

Braille Authority of North America

Spring Meeting 2015

Minutes

Thursday, May 7, 2015 8:00 a.m. – 5:00 p.m.

Friday, May 8, 2015 8:00 a.m. – 5:00 p.m.

Saturday, May 9, 2015 9:00 a.m. – 1:00 p.m.

Hosted by National Braille Press (NBP)

Meeting in Boston, Massachusetts

1. Call to Order: Jennifer Dunnam

Chair Jennifer Dunnam called the meeting to order at 8:45 AM.

2. Welcome from NBP and Meeting Arrangements: Jackie Sheridan

Jackie Sheridan welcomed the board members and explained the arrangements for the meeting. Brian MacDonald, president of NBP, added his welcome.

3. Seating of BANA members

Kim Charlson was welcomed as the newly-appointed representative of Perkins School for the Blind.

4. Self-Introductions, representatives, and observers

Jennifer Dunnam, National Federation of the Blind (NFB) Chair

Mary Nelle McLennan, American Printing House for the Blind (APH), Vice Chair

Ruth Rozen, Hadley School for the Blind, Secretary

Jackie Sheridan, National Braille Press (NBP), Treasurer

Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB),

Immediate Past Chair

Dawn Gross, Alternate Text Production Center (ATPC)

Sandra Ruconich, American Council of the Blind (ACB)

Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

Barbara Finkelstein, Associated Services for the Blind and Visually Impaired (ASBVI)

Nancy Niebrugge, Braille Institute of America (BIA)

Peggy Schuetz, California Transcribers and Educators for the Blind and Visually Impaired (CTEBVI)

Darleen Bogart, CNIB (Canadian National Institute for the Blind)

Stuart Wittenstein, Council of Schools and Services for the Blind (COSB)

Maryann Bartkowski, Horizons For The Blind
Diane Spence, National Braille Association (NBA)
Judith (Judy) Dixon, National Library Service for the Blind and Physically
Handicapped, Library of Congress (NLS)
Kim Charlson, Perkins

Jen Goulden, for associate member Crawford Technologies

Observers:

Caryn Navy (Thursday only)
Cathy Senft-Graves
From NBP - Thursday Morning ONLY
Carey Scouler
Laurie Lower
Nallym Bravo
Wynter Pingel

From NBP - Thursday Afternoon ONLY

Amber Pearcy
Brian MacDonald
Chris Devin
Ed Kochanowski
Katie Halpin

For the presentation of the Publications Committee only:

Sandy Smith, UMASS Boston

6. Board's Liability Statement: Ruth Rozen

Ruth Rozen, BANA Secretary, read the following Indemnification Statement:
"BANA indemnifies its Officers and Board of Directors and holds them harmless
from all claims of every kind, including court expenses, attorneys' fees, and the
claimed amount arising from the performance of their duties as Officers and
Directors except for their own acts of dishonesty and gross negligence."
(Adopted March 30, 1987)

7. Agenda Approval: Jennifer Dunnam

**MSC Mary Nelle McLennan moved and Darleen Bogart seconded a motion
to approve the amended agenda. The motion passed unanimously.**

8. Chair's Comments: Jennifer Dunnam

Kim Charlson was welcomed as the new representative from Perkins.

Jennifer Dunnam commented on making best use of time and resources, given the number of projects BANA is currently working on. What other talents and skills can be brought to our aid?

Mary Nelle brought the participants' attention to the list of documents and projects in progress, which is on file as part of the Agenda Packet.

9. Report of UEB Task Force: Frances Mary D'Andrea

BANA-CCSSO Project:

Frances Mary D'Andrea, chair of the task force, summarized her written report, which is on file. She requested ideas for activities and needs that could make use of the final implementation guide.

Diane Wormsley mentioned that at the CCSSO conference in June 2015 there will be UEB presentations.

Departments of Education in the various states are working on writing state plans for implementation of UEB. The implementation guide will help them achieve this. A discussion followed about the various state plans and their statuses, including that five state DOE plans have been approved. Some states are challenged by UEB implementation because of issues with braille translation programs. As a result, some do not want to pay for revisions of tests, which would include updating for Braille Formats as well as for UEB.

MSC Frances Mary D'Andrea moved and Diane Wormsley seconded that BANA create a general committee for UEB. The motion passed unanimously.

MSC Frances Mary D'Andrea moved and Darleen Bogart seconded that the General Committee on Unified English Braille be charged to respond to UEB code questions from constituents, and design and refine methods for this task. The motion passed unanimously.

