

OCRID 7/11/2023 Virtual Regular Board Meeting
AGENDA

Board Directors' Roll Call

OCRID Board of Directors' Roll-Call	Virtual Meeting		Virtual Meeting
Immediate Past President, none (non-voting)	-	Dir. of Meetings, Vicky Emerson (voting)	
President, Moses McIntosh (tie-vote only)		Dir. of Communications, Kate Giet (voting)	
Dir. of Programming, VACANT (voting)	-	Member at Large (MAL): VACANT (voting)	-
Dir. of Finance, VACANT (non-voting while VACANT)	-	Deaf Member at Large (DMAL): Dawn Watts (voting)	

Welcome

Please excuse:

Quorum Established (3 of 5 voting board members present)

Approval of the agenda (any new business to add?)

Approval of the May 9, 2023 & June 11, 2023 meeting minutes until the next meeting. Both sets of minutes have been previously emailed to the officers.

Officer Reports

- President, Moses McIntosh (2022-2024)
- Programming
 - a. Outgoing Dir. of Programming: John Lestina, Jr (2022-2023)
 - b. Incoming Dir. of Programming: VACANT (2023-2025)
- Finance: VACANT
 - a. Outgoing Dir. of Finance: VACANT (2022-2023)
 - b. Incoming Dir. of Finance: VACANT (2023-2025)
- [Meetings: Vicky Emerson](#)
 - a. Outgoing Dir. of Meetings: Vicky Emerson (2021-2023)
 - b. Incoming Dir. of Meetings: Vicky Emerson (2023-2025)
- Communications: Kate Giet - sent via email
 - a. Outgoing Dir. of Communications: Kate Giet (2022-2023)
 - b. Incoming Dir. of Communications: Kate Giet (2023-2025)

Officer Reports

- Deaf Member-at-Large: Dawn Watts (2022-2024)
- Member-at-Large
 - a. Outgoing Member-at-Large: Susan Harvey (2022-2023)
 - b. Incoming Member-at-Large: VACANT (2023-2025)

Committee Reports

Annual Conference Planning Committee

1. **2023 Annual Conference - John Lestina, Jr. (chair)**
 - a. **Dates chosen: October 2023**
 - b. **PD:**
 - c. **Fliers:**
 - d. **Call for Interpreters:**

2. **PPM Committee - Chelsea Sudar**

Appointed: Chelsea Sudar, Vicky Emerson, Dawn Watts & Susan Harvey

- a.

❖ **OLD BUSINESS** (business Tabled/not addressed from past meetings & review of BoD action items)

1. **Past due Action Items UPDATES - ([2023.04.11 Action Items OCRID BoD](#))**

- a. *President -*
- b. *Programming - none*
- c. *Finance -*
- d. *Meetings -*
- e. *Communications - none*
- f. *DMAL - none*
- g. *MAL - none*

2. **[2022 Bylaw changes - COMPLETED](#)**

3. **Board Retreat -**

- a. Canceled September 2022 until further notice
- b. Fall BoD Retreat: Oct 21-23, 2022 - Delayed until March or April 2023
- c. **New Board Change over July 1, 2023**

4. **StarChapter Membership Management Platform - Vicky Emerson**

- a. [Star Chapter](#) - Ohio.StarChapter.com
- b.

5. **Mission and Visions Statement - Due by: 1/31/2023** *TABLED: SENT TO MEMBERSHIP FOR REVIEW AND INPUT*

Amended motion# 2022.12.03.01a sent to membership for feedback.

"I move that OCRID refer our a Mission, Vision & Values statement rough-draft to the membership and collect their input to be included by January 31, 2023."

6. **CMP Report 3/14/2023 BoD response**

Please let us know the boards feelings on:

1. **Limiting and charging for CEU processing**
2. **Susan Harvey joining as a liaison with limited responsibilities to the committee**
3. **The date for the OCRID conference and if you are requesting our committee to processing the event**

7. **Duplicate Memberships Dues Paid - Vicky Emerson**

- a. A handful of members entered more than one application for membership, mostly due to not being able to amend a previous application. I have since turned-on the amend feature in the Google Form.
- b. Another handful of applicants paid their 2022-2023 membership twice due to the spreadsheet not being maintained after June 2022.
- c. Other applicants used more than one email address to apply for membership and had two invoices sent out.
- d. I suggest that we mark those with duplicate payments (which have already been processed) as paid for 2023-2024 membership year.

❖ OLD BUSINESS

8. OCRID Legal Reporting Responsibilities (PPM: POL-3301)

(red: Past due, orange: soon due, yellow: need answers, green: done)

a. Contractors & Vendors (1099-NEC) - Mailed no later than January 31, 2023

- Presenters
- Interpreters for workshops & conferences

UPDATE 6/13/2023: At least 10 IRS form 1099s were supposed to be sent to OCRID Vendors during our fiscal year ending 2022 (July 1, 2021 - June 30, 2022). NONE of those 1099s were mailed. We are working with a Tax Accountant at BBI Accounting to resolve this issue on June 22, 2023.

b. RID Affiliate Chapter (AC) Membership Dues: \$225 (May, ANNUALLY), May 1, 2023 - NOW \$245

- Pay by ~~Mele~~, Fifth Third Debit Card, Fifth Third direct bank account withdrawal
- Not sure if payment was made in May 2022 or not.
- Last recorded Fifth Third Bank Statement notation was June 16, 2021 RID \$225 payment for Affiliate Chapter Dues by the CMP Committee.

