

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

**November 13, 2010
Teleconference Call
Official Minutes**

Board members in attendance:

Terri Schisler, President
Charlene McCarthy, 1st Vice-President
Barbara Harris, 2nd Vice-President
Kim Diez, Treasurer
Sue Ann Pope, Secretary
Aaron Izzo, Regional Representative-West
Malia Johnson, Regional Representative-East
Laurie Harbin, Regional Representative-South
Rachel Hirshman, Regional Representative-North

Visitors:

Interpreters:

VRS

Board members not in attendance:

Committee Chairs in attendance:

1. Call to Order

Terri Schisler, President, called the meeting to order at 1:06pm, at which time a quorum was announced. The secretary was present.

2. Group Norms

Charlene read the mission statement and group norms.

3. Housekeeping

The next FCCDHH meeting will be February 11/12, 2011 in St. Augustine. Thursday is always an open discussion time. Rachel can spread the word to Deaf individuals in that area.

Action Items will be sent to all soon after the meeting.

4. Minutes

The minutes from the following meetings are ready to be approved; 7/10, 7/25, 8/15, 8/17, 9/19 and 10/24.

**Action Item: All to review minutes and be prepared to approve in one week via email.

5. 2010-2011 Board Meeting Schedule

Everyone agrees that a face-to-face meeting would be best for January 8, 2011. The time will be 9am-4:30pm.

**Action Item: Mailia will make arrangements to have the January meeting at Valencia Community College, in Orlando.

The next meetings will be teleconference calls on Sunday, February 13, 2011 and Sunday, March 13, 2011, from 4-8pm. Members are invited to attend any meetings or calls. Any visitors on a teleconference call must identify themselves, individually and be recorded into the minutes.

6. Policies and Procedures

The discussion of travel reimbursement included the topic of board members donation of their time.

There is a proper procedure to follow in order to adhere to tax laws. The treasurer will offer more information on these guidelines as she confirms the applicable requirements.

In regards to board travel expenses, it is necessary for anyone traveling on behalf of FRID to use the most economical arrangements and always attempt to minimize costs whenever possible.

MOTION: 2011:19 Move to approve the board travel policy and procedure document as amended today. K.Diez/ L.Harbin Roll call vote. All in favor. Motion carried.

In reference to the ABM and conference planning, all people involved in that process are asked to document all items they were a part of and work they did in their respective positions. This information can be used to develop policies and procedures for future planning and continuity as these positions are transferred to new individuals.

****Action Item:** All board members and committee chairs are asked to submit documentation of ABM and conference activity in which they were involved.

Correspondence between members and committees is a time sensitive issue that needs defined continuity in order to maintain the efficiency and productivity of the committees/ members' activity. Delay is currently happening in some areas and is often holding up progress of necessary activity. A response time range of 24-72 hours was discussed.

****Action Item:** Aaron will draft a policy and procedure for board/ committee response etiquette to members' correspondences.

7. Committee Staffing

Policies and procedures for staffing committees were discussed. Some are in place but are being reviewed, amended and updated. Bylaws changes can only occur at the ABM.

Pending the receipt of their applications and confidentiality forms, the board agrees to allow Marci Briant to appoint the candidates she has recruited for membership service.

****Action Items:**

Charlene to draft general guidelines of the committee application process.

All board members to have the application and confidentiality forms ready and actively be recruiting members to be involved and join any committee.

8. Conference Final Report

The finalized report will be completed and presented by the treasurer at the January 8, 2011 meeting. This information will also be included in an eblast to the members in order to clarify some questions raised during the ABM regarding what is included in the registration fee of a conference. The current situation shows a loss of around \$7500, which is comparatively less than years past. This does not include ABM expenses and some outstanding printing costs. The treasurer reports that the pending board travel reimbursements from the conference can be paid.

MOTION: 2011:20 Move to approve the payment of board travel reimbursements from the 2010 conference. K.Diez/ L.Harbin Roll call vote. All in favor. Motion carried.