MSC Frances Mary D'Andrea moved and Darleen Bogart seconded that the General Committee on Unified English Braille serve as a liaison and communication vehicle between the ICEB Code Maintenance Committee and the BANA Board. The motion passed unanimously.

MSC Mary Nelle McLennan moved and Diane Wormsley seconded that the General Committee on Unified English Braille be made up of the following members: Frances Mary D'Andrea, chair, Darleen Bogart, Judy Dixon, Jennifer Dunnam, and Jen Goulden. The motion passed unanimously.

27. Bylaws Committee: Darleen Bogart

Darleen Bogart, chair of the Bylaws Committee led the board members through proposals for changes to bylaws, and these proposals are in her report, which is on file.

MSC Darleen Bogart moved and Mary Nelle McLennan seconded that the disposition of Charge 271.1 to the Bylaws Committee be changed to DONE. The motion passed unanimously.

[Charge #271 (11/8/14) Update the bylaws and policies to incorporate the specific changes mentioned at our fall 2014 meeting (noted as follows) and anything else found to need updating: When terms of new board members begin; Issues related to organizational membership eligibility; Rights of associate members at in-person meetings; How to dissolve committees when appropriate; Issues related to "in camera" sessions; Timing of board involvement with code review process.]

MSC Darleen Bogart moved and Stuart Wittenstein seconded that the following changes to Bylaw 3.2 and Policy 1.3.2.3 be made:

Bylaw 3.2: Admission of an organization, agency or business to Associate Membership shall be subject to the approval of two-thirds (2/3) of the total membership of the Board.

An Associate Member shall have an advisory role only, and will not be a voting member of BANA.

Change last sentence to: An Associate member shall have the rights and responsibilities of full board members but will not vote nor attend *in camera* sessions.

Policy 1.3.2.3: ... All associate members will be included on appropriate BANA listservs and therefore will have access to approved minutes, updated directories of member organizations and representatives, committee reports, bylaws, policies, and press releases; may attend meetings and participate in discussions; may NOT vote.

Change to: All Associate members will be afforded the rights and responsibilities of full members of the Board but will not vote nor attend *in camera* sessions.

The motion passed unanimously.

MSC Darleen Bogart moved and Nancy Niebrugge seconded that the following be added to the end of Bylaw 6.1: “Disbanding of board, technical and general committees shall be by a majority vote of the full membership of the board at any meeting of the board.” The motion passed unanimously.

MSC Darleen Bogart moved and Ruth Rozen seconded that following addition of a new bylaw sub-clause 7.3.3 be made as follows:

7.3 General Regulations

7.3.1 (4-13) Business shall be transacted only if there is a quorum of two thirds (2/3) of the membership of the Board.

7.3.2 (4-98, 11-98) Unless otherwise provided herein, formal actions by the Board shall be taken by simple majority of the total board membership.

7.3.3 (05-15) A bylaw may be suspended to deal with an extenuating circumstance by a two-thirds (2/3) majority vote of the full membership of the board at a board meeting.

The motion passed unanimously.

MSC Darleen Bogart moved and Sandra Ruconich seconded to amend Bylaw 3.1, Current Full Members, to include Perkins School for the Blind in alphabetical order in the list of full members of BANA. The motion passed unanimously.

MSC Maryann Bartkowski moved and Dawn Gross seconded that the disposition of Charge 271.5 to the Bylaws Committee, “Issues related to *in camera* sessions” be changed to DONE. The motion passed unanimously.

MSC Darleen Bogart moved and Diane Wormsley seconded that the disposition of Charge 234 to the Bylaws Committee be changed to DONE. The motion passed unanimously.

[Charge 234 (4/11/13) Find an appropriate location to reference the review process for code changes in the BANA policies.]

A discussion ensued about the clarification of charge 271.1, regarding whether a for-profit entity can be a member of BANA, and whether BANA is considering a

change to its membership criteria. This also led to a discussion about whether the number of representatives to BANA should be capped, and at what number.

MSC Darleen Bogart moved and Judy Dixon seconded that Charge 271.2 to the Bylaws Committee, "Issues related to organizational membership eligibility," be discarded. The motion passed unanimously.

By general consensus, charge 271 is considered DONE.

10. Braille Formats Technical Committee: Cindi Laurent

Cindi Laurent, chair of the Braille Formats Technical Committee, joined the meeting by phone. She summarized the report, which is on file.

