

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

**January 8, 2011
Orlando, FL
La Quinta Inn Meeting Room
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
Malia Johnson, Regional Representative-East
Laurie Harbin, Regional Representative-South
Rachel Hirshman, Regional Representative-North

Visitors:

George Costa- arrived 12:50pm

Interpreters:

Amy Ziev
Tamara Panasenko

Board members not in attendance:

Aaron Izzo, Regional Representative-West

Committee Chairs in attendance:

Sally King, EIE

1. Call to Order

Terri Schisler, President, called the meeting to order at 9:12am, 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 FAD board meeting is scheduled for January 29, 2011 at The Villages in St. Augustine. In an effort to continue collaboration with FAD, there is an ongoing need for any board members to attend these meetings whenever possible. If anyone is able to attend, please inform Terri and she can communicate that to FAD.

The next FCCDHH meeting is scheduled for February 10/11, 2011 in St. Augustine. Thursday is a forum for the public. If this meeting occurs in your area, please encourage others in the area to attend.

The FASLTA conference is scheduled in Jacksonville on February 25-27,2011. Rachel is planning to attend. Due to the partnership agreement previously established with FASLTA, FRID can reimburse her registration fee.

4. Minutes

MOTION 2011:23 Move to approve the minutes from the November 13, 2010 Board meeting, as submitted. S.A. Pope /L.Harbin. Motion carried.

5. FRID Goal Setting for 2011

In an effort to maintain effective affiliate chapter management and in attempts to parallel RID, the President wants to examine FRID's goals for this year. We want to ensure that the goals are aligned with the mission, purpose and philosophy of the organization. Each board member stated some priority goals for this year.

****Action Item:** All board to prioritize goals for the organization. Chairs to prioritize goals for their committees.

6. Membership Committee Report/ Members Issues

Marci presented her report via conference phone.

Terri also gave a summary of the membership process to inform new board members of some of the current challenges for the membership committee. FRID is the 3rd largest affiliate chapter of RID. Accuracy and continuity within the maintenance of the database is imperative. Communication and timeliness to the members is a vital part of this committee. Educating the members about how FRID operates by all volunteer service and without a central location is a continued effort.

A directive to the membership Chairperson and committee will be as follows:

- 48 hours maximum response time for board or other committee emails
- 72 hours maximum response time for action /resolution
- Must have a response that it has been acknowledged within 48 hours
- Reduce timeframe of unresolved members issues to be less than 10 days
- Always "reply all"

**Action Item: all Board to review the L.A.S.T. policy in the PPM book as a reference for handling membership issues.

BREAK 11:00-11:15AM

7. Finance

Kim submitted several detailed financial reports. A detailed breakdown of the 2010 FRID conference showed income/expense comparisons to years past, as well as potential opportunities for change in order to plan a fiscally sound conference in the future.

Work is being done to establish an online registration process. Corey Langridge is assisting with efforts to streamline the processing of QA/EIE/Membership payments.

The 2010 tax return was filed on time. The tax returns that were past due have all been filed. Penalties from the IRS are a possibility. FRID is currently waiting for a response from the IRS in this matter.

**Action Items:

- Kim will contact the CPA to discuss the IRS situation and request payment options.
- All board to review the financial reports submitted by Kim.

A list of FRID responsibilities, due dates and deadlines for filing various information to various entities is being compiled. A calendar of these dates can be developed as a PPM to be passed on to future boards in order to maintain fiscal responsibility and continuity. This board wants to have a plan of action to present to the IRS of what is currently being done in attempts to prevent problems from happening again.

The board agrees that the addition of a bookkeeper will provide assistance with the QuickBooks situation and establish a base for continued record keeping for the organization.

**Action Items:

- Terri to send calendar of FRID obligations to all board.
- Charlene /Malia to send Kim the names of bookkeepers with QuickBooks knowledge.
- Kim to interview bookkeeper candidates and decide who she feels best meets FRID's needs.
- Charlene to be in contact with Corey regarding online payment setup.

LUNCH 12:10-12:45PM

George Costa arrived at 1:00pm.

