

BRAILLE AUTHORITY OF NORTH AMERICA  
SPRING MEETING

Friday, March 26, 2004: 9:00 AM – 5:00 PM  
Saturday, March 27, 2004: 9:00 AM – 5:00 PM  
Sunday, March 28, 2004: 9:00 AM – 12:00 PM

Hosted By  
CANADIAN NATIONAL INSTITUTE FOR THE BLIND  
TORONTO, ONTARIO, CANADA

MINUTES

- 1 Call to Order .....Kim Charlson

Kim Charlson called the meeting to order at 9AM. Friday, March 26, 2004.

- 2 Welcome ..... Darleen Bogart

Darleen Bogart introduced Jim Sanders, President and CEO of CNIB, who welcomed BANA to Toronto.

- 3 Seating of BANA members and New Representatives.....Kim Charlson

Associate Member: New Zealand, Janet Reynolds, Delegate  
Dr. Sandra Ruconich was seated as the delegate for AER at the meeting in the excused absence of Alan Koenig.

- 4 Self-Introductions – Representatives and Observers

Observers:

Jill Cooter, Aquinas Pather, Phyllis Landon, Antonette Botha, Abraham Nemeth, Edie Mourre, Jim Sanders, Linda Snider, Harold Snider, Tom Keith, Debbie Gillespie, and Raeleen Smith.

Representatives:

Kim Charlson, American Council of the Blind (ACB), Chair  
Sandra Ruconich, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)  
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)  
Warren Figueiredo, American Printing House for the Blind (APH). Vice-Chair  
Mary (May) Davis, Associated Services for the Blind (ASB)  
Carol Morrison, Braille Institute of America (BIA)  
Darleen Bogart, Canadian National Institute for the Blind (CNIB)

Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH), Treasurer  
 David Grimes, Clovernook Center for the Blind and Visually Impaired (CCBVI)  
 Mary Archer, National Braille Association (NBA), Secretary  
 Eileen Curran, National Braille Press (NBP), Immediate Past Chair  
 Ruby Ryles, National Federation of the Blind (NFB)  
 Mary Lou Stark, National Library Service for the Blind and Physically Handicapped (NLS)  
 Janet Reynolds Associate Member, Royal New Zealand Foundation of the Blind, (RNZFB)  
 Mary Czepyha, Administrative Assistant

- 5 Meeting Arrangements ..... Darleen Bogart

Darleen Bogart outlined and explained the various meeting arrangements.

- 6 Board's Liability Statement ..... Mary Archer

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorney's 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 ..... Kim Charlson

The BANA materials were delayed in arriving. Frances Mary D'Andrea volunteered to do the To-Do list; Warren Figueiredo and Mary Czepyha offered to note possible press release items; and Sue Reilly kept track of budget items.

**MSC Carol Morrison moved that the agenda be accepted. Passed unanimously.**

- 8 Braille Formats Technical Committee ..... Lynnette Taylor

Report and Board Charges

Report on file. Sue Reilly read the report submitted by the Braille Formats Technical Committee in the absence of the board packets. The Board appreciates the comments from the Formats Committee, the communication between the board and the committee seems to be working. Debbie Gillespie clarified that Rules 3 and 4 are still being worked on by the committee.

Eileen Curran raised the issue of the use of the word 'transcriber' as an all-inclusive term. Concern was expressed that everyone involved in the production of braille should be included. Braille Formats is intended for a wider audience than

just transcribers. Suggestion: ‘Braille Producers’ might be a more overall term. Could also possibly define ‘brailist’ as all those involved in the process of braille production. Suggestion: List all terms for those involved in the production process in Braille Formats.

The BANA Board went through the report point by point.

In response to question regarding capitalization the Board recommends: Follow print for capitalization throughout including title pages. The Formats Committee concurred with this recommendation.

**GC The Board agrees with this decision.**

Mary Lou Stark will forward NLS information regarding jacket material and how to determine if it is advertising or not for purposes of Free Matter to the Braille Formats Committee.

The Board needs clarification to understand “conventional human language”. The Board recommends change in terminology to clarify this item.

Interpoint braille: The Board recommends cross-referencing “page numbering” in Rule 1 and the interpoint section yet to be written.

Word division: Clarify the concept that the need for the option for dividing words between lines when necessary should be available. The board would prefer that this be an agency decision. Please consider reworking this section based on our recommendations.