Due to the fact that some people did not get the final section for review, the review is being reopened from Section 9, and the review is due May 28.

Jennifer Dunnam mentioned the possibility of suspending the bylaws to provide an expedited mechanism to allow for code changes under extenuating circumstances.

It was suggested that files for review be put on a location that people can download rather than/in addition to sending by email.

A list of items for discussion at this face-to-face meeting was created. They included the following issues. Some of these issues were discussed later in the meeting, but they are recorded here.

- Ensure there are no conflicts between the handling of foreign language material in Braille Formats and the proposed guidance from the board foreign language task force, and that the board agrees with the proposal.

Both the Formats revision and the proposed guidance from the foreign language task force indicate that contractions should be used in foreign language words in English contexts. This is in accordance with the note in the Rules of Unified English Braille 2013, §13.2."

- The use of grouping indicators for marginal notes to delineate the scope of a reference in a key or for marginal notes, etc.
- What symbol should be used to indicate a reference when no reference mark appears in print, such as for marginal notes.

This type of note may be termed "unmarked reference notes": marginal notes that do not include actual reference indicators in print. The question is whether the grouping indicator should be a defined one in Braille Formats or whether it

should be defined by the transcriber. It was mentioned that in the case of unmarked reference notes there is no reference mark in the print, so transcribers could be required to represent something that doesn't exist in print.

Jennifer Dunnam suggested the BANA ask the Code Maintenance Committee for a symbol for this, and Frances Mary D'Andrea was tasked with doing so.

- The use of contractions in syllabified words
- The use of contractions in diacritics.

It was agreed that the provision for using uncontracted braille in these two situations will be deleted from Braille Formats.

- The use of dot locators for mention and use

The use of these was clarified.

- The fact that some examples in Braille Formats appear only in print.
- The order of symbols on special symbols page

According to Rules of UEB, Special Symbols are listed in braille order.

Terminology of the symbols will come directly from the Rules of UEB.

A discussion of the two lists of symbols provided on pages 6 and 7 of the agenda ensued. It was suggested to have one list of Special Symbols, but symbols that do not appear in a volume should not appear in the list.

MSC Sandra Ruconich moved and Maryann Bartkowski seconded that UEB symbols that differ from those in EBAE be listed on the Special Symbols Page of a transcription if they occur in the volume. The motion passed unanimously.

- Superscripts at the end of ordinal numbers, e.g., 4th where the "th" is superscripted.

It was clarified that superscript should not be transcribed in braille in this case.

11. Tactile Graphics Technical Committee: Aquinas Pather

Diane Spence, board liaison to the Tactile Graphics Technical Committee, summarized the report, which is on file.

Regarding Charge 265, the committee has not yet started on the guidelines document. It is currently focusing on the supplement. The committee wants to

make two versions; one with Nemeth, and the other with UEB technical code. The manual is online, where users can get both Nemeth and UEB interpretations.

Since no content or rules will be changed in the supplement, the question arose whether a board review of the supplement is necessary.

Mary Nelle McLennan suggested a method for making corrections: The committee documents the changes as a table of errors, and Publications makes the changes in the text. This method was approved by consensus.

It was agreed by general consensus that the supplemental material be in one document that has examples in both UEB and Nemeth in UEB context.

MSC Frances Mary D'Andrea moved and Mary Nelle McLennan seconded that the disposition of Charge 265 to the Tactile Graphics Technical Committee be changed to ONGOING. The motion passed unanimously.

[Charge 265 (11/8/14) Begin the work of revising the Tactile Graphics Guidelines so that 1) the guidance and examples for nontechnical material are aligned with Unified English Braille; and 2) the guidance and examples for mathematical and technical material are provided both in Nemeth Code and in UEB versions.]

MSC Frances Mary D'Andrea moved and Nancy Niebrugge seconded that the disposition of Charge 262 to the Tactile Graphics Technical Committee be changed to ONGOING. The motion passed unanimously.

[Charge 262 (11/7/14) Work with the Nemeth-UEB task force regarding any necessary specific rules for Nemeth Code and UEB within tactile graphics]

The outcome of Charge 262 is for the Tactile Graphics Committee to let the Nemeth-UEB task force know of any feedback for items concerning tactile graphics that need to be incorporated into the provisional guidance.

Regarding Charge 220, see the committee's report on file for the Nov. 2014 BANA meeting.

MSC Ruth Rozen moved and Diane Wormsley seconded that the tactile graphics committee be charged to update the current braille symbols list in tactile graphics for complex number lines and to consider these updates in the UEB revision of the Tactile Graphics Guidelines. The motion passed unanimously.

