

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

**November 13, 2011
Teleconference call
Copper Conferencing
Official Minutes**

Board members in attendance:

Terri Schisler, President
Rey Vega, 2nd Vice-President (joined at 5:49pm)
Kenny Houghtaling, Treasurer
Sue Ann Pope, Secretary
Aaron Izzo, Regional Representative-West
Sandra Roche' Sanders, Regional
Representative-North

Visitors:

Interpreters:
Purple VRS

Board members not in attendance:

VACANT, 1st Vice-President
VACANT, Regional Representative-East
Laurie Harbin, Regional Representative-South

Committee Chairs in attendance:

Jamie Aranda, QA Chair (joined at 6:21pm)

1. Call to Order

Terri Schisler, President, called the meeting to order at 5:06pm, at which time a quorum was announced. The secretary was present.

2. Roll call

Sue Ann took roll as documented above.

3. Group Norms

Sue Ann read the mission statement and group norms and teleconference call norms.

4. Housekeeping

Terri reviewed details of teleconference call norms and reminded any members to identify themselves for the minutes.

5. FRID Mission /Visions/Goals

With several new board members in place, we want to reevaluate our mission and goals to be sure we are aligned with the needs of our members. The goals professed by the new RID President are parallel to the goals we believe are current, including a common thread of connecting with the membership. What can we do to reach out to current members as well as more than 100 certified interpreters in the state who are *not* FRID members? Purple is willing to co-sponsor some workshop opportunities.

**** Action Items:**

- All board to please complete the FRID Goals/Mission survey and also evaluate the survey process. How can we use this tool productively?
- Sue Ann to send info about "LinkedIn" group.
- All board to review suggested articles from Terri (recent RID VIEWS President's letter, recent RID Enews article)

- Terri will start a Google doc to develop survey questions that we can all add to. If anyone has experience with this, assistance is appreciated.
- All board to participate in the survey questions doc Terri will create. Also brainstorm other ways to reach out to members.
- All board to review 'Google docs' to familiarize with this function.

Rey joined the call at 5:49 pm via Purple VRS interpreting service.

Jamie Aranda joined the call at 6:21pm.

6. **2012 Board Meeting Schedule**

Terri reminds everyone to please mark these dates as committed on your calendar once they are decided. Meetings are planned enough in advance and dates discussed prior so all board members are expected to attend all planned meetings whether face-to-face or teleconference call.

Decided so far today are the dates as follows:

January 14 in Tampa

March 17 in Orlando (tentative- pending Deaf Expo information)

May 12 possibly in West Palm Beach or Tallahassee

July 14 teleconference call

September and October may possibly be in Jacksonville if that is decided for a conference location.

****Action Items:**

- Sue Ann to send travel policy to all board.
- Kenny to ask Purple about meeting space for Jan meeting.
- Kenny work with Aaron to plan lunch and logistics for Jan meeting. Sue Ann can assist if need any info.
- Terri will send specs for room requirements for meetings. (Need space for board members, interpreters, visiting members, easy access to public, wireless service, etc.)
- Rey/Terri to investigate feasibility of March meeting in conjunction with Deaf Expo.
- All board mark all meeting dates on personal calendar for planning.

7. **PPMs**

Establishing, documenting and maintaining policies and procedures is a high priority goal of the President. Some efforts have been made to begin this work. There is much more work required to complete a substantial manual and/or single document to encompass all of the decisions and actions previously made and new items as they occur. Doing so will be beneficial and provide consistency to the future of the organization and to the individuals taking over each position as board members change each year. Each board member and/or chairperson should be proposing policies and procedures at each meeting and compiling documentation as items are approved.

****Action Items:**

- All begin working on a PPM doc for your position. Begin ideas for monthly policies to develop. Share.
- Terri will send the ACHB, RID PPM etc. for review to consider adopting some.
- Sue Ann to make sure the current Google docs are updated.

8. **Record Retention PPM**

In order to maintain continuity and prepare future board members, it is important to develop a policy pertaining to records retention in several aspects.

a. DCF--

In relation to a request from DCF, FRID is required to disclose some information about members who are employees of DCF and wish to be screened in the QA/EIE process and be reimbursed by DCF. The matter of the confidentiality of the screening materials could potentially be at risk in

this situation. Before moving forward, Terri is discussing this matter with a lawyer and has presented FRID's concerns.

****Action Item:** Terri will follow up with lawyer and get our answer about the DCF records disclosure.

b. Board email accounts—

All email correspondence relating to each board position should be kept in the account and organized according to topic as much as possible. Email threads from past discussions and activity can be vital to the transitioning of the board as it changes. It is also important to keep the *vacant* board positions included in emails so that when a new person takes over, the history of recent activity will be there to assist them in getting up to speed.

9. Website Administrative Access/ Wild Apricot

Some board members and committee chairs have partial access to manage certain pages on the website relating to their specific roles and responsibilities. Only 7 people have full access. The board can develop a policy to identify the needs for each position.

The Eblast function is being successfully utilized to send important FRID information to all members or smaller groups of target area members. We will need to schedule a hands-on training (possibly at the January meeting) for new board members wanting to use this function and other areas of website management. All of the Region Representatives should work collaboratively to develop the region pages and assist each other with postings and updates.

