

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

**March 3, 2013  
Regular Board Meeting  
University of South Florida, Tampa  
Official Minutes**

**Board members in attendance:**

Vicky Fales, President  
Kenny Houghtaling, 1<sup>st</sup> Vice-President/Treasurer  
Rey Vega, 2<sup>nd</sup> Vice-President  
Sue Ann Pope, Secretary  
Nancy Osborn, Regional Representative-North  
Danielle Porter, Region Representative-East  
Grace Behr, Regional Representative-West  
Terri Schisler, Immediate Past President

**Visitors:**

Melissa Hughes-Jones  
Catherine Kennedy  
Brittany Mroczkowski  
June McMahon  
Courtney Grifon  
Emily Stumbo

**Interpreters:**

Charlene McCarthy  
Andrea Smith  
Carol Downing

**Board members not in attendance:**

Vacant, Regional Representative-South

**Committee Chairs in attendance:**

Sandra Roche' –Conference2012(call in)  
Rosalba Russo-Membership (call in)  
Kelly Combs-PCSD

**1. Call to Order**

Vicky Fales, President, called the meeting to order at 9:02am 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 the visitor sheet.

**3. Group Norms**

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

**4. Housekeeping**

Lunch will be delivered at noon. All agree to approve the agenda for today.

**5. Secretary's Report**

**Motion 2013:32** Move to approve the minutes from January 12, 2013 as amended S.A.Pope/R. Vega. All in favor. Motion carried.

There is one member of the Minutes Review Committee that has yet to follow up with the duties of reviewing the ABM minutes. Sue Ann has made several attempts to contact this person with minimal results. Sue Ann recommends that we go ahead and approve these minutes so they can be posted without further delay.

**Motion 2013:33** Move to approve the minutes from the October 2012 ABM . S.A.Pope /K. Houghtaling All in favor. Motion carried.

Sue Ann reminds everyone that email address must be changed in each person's contact lists or we will continue to see the old names attached and cause confusion.

The storage unit is paid through April but is in dire need of cleaning and downsizing.

\*\*Action Item: Kenny to make arrangements with Metro Storage.

\*\*Action Item: April 13, 10-4pm storage cleanup for local Tampa folks. (Vicky, Kenny, Sue Ann, Grace)

\*\*Action Item: all make sure to change email contacts so names are accurate.

\*\*Action Item: Sue Ann to research secretary history, T. Schisler, Bev Stokem, Rafael Trevino.....

## **6. FAD-June McMahon, President**

June was in town for DeafNation Expo and agreed to attend today's meeting to give FRID an update of current FAD endeavors. She recently had a very productive meeting with legislative consultant, Gary Leiffers. He is staying busy with senators and educating House members about the Deaf Childrens' Bill of Rights.

Many meetings are planned for Deaf Awareness Day, March 14 in Tallahassee. FAD has much support from Gary Leiffers to overcome obstacles they have seen over the last year.

Some current issues are with opposition from an oralist group that has one woman traveling the country in various states in attempts to pass an oralist option law.

The new President at FSDB is in support of all of the activities and efforts of FAD.

## **7. 2012 Conference Final Report**

*Sandra Roche' called in at 10:16 to report.*

As Conference Chair, she was thrilled to report a final number in the black of @\$3000-4000 with one presenter invoice pending. The board agrees that this presenter has waived the right to payment after numerous attempts to contact him and the knowledge that he has moved out of state.

Some suggestions for improvement in the future were discussed:

- Committee solidly in place in advance of planning
- Specific delineation of duties for each committee member
- A local liaison for support ( i.e. map, restaurants, sponsors)
- Sponsorship-need one person to focus on this; Thanks to Nancy for creating a "sponsorship" packet; face-to-face inquiries are a suggestion for reaching out locally.
- Free to us giveaway items donated from 4Imprint
- Documentation of voting members to establish quorum

## **8. Treasurer's Report**

The budget is always kept current in Google drive. Kenny projected the budget for today's meeting.

Nancy's recent workshop brought in about \$400 profit. Six members had to pay \$100 each for reinstatement fee which was unexpected income. We are about half way to budget for general income for the FY. We are in the positive right now. Conference was a plus. May is a budget meeting so we will need to have some ideas in mind for planning.

\*\*Action Item: All board to brainstorm ideas for how to spend money. We are not using FCB money so where to use our surplus.

Taxes- registration has been paid to keep our non-profit status. All 1099s for people we have paid have been sent.

CPA- Regina Banaikas in Pensacola; we are still using her to file tax return annually. We pay \$1000 per year for her services. All board agreed to keep her on as this is a huge help for the treasurer.