Foreign Language: Considerable discussion took place on whether to contract or not contract. Debbie Gillespie and Jill Cooter commented from the observers. Concern was expressed about contractions that bridge prefix-base, base-suffix and compound words. Some attendees thought that contractions should be used throughout the material.

**GC Thanks to the Formats Committee for working on the Foreign Language in English context rule.**

**MSC To charge the Literary Committee to draft language for use or non-use of contractions in foreign words within English context, taking into consideration the recommendation of the Braille Formats Committee and consulting with the BANA Foreign Language Technical Committee. Passed unanimously.** (Secretary’s note: this motion is repeated in the Literary Braille Technical Committee report section.)

Discussion: The Board expressed concern that there be consistency in language

between literary braille, Braille Formats, and foreign language braille. The Board is also concerned that there be consistency between use and none use of contractions regardless of type face.

The Board recessed for lunch at 12 noon.

The Board resumed the meeting at 12:50 PM

Joe Sullivan joined the meeting as an observer.

The Board was asked for more clarification on #10 from the Annual Meeting Minutes from November, 2003, which stated: More clarification is needed on educational instructional materials.

Budget request: A face-to-face meeting later this summer was requested. Estimated cost: \$500 per person for airfare; \$300 per person for hotel space. \$5600 total if Anne Kelt as consultant to the committee is included. Discussion: Ordinarily we do not pay the expenses of a consultant to a technical committee. Kim Charlson will check to see if Perkins could host the meeting again. Also we need to know if funds are available. The Board will decide on-line after this meeting.

9 Computer Technical Committee.....Betty Teachman

**MSC Mary Archer moved to approve the continuation of the appointment of Melissa Hirshson as a full member of Computer Braille Technical Committee with a term ending 2004. (E-mail vote ending 01-23-2004) Voting yes: FMD, WF, AK, MD, CM, DB, MA, EC, RR, MLS, DG. Not voting: SR**

Report and Board Charges

9.1 Report on file. Frances Mary D'Andrea read the report.

9.2 Discussion and recommendation of CBC special symbols page incorporation into regular standard symbols page

Currently, English Braille American Edition (EBAE) and the Computer Braille Code (CBC) are in conflict regarding what CBC symbols must appear on a Special Symbols Page.

**MSC Eileen Curran moved to charge the Computer Braille Code Technical Committee to draft a revision to CBC to recommend when a Computer Braille Code Symbol should appear on the Special Symbols page. Passed unanimously.**

- 10 Ad Hoc Committee on Early Literacy Materials Production..... Susan Christensen

Report and Board Charges

Report on file. Warren Figueiredo read the report. Budget request: \$3000 for meeting expenses for committee members not funded by APH.

**MSC Darleen Bogart moved that up to \$3000 be allotted to cover the expenses of Lynn Vuocolo, Jeri Cleveland, and Marcia Dresser to attend the ELMP committee to be held at APH. Passed unanimously.**

- 12 Refreshable Braille Technical Committee ..... Jennifer Dunnam

Report and Board Charges

No report was received from this committee.

Warren reviewed the charges to this committee. They are to:

Develop guidelines that would meet the current needs of users of electronic braille devices. (5/1/1999)

Develop a scheme for marking up files so they can be easily navigated within a linear braille format. (5/1/2000)

Achieve maximum compatibility with current format protocol in use or under development. (5/1/2000)

Liaison Sue Reilly will contact the chair of the committee.

- 13 Literary Technical Committee ..... Martha Pamperin

Report and Board Charges

Report on file. Report read by Darleen Bogart. Their work is proceeding.

**MSC To charge the Literary Committee to draft language for use or non-use of contractions in foreign words within English context, taking into consideration the recommendation of the Braille Formats Committee and consulting with the BANA Foreign Language Technical Committee. Passed unanimously**

Board suggestion to the committee: Work on foreign language charge when the

committee begins work on Rule 5.

