

**Florida Registry of Interpreters for the Deaf, Inc.
Regular Board Meeting**

**July 10, 2010
Stetson Law University, Gulfport, FL**

Official Minutes

Board members in attendance:

Terri Schisler, President
Charlene McCarthy, 1st Vice-President
Vicky Fales, 2nd Vice-President
Kim Diez, Treasurer
Sue Ann Pope, Secretary
Anthony Verdeja, Regional Representative-West
Andrea Smith, Immediate Past President

Visitors:

Aaron Izzo

Interpreters:

Amanda David
Jessica Zapata

Board members not in attendance:

Malia Johnson, Regional Representative-East
Laurie Harbin, Regional Representative-South
(vacant), Regional Representative-North

Committee Chairs in attendance:

Sally King, EIE
Marci Briant, Membership

1. Call to Order

Terri Schisler, President, called the meeting to order at 8:10 am, at which time a quorum was announced. The secretary was present.

2. Group Norms

Charlene read the mission statement, group norms and the face-to-face norms.

3. Housekeeping

Lunch will be served at noon.

4. Minutes

MOTION 2011:01 Move to approve the minutes from May 15, 2010 regular board meeting and June 13 teleconference meeting.

K. Diez/ A. Verdeja All in favor. Motion carried.

5. Announcements

FCCDHH –The governor has appointed Terri Schisler for a 3-year term starting in August 2010. They will have 4 quarterly meetings, all in Tampa. Terri will convey information as it develops.

Sharon Caserta's letter regarding legal interpreting has received a response from the state courts. Terri will give more info as it comes available.

6. PPM Handbooks

These books will contain priority documents for board members use. They can be easily updated and passed on as board members transition into new positions. They will provide consistency and house historical information that the board needs to refer to periodically.

The current board is continually working to develop policies and procedures for various topics. As these are developed and approved, they will be added to the PPM handbook for quick reference.

**Action Item- Anthony to make a table of contents for the PPM book.

**Action Item- Sue Ann to check the current documents for accuracy and update as needed.

7. **Financial Report**

The treasurer, new in this position, has submitted a report detailing the current financial status. She has been working diligently to bring the bookkeeping up to date. The financial situation requires a thorough examination at this time. Several issues have become pertinent and must be addressed by the board in a timely manner. The record keeping and tax filing is behind and needs to be brought current.

The discussion involved the various criteria for procuring a CPA and/or bookkeeper. The selected person will work with the treasurer and the president to get these items organized and remedy the issues at hand. Several accounting professionals have been contacted and have offered estimates for the costs involved with doing this financial repair work. Initial costs for these services will be high. It is imperative that we incorporate these costs into the budget and move forward to obtain accuracy and consistency in reporting our financial status to the IRS, RID and to our membership. Once we get these items corrected and QuickBooks in order, this should be something that can be easily transferred from one treasurer to the next.

The specifics of the discussion regarding whom to select as a CPA/bookkeeper involved:

- estimates for costs
- location of the individual in relation to the president's and treasurer's locations
- roles and delegation of responsibilities
- knowledge and use of the QuickBooks program
- ongoing needs vs. one time clean up/set up

In order to move forward expeditiously and to show due diligence in this matter, the board agrees to collect names and estimates from CPA or bookkeepers to be considered and submit them for review *this week*. The board will decide via email as this information is gathered.

Tax exemption status needs to be made available to board members in an online format.

****Action Items**

---Kim/Terri will send the specifics of what we are looking for in a CPA/bookkeeper to all board members for reference in researching these positions.

---Kim will follow-up on our tax-exempt status and any required action for board members to use the exemption form.

---Each board member will submit names to be considered for these positions and participate in email correspondence to make decisions in this matter

---As soon as a CPA is chosen, he/she will file an extension with the IRS for filing back taxes

In an effort to manage the budget and establish financial stability, the board agrees to examine the current status of board members reimbursements for travel and related costs for attending meetings. Some research has been done to compare the current practices of other state affiliates. Additional research will be done and a policy/procedure will be developed to outline board reimbursements for future continuity and cost effectiveness. Stipends, per diems, required number of miles traveled, etc. should be congruent with best business practices. This will also carry over to committee chairpersons when they are requested by the board to attend meetings.