MSC Nancy Niebrugge moved and Kim Charlson seconded that the disposition of Charge 220 to the Tactile Graphics Technical Committee be changed to DONE. The motion passed unanimously.

[Charge 220 (4/28/12) Expand the number line section to include more complex number lines (for example, those that show overlapping intersections) as the solution set.]

12. Mathematics Technical Committee: Dorothy Worthington

Dawn Gross, board liaison to the Mathematics Braille Technical Committee, summarized the report, which is on file.

Charge 263 remains ongoing.

MSC Dawn Gross moved and Jackie Sheridan seconded that the disposition of Charge 261 to the Mathematics Technical Committee to approve the one-word switch indicator to be included in future update to the Nemeth Code be changed to DONE. The motion passed unanimously.

[Charge 261 (11/7/14) Consider approval of the one-word switch indicator proposed by the Nemeth-UEB Task Force.]

MSC Diane Wormsley moved and Sandra Ruconich seconded the motion to approve the incorporation of suggested changes and corrections into the Graphing Calculator Guidelines (Charge 89 to the Mathematics Technical Committee). The motion passed unanimously.

[Charge 89 (11/14/03) Complete the Graphing Calculator Guidelines which could include when and how to include such material in a transcription]

Regarding Charge 89, "Complete the Graphing Calculator Guidelines which could include when and how to include such material in a transcription" [11/14/03], it was requested that the committee create a table of changes with rationales for those changes, and submit them to Jennifer Dunnam. Questions about the process should be addressed to Diane Wormsley and Mary Nelle McLennan.

The request to add an additional member to the Mathematics committee will be addressed in the fall.

The Mathematics committee chair asked whether a change should be made to Nemeth code stating that no contractions should be used. Jennifer Dunnam replied that the non-use of contractions in Nemeth mode is specific to the provisional guidance for Nemeth in UEB contexts, and that revisions along these lines should only be made in the larger context.

13. UEB-Nemeth Task Force: Jennifer Dunnam

Jennifer Dunnam noted that the training sessions at the NBA and CTEBVI conferences involving the Guidance document have been useful and successful. More examples are needed. Feedback from the Mathematics Committee as well as a conversation with chair and liaison of the Chemistry Committee have all been helpful.

14. Ad Hoc Committee on Standardized Tests: Diane Spence

Diane Spence, chair of the Ad Hoc Committee on Standardized Tests, summarized the report, which is on file.

Plan: The process calls for copy editing the *Guidelines for the Production of Standardized Tests in Braille* at this time. Then the BRF will be created. Following that will be the technical review.

15. Music Braille Technical Committee: Dan Geminder

Ruth Rozen, board liaison to the Music Braille Technical Committee, summarized the report, which is on file.

The final draft of the new edition of the Music Braille Code is ready for review, print and BRF. Because few board members and committee chairpersons have the knowledge and skills to review braille music, it was decided that board members would put forward names of people they work with who could be potential reviewers. Ruth Rozen will collect the names and send them to Dan Geminder for review. It was emphasized that having reviewers from outside the United States is desirable.

It was also decided that the review would begin June 15 and continue for 90 days. The code will be reviewed all at once (not in segments). Copy editing and proofreading will take place after the review is completed.

Once all the comments have been incorporated into the document, the Board will review the code once more and ascertain that changes were made as intended. This will be completed by the three individuals on the Board who know braille music: Jennifer Dunnam, Sandy Ruconich, and Ruth Rozen.

Judy Dixon mentioned the importance of collaboration with ICEB, and asked who our representative to the Music Committee of ICEB is. Dan Geminder is the BANA representative to the ICEB music committee (according to a later email from Larry Smith).

16. Crafts and Hobbies Technical Committee: Camille Caffarelli

Maryann Bartkowski, board liaison to the Crafts and Hobbies Technical Committee summarized the report, which is on file.

The issue of incorporating UEB into new chess code was discussed.

The committee asked for other crafts that the committee could work on.

MSC Diane Wormsley moved and Frances Mary D'Andrea seconded that the disposition of charge 138 to the Crafts and Hobbies Committee be changed to DONE. The motion passed unanimously.

[Charge 138 (3/12/06) Research and compile existing symbols and/or formats for knitting, crocheting, latch hooking, etc. and make recommendations to the board toward the creation of guidelines for BANA approval.]

