed ask for memos that would clarify to ensure it doesn't impact NIB. If a member of Congress asks about language, it doesn't impact us directly.

Member Questions from Jim Kerlin, BeyondVision. Q1: Does the language effect DOD operations? No differentiation between NIB products and services and etc...Q2: Ask you seek further clarification, do we need clarification about the AbilityOne BSC's and authorized distribution? If it actually sticks, where do we gain support?

**Kevin Lynch response:** NIB is working to try to clarify language to determine who it will affect. NIB would go to Capitol Hill for legislative clarification and get policy clarification. Q2: NIB is hearing that parts of DLA are aware and have some concern on behalf of contracting people. NIB spoke with Mr. Soroka, who contacted Mr. Assad. NIB will be working on putting together a letter with the help of both.

### **Closing Thoughts – Eric Stueckrath, President**

Mr. Stueckrath stated that there is heaviness in the program and the story telling should highlight how we should be focusing on that. Use the stories from the Program as the driver for collaborations and efforts. Kenny Blackmon would not be here without Outlook Nebraska. He encouraged participants to leave legislators with thoughts to ensure that the positive energy is connected to the employees.

### **Adjournment**

As there was no further business to be discussed, the Board meeting adjourned at 10:02am.

NAEPB Treasurer's Report  
For the period ending 6/30/2016

Please see the financial statements ending 6/30/16. The checking account value was \$2,857 and savings account \$218,230. Accounts receivable balance remains at \$2,000. To date, 57 agencies have paid out of 61. Collection efforts continue.

Accrued expenses consist of 9 months of accrued accounting fees of \$1125 and 31 months of accrued web site maintenance fees of \$12,600. Total equity at the end of June was \$209,361.

Revenue for the year to date was \$31,000, a result of dues and \$121 from interest. Net income year-to-date is \$20,069.

Respectfully submitted,  
NAEPB Board Meeting 7/27/16  
Rudy D'Amico, Treasurer

NAEPB  
Balance Sheet  
As of June 30, 2016

ASSETS

Current Assets

Cash Checking	2,857
Cash Savings	218,230
Accounts Receivable	2,000
NIB Reimbursement Receivable	0

Total Current Assets 223,086

TOTAL ASSETS 223,086

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable	0
Accrued Expenses	13,725

Total Current Liabilities 13,725

Equity

Opening Equity Balance	189,293
Net Income/ (Loss)	20,069

Total Equity 209,361

TOTAL LIABILITIES & EQUITY 223,086

0

NAEPB  
Income Statement  
For the Period Ending June 30, 2016

REVENUE	ACTUAL YTD	BUDGET YTD	VARIANCE	Budget 2015
Investment Income	122	8	82	100
Membership Dues	31,000	30,000	0	30,000
Voluntary Donations	0	0	0	0
<b>TOTAL REVENUE</b>	<b>31,122</b>	<b>30,008</b>	<b>82</b>	<b>30,100</b>
<b>EXPENSES</b>	<b>31,122</b>			
Business Expenses	3,032	0	0	0
Accounting Fees	1,795	875	345	1,500
Website Maintenance	3,100	2,333	-467	4,000
Postage	0	0	0	0
Supplies	0	0	0	0
Telephone / Communications	0	0	0	0
Awards / Honors	0	292	292	500
Insurance - Liability / D&O	1,126	700	-426	1,200
Bad Debt Expense	2,000	1,750	1,750	3,000
Miscellaneous Other Costs	0	117	117	200
Officers Expenses	0	2,917	2,917	5,000
Meetings/Conferences	0	8,750	6,204	15,000
Conference Planning	0	0	0	0
Service Committee	0	2,917	2,917	5,000
Operations Committee	0	2,917	2,917	5,000
BSC Committee	0	2,917	2,917	5,000
Public Policy Committee	0	1,750	1,750	3,000
Communications Committee	0	1,167	1,167	2,000
G4 Committee	0	0	0	0
Medical Advisory	0	0	0	0
CMS Committee	0	0	0	0
(NIB Reimbursement)	0	0	0	0
Annual Audit Meeting	0	292	292	500
CEO Annual Training	0	292	292	500
Miscellaneous Meetings & Travel	0	2,333	2,333	4,000
NIB Reimbursement	0	-29,167	-29,167	-50,000
	0			
<b>TOTAL EXPENSES</b>	<b>11,053</b>	<b>3,150</b>	<b>-3,852</b>	<b>5,400</b>
<b>SURPLUS (DEFICIT)</b>	<b>20,069</b>	<b>26,858</b>	<b>3,933</b>	<b>24,700</b>

NAEPB Public Policy committee update  
Erika Arbogast, Vice President Public Policy

An NAEPB public policy committee call was held on Friday June 17, 2016.

