

Kansas Association of the Deaf  
**REGULAR BOARD MEETING MINUTES**  
January 19, 2025  
2:00 pm to 5:30 pm  
Topeka & Shawnee County Public Library  
Menninger Room 206

**I. Call the meeting in order**

President Kim Anderson called the meeting to order at 2:12 pm.

**II. Roll Call**

**Board Members Present:**

- President; Kim Anderson
- Secretary/Treasurer; Zavia Wheeler
- Appointed Board Member Adriana Gonzalez
- Appointed Board Member Cameron Symansky
- Appointed Board Member Annette Caraway

**Board Members Absent:**

- Vice President; Chris Haulmark (Excused)
- Youth Program Coordinator; Jessica (Excused)

Interpreters: Petra Horn-Marsh, Lori Earls  
Observers: N/A

**A quorum being present as defined in Article VI, Section 4 of the bylaws, the meeting proceeded with business. It was noted that Vice President Chris Haulmark and Youth Program Coordinator Jessica Schultz were absent.**

**III. Approval of Meeting Minutes**

- The minutes of [October 27th, 2024 Board Meeting Minutes](#) were reviewed. **No corrections noted, minutes stand approved. The minutes were approved to be distributed.**
- The minutes of [January 8th, 2025 Special Board Meeting Minutes](#) were reviewed. **No corrections noted, minutes stand approved. The minutes were approved to be distributed.**

**IV. Communications**

- Received invitation from DSA 2025 to have a booth at the 18th Biennial Deaf Seniors of America Conference in Kansas City, MO. Booth rate for nonprofit organizations is \$250. Deadline to apply is January 31, 2025.
- Received announcement from KCDHH that the Deaf Day at the Capitol will be held on Tuesday, March 11th, 2025. More information will be coming.

- Received correspondence from Dan & Joyce Brubaker on January 1, 2025, confirming that they do not have Frank LaRosh's will, but was able to find and send a copy of a letter written to KAD dated September 24, 1980 from Vera Brubaker (Frank's sister) stating that *"You may have been aware in the circumstance of the last will and testament of the late Frank W. LaRosh. It does not indicate a specific definition of what the Kansas Association of the Deaf will do with his generous gift, which contains the amount of more than \$7,000."*

## V. Board Reports of KAD Officers

### President Kim Anderson

#### SUMMARY OF REPORT:

- Was able to secure a venue in Wichita for the Biennial General Business Meeting. It will be in the Woolsey Hall Auditorium at Wichita State University. The WSU ASL program has provided the auditorium and ballroom at no charge to KAD.
- Secured an AirBNB for all board members for the General Business Meeting.
- Assisted Chris with the historical review of the Frank W. LaRosh Bequest.
- Attended and participated in the NAD Region II State Association virtual meeting on Sunday, December 8th, 2024 and Sunday, January 12th, 2025.
- Completed the "President's Corner" and put together KAD's Quarterly November 2024 Newsletter.
- Received invitation to complete a survey for KSD's proposed Mission, Vision, Diversity and Core Belief Statements. Results to be shared along with the strategic planning/CEASD accreditation. Completed and submitted the survey.
- Received invitation to participate in the LEAD-K Summit in Bethesda, MD April 4-5, 2025.

### Vice President Chris Haulmark

#### SUMMARY OF REPORT:

- Per motion KAD-BD-24-20, compiled and submitted the *Legal & Historical Analysis of the Frank W. LaRosh Bequest Review*
- Will be working on the Bylaws & AOI when returning from the NAD Board Meeting and consult with Law Committee Members as referenced in the email to the board.

### Treasurer Zavia Wheeler

#### SUMMARY OF REPORT

- The 6-month audit of the finances for June 1, 2024 to November 31st, 2024 has been completed by auditors Shirley Sears and Adriana Gonzalez. Only one error was found, just ten cents off. It has been corrected. All bookkeeping is up to date.
- Reminder: Since KAD's revenue for the year 2024 is less than 50K, KAD will file its IRS 990-N E-Postcard soon, due May 15, 2025.
- The biennial State *Information Report* was filed in 2024, not due until 2026.