MSC Jackie Sheridan moved and Diane Wormsley seconded that APH not produce hard copy print or braille hardcopy of the Knit and Crochet Guidelines; the guidelines will be available on the Website for download. The motion passed unanimously.

17. Foreign Language Task Force: FM D'Andrea

Frances Mary D'Andrea, chair of the Foreign Language Task Force, summarized the report, which is on file.

MSC Frances Mary D'Andrea moved and Diane Wormsley seconded that BANA post on the Website the draft document "Provisional Guidelines for Transcribing Foreign Language Material in UEB" for comments from constituents through a process to be determined. The motion passed unanimously.

18. Ad Hoc Committee on Early Literacy Materials Production: Bonnie Read

Diane Wormsley, board liaison to the Ad Hoc Committee on Early Literacy Materials Production, summarized the report, which is on file.

WITHDRAWN AFTER DISCUSSION: Diane Wormsley moved and Sandra Ruconich seconded that the Early Literacy Materials Production Committee wait for the finished "Formats 2015" to be completed before completing ELMP guidelines document.

20. Ad Hoc Committee on English Braille American Edition: Jennifer Dunnam

Discussion took place about continuing the committee through 2015.

Some recommendations from the Committee, outlined in its Fall 2014 report, have been accepted in Braille Formats. A report of the status of those recommendations is needed.

26. Awards committee: Sandy Ruconich

Sandy Ruconich, chair of the Awards Committee, summarized the report, which is on file.

19. Ad Hoc Committee on Chemistry: Cary Supalo

Stuart Wittenstein, board liaison to the Ad Hoc Committee on Chemistry, summarized the report, which is on file.

MSC Stuart Wittenstein moved and Frances Mary D'Andrea seconded that the disposition of Charge 266 be changed to ONGOING. The motion passed unanimously.

[Charge 266 (11/8/14) Update and revise the braille code for chemical notation.]

MSC Stuart Wittenstein moved and Frances Mary D'Andrea seconded that the disposition of Charge 267 to the Ad Hoc Committee on Chemistry be changed to ONGOING. The motion passed unanimously.

[Charge 267 (11/8/14) Work with the Nemeth-UEB task force.]

22. Braille Research Committee: Diane Wormsley

A discussion took place regarding the current method of responding to reviews, including Survey Monkey and attaching an MS Word file.

23. Outreach Committee: Nancy Niebrugge

Nancy Niebrugge, chair of the Outreach Committee summarized her report, which is on file.

A discussion took place about the contents of new outreach materials for exhibits at conferences. The board discussed not using the BANA Code Books & Resources printout (on file in the Agenda packet).

MSC Nancy Niebrugge moved and Darleen Bogart seconded a motion to discard the BANA Code Books and Resources printout that has been exhibited through the trunk, which is handled by the Outreach Committee. The motion passed unanimously.

MSC Judy Dixon moved and Diane Wormsley seconded that the Outreach Committee be charged with reviewing relevant existing documents regarding social media and formulate a plan of action to increase BANA's social media presence, to be submitted to the board for consideration and possible approval by Fall 2015. The motion passed unanimously.

In the discussion about social media, it was asked what are the rules for getting peoples' permission to appear in photographs and videos on social media sites.

In process on BANA's Website: updating position papers, maintaining historical documents but correcting only for typos and items that are out of date.

It was agreed by general consensus to take down from the BANA Website the documents about unification efforts, the FAQ, and guidelines for the production of braille materials, because these items are now out of date.

MSC Nancy Niebrugge moved and Sandra Ruconich seconded a motion that Kim Charlson be appointed to the Outreach Committee. The motion passed unanimously.

24. BANA Appointments Committee: Barbara Finkelstein

MSC Barbara Finkelstein moved and Jacky Sheridan seconded a motion to remove Frances Mary D'Andrea from the Appointments Committee. The motion passed unanimously.

21. Publications Committee: Mary Nelle McLennan

Sandy Smith, UMASS Boston joined the meeting as an observer.

Mary Nelle McLennan, chair of the Publications Committee summarized her report, which is on file. She reviewed "BANA Documents in Progress as of 4-28-15" (on file in the Agenda packet). She also discussed updates to the Website and the process for doing so.

Regarding the creation of BRF files, Production does not have a process for transcribing into BRF. The committee needs more highly skilled people in specific areas, especially accessibility and the production of BRF files.

A discussion took place on the formats in which documents arrive to Production. Documents start out in MS Word. It is important for authors to follow the Production Guidelines before beginning a new document. Production also needs workers to prepare/format documents that come from authoring committees.