Below is a summary of the discussion points of the meeting:

- 1) Reviewed data and statistics from the Public Policy forum
  - a. 40 agencies attended (a new record)
  - b. 125 agency representatives attended (a new record)
  - c. 175 meetings were scheduled by soapbox. 200 meetings total occurred.
  - d. Low response rate on the soapbox meeting updates
- 2) Discussed planning of Grassroots forum
  - a. Legislators will be in their home districts an extra week this year
  - b. Rick will be sending the updated Grassroots forum tool kit in the next few weeks
  - c. Will begin reminding agencies of the forum earlier and asking for commitments like we did for PP forum
- 3) Reviewed Strategic plan objectives and data points (see attached strategic plan)
- 4) Rick provided an update on the Cooperative Agreement which at that time had not been signed
- 5) Rick provided an update to the NDAA language amendment and informed the group that the amendment included the language NIB had provided to Senator McCain.
- 6) Rick briefly discussed two bills around SSDI reform; one in the House and one in the Senate. With all the work on the Cooperative Agreement and NDAA language there wasn't a lot of information to discuss. Rick vowed to review both bills closely and provide information at the next meeting
- 7) Rick reminded the group that the final WIOA rule would be released in July,

## Public Policy

Strategic Plan Goal	ACTION PLAN	Measurement	STATUS
<p>1. Establish proactive public policy strategy (advocating program to legislators and addressing threats)</p>	<ul style="list-style-type: none"> <li>* Monthly joint calls between NAEPB PP Chair, NIB L&amp;P Chair, and NIB staff</li> <li>* Public policy updates for NAEPB membership submitted at least quarterly</li> <li>* "Asks" and messaging for PP forum provided earlier and updated as things change</li> <li>*Reminders sent to NAEPB membership throughout the year about the importance of maintaining local legislative relationships</li> <li>*Communication between PP committee and Marketing and Communications committee to determine clear message</li> <li>*Peer to Peer contacts made for Advocate program, Grassroots forum, and PP forum participation</li> <li>*Determine who congressional members in key positions that have the most ability to assist NAEPB/NIB</li> <li>*1:1 requests for participation to organizations in those key legislators/committee leaders districts</li> </ul>	<ul style="list-style-type: none"> <li>1) Increased agency participation in Public Policy forum (40 agencies, 45 stretch goal) and Grassroots forum (20 agencies, 25 stretch goal)</li> <li>2) 100% Public Policy committee attendance in Public Policy and Grassroots forums</li> <li>3) 90% participation in PP forum from agencies in "Key Legislators" districts</li> <li>4) At least 95% of Public Policy forum participants report satisfaction with policy preparation for the event</li> <li>5) Initial messaging and asks provided by end of March for May forum</li> </ul>	<ul style="list-style-type: none"> <li>1) Goal achieved for Public Policy forum (40 agencies attended)</li> <li>2) Goal achieved for Public Policy forum (100% of committee attended)</li> <li>3) TBD</li> <li>4) Gathering satisfaction survey data</li> <li>5) Initial messaging and asks were rolled out in late April. Rick has gotten excellent feedback about this timeline.</li> </ul>
<p>3)</p>			

<p>2. Strengthen relationships with blindness community</p>	<ul style="list-style-type: none"> <li>* Committee members will engage other "blindness" organizations at the local level (NFB, ACB, AFB, BVA, VS Alliance, etc)</li> <li>* Invite the above organizations that serve the blind to participate in PP forum</li> <li>* Invite the local chapters of the above organizations to attend grassroots forum at member agencies</li> <li>* survey outside groups to determine how we can work better together</li> </ul>	<p>1) Other blindness organizations participate in Grassroots forum and Public Policy forum</p>	<p>1) ACB participated in Public policy forum and NFB, VS Alliance, AFB, and AER were invited. Committee plans to push for local involvement of these organizations for the Grassroots forum</p>

<p>3. "Mandatory" support and enforcement</p>	<ul style="list-style-type: none"> <li>* Develop consistent public policy message regarding ETS and mandatory nature of the program</li> <li>* Work with Marketing and Communications committee to determine our message</li> <li>* Offer training to agencies on message at October conference</li> <li>* assist agencies to secure on-site legislative training if getting to DC for training is difficult (NIB, AFB, local trainings)</li> <li>* Gather success stories that show the value of the program and distribute to agencies to share the story</li> <li style="padding-left: 150px;">* Public Policy committee members to attend commission meetings</li> <li>* Public Policy committee members will schedule 1:1 meetings with commission staff to develop relationships</li> <li>* Coordinate message with NAEPB Operations committee and NIB staff</li> </ul>	<ul style="list-style-type: none"> <li>1) ETS continues to decrease</li> <li>2) People who haven't bought from us before start purchasing</li> <li>3) Increased Blind Work Years</li> </ul>	<ul style="list-style-type: none"> <li>1) Information not gathered yet</li> <li>2) Determining who has this information at NIB</li> <li style="padding-left: 100px;">3) Although this number is best annually so far Year to Date blind work years have increased 5.7%</li> </ul>
<p>4. Establish Customer Recognition and contact program</p>	<ul style="list-style-type: none"> <li>* Provide training for agencies on Ability One Champion Award and</li> </ul>	<ul style="list-style-type: none"> <li>1) Legislators who truly are Champions are honored by NIB/NAEPB</li> </ul>	<ul style="list-style-type: none"> <li>1) This item has not been addressed yet</li> </ul>