## **9. Vacant Board Positions**

Vicky spoke with Laurie Harbin and she is unable to continue as Region Representative South. The board accepts her resignation. Nancy and Sue Ann have posted and advertised this new vacancy. We spoke to several members yesterday at the Expo in recruitment for Treasurer and Region Representative South.

## **10. Bookkeeper**

It was proposed to utilize the services of bookkeeper, Jasmyne Pinson again for assistance to the Treasurer duties that Kenny is still maintaining. She can do all of the QuickBooks work which Kenny spends 5-6 hours a week doing. We have been satisfied with her services and fees in the past. A finance committee would greatly reduce the day to day workload of the Treasurer position.

\*\*Action Item: Kenny/Vicky to development finance committee profile.

\*\*Action Item: Kenny to follow up with Jasmyne Pinson

***BREAK 11:00-11:10am***

**11. PCSD Committee**

The committee submitted a report prior to today's meeting. Kelly Combs, one of the co-chairs was present to discuss their status. Duties have been delegated and activity is underway. She outlined the goals of the committee. It was agreed that a message to hiring entities and stakeholders should be drafted and sent from the Board with support from the committee. Also, this committee will need to be budgeted for in the next FY budget. The development of an FAQ and answers is good idea. Vicky approved Grace Behr to serve as Board liaison to that committee. They plan to meet monthly with the next meeting on March 13.

\*\*Action Item: Vicky/BOARD to draft the letter to send to stakeholders. Goal of March 31<sup>st</sup>.

**12. Membership Report**

*Roe called in at 11:45.* She had submitted a report prior to today's meeting. She is willing to attend Silent Weekend to cover the FRID booth. She is seeking 2 committee members to assist her for about 2-5 hours a week. She asks for Board support as she will be updating the shared database for pending lapses or changes to members' status. The Board wants to THANK Roe for taking on this important position and all the great work she is doing.

\*\*Action Item: Roe/Kenny to update shared database for lapsed members.

\*\*Action Item: Roe to submit motion for expenses involved to woman the FRID booth at SW.

\*\*Action Item: Grace/Sue Ann and Nancy are probably attending and can get booth items to SW.

\*\*Action Item: Sue Ann to remove Ramona Richardson from committee list on website.

\*\*Action Item: Board to recruit for membership committee (2).

\*\*Action Item: Kenny to pay for SW booth. May 15<sup>th</sup> deadline. \$2000 approved level in past motion.

George Costa brought an issue to our attention. It has been resolved with him but we need to make sure that gets added to the membership application on the website that supporting members must follow CPC.

\*\*Action Item: Sue Ann/Roe to add this to the membership page.

***LUNCH 12:10-12:30pm***

**13. Meetings & Events Committee**

At Deaf Expo yesterday we gave away one free membership and one free 2014 Conference registration.

\*\*Action Item: Sue Ann to send winners' names to Nancy to post on FB.

Nancy met with a potential M&E committee member and Catherine Kennedy, who was recently appointed, and gave them a list of responsibilities for the upcoming ABM event and 2014 conference and some possible work to be done between now and then. She wants to have a base plan in place to announce at 2013, i.e. theme, logo, tracks, preliminary announcement.

\*\*Action Item: Nancy to follow up with Sarah Harris to outline what are FAD's expectations for our involvement? Fee for room that we should pay? Food? Sponsors?

\*\*Action Item: Vicky to contact Sarah as a local contact. Sue Ann will assist.

May meeting will be f2f and focus on budget in Kissimmee. Nancy suggests renting a house for a Board working weekend retreat. Expenses are comparable. Agreed!

\*\*Action Item: Nancy to move forward with researching a location.

2014 conference- we want to announce a location and theme at least by 2013 Oct ABM and start gathering sponsorships.

It was agreed to continue to accept only online payments for conference. Certain exceptions can be approved by the treasurer. Sponsorships can be paid by check.

Will be able to accept registrations onsite but MUST inform members ahead of time to only pay by free credit card onsite as well.

#### **14. EIE**

Contact with Chairperson Kate Robertson has been weak. She says she has had less time since December, now members are asking questions to the Board as they are getting no response from Kate. Vicky has reached out to Terri and Region II Rep for guidance. Rey lives in the same area as Kate. Vicky asks Rey to try to follow up and get Kate to contact Vicky. Melissa Hughes-visitor, says she took her EIE in June and has only had 2 responses from Kate and nothing since.