The authoring guidelines and template for new documents should be on BANAFILES.

The Guidelines for Transcribing Knit and Crochet Patterns (see agenda item no. 16) will not be produced in hardcopy. Kim Charlson suggested a process for getting hardcopy Knit and Crochet Guidelines to those who ask for them by having voicemail set up and a generic email address @brailleauthority.org created for this purpose.

Serious consideration is being given to hiring consultants or a company to assist with completion of some of the projects.

After the publications committee report, a presentation of thanks was made to the immediate past chair, Frances Mary D'Andrea.

25. "Friends of BANA" Task Force: Nancy Niebrugge

Nancy Niebrugge, chair of the "Friends of BANA" Task Force summarized the report, which is on file.

The annual report needs board approval following a week of review. Once accepted, it will find a place on an existing BANA page. A press release would announce it. Note: the reason for doing an annual report is twofold: it is required for tax-exempt status and it would be used for raising money.

Online donation will be a future discussion.

Before distributing the Annual Report with the intention of raising money, BANA needs to research the ramifications requirements for filing Form 990 when receiving nation-wide donations. The limit is currently under \$50,000. Research also needs to be done to answer the question what costs and infrastructure are needed to solicit funds nationally. Members were asked to report on their organizations' processes for these.

MSC Nancy Niebrugge moved and Kim Charlson seconded that the disposition of Charge 270 to the Friends of BANA Task Force be changed to ONGOING. The motion passed unanimously.

[Charge 270 (11/8/14) Finalize the 2014 annual report and work with the publications committee to develop online presence for the financials and the fund-raising campaign.]

MSC Diane Wormsley moved and Ruth Rozen seconded that the disposition of Charge 243 to the Friends of BANA Task Force be changed to DONE. The motion passed unanimously.

[Charge 243 (11/10/13) Develop a plan to administer a sponsorship program to be submitted at the Spring 2014 BANA meeting.]

MSC Diane Wormsley moved and Jacky Sheridan seconded that a new charge be given to the Friends of BANA Task Force to continue to refine the “Dot Club” and “Friends of BANA” sponsorship programs, including how to administer them. The motion passed unanimously.

28. Strategic Planning, Review and Discussion: Mary Nelle McLennan

Mary Nelle McLennan summarized the strategic planning imperatives that were taken in the past. Refer to the nine-page overview, which includes events, dates, what was done.

Referring to the four imperatives from 2010, which are listed in the agenda packet, a discussion took place about how to determine what the organization has already achieved.

29. Secretary's Report: Ruth Rozen

Ruth Rozen, BANA secretary, read the email motions and votes that had taken place since the Fall 2014 meeting. They are as follows:

December 8, 2014: Diane Wormsley moved and Nancy Niebrugge seconded the motion that the board accept the Knit and Crochet Guidelines as ready for publication. Voting deadline was December 15, 2014.

Voting yes: Wormsley (AER); D'Andrea (AFB); McLennan (APH); Finkelstein (ASB); Gross (ATPC); Niebrugge (BIA); Key (CCBVI); Bogart (CNIB); Wittenstein (COSB); Schuetz (CTEBVI); Rozen (Hadley); Bartkowski (Horizons for the Blind); Spence (NBA); Sheridan (NBP); Dunnam (NFB); Dixon (NLS)

Not voting: Ruconich (ACB)

January 8, 2015: Peggy Schuetz moved and Darleen Bogart seconded a motion to approve up to \$5,000 for a face-to-face meeting for the Braille Formats Technical Committee. Voting deadline: January 15, 2015 at 5:00 p.m., EST.

Voting yes: Ruconich (ACB); Wormsley (AER); D'Andrea (AFB); McLennan (APH); Finkelstein (ASB); Gross (ATPC); Key (CCBVI); Bogart

(CNIB); Wittenstein (COSB); Schuetz (CTEBVI); Rozen (Hadley); Bartkowski (Horizons for the Blind); Spence (NBA); Sheridan (NBP); Dunnam (NFB); Dixon (NLS); Charlson (Perkins)

Not voting: Niebrugge (BIA)

January 11, 2015. Dawn Gross moved and Judy Dixon seconded a motion that the minutes from the Fall 2014 BANA board meeting be accepted. Voting deadline: Friday, Jan 16, 2015, 5:00 p.m. EST