**December 1st - 31st, 2024**

KAD GENERAL FUND BUDGET	2023-2025 BUDGET Approved at GBM 7/2023	Proposed budget balance - <b>current expenses + revenue = remaining budget balance</b>
<b>1. Accounting</b>	<b>\$100.00</b>	<b>\$100.00</b>
- Certified CPA		
<b>2. Board Expenses</b>	<b>\$750.00</b>	<b>\$405.88</b>
- Transportation		
- Other expenses		
<b>3. Delegates - NLTC</b>	<b>\$2,750.00</b>	<b>\$203.02</b>
<b>4. Delegates NAD (NBDA)</b>	<b>\$5,350.00</b>	<b>\$575.48</b>
<b>5. Dues/ Taxes</b>	<b>\$500.00</b>	<b>\$180.00 + \$20.00 = \$200.00</b>
- NAD Org. Dues (\$200 yr)		
- State Info Report Fee (\$40 yr)		
<b>7. Awards/Recognitions</b>	<b>\$150.00</b>	<b>\$103.00</b>
<b>8. Gifts to KSD</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>9. Youth Programs</b>	<b>\$1,500.00</b>	<b>\$900.00</b>
- JrNAD (\$100 yearly)		
- YLC or Deaf Camps		
<b>10. Leadership Training</b>	<b>\$700.00</b>	<b>\$700.00</b>
- Speaker about leadership		
<b>11. Insurance/Bond (\$136 yearly)</b>	<b>\$300.00</b>	<b>\$28.00</b>
<b>12. Postage</b>	<b>\$200.00</b>	<b>\$186.18 - \$14.60 = \$171.58</b>
- Stamps		
<b>13. Printing/Newsletter</b>	<b>\$200.00</b>	<b>\$91.94 + \$100.00 = \$191.94</b>
- Meeting Minutes		
- Brochures		
- Newsletter		
- Membership cards/forms		
<b>14. Public Relations</b>	<b>\$2,000.00</b>	<b>\$6,985.52 + \$405.00 = \$7,390.52</b>
- MDHAC (\$500 yearly)		
- KAD Display Board		
- Booths & Fundraisers		
<b>15. State Conference/Cookout</b>	<b>\$1,500.00</b>	<b>\$1,035.81 + \$110.00 = \$1,145.81</b>
- Boards' regist. and lodgings		
- Conference/cookout expenses		
<b>16. Social Justice</b>	<b>\$2,000.00</b>	<b>\$383.90</b>
<b>17. Sponsorship</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
<b>18. Misc/ZOOM/WIX</b>	<b>\$500.00</b>	<b>\$61.30 + \$350.00 = \$411.30</b>
Proposed Budget - <b>Expenses + Revenue = PROPOSED BUDGET BALANCE</b>	<b>\$21,000.00</b>	<b>\$14,440.03 + \$985.00 - \$14.60 = \$15,410.43</b>
<b>ZVRS Fund</b>	<b>\$1,566.77</b>	<b>\$389.77</b>
<b>Drei McIntosh's DB Fund</b>	<b>\$947.93</b>	<b>\$947.93</b>
<b>DIP 101</b>	<b>\$3,565.78</b>	<b>\$3,690.78</b>
<b>Interpreter Section Committee</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
Special <b>FUNDs Balance</b> →	<b>\$10,080.48</b>	<b>\$9,028.48</b>

**REVENUES (matches bank statements)**

12/9 Zeffy ACH -fundr/Donate (\$20 to line #5, \$300 to Line #14, \$110 to Line #15) \$ 430.00  
 12/30 CASH change (\$300)/ fundraiser (\$255) (\$100 to #13, \$105 to #14, \$350 to #18) \$ 555.00

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**Total Revenues    \$ 985.00**

**EXPENSES (matches bank statements)**

12/23 USPS | Booklet of Stamps - Check #1710 (Line #12) \$ 14.60

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**Total Expenses        \$ 14.60**

