

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

**November 3, 2012
Regular Board Meeting
USF Marshall Student Center
Tampa, FL
Official Minutes**

Board members in attendance:

Vicky Fales, President
Kenny Houghtaling, 1st Vice-President/Treasurer
Rey Vega, 2nd Vice-President (partially attended via phone/VRS)
Sue Ann Pope, Secretary
Nancy Osborn, Regional Representative-North
Grace Behr, Regional Representative-West (attended via phone)
Terri Schisler, Immediate Past President (joined via phone at 9:53am and again after lunch)

Visitors:

Nicole Wise
Amanda McGreggor
Tanesh Smith

Interpreters:

Charlene McCarthy
Ben Zapata

Board members not in attendance:

Laurie Harbin, Regional Representative-South
Danielle Porter, Region Representative-East

Committee Chairs in attendance:

Kate Robertson (joined for QA/EIE report only)
Sandra Roche' (joined for Conference report only)
Mindy Richards (joined for Membership report only)

1. Call to Order

Vicky Fales, President, called the meeting to order at 9:13am at which time a quorum was announced. The secretary was present.

2. Roll call

Sue Ann took roll as documented above. Visitors were asked to sign in.

3. Group Norms

Sue Ann read the mission statement, group norms and face-to-face meeting norms.

4. Housekeeping

There were technical issues with the projector and we were unable to use it again. Lunch will be delivered at noon. Per the Accessibility Policy and Communication Protocol, we will continue to provide interpreting services for board meetings.

Motion 2013:21 Move to approve the agenda for today. S.A.Pope/K. Houghtaling. All in favor. Motion carried.

5. Icebreaker

Each person present shared about themselves and their everyday lives. Vicky had a fun icebreaker planned but will save for next f-2-f meeting when all are present.

6. Secretary's Report

Motion 2013:22 Move to amend the minutes from July to correct the motion numbers from 61-67 to be 01-07 per RONR "to amend something previously adopted". S.A.Pope/K. Houghtaling. All in favor. Motion carried.

Sue Ann researched Robert's Rules of Order (RONR) and reported that the one motion from the ABM that was deemed out of order is so because it's content "is outside the scope of the organization".

7. Region Representative North appointment

Nancy Osborn has volunteered to stay on in the position of Region Representative North. The President appointed **Nancy Osborn** to serve as Region Representative North until the 2013 ABM.

8. Financial Report

The final numbers for the conference are not yet ready to present. There are still some outstanding payments and some discrepancies from the silent auction money. The 2012/2013 taxes have been paid. The budget can be reviewed on Google Drive and reflects changes as Kenny makes them. All the signatures have been updated at Wells Fargo. Vicky and Sue Ann will have the two debit cards. A budget was submitted from QA but not EIE yet. The Eblast will show a vacancy in Treasurer position and Kenny will work to train a new treasurer when a suitable candidate is found.

**Action Item: Kenny to send QA budget for all to review.

**Action Item: Kenny and Laurie to resolve silent auction funds discrepancies.

Rey Vega joined via VRS at 10:11am.

Sandra Roche' joined via phone at 10:28am.

9. 2012 Conference Report

Sandra reported on the finalization of the conference. The final attendee count was 190 with 36 comped registrations. The final financial report will be presented at the next meeting. She plans to send "thank you" notes to all presenters, interpreters and support staff.

**Action Item: Sandra/Kenny to draft a letter for donation of in-kind services.

10. Board Meeting Schedule

Per a previous motion, we will hold at least 4 face-to-face meetings from July 1, 2012-June 30, 2013. So far we have had September and November, so two more are required. Conference calls can be held on a free number and VRS can be utilized on that number as well.

There has been an inquiry into the possibility of webcasting the meetings for the entire membership to access. More research will be done to determine if this is feasible. A concern is the ability or not to document all the participants to be recorded in the official minutes. Vicky will discuss current practices and options with the RID President as well.

The May meeting should be f-2-f in order to address the budget prior to the next Fiscal Year. DeafNation Expo will be held in Tampa in March. Last year this was a very effective outreach effort to the Deaf community. March would be another good time for a f-2-f meeting and potentially a board training on the Friday before.

Meeting Schedule:

Jan 12- teleconference call 9am-12pm.

March 1-3- f-2-f; DeafNation Expo, Tampa Friday-board training, Sat-expo, Sun meeting 9-4:30.

May 11- f-2-f, 9-4:30, Kissimmee/Orlando/VCC? TBA

FY 2013

July 13, teleconference call 9-12

September 14- f-2-f? WPB?

October 17-20- ABM (in conjunction w/FAD conference. ABM Sunday?)

FRID also needs to have a presence at Deaf Awareness Day in Tallahassee on March 12th.

Nancy is willing to Chair the Meetings & Events committee but all board members will need to help recruit for this committee. They will work in collaboration with the board to plan meetings.

**Action Item: Rey to research free meeting locations in WPB for Sept meeting.

**Action Item: Nancy to contact FAD for 2013 ABM planning.

**Action Item: Sue Ann to update board meeting schedule on website.

11. IRC

This committee is inactive at this time. Terri and one other active member are still willing to serve. Terri has a few other interested people. Several board members also want to be involved. Timeliness is a major concern. We can utilize the services of Gary Leiffers, adhering to the contract with him through March/April and then at our discretion after that, depending on the needs of the committee. His fee is \$1000/month. He is confident of a sponsor in the Senate but we still do not have a sponsor in the House. It is imperative that we develop a committee to do this work. Lori Cimino has submitted an application to serve on the IRC. Several people speak to her credentials, ethics and motivation.