<p>5. Strengthen partnership/ communication with NIB</p>	<ul style="list-style-type: none"> <li>* Continue joint NAEPB Public Policy committee and NIB Legislative and Policy committee calls</li> <li>* Monthly joint calls between Chairs of NIB L&amp;P committee, NAEPB PP committee, and NIB staff</li> <li>*Involve NIB marketing staff in discussions around Public Policy and messaging</li> </ul>	<ol style="list-style-type: none"> <li>1) Monthly joint committee chair calls</li> <li>2) Joint NIB L&amp;P and NAEPB PP committee calls</li> <li>3) NIB staff participating in meetings</li> </ol>	<ol style="list-style-type: none"> <li>1) Monthly joint committee chair calls are occurring</li> <li>2) Joint NIB L&amp;P and NAEPB PP meetings are occurring when needed</li> <li>3) NIB staff participate in the meetings</li> </ol>
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**The National Association for the Employment of People who are Blind**

## **NAEPB BSC Committee Report**

**Submitted by: David Horton, VP Base Supply Chains**

The BSC Committee and the Best Practices committee continue to work on many issues

BSC's and GSA, where are we going especially with the FRC interactions BSC's and GCSS, what price points and what assortment, how do we fulfill orders.

The FAR FSSI Mandatory language  
Blind assistive technology in the stores  
25% AO Product Requirement  
Blind Labor in stores

We have a conference call scheduled August 9<sup>th</sup> and these issues will be discussed and addressed.

Ken Edwards will present an opportunity for the BSC's to join the IS purchasing group, which brings a great opportunity to save on purchases.

The BSC Best Practices committee will meet September 13<sup>th</sup> from (7 AM to Noon). At Noon 18 of the BSC Operator Presidents/CEOs will join the meeting. Todd Tiaht, President and CEO, Tiaht Enterprises, LLC, will join the meeting at noon also and will update the committee on his efforts to get stronger support and metrics for the BSC program.



**The National Association for the Employment of People who are Blind**

**NAEPB Services Committee Report**  
**Submitted by: Reinhard Mabry, VP Services**

**NIB Update**

- To date 20 projects have been added for 33.96 BWYs. One additional project is at the Commission for 1.87 BWYs. Potential projects in the pipeline are 23 for 87.46 BWYs.
- Services Sales through June are \$57.8M, 5.8% ahead of goal.
- Interest in 508 services continues to grow. NIB is pursuing several 508 opportunities, both commercial and for the federal government.
- Cybersecurity Intern is finishing up the survey for NPAs working CMS projects and once approved it will be distributed. As mentioned in the last update, the purpose is to insure NPAs on federal systems are compliant with current DFARs and NIST security requirements.
- Currently, 21 candidates have begun training for cyber security. 11 have passed test 1. Six of those 11 have also passed test 2 and are now CompTIA A+ certified. Since two individuals were certified outside of our program NIB now has eight certified individuals.
- Several large scale distribution projects for DLA are in the process of being renewed.
- NIB's Associated Agency Call Center Capabilities Survey closes at midnight, Friday, July 29. The survey collects data about associated agency operations, infrastructure, staffing and sales in a consistent format to help benchmark and collect data for business development and support marketing efforts.
- NIB met with Mr. Shay Assad, Director of Defense Pricing to discuss CMS program execution. He understood the current challenges and committed to addressing the issues by establishing an Executive Agent for execution.

**CMS**

- The CMS ISG group has had meetings on 5/25 and 6/29 since my last report. We've had a few occasions where too many folks were going to miss.
- In these 2 meetings we reviewed and discussed the NIB new task order checklists, the task order ordering guide and the agenda and milestones used in post award meetings. Going forward it was decided that post award meetings including NIB, NPA and customer POCs will be a requirement. We are intending to move more to a project management format with milestones with tasks, target dates and accountable parties identified. NIB agreed to hold recurring meetings on new task orders to ensure commitments were being met and the focus and priority continued until teams were functional.
- We also discussed possibly getting together as a group at the NIB conference.
- The revised documented processes for new task orders will also serve to outline improved supervisor training. That will be our upcoming topic.