Finance cont'd

Refunds: Policies and procedures developed today regarding payment processing and refunds are as follows:

- Individuals will be required to provide documentation of successful completion of the requisite written test (QA, EIE, EIPA, NIC) before payment and application for the accompanying performance test will be accepted and processed.
- Membership: NO refunds for membership payments will be processed. There are no exceptions.
- QA/EIE testing fees: A candidate must request a refund or register for a test within 1 year of payment date or payment is forfeited. Exceptions for this policy will be reviewed on a case-by-case basis.
- If a candidate decides that they no longer want to take a test that they have applied for, they may request a refund of their test fees (minus a processing fee of \$25) within one year of the paid date. After one year, the testing fees cannot be refunded nor can they be applied to other FRID products and services. Exceptions to this policy will be reviewed on a case-by-case basis.
- All requests for refunds should be made in writing, directly to the Treasurer and cc'd to the appropriate committee Chair.

MOTION 2011:24 Move to accept the refund policies as developed today. B. Harris / L.Harbin. Motion carried.

This directive will be effective immediately. Pending payments will be reviewed and handled on a case-by-case basis.

**Action Item: Laurie to locate all items that will need to document changes/additions for the refund policies developed today.

8. Board Travel for 2011

The next motion was made in reference to motion, 2010:93, which reads:

MOTION 2010:93 Move that FRID annually allocate funds not to exceed \$5000, when fiscally able, to send the FRID executive committee and/ or designee(s) to attend professional development events on behalf of the FRID membership. A. Verdeja /L. Harbin. All in favor. Motion carried.

Rational: due to the fact the board positions are voluntary and because of board activity, board members cannot benefit from the statewide conference / professional development trainings. Board members, by virtue of their service to the membership are dutiful to provide optimum service to the members. It is imperative that they be afforded opportunities to participate in professional development, specifically those that enhance their leadership skills and ability.

MOTION 2011:25 Move that the funds set aside for FY 2010/11 to sponsor the executive committee members to represent FRID at the RID conference be reduced to a level not to exceed 50% of the previously allotted amount. K.Diez /L.Harbin. Motion carried.

Rationale: Due to the current economic climate and in an effort to be fiscally responsible with the organization's funds, these changes are agreed upon at this time.

9. 2011 ABM

Terri submitted a proposed schedule for the 2011 ABM and related professional development options. After discussion, the schedule and prices were tentatively established. This can be a preliminary directive for a planning committee, which needs to be appointed. Two candidates have submitted applications. The committee will need at least 4 members. Locations need to be researched as soon as possible.

****Action Items:**

- All board to submit any names of potential candidates for an ABM planning committee.
- ABM Planning committee (Aaron/Laurie-later) to research locations for the 2011 ABM.

10. LAC 2011 Bill Proposal

At this time, the LAC committee has not submitted a complete report on the current status of the regulation bill, nor the committee's recommendations for action regarding the bill for this year. Currently the legislative consultant has resigned and there is no House Representation for the bill. The committee, minus one person, is in place and is willing to continue their efforts, if reappointed.

****Action Items:**

- Terri will request again, complete current reporting/recommendations from the LAC committee.
- All board should be prepared to join a teleconference call in the next 7 days regarding this matter.

Any further action by FRID regarding legislation efforts will be pending until this report has been reviewed by the board.

11. FCB Investigation

With no opposition, the President's recommendations for the Ad hoc committee for the FCB investigation were appointed.

The members are:

Ali Blaylock-Chairperson
Kim Diez
Sally King
Linda Horton

12. New Business

Member George Costa presented proposals for two different topics for the board's consideration. The board agreed that both are pertinent issues that FRID can support involvement. The board requests that George submit formal proposals for each initiative, as well as the pertinent application forms to be considered as a Chairperson for potential committees relating to these interests. One topic is a proposal offered from Universal Studios for funds to support individuals with disabilities in various career opportunities. The second is to piggyback a training opportunity currently being developed by Georgia's RID affiliate chapter which will establish emergency "strike teams" of qualified interpreters as first responders in emergency situations.

-----Several important items on the agenda have not been addressed. An extension to the meeting was necessary. -----

MOTION 2011:26 Move to extend today's meeting for 30 minutes. S.A. Pope/ L.Harbin Motion carried.

13. Region Representatives Proposals

The Region Representatives are working on proposals for professional development opportunities in their regions as well as webpage design ideas.

Rachel is trying to finalize the NeFRID financial status.

****Action Items:**

- Terri will send a directive to the NeFRID President to request that they submit any outstanding funds/property to FRID.
- Region Representatives to have a proposal ready by the February 13 teleconference meeting and begin to develop their web pages.

14. Deaf Member Efforts

No new action has been reported on the efforts to create a Vlog for the website.

****Action Item:** Malia will contact Jennifer and Jenny to inquire on the status of the Vlogs.