Voting Yes: Ruconich (ACB); Wormsley (AER); D'Andrea (AFB); McLennan (APH); Finkelstein (ASB); Gross (ATPC); Niebrugge (BIA); Key (CCBVI); Bogart (CNIB); Wittenstein (COSB); Schuetz (CTEBVI); Rozen (Hadley); Bartkowski (Horizons for the Blind); Spence (NBA); Sheridan (NBP); Dixon (NLS)

Abstain: (Perkins), Charlson

Not voting: (NFB), Dunnam

February 3, 2015. Darleen Bogart moved and Frances Mary D'Andrea seconded the motion that material set aside from regular text be considered by BANA as format and, therefore, not subject to the provisions in The Rules of Unified English Braille in occurrences such as: within a box, change of background colour, and other noticeable print methods. Voting deadline: Monday, February 9 at 5:00 PM. EST

Voting Yes: Sandra Ruconich (ACB); Diane Wormsley (AER); Frances Mary (FM) D'Andrea (AFB); Mary Nelle McLennan (APH); Barbara Finkelstein (ASB); Dawn Gross (ATPC); Nancy Niebrugge (BIA); Kyle Key (CCBVI); Darleen Bogart (CNIB); Peggy Schuetz (CTEBVI); Ruth Rozen (Hadley); Maryann Bartkowski (Horizons for the Blind); Diane Spence (NBA); Jennifer Dunnam (NFB); Judith (Judy) Dixon (NLS); Kim Charlson (Perkins)

Abstain: (COSB) Stuart Wittenstein

Not voting: (NBP) Jackie Sheridan

February 21, 2015 Ruth Rozen moved and Stuart Wittenstein seconded the motion to adopt the music committee's recommendation regarding publication media for the revised music code. Voting deadline: Tuesday, February 24 at 5:00 EST.

The language being voted on is as follows:

"The music committee suggests that the revision of the Braille Music Code (2015) be produced in hardcopy print, hardcopy braille, downloadable .brf, and downloadable linked PDF. It is not recommended to produce it in HTML. It is also not recommended to produce it as an accessible PDF file (readable by a screen reader and requiring alt tags), nor as a PDF portfolio."

Voting Yes: Sandra Ruconich (ACB); Frances Mary (FM) D'Andrea (AFB); Mary Nelle McLennan (APH); Barbara Finkelstein (ASB); Dawn Gross (ATPC); Nancy Niebrugge (BIA); Kyle Key (CCBVI); Darleen Bogart (CNIB); (COSB) Stuart Wittenstein; Peggy Schuetz (CTEBVI); Ruth Rozen (Hadley); Maryann Bartkowski (Horizons for the Blind); Diane Spence (NBA); Jackie Sheridan (NBP); Jennifer Dunnam (NFB); Judith (Judy) Dixon (NLS); Kim Charlson (Perkins)

Not voting: (AER), Diane Wormsley

March 25, 2015. Ruth Rozen moved and Maryann Bartkowski seconded that the revised minutes from the March 3, 2015 teleconference be accepted. Voting deadline: Tuesday, March 31, 2015, EDT.

Voting Yes: Sandra Ruconich (ACB); Diane Wormsley (AER); Barbara Finkelstein (ASB); Dawn Gross (ATPC); Nancy Niebrugge (BIA); Darleen Bogart (CNIB); Stuart Wittenstein (COSB); Peggy Schuetz (CTEBVI); Ruth Rozen (Hadley); Maryann Bartkowski (Horizons for the Blind); Diane Spence (NBA); Jackie Sheridan (NBP); Jennifer Dunnam (NFB); Judith (Judy) Dixon (NLS); Kim Charlson (Perkins)

Not voting: (AFB) Frances Mary (FM) D'Andrea; (APH) Mary Nelle McLennan; (CCBVI) Kyle Key

Minutes from teleconferences will be uploaded to BANAFILES.

30. Treasurer's Report: Jackie Sheridan

Jackie Sheridan led the board in a review of the financial statements, which are on file.

MSC Jacky Sheridan moved and Frances Mary D'Andrea seconded that the report 2014 Financial Report be approved. The motion passed unanimously.

The question was raised whether in-kind contributions, including embossed documents and volunteer hours, should appear on the financial report. Discussion ensued about how items that are included in a report affect potential fundraising.

Jacky Sheridan announced that BANA is moving its account to Bank of America to save on fees and make transactions easier.

Some discussion took place about possible investments for some of the funds, because none of the funds earn interest.

31. Certificates of Appreciation: Ruth Rozen, Kim Charlson

Three certificates of appreciation will be done.