**Strategic Initiatives**

- The Strategic Initiatives group has met three times since my last report; April 20th, May 25, and June 22.
- The meetings in April and May consisted of going over the feedback from the first ProMOTe pilot (JAWS focused) and assisting NIB (Billy Parker) with identifying areas of focus for the upcoming 'Train-the Trainer' program scheduled for later this year.

- The meeting in June was to distribute and initially discuss the candidates for the second pilot (ZoomText) set for the month of August. Two candidates have subsequently been selected. One candidate is from LC Industries and the other is from Outlook Nebraska.
- As this program expands this group would like to see the issue of funding re-visited as a strategic initiative. Although appreciative of the flexibility shown on the part of NIB in making room under existing grants, we believe the comprehensive nature of the ProMOTE program lends itself to independent funding as a means to creating a more upwardly mobile career track for participants.
- We will be scheduling a meeting for this group at the upcoming conference for those who attend.

## **NAEPB Customer Care Solutions**

It has been a busy year for our teleservices community. It was decided upon by the NPA's in April of this year, that the Teleservices Working Group and Services Marketing Committee should join forces to become the new and rejuvenated, Customer Care Solutions Collaborative Task Force.

In this group our mission is to work collaboratively amongst all of the NPA's to create a unified customer care solution with a strategic focus on growing employment. What we pose to offer is in essence, one very large call center, which will be broken up amongst the participating NPA's locations. We are working to develop strategies and processes that will be adopted by all participating agencies to show consistency and capability.

In order to achieve our mission, we have formed four sub- committees:

### **1. People**

Purpose: The people group is responsible for outlining best practices and creating anything involving the Customer Service Representatives.

- They have developed several goals for their subcommittee:
- Propose a standardized outline and process for assessing potential contact center representatives; focus on use of computer and adaptive technology skills, soft skills and problem-solving skills.
- Develop accurate position descriptions.
- Propose a national recruitment plan, focused on identifying and hiring talent for our collaborative contracts.
- Create a standardized training program with two tracks:
  - Quick but accurate basic skills
  - Long term high level training for star employees in order to advance into lead and management positions in this space

Completed Actions:

- Drafts have been completed of the position descriptions and qualifications.
- Begun to acquire information and best practices of NPA's on recruitment techniques as well as training.

### **2. Process**

Purpose: The process group is responsible for drafting the standard operating procedures for the daily operations of the contact center as well as the items necessary to brand and market our solution.

Marketing & Branding  
 Technical  
 Tech Solution

Quality  
Implementation  
Capabilities Template  
Disaster Recovery  
KPI's  
Workforce  
Pricing  
Admin Items/SOP's  
Assignment Policy  
Hierarchy/Organization Structure  
Communication Plan  
SOP Compliancy  
SOP Template  
Complaint Management

Completed Actions:

- We have assigned champion(s) to each of the topics and they have started to acquire knowledge and information from other NPA's
- We have working drafts of an SOP template, the Hierarchy Structure and complaint management
- The group also assisted with the creation of the Services Capability Survey that was recently released by NIB

**3. Technology**

Purpose: The technology group is responsible for finding all of the technology pieces that will be necessary for our collaborative group to function as one whole. They are responsible for finding:

- Telephony
- Customer Relationship Manager
- Workforce Manager
- Methods of Communication
- Document Sharing

Completed Actions:

- Developed a technology matrix that compiles all of the necessary functionalities for each of the components, i.e. functions of inbound, outbound, chat capabilities as well as considerations, i.e. price and accessibility.
- We have established a unified communication and sharing platform for the Task Force, The Customer Care Solutions Huddle

**4. CEO Subcommittee:**

Purpose: It is the responsibility of the CEO's of the taskforce to act as a liaison between the Task Force and NIB Management to re-establish a priority on Teleservices.

Completed Tasks:

- The CEOs met with Kevin at NIB in May to discuss the importance of Service Development and the impact it has upon employment growth and to request a pipeline of upcoming opportunities

Next Steps:

- The CEO subcommittee will be meeting in Orlando on August 18 with Kevin Lynch and John Qua to discuss business development and other issues related to our work.

At this time, we have involvement from 14 NPA's across the country as well as the input and assistance from NIB:

- ABVI
- Alphapointe

- Beyond Vision
- BOSMA
- Central Association for the Blind
- Cleveland Sight Center
- Lighthouse for the Blind Orlando, FL
- Lighthouse for the Blind, Dallas, TX
- Louisiana Lighthouse
- Mississippi
- NIB
- Olmsted Center for Sight
- Seattle Lighthouse
- South Austin Lighthouse
- Winston-Salem

**Next Steps as a Task Force:**

- We will convene a face-to-face meeting in conjunction with the NIB/NAEPB National Conference and Expo Conference in September in DC.
- We will explain who we are and our mission and goals, and issue invitations to other NPA's with contact center interests to participate in our task force through multiple methods, including NIB This Week.
- All subcommittees are continuing to meet and further their work – post and read everything on the Huddle.



