

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

**January 14, 2012  
USF, Marshall Student Center  
Official Minutes**

**Board members in attendance:**

Terri Schisler, President  
Rey Vega, 2<sup>nd</sup> Vice-President  
Kenny Houghtaling, Treasurer  
Sue Ann Pope, Secretary  
Laurie Harbin, Regional Representative-South  
Aaron Izzo, Regional Representative-West  
Sandra Roche' Sanders, Regional  
Representative-North

**Visitors:**

Myra Richardson, USF Bulls ASL Club  
President

**Interpreters:**

M. Charlene McCarthy  
Amanda David

**Board members not in attendance:**

VACANT, 1<sup>st</sup> Vice-President  
VACANT, Regional Representative-East

**Committee Chairs in attendance:**

Mindy Richards, Membership

**1. Call to Order**

Terri Schisler, President, called the meeting to order at 9:03am 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 face-to-face meeting norms.

**4. Housekeeping**

Lunch will be delivered between 11:45-Noon. Parking for today should be free. The agenda times will be decided together before we move on.

Announcement: at the ABM, the members decided to go ahead with nominations for the DSA from the floor and voted. The winner was announced, however, an actual award was not ready at that time. Today FRID was pleased to present the 2011 DSA award to Charlene McCarthy. Fortunately, Charlene was able to accept in person as she continues to serve the profession by interpreting for today's meeting.

**5. Agenda**

**MOTION 2012:21** Move to approve the agenda as discussed. R. Vega/L.Harbin All in favor. Motion carried.

**6. Minutes**

The ABM minutes review committee had one member who was unable complete the approval process. To avoid any further delay, Sue Ann requests the board move forward to approve the ABM minutes in concurrence with the two other committee members' approval.

**MOTION 2012:22** Move to approve the minutes for the 11/14/11, 12/04/11 teleconference calls and for the 10/01/11 ABM. S.A.Pope/R. Vega All in favor. Motion carried.

## 7. Old business

- a. The PO Box address needs to be updated in several locations and an internet search done to find where else it may be shown incorrectly. Terri has started a file of such locations in case of future changes. We can create a Google doc page easily accessible for ongoing additions to the list.

*\*\*Action Item:* Laurie to do this research and update PO Box info anywhere she finds the need.

- b. The storage unit is paid through February 16<sup>th</sup>. We plan to downsize but not purge any information at this time.

*\*\*Action Item:* Move to a smaller storage unit before February 16<sup>th</sup>. Tampa area members to be involved: Sue Ann, Kenny and Aaron.

## 8. Meeting Schedule

March 17- In efforts to conduct more outreach to the Deaf community, the FRID board will attend the Deaf Expo event in Kissimmee in conjunction with the board meeting.

*\*\*Action Item:* Rey to send the details of the Expo and schedule of events to all.

**MOTION 2012:23** Move to hold the board meeting on Sunday, March 18<sup>th</sup> from 9-4:30 in the Kissimmee/Orlando area. S. Roche' Sanders/ A. Izzo All in favor. Motion carried.

**MOTION 2012:24** Move to approve the cost of \$250 for an exhibit booth at Deaf Expo on Saturday, March 17<sup>th</sup>. A. Izzo/S. Roche' Sanders All in favor. Motion carried.

May 12- In efforts to conduct more outreach to our members, FRID plans to hold meetings in the 4 regions during the year.

*\*\*Action Item:* Rey will investigate the availability of the Deaf Club as a space to hold the May meeting.

**MOTION 2012:25** Move to hold the May 12th board meeting in West Palm Beach. L.Harbin/R. Vega All in favor. Motion carried.

July 14- Happy Birthday Rey!

**MOTION 2012:26** Move to hold a teleconference call for the July 14<sup>th</sup> meeting from 9am-2pm. A. Izzo/S. Roche' Sanders All in favor. Motion carried.

