

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

March 18, 2012

**Florida Hotel & Conference Center, Orlando
Official Minutes**

Board members in attendance:

Terri Schisler, President
Rey Vega, 2nd Vice-President
Kenny Houghtaling, Treasurer
Sue Ann Pope, Secretary
Laurie Harbin, Regional Representative-South
Sandra Roche' Sanders, Regional
Representative-North

Visitors:

Alana Grunspan
Yerry Ferro
Danielle Porter

Interpreters:

Chris Costa
Teresa Fritschy

Board members not in attendance:

Aaron Izzo, Regional Representative-West
VACANT, 1st Vice-President
VACANT, Regional Representative-East

Committee Chairs in attendance:

Amanda David, Conference

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 served at noon. Visitors were in attendance to make a presentation. Seeing no objections, their slot on the agenda was moved up.

MOTION 2012:40 Move to approve today's agenda as discussed. S.A.Pope/L.Harbin. All in favor. Motion carried.

5. Secretary's report

Sue Ann presented the PPM books to the new board members and gave a brief overview. The Action Items list is under Google docs for all to review and edit as actions are completed.

MOTION 2012:41 Move to approve the January minutes as amended. S.A.Pope/L.Harbin. All in favor. Motion carried.

6. Financial Report

Kenny presented the current financial status and several reports. He is working to resolve some issues with PayPal. A budget will be presented and discussed at the May board meeting.

Kenny made a recommendation for a Finance Committee member.

Seeing no objections, **Jenna Williams** was appointed to assist the treasurer and be a member of the Finance committee which Kenny is working to develop.

****Action Item:** Sue Ann to send old, outdated budget committee profile to Kenny for reference.

Project Endeavor sent a packet and asked us to promote and share their information.

**Action Item: Sue Ann to contact Project Endeavor to ask what they would like: link on our website or email blast.

**Action Item: Conference committee will contact Project Endeavor to see about exhibit booth for conference.

Kenny is still working on cleaning up the aging receivables. Kenny made a proposal regarding forms of payment to FRID.

MOTION 2012:42 Effective July 1, 2012 written payments in the form of cash, check or money order will no longer be accepted by FRID for any payment unless given prior approval by the FRID Treasurer in writing. K. Houghtaling /R. Vega. All in favor. Motion carried as amended.

BREAK 10:32-10:43

7. Board Vacancies

Terri made the following recommendations; these individuals accepted, the board approved and the appointments were made. They will serve until October when elections will be held at the ABM.

1st VP- Sandra Roche' Sanders

Region Representative Central East- Danielle Porter

Region Representative North- Nancy Osborn

8. Committee appointments

Due to personal reasons, George Costa has resigned as chairperson for the DRI committee. The board greatly appreciates all of his efforts thus far and hopes he will still be involved in these activities as he is able. His was instrumental to the implementation and success of the DRI training in October 2011. Terri made a recommendation for a DRI committee member.

Seeing no objections, **Jessica Bellingar** was appointed to serve on the committee.

A new chairperson is still needed.

**Action Item: Terri to inform new committee members of their appointments.

9. DeafNation Expo

The board attended the DeafNation Expo event in Kissimmee on March 17th. This was an effort to outreach more to the Deaf community and was a huge success. We met and gathered many new contacts and potential members. One conference registration and 10 memberships were given away by drawing. It was the first time we are able to present the new, professionally designed display board that was recently purchased. This display will serve FRID effectively for many years.

10. 2012 Conference

Amanda presented the current status of conference planning. The hotel contract has been signed with Jacksonville Marriot for the dates of October 18-21, 2012. Calls for interpreters, presenters and student reps have been eblasted and posted. A goal of the chairpersons is to have crossover with interpreters/ presenters to help with budgeting. The dates of May 27-30 were decided for a teleconference call with the board to approve the conference schedule. After discussion, it was decided to change some of the registration rates to reflect congruent dollar amount differences in timeframes. Some great ideas for alternative entertainment were discussed. The September 8th board meeting will need to be planned for the conference hotel. A hotel tour and conference logistics presentation for the board should take place at that time. A Program Chairperson and several committee members are still needed.

****Conference Action Items:**

- Terri to send email for board to plan teleconference call for conference schedule approval.
- Kenny/Nancy to look at payments processing and acceptance of written payments to decide what will be accepted for conference registration. Submit to conference chairs ASAP.
- Amanda to make adjustments to registration rates and form on website.
- Sue Ann to send contact info at RID about old JOI books to Amanda.
- Sue Ann to send parameters of board meeting logistics to Amanda for planning Sept 8 board meeting and hotel tour.
- All board still assist with recruiting Program Chair and various conference committee positions.

