Draft Minutes of the DAISY Annual General Meeting May 26, 2021

**Location:** The meeting was hostedon the Zoom platform

# 01 Welcome and Meeting Arrangements

Richard Orme provided some housekeeping information concerning captions, arrangements for voting, and described how observers can ask questions and make comments using the Zoom features.

Maarten Verboom (MB), Chair of the Board of the DAISY Consortium opened the meeting and welcomed the presence of so many Members, Friends, individual supporters, and external observers.

# 02 Attendance and Apologies

## 02.01 Voting Members Present

Maarten Verboom, Dedicon
Michael Katzmann, National Library Service for the Print Disabled
Alison Long, Royal National Institute of Blind People
Brad Turner, Benetech
Elin Nord, Swedish DAISY Consortium
Fernando Pinto Da Silva, DAISY France Group
Flavia Kippele, Swiss DAISY Group
Francisco Martínez Calvo, ONCE
Hiroshi Kawamura, Japan DAISY Consortium
Michael Wright, Nota
Minna von Zansen, Finnish DAISY Consortium
Scott Labarre, National Federation of the Blind
Thomas Kahlisch, MEDIBUS

## 02.02 DAISY Consortium Staff Members Present

Participating in the meeting were:

Richard Orme, Chief Executive Officer
George Kerscher, Chief Innovations Officer
Avneesh Singh, Chief Operating Officer

In addition, there were other DAISY staff observing.

## 02.03 Apologies

No apologies were noted.

## 02.04 Welcome to Associate Members, Friends and Guests Present

Maarten welcomed the more than 100 registered people attending, including Associate Members, Friends, and individual supporters.

# 03 Acceptance of the Agenda

The draft agenda was sent out at the beginning of May. Maarten Verboom proposed an additional item, **Election of the Treasurer**, to be taken after the item reviewing the minutes of the 2020 meeting.

No other business was notified.

**Decision**: By a vote of the eligible members present the revised agenda was approved.

# 04 Confirmation of the Scribe

Maarten Verboom proposed Richard Orme as the scribe.

**Decision:** The proposal was accepted.

# 05 Review and Approval of the Minutes of the General Meeting held online on June 23, 2020

There were no questions or comments on the draft minutes.

**Decision**: By a vote of the eligible members present the minutes of the 2020 General Meeting were unanimously approved without any changes.

# 06 Election of the Treasurer

Maarten explained that due to the planned retirement of our current Treasurer Michael Katzmann a new Treasurer needs to be elected, to take up post immediately following this General Meeting. There is one candidate proposed, Alison Long, DAISY Board Member representing RNIB.

**Decision**: Alison Long was elected as the Treasurer of the DAISY Consortium by a vote of the eligible members present, effective from the end of this General Meeting.

# 07 Annual Report 2020

## 07.01 Annual Report: Overview

Richard Orme introduced the annual report, which provides an opportunity to describe and celebrate the DAISY Consortium, the progress of our projects and the achievements of our members.

The annual report contains brief progress reports on DAISY’s tools, special projects, and technical training and support. And it includes member spotlights to demonstrate how interesting developments and service innovations are happening around the world. The DAISY Consortium is the organization to share information about these great advances, to discuss challenges and opportunities, and learn from each other.

Richard informed the meeting that the voting members and observers all have been provided a copy of the draft Annual report, and no comments or corrections have been received till this point in the meeting. If approved by the AGM, the report will be finalized with a front cover, and will be published on the DAISY website. Richard observed that the report provides an exciting account of the work of the DAISY Consortium in 2020 and will be useful for potential members and funders to learn about the organization’s work.

## 07.02 Annual Report: Financials

The Financial Report is part of the Annual Report, and this was presented by Michael Katzmann, Treasurer for the DAISY Consortium. The 2020 year concluded with an operating surplus of USD 29K. Since the policy is to set the capital reserve to USD 300K, this surplus will be added to the Strategic Reserve, available for the board to allocate projects going forward. Michael gave a breakdown of how we spent our funding, and where the incoming funds came from.

Considering 2020, Michael noted that much of the work of the Consortium continues despite the pandemic, since our team is already configured for distance working. The Technical Training activities that involve travel and face to face training is affected.

Michael explained that the auditors have examined the accounting records and financial statements, and their report to the General Meeting recommends that the financial statements be approved. Maarten informed that the Board meeting yesterday discussed the Financial Statements and recommended to the General meeting that they be accepted.

There were no questions.

Maarten thanked Michael Katzmann for his work as a Treasurer for the last two years.