**MSC Eileen Curran moved that the Literary Technical Committee be charged to review how common special symbols such as TM, R , and C should be transcribed. Passed unanimously.**

14 Mathematics Technical Committee .....Betsy McBride

**MSC Mary Archer moved that Allison O'Day be appointed to the Mathematics Technical Committee as a consultant to serve a one year term ending in 2004. (E-mail vote to end 12-18-2003) Voting yes: KC, WF, AK, MD, CM, SR, DB, MA, RR, MLS, DG. Not voting FMD**

Report and Board Charges

Report on file. Report read by Mary Archer. Mary Lou Stark reviewed the plan of NLS to continue teaching the Nemeth Code following the death of Marcia Leibowitz.

16 Tactile Graphics Technical Committee..... Lucia Hasty

**MSC Carol Morrison moved that BANA appoint Lucia Hasty to serve as the US Co-Chair of the Joint BANA/CBA Tactile Graphics Interim Measures Revision Committee and that Diane Spence and Allison O'Day also be appointed as the remaining two US committee members. (E-mail vote to end 02-20-2004) Yes: FMD, WF, AK, MD, CM, SR, MA, EC, RR, MLS, DG. Abstain: DB.**

Report and Board Charges

Report on file. Carol Morrison read the report. The joint committee is going to meet in St. Paul this summer.

Warren Figueiredo reviewed the charges to the committee. They are completed.

11 Ad Hoc Foreign Language Committee.....Ann Kelt

Report and Board Charges

Report on file. Eileen Curran read the report. Jill Cooter commented on her participation on this committee. Ann Kelt and Joanne Baldwin are continuing to work together on examples for the manual.

15 Music Technical Committee .....Lawrence Smith

Report and Board Charges

Report on file. Mary Lou Stark read the report. Request to the committee: that the errata in Music Braille Code 1997 be included with their fall report to BANA.

17 Strategic Planning.....Kim Charlson

Approval of administrative assistant

Kim formalized the appointment of Mary Czepyha as the Administrative Assistant to the BANA Board.

Discussion: It would be a good idea to get feedback from groups of users. Perhaps we could meet with such groups from the areas in which BANA meets. David Grimes, Eileen Curran, Ruby Ryles, Frances Mary D’Andrea, and Kim Charlson will serve as an ad hoc committee to facilitate this happening. The emphasis and perhaps the title will be Public Outreach. David Grimes will serve as chair. A planning conference call will be scheduled.

21 By-Laws ..... Mary Lou Stark

21.1 Reconsideration of tabled amendment to Policies from Fall meeting on distribution of items construed as BANA policy.

Since the board had nothing to discuss on this item at this time it remained tabled.

Committee report on file.

**MSC Mary Lou Stark moved that 7.7(10-99, 3-04) *The 10<sup>th</sup> Edition of Roberts Rules of Order, Newly Revised* shall govern proceedings of Board meetings except where the present Bylaws and Policies provide otherwise. Passed unanimously by counted vote.**

20 Publications Committee ..... Warren Figueiredo

**MSC Kim Charlson moved that BANA approve the November 2003 Officers press release as submitted by Warren Figueiredo with corrections. (E-mail vote to end 12-01-2003.) Passed unanimously.**

Report on file.

20.1 Publications Guidelines

Warren Figueiredo plans to work more on this after his upcoming retirement.

20.2 BANA Brochures

BANA Website: Warren received little feed-back regarding the website. APH will donate eight hours of consultant time to assist with the website. Warren reviewed what could be included on the website.

22 Secretary's Report

22.1 Minutes – Fall 2003 ..... Mary Archer

**MSC Mary Archer moved that the minutes of the 2003 Annual Meeting of BANA be approved with any corrections. (E-mail vote to end 01-30-2003.)  
Yes: WF, AK, MD, CM, DB, MA, EC, RR, DG. Yes after deadline: MLS. Not voting: FMD, SR.**

22.2 Certificates of Appreciation .....Kim Charlson

Eileen Curran has sent the certificates asked for at the last meeting. Jerry Whittle, Joyce Van Tuyl, and Susan Descarage.

22.3 Directory Update..... Mary Archer

Please submit changes to Mary Archer by e-mail.

22.4 BANA Exhibit ..... Warren Figueiredo

The trunk is back from California, it will go to NBA in Philadelphia next.

22.5 Stationery..... Warren Figueiredo

Warren circulated the stationery.

22.6 BANA’s Listservs.....Kim Charlson

Martha Pamperin has requested that the whole Literary Committee be put on Formats listserv as observers.