****Action Item**—Vicky will create a format for board expenses to be extended to chairs also.

(This will be discussed in more detail, along with several other items of expense, as the topic of budget is examined later in this meeting.)

The work of the treasurer position has become time consuming at this point. In order to continue in this position, the current treasurer requests a great deal of support from the board and committee chairs in relation to financial areas of responsibility. A delegation of duties, including the newly selected CPA/bookkeeper to come, is imperative at this point. If it is necessary to elect a different individual to serve as treasurer, Kim is willing to continue and train that person on all of the work in which she is currently involved.

BREAK 9:48-10:03am

8. 2010-2011 Budget

(See also: treasurer's reports)

A detailed discussion of the budget included many areas to evaluate expenses and incomes. Areas to make cuts were examined thoroughly and a balanced budget is a foreseeable, achievable task. The board will continue due diligence in this matter and report ongoing progress as it occurs.

Some of the fiscal responsibility items discussed included:

- Membership dues
- Conference registrations
- Conference expenses
- QA/EIE income/expenses
- Board expenses
- Location of board meetings (travel)
- LAC- (more info to come regarding new lobbyist and costs involved)
- ABM expenses
- New CPA/bookkeeper fees
- Membership representative at Silent weekend (costs vs. benefits)
- Storage unit
- Awards/grants

**Action Item—Sue Ann to send inventory of storage unit to all board. More discussion to take place before anything is purged from storage.

9. Conference 2010

The president has been working closely with Brian Paille as the 2010 Conference Chairperson since January. The board wants to avoid any possibility of having to use FRID funds to cover conference expenses again. Two specific board requests have gone unanswered by the Conference Chair to date – provision of a balanced budget for board review and a reduction of the program schedule to 3 breakouts per sessions. During the conference chair's report, via teleconference, specific questions were asked and answers confirmed that the board's specific requests were still not met. In addition, very little progress had been made in any of the conference planning areas, program selection, student reps, interpreters, etc. As a result, the board asked for the conference chair's resignation with their thanks for the several years of service to the organization.

In order to complete the work needed in the amount of time remaining, Andrea Smith and Vicky Fales agreed to serve as Conference Co-Chairs with Anthony Verdeja's assistance as Interpreter Coordinator. The President will be in contact with the conference committee to explain the status of upcoming actions of the newly appointed co-chairs.

MOTION 2011:02 Be it moved that the FRID board remove Brian Paille as the 2010 FRID conference chair, effective 7/10/10, to be replaced by board appointed members as co-chairs. A.Verdeja/ V. Fales All in favor. Motion carried.

Rationale:

Due to lack of submission of requested documents and failure to comply with board directed instruction, the board requests the resignation of the current conference chairperson.

*****Appointment*****

Appointed by the president to be the Conference Co-Chairs are: 2nd VP, Vicky Fales, Immediate Past President, Andrea Smith and Region Representative-West and Conference Interpreter Coordinator, Anthony Verdeja. These three will be working together to oversee all conference planning activities.

****Action Items**

- Terri will contact conference hotel, conference committee staff and event insurance company to inform them of the change in contact person(s).
- Vicky will contact Pam Rea (program director) to determine if presenters have been made aware of the time extension for submitting proposals.
- Vicky/Andrea will contact presenters regarding approval and contracts of presenter pool.
- Andrea will contact Brian to arrange return of FRID conference laptop and FRID storage unit key.

LUNCH 12:02-12:47pm

10. Budget revisited

If the board continues to examine the budget at every meeting, we can more clearly follow where we are financially. Some things that can be actively done to maintain a traceable budget this fiscal year were discussed as follows:

1. No new purchases
2. Plan and approve membership dues effective next year
3. Reduce the conference scope to ensure it is fiscally sound
4. Establish a plan to show fiscal responsibility to the membership
5. Seek out additional funding sources to overcome the deficit
6. Seek out donations
7. Regional events to raise funds
8. Document the progress

The ABM will most likely not allow time for the budget discussion, however, a 'forum' time will be in the conference schedule to avail this topic to members who may have questions. Fiscal accountability and all the budget information will be disclosed in the Annual Treasurer's Report prior to the forum timeslot.