**The National Association for the Employment of People who are Blind**

## **NAEPB Strategic Planning Committee Report**

**Submitted by: Michael Monteferrante, VP Strategic Planning**

The Strategic Planning Committee has convened twice since the last meeting. We have discussed the focus of the group and fielded potential questions and possible changes to plan. It has been agreed that the plan stays in place for now and the team will continue to seek counsel and input from the NAEPB Vice Chairs for possible evolution ideas based on their own committee progress.

One area discussed with Chairman Stueckrath regards adding marketing initiatives that may be necessary per the new Cooperative Agreement. Eric was going to talk with Jim Kerlin to advise input.

There has been 2 phone meetings with Ron Morey regarding current Plan and the CEO Advance In Tampa in January. Discussions continue. We should poll NAEPB Board members for key drivers and expected outcomes.

The committee plans to meet again in DC on September 13 at 11 AM.

# **NAEPB**

## **Proposed Bylaws Changes**

August 8, 2016

### Article V, Section 2

Qualifications All Directors, with the exception of the President and CEO of the National Industries for the Blind, must be the representative of a member organization in good standing.

### Section 4. Composition and Term

The Board of Directors shall consist of eleven elected members. And the President and CEO of National Industries for the Blind.

### Section 5. President and CEO of National Industries for the Blind

The President and CEO of the National Industries for the Blind will serve as a voting member of the Board of Directors.

August 8, 2016

*This message is sent with high importance on behalf of Eric Stueckrath, NAEPB President.*

Dear NAEPB Board Members:

Please find attached proposed changes to the bylaws for this morning's discussion. The modifications are outlined in track changes on the attached document.

The changes effectively change Article V, Sections 2, 4 and 5 to remove Kevin Lynch as a member of the NAEPB Board of Directors and also renumbers the sections as a result of the removal of Article V, Section 5.

Sincerely,

Eric Stueckrath

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**AMENDED CODE OF BY-LAWS OF THE NATIONAL  
ASSOCIATION FOR THE EMPLOYMENT OF PEOPLE WHO  
ARE BLIND**

**ARTICLE I**

**Name**

The name of this organization shall be: the National Association for the Employment of People Who Are Blind (NAEPB).

**ARTICLE II**

**Mission Statement**

The Mission of the National Association for the Employment of People Who Are Blind is to represent and protect the collective interests of its member organizations to enable them to strengthen and maximize opportunities for people who are blind.

**ARTICLE III**

**Membership**

**Section 1. Eligibility**

A. Charter Members: Any organization which properly voted on these By Laws at the meeting of the General Council of Industries for the Blind where these By Laws were adopted became a Charter Member of NAEPB.

B. Additional Members: Any nonprofit organization or state agency devoted to serving persons who are blind shall be eligible for membership in NAEPB.

C. Agency Mergers: When two or more agencies merge, the surviving agency, if it is an NAEPB member, will retain or be eligible for NAEPB

membership with one vote. The agency that was acquired ceases to exist and no longer has a vote.

D. Subsidiaries: Subsidiaries are considered to be part of the parent company and are considered under the same single membership.

***Agency subsidiaries established prior to October 1, 2014 are “grand-fathered” and not affected by this rule.***

***Additional notes for clarification:***

C. Agency Mergers

- Board governance of newly merged agencies will be reviewed by the Ethics Committee
- Foundations formed by member agencies do not qualify for NAEPB membership

The Board of Directors may establish membership categories as long as they do not conflict with Section 1 above.

### Section 3. Admission

Any eligible organization that makes written application to NAEPB may become a member of NAEPB upon being elected by a majority of the members of NAEPB present at any regular or special meeting of the members and upon the payment of the first year's dues which may be prorated as applicable. Nothing in these By Laws is to be interpreted to prevent the Board of Directors from establishing a payment plan as appropriate.

### Section 4. Suspension and Expulsion

The Board of Directors, for just and reasonable cause, after not less than 15 days' notice and opportunity for hearing before the Board, may recommend to the membership at the next scheduled regular or

special membership meeting that any member organization who, in the opinion of said Board of Directors, shall have abused the privilege of its membership or is otherwise guilty of conduct detrimental to NAEPB or its membership, be suspended or expelled from membership. If the recommendation of the Board of Directors is approved by a vote of two-thirds (2/3) of the members present at said regular or special meeting, such member shall be expelled from membership or suspended upon such terms and for such time as shall be specified. A suspended member is not eligible to vote on any matter considered by the membership during their period of suspension.