			REVENUE	EXPENSES
<b>2023-2025 Term</b>	As of 12.31.2024	<b>TOTAL:</b>	\$ 12,017.95	<b>\$ 17,116.79</b>

Checking account's balance as of December 31, 2024 = **\$ 15,397.49**

<b>KAD Budget as of December 31, 2024</b>	
Checking Account	\$15,397.49
<b>ZVRS Fund Balance</b>	\$389.77
<b>Drei McIntosh's Deafblind Fund Balance</b>	\$947.93
<b>DIP 101 Fund Balance</b>	\$3,690.78
<b>Interpreter Committee Fund Balance</b>	\$4,000.00
Checking acct balance - Special <b>FUND</b> s = KAD's General <b>Fund Balance</b>	\$ 6,369.01
KAD'S General Fund <i>Balance</i>	\$6,369.01
Special <b>FUND</b> s <i>Balance</i>	\$9,028.48
<b>Budget Balance</b> (match bank statement 12.31.2024)	<b>\$15,397.49</b>
+	
Merrill Lynch #4038 (as of 12.31.2024)	\$122,798.21
Merrill Lynch #4047 (as of 12.31.2024)	\$78,083.81
<b>Total of M.L. Accounts</b> (#4038 + #4047)	<b>\$200,882.02</b>
Checking Account	<b>\$15,397.49</b>
Total of Merrill Lynch accounts	<b>\$200,882.02</b>
Grand Total	<b>\$216,279.51</b>
<b>MARKET GAINS for the YEAR 2024</b>	
Merrill Lynch. #4038	<b>\$1,056.64</b>
Merrill Lynch #4047	<b>\$3,365.83</b>
<b>MARKET GAINS GRAND TOTAL:</b> (Market Gains of #4038 + #4047)	<b>\$4,422.47</b>
<b>2025 AWARD</b> Amt for <b>DEAF UP Scholarship</b>	<b>\$4,000.00</b>

**Secretary Zavia Wheeler**  
 SUMMARY OF REPORT:

- No report

**Youth Program Coordinator** Jessica Schultz

SUMMARY OF REPORT:

- No report

**Appointed Board Member** Annette Caraway

SUMMARY OF REPORT:

- Status of the Deaf Blind Kansans

**Appointed Board Member** Cameron Symansky

SUMMARY OF REPORT

- No report

**Appointed Board Member** Adriana Gonzalez

SUMMARY OF REPORT:

- Result for the year of 2024
- The website compatibility for DeafBlind- Hold
- DSAT-Deaf Support Advocacy Training: HOLD
- DeafBlind friendly logo tshirts for KAD-Hold
- KHLAC- Kansas Hispanic Latino American Affairs Committee: Pending
- Attend Virtual NAD MC Nov 12,2024- Chairperson: DeAnna Swope
- Jan 10,2025 KCDHH
- Jan 12,2025 KAD AUDIT
- Jan 14,2025 NAD MC New Co-Chairs Shana Gibbs from New York and Kitsonia Hancock from Arkansas

**VI. Committee Reports**

SUMMARY OF COMMITTEE REPORTS:

- INTERPRETER SECTION: Been inactive for 4 years, no responses from the co-chairs. Adriana will follow up with KAI-RID Treasurer to see if can get any info about the organization's status.
- DEAFBLIND SECTION: Annette working with a community of DeafBlind, named it the DeafBlind Kansans.
- DEAF SENIORS SECTION: Not getting any updates from the chair of this committee. Annette will follow up.

**VII. Ratification of Email Motions from Board Members**

(this section not applicable until bylaws amended)

**VIII. Unfinished business**

- Follow up on the review of Frank W. LaRosh Bequest Historical Report. Cameron was not at the Special Meeting of the report, he will need to be caught up.

**IX. Important Business to Decide**

- The board discussed planning for the General Business Meeting, including logistics, schedule, and member registration. Detailed updates will be shared at future meetings.