10. Board Vacancies

The two vacant positions, 1st VP and Region Representative-East need to be filled by board appointment until the next elections in October 2012.

****Action Items:**

- All board be actively recruiting for 2 vacant board positions.
- Terri will investigate with Mindy and will inform us how to send an email to all East members in search of who may be interested in the Region Representative position.
- Region Representatives to work together on contacting members in the East to recruit a Rep for that Region.

11. Committee Appointments

a. IRC-

After reviewing the resumes and applications, seeing no objections, **Annica Detthow** and **Jodi Raffoul** were appointed to serve on the Interpreter Regulation Committee (IRC). A profile of the goals and mission of this committee will be drafted.

b. QA/EIE transition-

Jamie and Kate are willing to be on this committee as the current chairs. Hopefully, Sally and Linda will participate as outgoing chairs, as they have a great deal of background knowledge in these important areas. This committee will need several other members, who should be people with background in QA/EIE rating, screening, testing, NIC or any other certification processes.

****Action Item:** All board to recruit for the QA/EIE Transition Committee, members who have past experience with rating, QA, EIE, NIC or any certification process, to be on this committee and/or be a resource.

Seeing no objections, **Jamie Aranda** was appointed to the QA/EIE transition committee.

- c. DRI—
After reviewing her application, interest and resume, seeing no objections, **Molly Preato** was appointed to the DRI committee.
- d. EIE—
It was requested by the EIE Chair and approved by the board via email to appoint **Alesandra Lopez** to the EIE committee.
- e. Meetings/Events—
Barbara Ledford has stepped down as Chair for this committee. She had applied to serve as student rep coordinator then agreed to serve as chair for 2011 but is unable to continue for 2012. This position needs to be filled ASAP and a location and date for the 2012 conference needs to be decided by the January board meeting. Possibly, Barbara will still be willing to serve on the committee in some capacity. Nancy Osborn and Remy Godwin are both willing to continue.

****Action Items:**

- All to begin recruiting for "Meetings/Events" Chairperson and committee members.
- Terri will email new committee appointees to inform them of their appointment.

12. January Meeting

We would like to plan a Friday night social and/or board training if possible. The logistics for this will be decided via email.

****Action Item:** All reply to email about Jan dates, best time for board training.

13. Secretary Report

MOTION 2012:17 Move to approve the minutes, as corrected, from 7/10/11 (regular board meeting), 7/17/11 (special board meeting) and 9/10/11 (regular board meeting). S.A.Pope / T. Schisler All in favor. Motion carried.

Sue Ann reported on the contents of the annual AC report which will be submitted to RID.

****Action Item:** Sue Ann to cc all board on the email to RID with Annual Report.

14. Financial Report

Kenny has been working diligently to become familiar with the QuickBooks software, PayPal feature, Wild Apricot and to understand what all is involved in the Treasurer position. Terri offers praise so far, for many phone hours, and for his efforts to come up to speed as quickly as possible. He will be setting up a new PO Box in Tampa for easier and more expeditious retrieval of mail pertaining to financial issues. This is also a more neutral location where other board members could access the PO Box if necessary.

All Executive Board members now have completed the signature form for the bank and are on the list of those approved to sign checks.

Kenny and Terri will work together and will have a current report of the finances by the January meeting.

15. DSA Trophy

The DSA was awarded at the October 1st event, however, a trophy had not yet been purchased because the nominations came from the floor that day.

MOTION 2012:18 Move to approve spending \$90 plus shipping, not to exceed \$150, to purchase the DSA trophy. T. Schisler /R. Vega All in favor. Motion carried.

16. Old business

Several responsibilities that are ongoing require attention and someone to take over the duties of these topics. Terri would like anyone to volunteer to assist her with these important items.

- Website administration—Different people are doing various jobs on updating the website. Terri would prefer to have one main person to manage the site and keep it current. Theda does the creative part but someone else on the board needs to be monitoring the information on a regular basis.

****Action Item:** All to brainstorm ideas for the website. If one person wants to take this on as a duty, that is needed at some time.

- FCCDHH—Terri is on this committee as well as the DCF Advisory panel. It would be beneficial to have other board members to represent FRID in this capacity and participate in and contribute their experience to the work of these committees.
- Insurance fraud case—Terri explained this situation to the new board members. She is following up on this matter to see if it has affected FRID credit worthiness in any way.

17. Interpreter Regulation Bill and FCB transition—These are time sensitive issues which were on the agenda but not addressed within the time limit today.

MOTION 2012:19 Move to hold a teleconference call on December 4th, 2011 to address the two items. S.A.Pope /S. Roche' Sanders All in favor. Motion carried.

****Action Items:**

- All prepare for December 4th teleconference call regarding IRC (legislation) and FCB (transition). Participate in email discussions prior to answer any questions and gather historical background.
- All to send personal preferences or areas of skill for assisting Terri with several items that need to be delegated.

18. Eblast/Action Items

Sue Ann will send action items in the next few days.

Terri will draft an Eblast regarding the FCCDHH and DCF Advisory information to the Deaf Community.

****Action Item:** All board review Action Items list to add or check off items.

19. Adjournment

The meeting was adjourned at 9:23pm.

Sue Ann Pope
Secretary, November 13, 2011

Approved on: _____ January 14, 2012 _____
(Date)