#### Section 5. Readmission

An expelled member must seek readmission pursuant to ARTICLE III including the payment of any outstanding fees or dues. A suspended member may apply for readmission at the end of the suspension period by formally applying to the Board of Directors. The suspended member will formally be reinstated upon recommendation of the Board of Directors and after a majority vote of the members of NAEPB present at any regular or special meeting and upon payment of any outstanding fees or dues.

#### Section 6. Annual Dues

Each member organization shall pay annual dues as established from time to time by the Board of Directors. Dues become payable October 1 and delinquent on November 1 each year.

#### Section 7. Delinquency

In case of delinquency the Board of Directors may:

- Declare a member organization in financial hardship and adjust or waive annual dues for any given year.
- Establish a payment plan as appropriate.

- Assess a fee of 10% per month on memberships delinquent by more than 30 days.
- Refer memberships delinquent by more than 180 days for action under Article III, Section 4, Suspension and Expulsion.

## ARTICLE IV

### Membership Meetings

#### Section 1. Annual Meeting.

The Annual Meeting of the membership shall be held during the first quarter of the fiscal year at such place and time as determined by the Board of Directors. Notice of the date and place of the meeting shall be mailed (hereinafter defined as United States mail, electronic mail and any other recognized mail carrier) to each member at least thirty (30) days prior to the meeting.

#### Section 2. Special Meetings.

Special membership meetings may be called by the President or shall be called upon a request in writing by one-third (1/3) of the Board of Directors or shall be called upon written request of fifty percent (50%) of the membership in good standing. Notice of the date and place of any special meeting shall be mailed to each member at least fifteen (15) days prior to the meeting. Notice of any special meeting shall contain a statement of the purpose of purposes thereof, and no business shall be transacted at any special meeting other than that stated in the notice of such meeting.

#### Section 3. President

The Presiding Officer at any meeting shall be the President and in the event of his/her absence, the President shall designate one of the Vice Presidents to serve, or any other person upon a majority vote of the members present in person.

#### Section 4. Voting Rights.

Each member organization in good standing shall be entitled to one vote on each matter considered at any meeting of members. Each member organization shall appoint its Designated Representative. The Designated Representative will act on behalf of said member organization at any meeting of the members, and whenever possible should be an employee who has responsibility for the general administration of said member organization. The Secretary of the Board shall prepare a membership book containing a complete list of all members entitled to vote. At each meeting, the membership book shall be filed with the Presiding Officer of the meeting. Upon the demand of any member present at a meeting in person, the membership book, together with any mail-in votes that have been filed with the Secretary of the Board shall be made available for inspection prior to the vote on any matter.

#### Section 5. Proxy Representatives

Should a member organization's Designated Representative be unable to attend a meeting, that organization will be entitled to name -a Proxy Representative. A Proxy Representative will have all the rights of the Designated Representative with the exception of filling a seat on the Board of Directors. A Proxy Representative must be an employee of the Designated Representative's member organization. Proxy Representative assignments must be written and either hand delivered or received by mail by the Secretary prior to the opening of the meeting for which the Proxy Representative is assigned. The assignment of a Proxy Representative must be signed by the Designated Representative and the Proxy Representative.

#### Section 6. Mail-In and Proxy Voting

Should a member organization be unable to send its designated Representative or Proxy Representative to attend a meeting, and it would like to cast a vote on a particular matter, it will be entitled to a

mail-in vote or to name -a Proxy Voter. Mail-in votes and Proxy names- may be sent by mail, but where confirmation of receipt is desired by the sender, it is his or her responsibility to secure this confirmation. Authorization of a Proxy Voter must clearly state the name of the individual entitled to vote on behalf of the member organization and must identify the issue on which the vote will be cast. The authorization must be signed by the organization's Designated Representative. Issues on which mail-in votes will be placed before the membership must be circulated to the membership at least 30 days prior to the date of the scheduled meeting. The unanticipated presence of a Designated Representative or Proxy Representative from a member organization will automatically nullify the mail-in vote and/or Proxy Voter. Mail-in votes and the names of Proxy Voters must be delivered to the Secretary of NAEPB or the Presiding Officer for that meeting not less than 72 hours prior to the scheduled meeting.

#### Section 7. Manner of Voting

The vote on any matter shall be by voice or show of hands. Upon demand of at least ten percent (10%) of the members present at a meeting either in person or by mail-in, the vote shall be made by secret ballot or by roll call.

#### Section 8. Inspectors

Before or at any meeting of the membership, the Board of Directors may appoint three Inspectors. If no appointment shall have been made by the Board, the Presiding Officer at the meeting may appoint three Inspectors. The membership book containing the list of members entitled to vote shall be made available to the Inspectors. If the right of any person to vote shall be challenged, the Inspectors shall determine such right.