32. Directory Update: Sue Reilly

Sue Reilly, Administrative Assistant, is revising the BANA directory for user-friendliness. It will be saved on banafiles.

Board members are asked to inform Sue Reilly of any needed updates to the directory.

33. BANA Listservs: Kim Charlson

Members are advised not to send a message to a listserve and include another person in the TO, COPY, or BCC boxes. Doing so sends the message to the moderator for approval, which results in a delay of delivery. Instead, send separate messages.

The administrative assistant will be added to the Outreach listserv.

Concern was voiced about some members not getting emails sent to bana-l listserv. Kim Charlson will continue investigating this.

34. Press Releases: Mary Nelle McLennan

Upcoming press releases will include the following:

- Knit and Crochet Guidelines are available
- Updates to Nemeth: 6 minor changes Nemeth Code. Dawn Gross mentioned that Nemeth Code has an additional minor change.
- Provisional Foreign Language (which will have its own announcement when it gets done)

35. International Report

35.1 ICEB: Judy Dixon

Judy Dixon gave background about the ICEB. A general assembly is held every four years. The ICEB meeting for 2016 will be May 22 through 26 at National Federation of the Blind headquarters in Baltimore, hosted by NFB. Each member country sends four delegates. The cost is \$150.00 for observers, including 5 lunches, opening reception, cultural event, and closing dinner.

Traditionally, the US delegates are the BANA chair, and representatives of NFB, ACB, and ICEB.

MSC Judy Dixon moved and Diane Wormsley seconded that the following people attend the ICEB 2016 General Assembly, Baltimore as delegates to ICEB: Jennifer Dunnam, Sandra Ruconich, Judy Dixon, Frances Mary D'Andrea (US Representative to the ICEB Code Maintenance Committee). Abstaining: Darleen Bogart. The motion carried.

It is time to document in the BANA directory the US/BANA representatives to ICEB committees.

35.2 World Braille Council: Kim Charlson

35.3 Other Initiatives

No other international initiatives were discussed.

36. Unfinished/continued business

Judy Dixon will emboss 20 copies of Knit and Crochet Guidelines and send them to Kim Charlson. Kim Charlson will have a general phone and brailleauthority@gmail.com email for this purpose. This information will be included in the press release.

37. New Business

MSC Frances Mary D'Andrea moved and Diane Wormsley seconded that BANA allow Holly Lawson to use direct excerpts from the *ABCs of UEB* in the UEB Prep course at Portland State University. Attribution must appear with the excerpts, and excerpts may not be paraphrased. The motion passed unanimously.

The Website “Braille Through Remote Learning: BRL” (www.brl.org) still exists. It teaches old code. BANA should ask that it be taken down because the code is not up to date. Jennifer Dunnam will follow up.

Judy Dixon mentioned the Braille Sonar and Braille Sonar Pro applications, which illustrate UEB symbols. The developers of the application requested copying the Rules of Unified English Braille from ICEB, and ICEB agreed to allow them to do so.

38. Upcoming Meetings

38.1 Fall 2015 Horizons: Maryann Bartkowski

The dates of the meeting will be November 5-7, 2015. The meetings will take place at Horizons for the Blind (Crystal Lake, Illinois). Accommodations will be at a nearby hotel, and transportation will be provided between the hotel and Horizons. Vans will also be available to transport participants from O’Hare Airport to the hotel at two predetermined times for a small fee.

Logistics preclude the holding of an open forum at the Fall 2015 BANA meeting.

38.2 Spring 2016: COSB

38.3 Board Teleconferences

The next BANA teleconference will be held on August 10, 2015 from 1:00-3:00 p.m. EDT.

39. Future BANA Meetings:

Spring 2016: COSB (Baltimore)

Fall 2016: AFB (Pittsburgh)

Spring 2017: CTEBVI (San Francisco)

Fall 2017: Hadley (Chicago)

Spring 2018: ATPC (southern California)

Fall 2018: ACB

Spring 2019: CNIB

Fall 2019: Clovernook
Spring 2020: NBA
Fall 2020: NFB
Spring 2021: NLS
Fall 2021: Braille Institute
Spring 2022: APH
Fall 2022: ASB
Spring 2023: AER
Fall 2023: Perkins

40. Around the Table agency updates

Members provided updates on their organizations' specific activities related to braille.

41. Adjournment: Jennifer Dunnam

The meeting was adjourned at 12:25 p.m. EDT.