**GC Committee Chairs only will be on other listservs. The chair may then forward relevant messages to the committee.**



23 Standard of Braille Expectation ..... Alan Koenig

Item held over to next meeting.

Meeting adjourned at 5 PM on Friday, March 26, 2004.

Kim Charlson called the meeting to order at 9 AM on Saturday, March 27, 2004.

Introductions of Board and observers.

Observers: Phyllis Landon, Raeleen Smith, Joe Sullivan, Constance Craig, Abraham Nemeth, Linda Snider, Harold Snider, Matt Lyles, Edie Mourre, Jill Cooter, Bill Poole, Patrick Pollard, and Tom Keith.

A card for Alan Koenig was circulated.

Darleen Bogart had some housekeeping announcements

24 Press Release ..... Warren Figueiredo

After the meeting we will know what the releases will be. Reminder: Short announcements regarding technical committee activities will be added.

25 Treasurer's Report ..... Sue Reilly

25.1 2003 year-end financial Statement

On file.

25.2 Financial report for 2004

Reports on file. Sue Reilly read the reports.

Discussion of additional requests. ELMP \$3000 See ELMP report.

Warren Figueiredo will ask APH if there are other ways APH could further support the meeting of the ELMP.

26 BANA Historian.....Eileen Curran

No report.

27 International Braille Organizations

27.1 World Braille Council ..... Darleen Bogart

There was a telephone conference call July, 28, 2003 to discuss the World Blind Union Braille Council, its governance and scope.

27.2 WBU North America/Caribbean Region ..... Kim Charlson

27.3 WBU Survey on Braille Music ..... Kim Charlson

A Survey to Determine the Scope of Need and Availability of Braille Music was developed .

Reminder: that the letter suggesting a two tier system for Braille Music Certification still needs to be sent to NLS. Eileen Curran and Kim Charlson will work on this.

27.4 French Braille unification update ..... Darleen Bogart

Darleen has no report on this issue.

Representatives from various braille authorities from around the world who were in attendance at this meeting reported on the news of braille in their respective countries:

Antonnette Botha from South Africa, Darleen Bogart from Canada, Janet Reynolds from New Zealand, Bill Poole from the UK.

Lunch 12:05 PM Saturday, March 27, 2004.

The meeting reconvened at 1:05 PM on Saturday, March 27, 2004.

Julia Morgan joined the meeting as an observer.

18 UEBC Update

18.1 Project Report ..... Darleen Bogart

Darleen Bogart gave a Project Report.

18.2 Research Report ..... Frances Mary D'Andrea

**MSC Frances Mary D'Andrea moved that BANA pay the third and final installment of the research funds to Dr. Marie Knowlton and Dr. Robin Wetzel in the amount of \$5,321.33 each, for a total amount of \$10,624.66. (E-**

mail vote to end 02-03-2004.) Yes: FMD, WF, AK, MD, CM, SR, DB, MA, EC, MLS, DG. Yes after the deadline: RR.

**MSC Frances Mary D’Andrea moved that BANA pay the outstanding invoice to Mississippi State University in the amount of \$7,890.50 for the completion of the pilot study on blind adults learning the proposed UEBC. (E-mail voting to end 02-19-2004.) Passed unanimously.**

Report on file. The report was read by Frances Mary D’Andrea. Discussion: Who and what will happen so that the reports can be posted. Mary Archer submitted an updated table for the Knowlton-Wetzel Report.

18.3 Education Report .....Eileen Curran

Eileen presented the report of this committee. The *Journal of Visual Impairment and Blindness* (JVIB) carried several articles on UEBC. More Samplers have been distributed.

19 ICEB General Assembly ..... Darleen Bogart

Darleen gave background on the upcoming General Assembly of ICEB.

19.1 ICEB Delegates for U.S. & Canada

Kim Charlson, Frances Mary D’Andrea, Eileen Curran, and Warren Figueiredo are US delegates. Darlene Bogart, Debbie Gillespie, Betty Nobel, Debbie Sitar are Canadian delegates.

19.2 BANA instructions to ICEB delegates

Mary Lou Stark clarified that on the BANA board a counted vote of seven “yes” votes is required for passage of a motion.

After considerable discussion, the BANA board through consensus determined that BANA is not in a position to make any kind of decision on the use of UEBC in the U.S. and that further consideration and consultation are required before any decision will be made.

