

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

**August 15, 2010  
Gulfport, FL**

**Official Minutes**

**Board members in attendance:**

Terri Schisler, President  
Charlene McCarthy, 1<sup>st</sup> Vice-President  
Anthony Verdeja, Regional Representative-West  
Malia Johnson, Regional Representative-East

**Visitors:**

**Board members connected via  
teleconference:**

Kim Diez, Treasurer  
Sue Ann Pope, Secretary  
Laurie Harbin, Regional Representative-South  
Vicky Fales, 2<sup>nd</sup> Vice-President (joined late)  
Andrea Smith, Immediate Past President (joined  
late)

**Interpreters:**

**Board members not in attendance:**

(vacant), Regional Representative-North

**Committee Chairs in attendance:**

**1. Call to Order**

Terri Schisler, President, called the meeting to order at 1:45 pm, at which time a quorum was announced. The secretary was present via teleconferencing.

**2. Roll Call**

Sue Ann took attendance. (See above)

**3. Housekeeping**

Thanks to Anthony for providing meeting accommodations to assist in reduction of board expenses.

**4. Announcements**

The 2010 RID Region II Conference was very productive for Terri, as FRID President. One notable accomplishment was to confirm Janet Bailey as the keynote speaker for the 2010 FRID conference. The title of Janet's presentation will coincide with the conference theme and will be, "The Future is in Your Hands- Can You Handle It?"

Sally King was chosen to receive the President's Choice Award and was announced at Region II. Sally was selected because of her dedication to the FRID EIE screening process, her contributions to the educational interpreting field and specifically her tireless work and significant accomplishments in the position of EIE chairperson. The President will present Sally the award at an upcoming EIE rater training, another result of her diligence, and she will be acknowledged at the 2010 FRID Conference in October.

**5. Minutes**

The minutes from 7/10/10 regular board meeting and 7/25/10 teleconference call are not yet ready for approval.

## 6. **President's Report**

DCF- we need to appoint someone to serve as a representative of FRID on this committee.

FCCDHH- Terri attended the first quarterly meeting on August 12-13<sup>th</sup>. There is no significant activity to report at this time but she is looking forward to further interactions of this committee. There are four new members and one reappointment. The recently deceased Department of Education representative, Dawn Saunders, was replaced by Cecil Bradley to serve on this committee.

EIE-Terri and Sally were pleased with a smooth rater training on August 14<sup>th</sup>. There are currently seven strong raters. At this time, the EIE can move forward with more screenings. They are working to get a pool of 15-20 raters.

The FRID phone number is active and currently operating smoothly. The Google voice # is 904-419-FRID (3743). Terri is accepting calls at this time. So far, this is a good way to be available to the members. Board members will take turns accepting calls.

Terri has been successfully sending FRID news to members via the Google group process. Other board members are encouraged to post important information as well. Job postings should not be included, but news, workshops and events across the state can be communicated to all FRID members in this forum. Posted information will remain on the listing so members can refer back to them at any time.

The FRID laptop that was being used for conference planning by the conference chairperson has been returned to the board. Terri will retrieve all of the important conference documents and send to Anthony. Terri will have the laptop cleaned up and the battery checked. It will be determined at a later date which board/chairperson position will have use of this laptop.

In response to the PRRID request, FRID has agreed to share QA development information to assist with the development of a similar evaluation process in Puerto Rico, with the addendum that FRID be involved as they utilize this information.

## 7. **2010 ABM**

\*\*Action Items:

---Charlene will make the contacts to reserve CART/AV services for the 2010 ABM.

---All board members and chairpersons should submit annual reports to the secretary by September 15<sup>th</sup>.

---Sue Ann will compile these reports for the 2010 ABM packet to be ready for printing by October 1<sup>st</sup>.

We need to appoint a motions committee and send information to members regarding how to submit a motion. Board is asked to send Terri any names of possible volunteers for this committee.

A timekeeper/head teller will be appointed. A mock ABM will be planned as well as a schedule for board members specific attendance requests to be sure that all areas are covered. Electronic voting will not be used this year. A Q&A forum for members' discussion will be scheduled prior to the ABM to address various topics.

## 8. **2010 Elections/ nominations committee**

Board members should submit appointment recommendations. Rachel Hirschman is willing to serve.

## 9. **Committee process**

We do have a process in place for accepting committee applications. Some review of the process has become necessary. Discussion involved a desire to ensure timeliness, equity and consistency. By adhering to amore specific process, continuity can be achieved. Some chairpersons are requesting clarification regarding how they can appoint volunteers and what board approval is required. Sometimes the approval process deters the urgency of the day-to-day work getting completed. Congruency with the bylaws is vital. Development of a PPM for committee application process and selection will be a future agenda item.

**\*\*Action Items:**

---Charlene and Malia will begin a review of the committee profiles and application process.

---Sue Ann will forward them any necessary documents related to committees.