## 07.03 Approval of the Annual Report 2020

**Decision**: By a vote of the eligible members present the General Meeting approved the draft annual report for 2020, including the financial statements for 2020.

# 08 Discharge of the Board for 2020

By discharging the Board of Directors, the General Meeting formally approves the Board’s action in the year 2020.

**Decision**: By a vote of the eligible members present the board’s actions in 2020 were approved, and the board was discharged.

# 09 Decision on the Membership Fees for 2021

Maarten explained that the Board’s recommendation to the General Meeting was that the membership fees for 2021 remain unchanged. The proposal means that the fee structure would be as follows:

* Full Members: USD 34,206
* Associate Members: USD 3,425
* Friends: Developers: USD 3,425
* Friends: Educators, Advocates, Publishers: USD 1,000
* Friends: Individual Supporters: 150
* Entrance Fee for Full Members: waived

**Decision**: By a vote of the eligible members present the General Meeting decided that the membership and joining fees in all categories for 2021 will remain unchanged.

The fee for Full members includes an amount to fund travel and accommodation for board meeting in accordance with the Expenses Policy. In the case of virtual board meetings these funds are not utilized.

**Decision:** By a vote of the eligible members present the General Meeting decided that the Finance Committee should determine the return of unused travel funds to Full members if board meetings continue as online only.

# 10 New and changing memberships

**Decision**: By a vote of the eligible members the General Meeting decided that *CNIB* are welcomed as Associate members of the DAISY Consortium from January 1, 2021.

Furthermore, during the year the President makes provisional decisions regarding the admission of Associate Members and Friends. These are to be ratified by the General Meeting. This year we welcomed the following organizations to the DAISY family:

Associate membership: **Light for the World** is an international disability and development organization whose vision is an inclusive society where no one is left behind. They strive for accessible eye care services and support inclusive education, empowering persons with disabilities to participate equally in society. Their headquarters is in Vienna, Austria.

Light for the World participates in projects with DAISY Consortium in extending accessible reading especially in low-income countries.

Associate membership: **Sao Mai Center for the Blind** is a non-profit organization. The center was established in 2001. Their main activities are to

• Empower the visually impaired people by using and developing assistive technology in education, employment, and daily living activities

• Provide solutions consultation and assistive products, and

• Provide vocational, job trainings and job placement.

Sao Mai are participating in the Music Braille project.

Sao Mai Centre for the Blind is based in Ho Chi Min City in Vietnam.

Since the last general meeting the following organizations have become Friends of the DAISY Consortium:

**Sonnar Interactive Ltd** provides an accessible content platform designed for people with print disabilities. Their products enable users to easily access reading material in audio formats through virtual assistants, using simple voice commands. Sonnar partner with publishers and institutions, including DAISY members, to make their content accessible to people with print disabilities, so that books without barriers can be a reality.

Sonnar are based in Auckland, New Zealand.

The following organizations have joined as a Friend of the DAISY Consortium under our Inclusive Publishing Program

The **Canadian Electronic Library** are an aggregator of eBooks for Canadian publishers, serving primarily a library market through their desLibris platform. They also offer digital conversion systems for publishers.

Canadian Electronic Library are based in Ottawa, ON, Canada

**EBSCO Information Services** (EBSCO) is a major provider of online research content and search technologies for academic, school, and public libraries, healthcare, and government agencies around the world. EBSCO provides institutions with access to ebooks and journals and their accessibility teams are participating in DAISY working groups on accessible publishing content and reading solutions.

EBSCO are based in Ipswich, Massachusetts, USA.

DAISY we also have a category of individual supporters, and since the last general meeting we are delighted to welcome Bill Kasdorf who is based in the United States.

**Decision**: By a vote of the eligible members present the President’s provisional decision to admit the new Associate members presented was ratified, and new Friends and individual supporter were welcomed to the DAISY family.

# 11 Location of the General Meeting 2022

Maarten announced that whilst it is customary to announce the date and location of the next Annual General Meeting, this is not possible whilst the global pandemic is still with us. The announcement will be made as soon as practical, and arrangements will be made for online attendance.

# 12 DAISY Consortium Showcase

The general meeting received a presentation showing the diverse work of the DAISY Consortium’s members to deliver our shared mission, under the theme of “DAISY members working together around the world”. A video recording has been made available on [YouTube](https://youtu.be/tnVbsG-DcjI) and is available on request.

# 13 Close of meeting

There was no other business, and Maarten closed the meeting.