11. Regional workshops

- ICE of South Florida:

Alana Grunspan from ICE of South Florida (Interpreters for Continuing Education) made a presentation to the board for an aggressive workshop schedule to take place over the next several months. She has one other sponsor and is requesting financial support from FRID to move forward. So far, FRID has only approved the first 2-day event at a maximum cost of \$400 per day. After discussion, the board feels that there are some parameters of this aggressive planning that need to be altered and a sound financial approach should be implemented in order to maintain fiscal responsibilities. The following are the requirements the board needs in place in order for FRID to participate in this event planning.

- a. Suspend all planning activity at this time, temporarily.
- b. Create a standardized pricing for each workshop.
- c. Postpone any workshop with presenter fees to a later date. Reschedule and modify.
- d. Focus on fundraising workshop opportunities in her region to gather a financial reserve.
- e. No costly events/presenters be committed to without the prior said reserve.
- f. Change to an alternating schedule, once a month, or two a month. Spread out costs.
- g. Work with board members Laurie Harbin and Rey Vega for planning in the South region.

MOTION 2012:43 Move to inform Alana Grunspan of our requirements and move forward with regional workshop planning in accordance. K. Houghtaling/R. Vega. Motion carried.

- Region Representative South:

Laurie has a free workshop all set up and ready to go. They will charge a small fee for a few hour workshop and all the funds gathered will be donated to FRID.

MOTION 2012:44 Move to approve the free educational workshop in the South region proposed by Region Representative Laurie Harbin. S. Roche' Sanders/L.Harbin All in favor. Motion carried.

****Action Item:** Sandra send draft of workshop PPM to all Region Representatives to collaborate; send to board in next 30 days.

12. Membership committee

A motion was submitted by the membership committee.

MOTION 2012:45 I move that FRID comp membership dues for FY 2012-2013 for Membership committee member, Connie Shuman. All opposed. Motion failed.

Rational: This committee member has assisted the Membership Chair with countless duties assigned. She is competent, accurate and efficient. She is an asset to the Membership Chair, FRID and the membership.

Discussion: No other committee members are being comped at this time.

****Action Item:** Sue Ann to inform Mindy motion failed but we are looking at other ways to recognize hard working committee members.

13. Membership recruitment campaign

RID is currently hosting a membership recruitment campaign. This may be a good time for FRID to do something similar to reflect that the mission and goals of FRID as an affiliate chapter are aligned with the parent organization.

**Action Item: Danielle to assist Mindy in developing ideas for potential members recruitment opportunities.

14. PBCAD contract

Rey has made preliminary arrangements for the May 12 board meeting to be held at PBCAD(Palm Beach County Association of the Deaf). The cost to rent the space from 9a-3p is \$100. There is an additional cost of \$100 to continue the meeting until the regular time of 4:30pm.

MOTION 2012:46 Move to add the extra hour costs and sign contract to reserve the space for the May meeting. K. Houghtaling/L.Harbin All in favor. Motion carried.

15. Board/committee travel

Depending on the fiscal situation in past years, different dollar amounts have been budgeted for some board members' travel expenses to various professional development opportunities. Whether viewed as a benefit or a responsibility of board service, these opportunities have been utilized in support of the activity of the board. Attendance and reimbursement were decided based on scheduling availability and fiscal responsibility. Several events need to be considered and we must evaluate what we can budget to support at this time.(Region II, Silent Weekend, RID national, FRID state)

MOTION 2012:47 Move to set a stipend of \$225 for any board member that submits a request for reimbursement to attend Region II conference 2012. L.Harbin /R. Vega. Motion carried as amended.

In January, costs were approved for Membership chair, Mindy Richards, to host the FRID booth at Silent Weekend. A policy needs to be developed for booth management.

**Action Item: Anyone draft a PPM for exhibit booth rules for representatives of FRID at an event. All different settings to be considered: FRID conference, Silent Weekend, RID national, etc.

**Action Item: Board to decide PPM at May meeting for booth management and inform any committee or board member operating in this position to adhere to said policy.