UPDATE 6/13/2023: Our RID membership Affiliate Chapter & CMP processing dues (\$245) have been paid via debit card on 6/8/2023 for fiscal year July 1, 2023 - June 30, 2024. NEXT Payment Due: June 2024

c. Fiscal Year-End Report to the Membership - Due July (ANNUALLY)

- NewsLetter in July should include a Fiscal Year-end report to the membership.

UPDATE 6/13/2023: We are working with a Tax Accountant at BBI Accounting to resolve this issue on June 22, 2023.

d. OCRID CMP Program Sponsorship Renewal Application

- Be sure to apply annually for the CEU sponsor for RID's CMP program. (not sure if CMP program renewal is in May or Sept) Also not sure what account information is used to access whatever portal.
- Not sure when this is actually due unless it is part of the AC membership dues

UPDATE 6/13/2023: Our RID membership Affiliate Chapter & CMP processing dues (\$245) have been paid via debit card on 6/8/2023 for fiscal year July 1, 2023 - June 30, 2024. NEXT Payment Due: June 2024. Please follow the instructions in the "Dir. of Finance 101" document in the Dir. of Finance's Google Drive.

e. RID Region III Profit & Loss Statement Reporting: Due September 15 (R3 conference hosting year)

- IF OCRID hosts the R3 conference, we will be required to submit a Profit and Loss Statement for the conference which is due to the Region III Representative by September 15. NOW SENT TO R3 BY CHELSEA SUDAR.

UPDATE 6/13/2023: OCRID is not due to host the Region III conference for another few years.

f. RID Affiliate Chapter (AC) Reporting: Due September 15 (ANNUALLY)

- Be sure to apply annually for the CEU sponsor for RID's CMP program. (not sure if CMP program renewal is in May or Sept) Also not sure what account information is used to access whatever portal.
- Send to RID by Certified letter: Due September 15 (ANNUALLY)
 - IRS Form 990 EZ Tax return
 - OCRID's Annual Report
 - FY July 1, 2021-June 30, 2022
 - FY July 1, 2022-June 30, 2023
 - OCRID's Profit and Loss Statement
 - FY July 1, 2021-June 30, 2022
 - FY July 1, 2022-June 30, 2023
 - OCRID's Balance Sheet (as of June 30)
 - FY July 1, 2021-June 30, 2022
 - FY July 1, 2022-June 30, 2023

UPDATE 6/13/2023: We are working with a Tax Accountant at BBI Accounting to resolve this issue on June 22, 2023.

g. IRS Federal Taxes Due: November 15 (ANNUALLY) (see details below)

- IRS Form 990 EZ Tax return (non-profit Federal filing status)
 - FY July 1, 2021-June 30, 2022
 - FY July 1, 2022-June 30, 2023
- IRS Form 990 (Schedule A) - explains OCRID business
- IRS Form 990 (Schedule O) - states officers positions, names & terms

UPDATE 6/13/2023: We are working with a Tax Accountant at BBI Accounting to resolve this issue on June 22, 2023.

❖ OLD BUSINESS

h. The Ohio Secretary of State Forms (Ohio non-profit continued existence status) NEXT due 2/21/2026

There are online versions available through the web portal (see below).

- [Ohio State Form 521](#) - "Statutory Agent Update" (\$25) - when Dir. of Finance changes
- [Ohio State Form 522](#) - "Statement of Continued Existence" (\$25)-**EVERY 5 YEARS (due 2/21/2026)**
- [Ohio State Form 525A](#) - "Reinstatement & Appointment of Agent" (\$25 - **IF** we fail to file Form 521 & 522)

i. The Ohio Attorney General's Office filings (Ohio non-profit financial status) - NEXT DUE Nov 15, 2023

Charitable Registration renewal Due: November 15, 2022 (ANNUALLY)

- a. OCRID's annual report to filing is due to the State of Ohio: Due November 15 (ANNUALLY). Email received on [CharitableRegistration.OhioAttorneyGeneral.gov](#) - "Based on our records of your organization's fiscal year end of June 2022, you have an annual filing due to our office by November 15, 2022."
- b. Extensions for filing? Must be submitted on/before November 15 & will extend the due date but not the penalties incurred for not filing if you owe.
- c. When filing annual reports, please note the following:
 - i. A list of [questions you may be asked on the annual report](#) is online.
 - ii. **To expedite filing, have your organization's financial records on hand**
 - iii. Fees must be paid by e-check or credit card through the secure online payment portal on our website.

State of Ohio 4/14/2023: Acknowledged receipt of our filing

❖ NEW BUSINESS

❖ Announcements

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- **Next OAO Zoom meeting** on Thursday, 2023 at 6 pm. (every two months)

Zoom Meeting Link: <https://us02web.zoom.us/j/5143357144?pwd=UVY4cmRBb01QNTd1NVd5N3BaK2lTU09>

Meeting ID: 514 335 7144

Passcode: together

❖ Adjournment

NEXT MEETING

Location: Virtual (see www.OCRID.org for Zoom link)

Planned upcoming meetings: 2nd Tuesday of the month through December 2024 @ 7:15 - 8:45 PM via "Zoom."

- July 11, 2023 - New board "Passing the Torch" meeting
- August 8, 2023
- September 12, 2023
- October 10, 2023
- 2023 Annual Fall Conference
- November 14, 2023
- December 12, 2023