#### **10. RID Compliance Reporting**

Terri, Charlene and Sue Ann attended a leadership-training workshop at the Region II conference. A chart outlining the RID requirements for affiliate chapters annual reporting was provided and discussed. Terri and Sue Ann have been working to compile these items. The current FRID board will continue to be proactive in this reporting.

**\*\*Action Item** –Sue Ann to email Vicky to verify her contact information in order to finalize the board contact list for RID.

Some of the most pertinent items required are:

- FY Minutes
- BOD and chairpersons current contact information
- Bylaws amendments as they occur
- 990 tax forms annually
- Membership list twice a year

#### **11. 2008 Region II Conference final report**

Recently, RID has requested, from FRID, a final financial report of the 2008 Region II conference. The 2008 conference was hosted by North Carolina and presented in Florida. The current FRID board was unaware that such a report had not been completed. The current treasurer and President have been working to research the information pertaining to this matter. The two areas of concern are the \$5000 seed money provided by RID as well as any remaining proceeds.

The treasurer presented the documented information she had extensively researched. After discussion of these items, the current board agrees to act expeditiously to remedy this matter.

**MOTION 2011:05** We as the FRID board will submit the 2008 Region II conference final financial report and return the \$5000 seed money to RID. Any remaining profit will be sent to the host chapter of the conference. A final report and letter will be drafted and sent to RID national office, Region II President's Council and the Region II representative. A.Verdeja/ L.Harbin All in favor. Motion carried.

**\*\*Action Item-** Terri to draft a letter to RID and Region II President's council to explain that FRID has just become aware of this matter, has shown due diligence in researching these items, will submit the requested report and will be returning all money concerned.

#### **12. 2010 Conference Report**

Andrea and Vicky joined the call at 3:36pm.

Conference planning is progressing.

- Anthony is working on gathering an interpreting team.
- The co-chairs have a beginning budget based on the known information at this time.
- They are actively trying to recruit sponsors. Any board members assistance with sponsors would be very helpful.
- They will be going to the hotel on August 25<sup>th</sup>, to work out any issues.
- Windell "Wink" Smith has been confirmed as the entertainment.
- Janet Bailey has been confirmed as the keynote speaker.
- A schedule of 3 tracks, no pre-conference, some Deaf members options included is being developed.
- Pam Rea, program coordinator, is working to gather presenter proposals. A selection committee needs to be appointed to assist.
- The early bird rate for registration has been extended to August 20<sup>th</sup>. A schedule should be posted on the website by that date.

- There are currently 48 registrations.
- An e-blast update can go out to members tomorrow, August 16<sup>th</sup>.

**\*\*Action Items:**

---Terri to send the laptop info on a drive.

---Kim to send a line of credit to the hotel; contact person is Myle.

**13. 2011 Conference**

Discussion of pre planning for next year involved several items of consideration. The option of a biennial conference and the preference of the members; the Atlanta location for the RID 2011 conference as an influencing factor on attendance; bylaws requirements of having an ABM; candidates to consider as conference chairperson.

**14. CPA/bookkeeper**

This item is revisited after the July 25 teleconference. After discussion of the presented options, the following motion was made.

**MOTION 2011:06** Be it moved that FRID contract with Regina Banaikas to move forward to file our past 990s ASAP and to have a report for the membership at the 2010 ABM on the status of filing. A. Verdeja/ C. McCarthy All in favor. Motion carried.

Discussion continued regarding the need or not of hiring a bookkeeper as well. The process of how the CPA, treasurer, President and bookkeeper all would be working together was examined. The set up and management of QuickBooks is the major area of concern. The fees of the various options were considered. The treasurer can manage some of the duties; some will need the support of the CPA and/or bookkeeper. Consistency and continuity are the goal of this board.

**\*\*Action Item-**Terri will get hourly rate information from the proposed bookkeepers and the board can move forward via electronic vote.

**15. Website**

Terri has been working with Theda to update the website. Some adjustments to the QA/EIE pages were made and a page was added to provide information regarding qualifications/certifications. Terri and Charlene will be drafting the language for a statement to be posted regarding FRID's perspective relating to the EIPA/EIE considerations. The bylaws page has been updated. Theda is doing a great job in this capacity. An official web editor position is still something to be discussed.

**16. Next meeting date**

A teleconference meeting is scheduled for September 19<sup>th</sup>, at 1:00pm.

Most board members will need to arrive at the conference hotel by midday Thursday, October 21<sup>st</sup> for pre-conference planning. A rater training is scheduled for Thursday morning.

Some action items from prior meetings are ongoing. Please update Terri as they are completed.

**17. Adjournment**

The meeting was adjourned at 4:45 p.m.

Sue Ann Pope  
Secretary, August 15, 2010

Approved on: \_\_\_\_November 13, 2010\_\_\_\_\_  
(Date)