September 8- The date was agreed upon today. The location will be determined by conference planning. A walk-through of the conference hotel should be planned in conjunction with this board meeting.

## 9. Financial Report

Kenny gave a general overview of the financial status. He is working diligently to become educated and current with QuickBooks, policies and procedures and working with the bookkeeper. He anticipates presenting a current Income/Expenses report soon, to reflect midway through the current FY. At this time, cash flow is good. Some travel and event sponsorship can be approved.

Kenny acknowledged the USF Bulls ASL club and President Myra Richardson for procuring the use of the Marshall Student Center facility for today's meeting.

**MOTION 2012:26** Move to make a donation to assist the USF ASL Bulls club in the amount of \$50.

K. Houghtaling/L.Harbin All in favor. Motion carried.

*\*\*Action Item:* Kenny/Terri to draft a letter of thanks and give to ASL Bulls club with a check.

Kenny explained an outstanding issue in Wild Apricot which needs to be resolved. He has already spent a good deal of time researching the problem. Efforts to focus on more pertinent issues and to minimize the timeline of balancing a budget are more important. In the future, efforts will include the treasurer, QA, EIE and membership all working together to manage the aging receivables category to prevent exceeding 90 days.

**MOTION 2012:27** Move that all aging receivables from prior membership years in Wild Apricot be cancelled. K. Houghtaling/R. Vega All in favor. Motion carried as amended.

*\*\*Action Item:* Kenny to make the changes in WA.

**BREAK 11:00-11:15am**

**10. Financial cont'd**

The membership chairperson and a committee member are willing to attend the annual Silent Weekend event and the new Interpreters' Retreat weekend as a representative of FRID. The cost of an exhibit booth for Silent Weekend is waived due to our reciprocal agreement with Mike Tuccelli. The exhibit booth for the retreat has been offered to FRID at a reduced rate of \$75.

**\*\*Action Item:** For ongoing planning purposes, Sandra will draft a Policies and Procedures for the duties related to hosting an exhibit booth representing FRID.

**MOTION 2012:28** Move to approve the costs for hotel and travel, not to exceed \$450, for Mindy Richards, Membership Chair, to host the FRID exhibit booth at the Interpreters' Retreat workshop in Orlando on March 2-4, 2012. Membership Committee. All in favor. Motion carried.

**MOTION 2012:29** Move to approve the costs for hotel and travel, not to exceed \$450, for Mindy Richards, Membership Chair and one committee member to host the FRID exhibit booth at the Silent Weekend in Orlando in June 2012. Membership Committee. All in favor. Motion carried.

**LUNCH 12-12:30pm**

**11. RID President support**

FRID would like to recognize that the newly elected RID President currently lives in Florida.

**MOTION 2012:30** Move to provide a complimentary annual membership and registration to all FRID functions for any RID president residing in Florida, for as long as she/he is serving as the RID President. T. Schisler/R. Vega All in favor. Motion carried as amended.

**12. Deaf and Hard of Hearing Awareness Day**

**MOTION 2012:31** Move to approve travel costs for Terri Schisler (and another board member) not to exceed \$250 (two nights hotel stay) to attend DHH Awareness day in Tallahassee, 1/17/12 and meet with G. Leiffers and legislators regarding the Interpreter Regulation bill. T. Schisler/L.Harbin All in favor. Motion carried.

**\*\*Action Item:** Kenny to allocate this amount from the previously budgeted LAC funds.

**13. Central West Region Workshop**

Aaron presented a proposal from Purple to co-sponsor some workshop opportunities.

**MOTION 2012:32** Move to approve the agreement with Purple to co-sponsor workshops. A.Izzo/L.Harbin Discussion. Motion failed.

There are great opportunities here to collaborate with various agencies and provide professional development options for the members.

**\*\*Action Item:** Region Representatives work together to develop a Policies and Procedures for how to set up a workshop including all the necessary parameters as a guide for future planning and accountability.