#### Section 9. Tellers

In balloting in a meeting where the voting is in the same room as the meeting, the Presiding Officer appoints Tellers to distribute, collect and count the ballots and report the vote to the Presiding Officer who declares the result. In the event the vote taken is eligible for mail votes they shall be counted in accordance with Article IV, Section 6. The Tellers determination of any vote as described in this Section shall be binding on all the membership.

#### Section 10. Quorum

The presence, in person, at any regular or special meeting of the membership, of thirty percent (30%) of the members entitled to vote shall constitute a quorum. Proxy Representatives present in accordance with Article IV, Section 5 of these bylaws shall be counted in calculating a quorum. Proxy Voters or mail-in votes of any kind will not be counted towards a quorum.

#### Section 11. Waiver of Notice

A member, either before or after any regular or special meeting, may waive notice of the meeting, and the waiver shall be deemed the equivalent of giving notice. Attendance by a member at any meeting of NAEPB , shall constitute a waiver of notice of the meeting, unless the member attends for the express purpose of objecting to the transaction of business on the grounds that the meeting was not lawfully called or convened.

#### Section 12. Order of Business

The order of business will be as determined by the President. The usual parliamentary rules as laid down in Robert's Rules of Order Newly Revised shall govern when not in conflict with these Bylaws.

### ARTICLE V

#### Board of Directors

## Section 1. Powers and Duties.

The affairs of NAEPB shall be managed by the Board of Directors whose duties and responsibilities shall be to:

- Conduct business for and on behalf of the membership of NAEPB between meetings of NAEPB.
- Elect the officers of NAEPB.
- Plan and develop the Annual Meeting of the Membership of NAEPB.
- Plan and develop the Annual Retreat of the Board of Directors and Membership Meeting of NAEPB to be held in the month of January each year.
- Prepare the Annual Budget for NAEPB.
- Prepare the Strategic Plan and its regular updates for NAEPB.
- Serve as final internal authority in disputes brought by member organizations to the Ethics and Practices Committee.
- Take whatever other action it deems necessary to carry out the purposes of NAEPB.

## Section 2. Qualifications

All Directors, ~~with the exception of the President and CEO of the National Industries for the Blind,~~ must be the representative of a member organization in good standing.

## Section 3. Nominations and Elections

The Designated Representative of any member organization in good standing may nominate one or more Designated Representatives of an organization in good standing, including themselves for the position of Director. Nominations must be in writing, signed by the nominator, and mailed to the Secretary, postmarked no less than 30 days prior to the next scheduled election, unless the Secretary instructs the membership otherwise. Elections are to be held no less than 30 days prior to the Annual Retreat of the Board of Directors and Membership

Meeting, and in any case must be completed prior to the end of the calendar year preceding the Annual Retreat of the Board of Directors and Membership Meeting. Newly elected Directors will be seated at the beginning of the Annual Retreat of the Board of Directors and Membership Meeting in January of each year. The out-going Board members may remain in the Annual Retreat of the Board of Directors Meeting. They may comment but will have no voting rights.

#### Section 4. Composition and Term

The Board of Directors shall consist of eleven elected members ~~and the President and CEO of National Industries for the Blind.~~ Elected members will be elected by the membership to two-year terms. Five of these positions will be elected in even-numbered years and six will be elected in odd-numbered years. An elected Director shall serve no more than three consecutive terms but is eligible to be elected after the lapse of one year from the third consecutive elected term in office. Each elected Director shall continue in office until his/her successor has been elected and seated, or until his/her death, resignation, or removal.

#### ~~Section 5. President and CEO of National Industries for the Blind~~

A member of the Board of Directors may be removed by a vote of two thirds (2/3) of the Board of Directors or by a two thirds (2/3) vote of members present at a Regular or Special meeting of NAEPB. In the event of a vacancy, for whatever reason, the position on the Board of Directors shall be filled with the qualified person receiving the most votes of the members at a Regular or Special meeting of NAEPB.

#### Section ~~7~~6. President

The Presiding Officer shall be the President, and in the event of absence, the President shall designate one of the Vice Presidents to serve, or any other member of the Board of Directors upon a majority vote of the Board of Directors present in person.

Section ~~8~~7. Regular Meetings

The Board of Directors shall meet at least four times annually and at such time and places as it may designate, except that one of these shall be the Annual Board of Directors Retreat and Membership Meeting, to take place in the month of January. Notice of the date and place of such regular meetings must be mailed to the members of the Board of Directors at least 30 days prior to the regular meetings.