Lori Cimino was appointed to the IRC.

After discussion it was decided *NOT* to submit a bill for the 2013 legislative session, but to staff a committee and be prepared for April 2014.

**Action Item: Vicky /Terri to contact the people who are interested to serve on IRC?

**Action Item: Vicky/Terri to contact Gary Leiffers to ask his suggestions.

**Action Item: Vicky/Terri to negotiate contract w/ him.

**Action Item: Possible training for IRC?

**Action Item: Nancy to inform Lori of her appointment.

LUNCH 12:-12:38PM

Terri and Grace are both on the call again. Quorum is maintained.

12. QA Committee

Jamie Aranda has emailed her resignation to Terri and Vicky. Vicky read it aloud.

Jamie Aranda's resignation as QA Chairperson was accepted.

The vacancy has not yet been announced to the membership. Sue Ann received an application for this position this morning from Tanesh Smith who is currently serving as the rater coordinator. Tanesh was present to speak about her experience on the QA committee and her interest to serve as Chair. In fairness, it was decided to post the vacancy on the website and announce it to the membership to accept applications for two weeks, then a Chair will be appointed at that time. Terri provided a brief history and evolution of the QA Chair position. Whoever takes on the role should be able to maintain consistency, recruit raters, reduce backlog and not make any major changes to the process. They will serve in a supervisory position and be a tie-breaker in the event of two raters in disagreement of an evaluation. They will not be an active rater. They will report to a board liaison (who to be determined). They will work directly with the treasurer regarding criteria required for rater payments and inform raters of this process.

**Action Item: Sue Ann/Theda to get vacancy posted on the website and Eblasted to the membership.

**Action Item: Kenny to develop a PPM for rater payments process.

13. QA/EIE Transition Committee

Kate Robertson was on the call to report.

Kate reported on the completion of the duties charged to that committee. Based on the members' motions at the October 2012 ABM, all the goals of the Transition committee have been satisfied. It was an adhoc committee developed for a specific purpose and will be dissolved at this point. A new committee can be developed to address the next steps pertaining to the QA/EIE testing processes and how the ABM motions will affect their functioning. Timeliness is crucial as the 2015 deadline in agreement with RID for FRID to cease management of the tests has been previously established.

It will be reported to the FCB that FRID is no longer investigating their involvement with QA/EIE. A profile for a new committee and the criteria and skills required for candidates will be developed and presented to the membership as soon as possible.

**Action Item: Sue Ann to add these decisions and announcements to the Eblast.

**Action Item: Vicky/Terri to contact FCB.

Rey joined the call again at 2:39pm via VRS.

14. EMI Committee

Terri reports that a good deal of activity is happening and this committee is involved in various efforts. There was a tremendous attendance at the October conference track and the additional CERT trainings have been successful. Since hurricane Sandy, interpreter services have come to national recognition and brought about awareness of the importance of interpreter in emergency settings. Georgia and North Carolina are both interested in collaborating. Terri submitted an application for FRID to present at the Governor's Hurricane Conference, May 6-10th. Terri has also recently applied for a FEMA grant for a potential \$35,000 to be used for various aspects of this effort. The committee is still barebones with Rick and Frona as co-chairs. They will continue to serve but do not wish to remain in the chair position. Stevie Fenton interprets for the Governor in Tallahassee and has been a great addition to the committee. Other members are needed to add and develop goals and present next steps to the board.

** Action Item: Terri to draft a proposal to board of expenses to attend the Governor's Hurricane Conference.

15. Policies and Procedures

1. Travel-Kenny has sent an amended travel/reimbursement policy to all for review.

**Action Item: all to review and discuss via email.

2. Roles- Region Representatives roles are on the forefront this year. It has been budgeted that they raise \$8000 this FY from regional workshops. We discussed various topics and possibilities. This will need to be discussed with all Region Representatives in attendance.

Mindy Richards joins the call at 3:05.

16. Membership Committee

As outgoing Chairperson, Mindy reports that everything is current and up to date. The only ongoing issue is the few members who still have not submitted verification of RID dual membership. They have been informed by mail of their lapses. The deadline to reinstate is February 1, 2013. Mindy is willing to still monitor the email address and participate in training of a new chairperson when one is appointed. Two people have applied for the position and submitted all the required information. They are Laurel Sowards and Rosalba Russo. Most of the committee members are willing to stay in their positions, provided that their responsibilities do not change.

**Action Item: Vicky will interview the two candidates with the help of Charlene McCarthy and Mindy Richards, both past membership chairpersons.

**Action Item: Kenny will contact the members who have lapsed.

**Action Item: Sue Ann to add information about updating members' profiles to the Eblast.

**Action Item: Mindy will investigate how to open the college degree field on the profile.

17. FAD Partnership

**Action Item: Kenny will contact membership person at FAD to figure out how to manage comped membership for the reciprocal agreement and get a general understanding of how this will be implemented. Goal is to share info at board level not only President's level.

18. Website

A goal of Vicky's is to utilize the website and possibly social media in some ways to appeal to the younger, next generation of interpreters. Nancy is willing to be the administrator of a Facebook page for FRID and monitor its activity. It will be a read-only page and will encourage readers to contact the board with any issues and not just post randomly.

19. Eblast/Action Items

Individuals should draft their portions for the Eblast and send to Sue Ann. Sue Ann will send the Eblast and Action Items list asap.

20. Adjournment

Thanks to all who were able to call in and participate. The meeting was adjourned at 4:21 pm.

Sue Ann Pope, Secretary

November 3, 2012

Approved on: _____ January 26, 2013 _____ (Date)