There is a financial aspect of the EIE; people have paid and are they testing? We need to know what has happened recently.

It is recommended to move to remove her from the position.

**Motion 2013:34** Move to remove the current EIE chairperson from the position for failure to fulfill duties. Effective March 3, 2013 N. Osborn /K. Houghtaling Discussion. All in favor. None opposed. Motion carried.

\*\*Action Item: Kenny to remove Kate's access to email and website.

**Motion 2013:35** Move to suspend the EIE program until and if a chairperson is appointed. K. Houghtaling/Grace Behr. Discussion. Clarification of intent. All in favor. None opposed. Motion carried.

We will follow up with those members who have tested and/or registered and will get them rated or restructured to QA or refund money.

Inform testing sites. We need to share with membership and inform them that there is no chairperson. While the EIE is suspended, we cannot rate the ones who have tested. We will compile a list of who are waiting.

\*\*Action Item: Kenny will contact those pending.

\*\*Action Item: Vicky will contact Jessica Holtzman.

\*\*Action Item: Terri will contact Cindy LeBrun.

\*\*Action Item: Sue Ann will contact Sally King.

#### **15. EMI Committee**

Terri submitted a report prior to today's meeting. The committee is requesting funds to support their attendance at the governor's Hurricane Conference.

**Motion 2013:36** Move to approve expenses for the EMI to attend the GHC not to exceed \$1000. R. Vega/S.A.Pope discussion. All in favor. Motion carried as amended.

They are still awaiting results for the awarding of the FEMA grant.

SERID-Southeast Regional Institute on Deafness. They have some awesome presenters lined up.

Their theme is Emergency Management already. It will be in October after FAD. They have asked the EMI committee to present at this event but they provide no funding.

The state has said they will help if they can some way.

\*\*Action Item: Terri to draft budget proposal for EMI for the May BOD meeting

#### **16. Travel Policy**

After extensive email discussion, the travel policy proposal from Kenny has been modified, discussed and agreed upon.

**Motion 2013:37** Move to accept the revised travel policy as amended. Effective today. D. Porter/Grace Behr. All in favor. Motion carried.

#### **17. Bylaws**

There is not a committee in place to do this work. The Board will need to do this work in relation to how the QA/EIE changes will affect the language of the Bylaws. We will work on this Friday night before the May BOD meeting.

\*\*Action Item: Executive Board to collaborate on edits and be prepared for discussion for May 10<sup>th</sup>.

**18. IRC**

There was no report from the IRC at this time. They are working to collaborate with FAD and Gary Leiffers regarding activity in the next legislative session.

**19. Regional Workshops**

Nancy sent a template “from logistics –CEUs” and she is willing to do the training with other Region Representatives. Nancy had a successful event in Jacksonville and has been in contact with FSCJ and they are very supportive of FRID.

Danielle is working on a few ideas. She has contacted Shannon Simon about an educational workshop and some others as well. She plans to have more info soon.

Grace has been in contact with several presenters regarding a legal workshop. She is encouraged to use local SC:L contacts to save on expenses.

\*\*Action Item: N. Osborn willing to do training with the template.

\*\*Action Item: Grace to follow up with local SC:L presenters.

Discussion of workshop financial policies; expenses, budget, reimbursements, petty cash and incidentals etc. The policy drafted by N. Osborn is first official draft toward this goal.

\*\*Action Item: Vicky/Kenny to follow up with Wells Fargo. Get debit cards for Region Representatives possibly.

**20. D&O Liability Insurance**

The current policy expires May 4. We will renew with Gary Meyer for @\$1500. He has been in contact with Vicky.

\*\*Action Item: Vicky to file the paperwork

\*\*Action Item: Kenny to pay the bill

**21. RID Executive Director**

Shane Feldman will visit the area and have a meet-n-greet with members hosted by FRID on March 25<sup>th</sup>.

\*\*Action Item: Sue Ann to Eblast info

\*\*Action Item: Sue Ann to get laser craft gift

**22. Eblast/Action Items**

Sue Ann and others to draft and send within a week with the following topics:

- Vacancies: EIE chair/committee, Treasurer, Region Representative South,
- EIE suspension
- Membership committee needs 2 members
- Shane Feldman visit
- Jacksonville workshop (Nancy)
- Deaf expo(Rey)

**23. Adjournment**

Thanks to all who were able to attend. Thanks to interpreters. The meeting was adjourned at 4:29 pm.

Sue Ann Pope, Secretary

March 3, 2013

Approved on: \_\_\_\_\_ May 11, 2013 \_\_\_\_\_ (Date)