After a thorough examination and budget cuts wherever possible, taking into account the costs to come involved in hiring a CPA, and establishing specific ways to further amend the financial status, today, every effort was made to approve a balanced budget.

****Action Items**

- Sue Ann to check for costs of smaller storage unit and see if inventory can feasibly be downsized.
- Kim to set up a tax-exempt account with Office Depot for printing needs.

MOTION 2011:03 Move to approve the general operating expenses budget as discussed. K. Diez/
V. Fales All in favor. Motion carried.

11. Directors and Officers Liability Insurance

MOTION 2011:04 Move to approve the purchase of directors and officers liability insurance, as quoted, not to exceed \$1500. K. Diez/ A. Verdeja All in favor. Motion carried.

12. EIE report

The chair has submitted a report. In summary, a fall testing schedule is being set. A rater training is scheduled for August 14, 2010. Seven tapes are ready to be rated and six new candidates are testing soon in Palm Beach.

13. QA report

The chair has submitted a report. QA is planning a rater training on July 24, 2010, and possibly at the upcoming 2010 conference on October 21, 2010. Grace Behr has been recruited to serve on the scheduling committee. Larry Fleck has stepped down. Randy McDavid is assisting and the team is working on updating a study packet.

Discussion involved of the process of recruiting new people to serve on the committee. Finding volunteers is difficult and the required board approval/appointment process sometimes delays the progress of the work to be done. The chair requests that the board examine the committee member appointment process and determine the distinction of committee "members" vs. "staff " for the purpose of expediting committee appointments

The membership chair agrees that their committee has faced the same problem. A clarification from the board is needed to identify the requirements for the application process of committee members being appointed versus volunteers willing to do work but not desiring to be " on " a committee. According to the bylaws, the QA Chair has the authority to appoint individuals. An application approval process still needs to be followed.

The board will clarify the process for applications to committees and/or staff by developing a policy and procedure for this matter. This will be a future agenda item.

** Action Item---the QA chair is advised to forward the application for the individual(s) seeking to serve immediately and the board will respond expediently to the specific need at hand.

14. Statement on EIE/EIPA comparison

Florida school districts have requested a response letter from FRID regarding pay rates for educational interpreters based on achieved qualification levels of credentialing comparing the Florida EIE and the recently recognized EIPA.

After discussion, the following facts are determined.

- FRID does not make policies regarding interpreter pay
- FRID offers the EIE screening (and QA) but did not develop the EIPA
- These two tests cannot be compared
- More information is needed from the EIE task force to complete the tasks put to them and a final report in response to the 2010 ABM motion regarding the feasibility of the EIE test is required but does not directly affect this matter

A conclusive statement from the board is as follows:

****Any comparison of the EIE with any other test is out of the scope and purview of FRID. ****

**Action Items

---Charlene and Terri will draft a response to Lisa and Shannon thanking them for their suggestions in this matter.

---Terri will draft an Official FRID statement responding to this issue.

The EIE task force was charged with six tasks. They have done a good deal of work and have completed three of the charges at this time. Due to the responses from several school districts' employees and educational interpreter members across the state who have been negatively impacted by the EIE hiatus, the task force felt that no other work was necessary and their responsibilities had been met.

One of the uncompleted task force charges was to survey all relevant stakeholders including the Florida school districts by county as to their current hiring requirements in relation to EIE levels. The board requests the task force to complete the unfinished duties. New individuals will be appointed as needed to complete the tasks remaining. Andrea is willing to assist in implementing a survey via Survey Monkey.

**Action item ---Andrea will work on the educational interpreter survey.

15. Next board meeting

It is necessary to change meeting dates to accommodate conference planning. Dates for a teleconference will be decided via email.

Also, a teleconference to discuss the selection of a CPA will be planned.

Several agenda items not covered today will be rescheduled.

16. Adjournment

The meeting was adjourned at 3:34 p.m.

Sue Ann Pope
Secretary, July 10, 2010

Approved on: November 13, 2010
(Date)