Section ~~9~~8. Special Meetings

Special Meetings of the Board of Directors may be called by the President at times and places to be fixed by the President on at least 5 days' written notice to each member of the Board of Directors. Special meetings shall be called by the President in like manner on the written request of five (5) members of the Board of Directors.

Section ~~10~~9. Waiver of Notice

Any member of the Board of Directors may waive any notice of any meeting in writing either before or after the meeting.

Section ~~11~~10. Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section ~~12~~11. Proxy Director

Should a member of the Board of Directors be unable to attend a Board meeting, that Board member will be entitled to name a Proxy from the remaining members of the Board of Directors. Board Proxy assignments must be written and either hand delivered or mailed prior to the opening of the meeting for which the Proxy is assigned. The designation must be signed by the Board member who is assigning the Proxy.

### Section ~~43~~12. Executive Session

The President may, at the initiation of any officer, or as part of a published agenda, adjourn any meeting of the Board to Executive Session. Executive Session shall include only members of the Board. The Secretary will keep confidential minutes of Executive Sessions.

### Section ~~44~~13. Committees

The following shall be Standing Committees of The National Association for the Employment of People Who Are Blind, and the officers assigned to chair them:

- Finance and Budget: Treasurer
- Membership: Secretary
- Operations: Vice President for Operations
- Services: Vice President for Services
- Public Policy and Communications : Vice President for Public Policy and Communications
- Base Supply Centers: Vice President for Base Supply Centers
- Strategic Planning: As appointed by the President
- Ethics and Practices: As appointed by the President

Each Standing Committee will be made up of individuals who are employees of member organizations in good standing with NAEPB. Non-members may serve as non-voting consultants to committees.

The President of NAEPB shall appoint such other committees as the President may consider advisable.

## ARTICLE VI

### Officers

#### Section 1. Qualification

The Officers of NAEPB shall be a President, a Vice President for Operations, a Vice President for Services, a Vice President for Base Supply Centers, a Vice President for Public Policy and Communications, a Secretary, and a Treasurer, which positions may be combined temporarily from time to time at the discretion of the Board of Directors with these exceptions: neither the positions of President and Secretary, nor the positions of President and Treasurer are to be combined. All Officers must be the representative of a member agency in good standing and elected as a member of the Board of Directors. No member shall hold more than one Office at a time. All Officers serve until their successor has been properly elected by the Board of Directors.

#### Section 2. Election and Term

At the Annual Board of Directors Retreat and Membership Meeting, an Executive Session of the Board will be called for the purpose of seating the newly elected Directors and conducting the annual election of Officers of the Corporation. Election shall be by a majority of the members of the Board of Directors. Officers may be re-elected without limits except for those imposed in Article V, Section 4 of these Bylaws.

#### Section 3. Vacancy and Removal

An Officer of NAEPB may be removed by a vote of two thirds (2/3) of the Board of Directors or by a two thirds (2/3) vote of members present at a Regular or Special meeting of NAEPB. In the event of a vacancy in the Office of President, for whatever reason, the unexpired term shall be filled with the qualified person receiving two thirds (2/3) vote of the Board of Directors. A vacancy in all other Offices shall be filled by a qualified member chosen by the President of NAEPB for the unexpired term.

#### Section 4. Powers and Duties

The duties and powers of these officers shall be the same as generally pertain to their respective offices as well as such powers and duties as may from time to time be conferred on them by the Board of Directors.

## ARTICLE VII

### Financial Management

#### Section 1. Fiscal Year

The Fiscal Year of NAEPB shall be October 1 through September 30.

#### Section 2. Budget

The Budget and Finance Committee shall, with the Board of Directors and the Standing Committees, prepare an annual budget, to be approved by the membership on or about beginning of each Fiscal Year.

#### Section 3. Audits

The Budget and Finance Committee will ensure that the Financial Statements of the Corporation are audited each year. The results of said audit will be presented to the Board of Directors for approval at the first Board of Directors Meeting following the completion of the audit. Once approved by the Board of Directors, the audit will be made available to member organizations.

## ARTICLE VIII

### Dissolution

In the event of dissolution, any and all remaining assets of the Corporation, after the payment of obligations and necessary expenses, shall be distributed to member organizations in good standing at the

time of dissolution. The dissolution will be made in a manner consistent with the current dues structure.

## ARTICLE IX

### Amendments

These Bylaws may be amended by participation of two thirds (2/3) of the membership, by attendance, Proxy Representative mail-in vote or Proxy Voter -and a simple majority of that number for passage. Any proposed amendment or amendments must be mailed to the President at least 60 days prior to the date of the meeting at which the proposed amendment or amendments are to be considered. Any proposed amendment of amendments must be mailed to each member at least 30 calendar days prior to the date of the meeting at which the proposed amendment or amendments are to be considered.