**\*\*Action Item:** Aaron to draft the specifics of the potential collaboration with Purple and present to the board.

**BREAK 2:30-2:40PM**

**14. FRID Mission /Visions/Goals**

Four main goals have been established for this year. They are communication, membership, conference, and policies and procedures. Action items to move forward with activity for each category are as follows.

Communication:

- Newsletter? Hold idea for now. Maybe doable?
- Eblast – content from each board member due to Sue Ann by one week, Jan 21, review and sent to members by Jan 28<sup>th</sup>. Schedule of next meetings.
- Aaron- contacting ITPs, VRS companies, for planning outreach efforts

- Each board member actively having direct contact to members and members groups.
- Website management- let Sue Ann know what you are working on updating.

Membership:

- Increase visibility at events.
- Kenny/Aaron to investigate cost and feasibility of a professional level signage for booths.
- Business cards- Sandra investigate ideas and costs.
- Promotional/giveaway items: still have magnetic notepads so far. Terri will send link, (4Imprint)
- Aaron to develop questions and send survey by Eblast in 2 weeks.

Conference:

- Seeing no objections, **Amanda David and S. Roche' Sanders appointed to co-conference chair positions.**
- Call for committee members from co-chairs to be sent by Tues, Jan 17<sup>th</sup>.

Document Policies and Procedures:

- Every board member should develop and submit a Policies and Procedures document prior to each meeting. Topics should include any questions or issues that come up during your ongoing duties. Every meeting we can approve them and the folder will grow. Google Docs is available for storage and easy access by all.

**15. Website management**

We will plan a board training to get everyone comfortable with making edits for their respective duties. We have flexibility with permissions. Some can be 'view only' to get a feel for the look of the site until training occurs. A possible training time could be Saturday, March 17<sup>th</sup>, after the Deaf Expo event.

**16. Committee profiles and goals**

Reports were sent by Membership, QA and EIE. In addition, the CMP committee remains stable. No new information to address at this meeting.

**17. Committee appointments**

After discussion and seeing no objections, the following people were appointed to various committees.

- DRI- **Frona Elkes**
- QA/EIE Transition- **Rhonda Nesmith** and **Camille Hernandez**-newly appointed. **Sally King** and **Linda Horton**-previously agreed; appointment confirmed.
- IRC- Sharon Caserta and Janet Bailey are willing to be resources for this committee, however, they are not appointed as actual members. Annica Detthow is the only active member responding to Terri's contacts at this time.

**18. Board/committee travel**

In efforts to outreach more to members across the state, more board travel will be involved. Costs need to be evaluated for each event and the procedure for hotel payments needs to be streamlined. For the purposes of record keeping and financial organization, one single payment rather individual reimbursements would be ideal.

*\*\*Action Item:* Kenny and Laurie to develop a Policies and Procedures for hotel payment.

**19. QA/EIE Transition**

With the newly appointed members, this committee can move forward in the negotiations with the FCB to adopt the screening systems. The deadline from RID of 2015 is final. This must be

communicated to the members and hiring entities need to be educated and made aware so they can determine how the changes may affect their hiring/salary practices. No new 4 year expirations can be issued in conjunction with an achieved QA or EIE level.

**\*\*Action Item:** Terri to contact QA/EIE chairpersons to implement these immediate changes.

**20. Eblast/Action Items**

Today was a very productive meeting with many actions in place ready to move forward. Sue Ann will send action items in the next few days. Everyone send their respective portions for an Eblast to go out Jan 28<sup>th</sup>.

Potential Eblast topics:

Terri- RID mandate and 2012 FRID goals

Mindy- renewal reminder and RID documentation reminder

Kenny- need for a finance committee; budget

Rey-events around Florida

Sue Ann-meeting schedule, announcements

**21. Adjournment**

The meeting was adjourned at 4:50pm.

Sue Ann Pope  
Secretary, January 14, 2012

Approved on: \_\_\_\_\_3/18/2012\_\_\_\_\_  
(Date)