16. Interpreter Regulation bill

The bill did not get reviewed by enough committees during this legislative session and therefore, did not pass. Legislative consultant, Gary Leiffers will submit a report explaining what transpired during this year. His services have been budgeted for and contracted for next year. If the negotiations with FCB result in upfront costs to FRID, Gary is willing to allow the funds allotted for his consulting fees to be used for such purposes. The committee is being re-developed.

**Action Item: Board to recruit members for IRC; Terri to work directly with them.

17. QA/EIE transition

This committee has begun work and is in negotiations with the FCB regarding many of the parameters which are and will be involved in the transition and continued implementation of the QA/EIE tests. A first step will be to establish an interpreter advisory board to include members from FRID and FAD as a resource.

18. DRI committee

April 5th will be a meeting of the CERT(Community Emergency Response Team) Focus group. Kenny, Frona and Rick will attend to represent FRID and report on the objectives of the committee. There are 4 CERT basic trainings scheduled over the next several months. These are presented by St. Petersburg College's Center for Public Safety Innovation (CPSI) in agreement with the State of Florida Division of Emergency Management and supported by FRID. Certified board members are highly encouraged to attend one of these trainings.

19. Website calendar of events

The pattern of practice for posting events on the FRID website has been to include the organizations that we have reciprocal agreements with such as; FAD, FASLTA, PRRID, FCCDHH. Other specific events will be on the 'Events' page and will have their own link on the homepage or have a page devoted to them such as; FRID conference, QA/EIE dates. Various other events across the state can be shared via the FRIDNews Google group as they occur rather than posted on the website.

20. Exhibit table opportunities

Two upcoming events offer exhibit booth opportunities.

- ZFest- ZVRS Deaf/HH day in Clearwater- 4/14/12, deadline to reserve space is 3/23/12
- Weston Deaf Awareness Day- 4/28/12, deadline to reserve space is 4/6/12

At this time, no board members are able to attend either event to host a FRID booth.

**Action Item: Rey/Laurie to contact Weston, FAD or FASLTA about sharing a flyer on their table at Deaf Awareness Day.

**Action Item: Sue Ann to add a link to FAD and instructions on how to join their "Ezine".

21. Time limit

(4:30pm) At this time, there was unfinished business. The interpreters are able to stay for a while. It was decided to vote to continue today rather than schedule a teleconference call.

MOTION 2012:48 Move to extend today's meeting time in order to finish discussing the issues which are still pressing. S. Roche' Sanders/L.Harbin All in favor. Motion carried.

22. Distribution of members contact list

A request has been made by an organizational member for FRID to export the membership database by county to assist in identifying interpreters in certain areas for them to contact. The information they need is public on the website but they do not want to use the man hours to gather the desired information. An advanced search option is available but is not working properly. Terri is working on getting this fixed so this function will be available to all members while maintaining privacy and the integrity of our membership database.

**Action Item: Laurie to research RID practices for sharing members' information to agencies.

MOTION 2012:49 FRID's position states that the database we maintain is protected by confidentiality and is not to be shared at all. Any information the member allows to be accessible to the public can be obtained from the FRID website. K. Houghtaling/L.Harbin. All in favor. Motion carried. (policy to be drafted-potentially by membership committee)

23. CDI/DI training sponsorship request

Several requests have been received from UNF Jacksonville Deaf Club for sponsorship of a CDI/DI training.

MOTION 2012:50 Move to sponsor the Jacksonville Deaf Club/ UNF for May 4-6 CDI training at \$150 level. S.A.Pope/L.Harbin. Motion carried.

**Action Item: Kenny to send check to support UNF Deaf club.

**Action Item: Sue Ann to inform Miranda Cornelius of \$150 donation.

24. Policies and Procedures

Every board member should be doing this work as they go. It will be necessary to house all policies electronically so they can be accessed by everyone and updated as needed. All motions related to a subject together create a policy and then a procedure of guidelines will follow as needed. An historical motions list was presented to the board in the past.

**Action Item: Every board should present some motion and policy for your position or questions/issues related to such at every meeting.

**Action Item: Sue Ann look for motions summary from many years prior and let board know where to find them.

25. FRID mission, vision. Goals

We still want to develop a monthly survey question to send to the membership.

**Action Item: Laurie to draft survey questions and send members survey.

26. Eblast/Action Items

Sue Ann will include the motions with the action items list.

27. Adjournment

The meeting was adjourned at 5:30pm.

Sue Ann Pope
Secretary, March 18, 2012

Approved on: _____ May 12, 2012 _____
(Date)