**MSC Carol Morrison moved that the rules be suspended so that the chair (Kim Charlson) could vote to reflect viewpoint of the organization she represents on the UEBC issue only. Passed unanimously.**

**MSC Eileen Curran moved that the US delegates to ICEB acknowledge the sufficient completion of the UEBC research project. Yes: KC, Sandy R,**

**FMD, WF, CM, Sue R, DG, MA, EC, RR, MLS. No: MD**

**MSC Sue Reilly moved that the US delegates to ICEB support the referral of UEBC as a code to each braille authority for consideration. Yes: Sandy R, FMD, WF, CM, Sue R, DG, MA, EC, RR, MLS. No: KC, MD**

After reviewing the rest of the agenda the meeting adjourned at 5 PM

Meeting called to order at 9 AM, Sunday, March 28, 2004.

Observers: Linda Snider, Harold Snider, Abraham Nemeth, Edie Mourrie, Raeleen Smith, Fred Schroeder, Antonnette Botha, Phyllis Landon

## 28 Unfinished Business

Dr. Harold Snider gave a report on the International Braille Research Center.

28.1 AFB Solutions Forum.....Frances Mary D’Andrea

Frances Mary D’Andrea gave background on the Solutions Forum and reported on the activities of the Forum. How can BANA assist with the adoption of the Instructional Materials Accessibility Act. (IMMA)

Eileen Curran was appointed the BANA liaison to the Solutions Forum.

29 New Business .....Kim Charlson

Discussion: There is a need for a standardized test format. BANA will establish an ad hoc committee to study this. Eileen Curran will serve as liaison to the ad hoc committee. Discussion continued regarding not only format for transcribing, but the appropriateness of the test items for braille readers.

The BANA Board will recommend to the Solutions Forum that appropriateness of the items in standardized tests be discussed to avoid unfair or biased items for braille reading students.

**MSC Eileen Curran moved that BANA create an ad hoc committee on production guidelines for the braille of tests. Passed unanimously.**

**MSC Darleen Bogart moved that the ad hoc committee be charged to develop test production guidelines for review and adoption by BANA. Passed unanimously**

Suggestion: Review Test Central Guidelines from APH. There are ADA guidelines regarding this subject for test items. Look at other guidelines such as CNIB. Possible committee members: Thora Dumont, Debbie Gillespie, Sharon Von See, Carol Alman,

Leslie Lightbourn, Larry Brown, Mila Truan , Carol Evans, Maria Stevens. Eileen will contact these people.

Dues increase. BANA has demonstrated a need. BANA has used half of our assets to fund research when two attempts at obtaining grants for this failed. Dues have not been increased since 1976, the year BANA was founded.

**MSC Frances Mary D’Andrea moved that BANA dues be increased to \$750 for 2005, \$875 for 2007, and to \$1000 for 2009. Passed unanimously.**

**MSC David Grimes moved that Associate Member dues be increased to \$375 for 2005, \$450 for 2007, \$500 for 2009. Passed unanimously.**

**MSC Eileen Curran moved that the Literary Technical Committee be charged to review how common special symbols such as TM, R, and C be transcribed. Passed unanimously.** Secretary’s note: This motion is repeated in the Literary Braille Technical Committee’s section.

Fundraising. We could package some of our projects and seek funding for them. The Executive Committee will brainstorm about fund raising.

29 Around the Table .....All BANA representatives

Members reported on activities of their organizations.

30 Future BANA meetings.....Kim Charlson

Fall 2004 – CC

Committee meetings Thursday, November 4, 2004. Board meeting Friday November 5 through noon Sunday, November 7.

Spring 2005 – NBA

Dallas April 17, 2005. Committee meetings Sunday morning. Board meeting Sunday 1 PM through 5 PM Tuesday April 19, 2005.

Fall 2005 – NFB

Spring 2006 – BIA

Fall 2006 – AER

Spring 2007 – APH

Fall 2007 – ASB

Spring 2008 – NLS

Fall 2008 – NBP

Spring 2009 – CTEVH

Fall 2009 – AFB

Spring 2010 – ACB

Fall 2010 – CNIB

32      Adjournment.....Kim Charlson

Meeting adjourned at 12:30 after Sandy read her quotable quotes and CNIB was thanked for hosting the meeting.