The treasurer will research and verify the required process of documentation for tax purposes and record keeping if an individual board member desires to donate their travel compensation.

Expenses for face-to-face meetings need to be considered when planning for this year's board meetings. Some teleconference calls can help decrease costs.

9. 2009 Taxes & QuickBooks

The tax situation is all current at this time. The treasurer will continue to work with the CPA regarding QuickBooks and a plan for the next FY. Rachel has some experience with QuickBooks also.

****Action Item:** Kim and Rachel to correspond regarding QuickBooks.

10. Deaf Members Issues

In an effort to remedy recent misunderstandings, Terri and Malia met with several Deaf members regarding concerns in three main topics.

- Deaf membership
- Deaf rater training
- CDI training opportunities

Some ideas discussed included: a proposed Vlog on the FRID website presenting information in their native language, regional workshops geared toward the certification process and requirements, clarification of the fact that *all* interpreter training is relevant and beneficial to all Deaf or hearing participants seeking certification and finally, that communication of any problems from the Deaf members to the board is imperative in order to resolve any issues.

In an effort avoid miscommunication and to show diligence and move forward toward resolving these issues, the board agrees to allow Jenny Locy and Jennifer Francisco to develop the content for a Vlog. The proposed content will be reviewed by the board prior to posting on the website. In the future, other Deaf members may also be involved, but for now, these two individuals are motivated to do the work, have access to the necessary technology and are aware of the pertinent issues. Malia will serve as the board liaison in this matter.

11. ABM Motions

There were a total of six motions from the 2010 ABM. The summary and status of the activity of each is as follows.

- 1. Change to a Bi-annual conference – passed. Currently the board is discussing the various opportunities to hold the required ABM and what activities could possibly be surrounding that event. A conference committee is needed to begin planning for a 2012 conference. Some members have submitted applications to serve in this capacity. Terri will be in contact with those interested individuals.

**Action Item: all board to brainstorm ideas for ABM workshop planning.

**Action Item: Region Representatives to work together and develop a proposal for regional trainings and possible ABM workshop ideas to be presented at the January meeting.

- 2. To investigate sending QA/EIE screening to the FCB (Florida Certification Bureau)- passed. Terri Schisler, along with other board members and other interested members are in discussion with Neil McGary, from the FCB, to see how this could be beneficial to both parties. A committee for this effort may need to be established.
- 3. To issue membership cards again- referred to committee. The membership Chair is researching the possibilities of issuing cards online.

**Action Item: Charlene will be in touch with Marci.

**Action Item Marci to let us know by April 1, 2011 what she learns regarding status of online cards or other options.

- 4. Sign Language used as primary communication during conferences- referred to the board. The board will review the communication policy currently in place prior to the next conference.

** Action Item: Terri will send to the board the current policy for review.

- 5. To do away with the EIE screening process- failed. The maker of the motion was asked to submit the questions relating to the motion to the board for review.

**Action Item: Aaron to send questions to the board.

**Action Item: Sue Ann to compare questions with CART transcript from the ABM.

- 6. To develop a Betty Edwards Scholarship- referred to committee. The makers of this motion will be asked to be involved in the research needed to support this activity.

Any decisions or activity relating to these motions will be documented in the meeting minutes as it occurs and will be reported on at the 2011 ABM.

12. Report to RID Board: QA Status (due 12/18/10)

FRID has recently received a request from RID to submit a report on the current status of the QA system. The request relates to an RID motion from 1989, which mandated that all affiliate chapters discontinue testing/screening processes. Some states, including Florida were granted some extensions. The President and the QA Chair are working together to research this matter and draft a report. Any information regarding this matter from 1990/1991 should be sent to Terri.

**Action Item: All board members be prepared to reply and input thoughts to emails regarding the drafts of QA report to RID.

**Action Item –Sue Ann to research 1990/1991 historical QA info regarding the RID mandate.

