

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

**March 13, 2011
Teleconference
Official Minutes**

Board members in attendance:

Terri Schisler, President
M. Charlene McCarthy, 1st Vice-President
Kim Diez, Treasurer
Sue Ann Pope, Secretary
Rachel Hirshman, Regional Representative-North
Malia Johnson, Regional Representative-East
Laurie Harbin, Regional Representative-South

Visitors:

Corey Langridge

Interpreters:

VCO

Board members not in attendance:

Aaron Izzo, Regional Representative-West
Barbara Harris, 2nd Vice-President

Committee Chairs in attendance:

1. Call to Order

Terri Schisler, President, called the meeting to order at 4:04pm, at which time a quorum was announced. The secretary was present.

2. Group Norms

Sue Ann took roll and read the mission statement, teleconference norms and group norms.

3. Housekeeping

Today's meeting is being recorded. Sue Ann may have to leave the call early.

4. Financial Report

Kim has submitted reports for the board to review. The status is satisfactory at this time. The board has successfully made budget cuts in several areas. We have saved \$8000 in board operating expenses. It is agreed to request budget reports from each committee Chairperson for the 2012 FY to be submitted prior to the May 14 board meeting.

**Action Items:

--Sue Ann will contact committee Chairs to request their budgets.

--Kim will send the 2011 budget information to each committee Chair for comparison.

Kim reports that the GSA mileage rate has changed to \$.51/mi. It is agreed that any required board travel should be approved prior to any event. As stated in the Board Travel Policy, it is reiterated that the least expensive mode of transportation should always be utilized.

5. Committee Reports

Reports were submitted by the EIE and Membership committees.

The LAC is basically on hold until June. The FCB Investigation Committee has not reported any activity at this time. Terri will follow up in this matter.

6. Membership

Charlene has been continually working in this area. She is training Mindy and together they are getting things accomplished. The certificates for organizational members have been issued. Mindy is currently contacting members who may be interested in serving on the committee. Some materials were returned from the previous Membership Chairperson via another board member. Some items are still missing. Terri requested activity timelines to be submitted by committee Chairs as to dates for specific items to be accomplished. Charlene will communicate this to Mindy.

**Action Item --Terri will send the card printing information to Mindy.

7. ABM / Mini-Conference

Jenny Locy has submitted her resignation as Conference Chairperson. She may be able to serve on the committee, however, at this time; no committee is in place for ABM and conference planning. Some people have shown interest but have not committed to serving. The board will be involved in the ABM planning but it is agreed that a conference committee is imperative. It would be ideal to establish a committee this year to also serve in 2012 for the biennial conference. All board members should be recruiting from any avenues and connections they have individually.

Terri is working with Experient Sourcing to review hotel contracts and narrow the venue possibilities. Site visits will need to be scheduled, possibly for the May 14th regular Board meeting.

The schedule and focus topic were discussed and are *tentatively* established.

****Action Items:**

- Laurie will contact Jodi Raffael regarding the Chair position.
- Sue Ann to draft an Eblast to call for Conference Committee members and Chair.
- Terri will send new hotel contracts from Experient.

8. FRID Promotional Items

The items suggested via email were discussed. No decisions were made at this time.

9. Online Registration- (Membership, QA, EIE)

6:02pm--Corey Langridge joined the call to report his activity regarding the establishment of online registration. More work is needed to clarify the goals of this action. It is agreed to schedule a teleconference call with Terri, the committee Chairs, and Corey to be sure all actions are congruent with the needs of the affected committees.

****Action Item**—Terri will call Corey on Tuesday to discuss the next step in this process.

There are vacancies on both QA and EIE committees as well. Both Chair positions will need to be filled soon.

****Action Item**—Sue Ann to contact current Chairs to assist in recruiting for these committee positions.

10. FRID Promotional Items revisited

With no opposition, it is approved to spend \$500 on promo/sale items to be voted on via email.

11. Region Representatives

Some proposals have been submitted. Laurie has an event ready to be planned in her region. It is approved to support Laurie in her efforts to develop a workshop to be co-presented by Keith Wann and Windell “Wink” Smith. The location chosen has requested that FRID have insurance to cover the event.

****Action Items:**

- Laurie will contact the company that FRID has had event insurance with before to investigate costs for this event.
- Laurie will send any information related to planning such as insurance, costs, committee volunteers etc. as it occurs.
- Malia will contact her insurance to see if it can cover this event if her LLC is a sponsor.

Rachel and Malia have both submitted tentative proposals for planning a CDI focused workshop in their respective regions. Nationwide, some presenters have been researched and various topics are being considered as options related to CDIs. It is suggested that Rachel and Malia work together in these efforts and draft a proposal to present to the board when decided.

****Action Item**—Malia and Rachel to collaboratively develop a plan for a CDI workshop.

12. FAD / Silent Weekend attendance

Membership Chair, Mindy Richards is able to attend both events to represent FRID at an exhibit booth. Mindy has submitted motions from the membership committee regarding reimbursement. There is an additional available room to share with Terri at FAD. Charlene is willing to attend both events and assist with staffing the FRID exhibit booth. Malia and Rachel will be attending FAD as vendors.

MOTION 2011:32 Move that FRID reimburse Charlene McCarthy and Mindy Richards the actual costs, not to exceed \$600, for hotel, food per diem and travel expenses to represent FRID as an exhibitor at the Silent Weekend in Orlando in June 2011. Membership committee. Roll call vote. All in favor. Motion carried.

MOTION 2011:33 Move that FRID reimburse Mindy Richards the actual cost for travel expenses and provide a complimentary hotel room in exchange for FRID representation as an exhibitor at the 2011 FAD conference in St Augustine. K.Diez / L.Harbin. Roll call vote. All in favor. Motion carried as amended.

13. RID Motions

All Board members are requested to reply to any email discussions regarding possible motions that may need to be drafted to submit at the RID conference.

14. Next Board Meeting

The May 14, 2011 is scheduled to be in Tampa from 9am-4: 30 pm. A location has not been decided. The possibility of one of the potential hotel sites can be researched for availability. Aaron should be sending any information as it develops. The QA and EIE Chairpersons will be requested to attend to discuss budgets and committee staffing. It would be beneficial to have all committee Chairs in attendance at this upcoming face-to-face meeting.

Malia left the call at 8:11 pm.

15. New Business

Information is being gathered in response to a subpoena regarding a member. Terri will send to the board the finalized letter documenting the information that FRID will be submitting in the matter.

As stated in the Bylaws, the notification of the membership dues increase needs to be presented to the members 90 days before the implementation of the increase.

**Action Items:

--Sue Ann to draft an Eblast to notify the members of the dues increase.

--Charlene will edit the draft and match it to the information on the membership page on the website.

16. Adjournment

The meeting was adjourned at 8:40 p.m.

Sue Ann Pope
Secretary, March 13, 2011

Approved on: _____ May 14, 2011 _____
(Date)