**X. New Business**

Need to redo motions for this term that were voted on in emails since bylaws do not offer such guidance. Bylaws need to be amended to allow for email votes.

- **MOTION KAD-BD-23-07:**.. MOVED by Cameron Symansky, SECONDED by Adriana Gonzalez, that the expenses for NBDA to be from budget line #4. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0**  
**MOTION CARRIED**
- **MOTION KAD-BD-23-08:**.. The elected Board members moved to accept Zavia Wheeler's nomination to fill the Secretary-Treasurer position effective August 25, 2023. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0**  
**MOTION CARRIED**
- **MOTION KAD-BD-24-2:** MOVED by Zavia Wheeler, SECONDED by Cameron Symansky to send 2 Delegates and 2 Alternates to the 2024 NAD Conference: Jessica Schultz, Adriana Gonzalez, Annette Caraway & Chris Haulmark. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**
- **MOTION KAD-BD-24-3:** MOVED by Cameron Symansky, SECONDED by Zavia Wheeler to combine the use of budget line items #3 (NAD) , #2 (NLTC), & #16 (Social Justice) for all expenses towards the 2024 NAD. Conference.**AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**
- **MOTION KAD-BD-24-4:** MOVED by Annette Caraway, SECONDED by Cameron Symansky, that KAD invest in sending Chris Haulmark to the ADA Symposium in Minneapolis, MN from June 9th -12th, 2024 to participate in the extensive training and complete the test to become a certified ADA Coordinator using the funds from ZVRS budget line item up to \$1,500 to cover registration, hotel and transportation. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**
- **MOTION KAD-BD-24-12:** MOVED by Cameron Symansky, SECONDED by Adriana Gonzalez, that KAD contract Mark Apodaca and DeafGain, LLC (Eliza Kragh) to conduct and record two separate informational interviews on two topics regarding Robert's Rule of Order and parliamentary procedures of board meetings by December 1st, 2024 for up to \$350 from budget line item #10 Leadership Training. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**
- **MOTION KAD-BD-25-1:** MOVED by Adriana Gonzalez, SECONDED by Zavia Wheeler, that KAD book an AirBNB in Wichita, KS for two nights for the Board from Friday, June 20th to June 22nd, 2025 for the 48th Biennial General Business Meeting at Wichita State University's Woolsey Hall auditorium, up to \$900 from budget line item #15 Conference. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**

New motions:

- **MOTION KAD-BD-25-4:** MOVED by Adriana Gonzalez, SECONDED by Zavia Wheeler, that KAD buy one paperback and one e-book of the *Roberts Rule of Order Newly Revised in brief*, One paperback ADA book and buy 7 (one e-book) paperback book: *The Little Book of Boards* from Budget Line Item #10. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0**  
**MOTION CARRIED**
- **MOTION KAD-BD-25-5:** MOVED by Cameron Symansky, SECONDED Zavia Wheeler move that KAD send Annette Caraway to the 2025 DSA Conference, August 2nd thru 5th, 2025, to represent KAD up to \$500 for registration from budget line item #17. **AYE: 5 , NAY: 0 , ABSTENTIONS: 0** **MOTION CARRIED**

## **XI. Announcements**

1. Chris Haulmark has officially resigned as NAD Region 2 Representative to potentially pursue the CEO position.

## **XII. Adjournment**

The meeting was adjourned at 5:32 pm.

The next Board meeting will be at the Topeka & Shawnee County Public Library on April 20th, 2025.

Future Board meetings:

<b>YEAR</b>	<b>DATE/TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
<b>2025</b>	February 2025	Newsletter Due	
<b>2025</b>	<b>April 27th, 2:00 PM</b>	Board Meeting, Topeka, KS	Topeka & Shawnee County Public Library
<b>2025</b>	May 2025	Newsletter Due	
<b>2025</b>	<b>June 21, 2025</b>	General Business Meeting	Woolsey Hall Auditorium Wichita State University

Respectfully Submitted,

Zavia Wheeler  
Secretary of the Kansas Association of the Deaf

Date approved: 4.27.2025