

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

**May 11, 2013
Regular Board Meeting
2601 Archfeld Blvd, Kissimmee, FL 34747
Official Minutes**

Board members in attendance:

Vicky Fales, President
Kenny Houghtaling, 1st Vice-President/Treasurer
Rey Vega, 2nd 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:

Stephanie DiMarco
Kandis Alfonso

Interpreters:

Charlene McCarthy
Andrea Smith

Board members not in attendance:

Vacant, Regional Representative-South

Committee Chairs in attendance:

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 as they arrived.

3. Group Norms

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

4. Housekeeping

Terri will go get lunch. All agreed to approve the agenda for today.

5. Secretary's Report

Motion 2013:40 Move to approve the minutes from March 3, 2013 as amended S.A.Pope/R. Vega. All in favor. Motion carried.

6. PCSD Report

Grace, as liaison, has not been able to attend any meetings so far. The committee sent a survey to the membership at the beginning of May. They are researching what the road blocks were as to why there has never been a mentorship program in Florida before. They sent a proposal to have a face-to-face meeting on May 18th in Tampa which was previously approved by the Board. A schedule for meetings via teleconference calls is planned. If Grace is not able to attend, she is asked to please let the board know so one of us can jump on call if possible. They will submit a report after they meet.

Wink has stepped down from the committee and Melissa Hughes-Jones was appointed to join.

**Action Item: Grace to email Chairpersons about deadline and statistics of survey.

**Action Item: All board to respond to PCSD survey.

7. Treasurer's Report

Kenny has submitted a report and a budget proposal for the 2014 fiscal year (FY).

It was noted that budget line item 43 for the current FY has funds remaining to allow for Board travel which will be in a surplus for this year. It is agreed to transfer \$500 from here to the newly developed PCSD committee for their upcoming travel proposal for a face-to-face meeting. This committee will be budgeted for in the next FY.

It was noted that there is \$900 remaining in the funds for promotional items in this FY. It was agreed for Nancy to go ahead with a purchase(s) for such items to be used at the remaining events in this FY.

It was noted that the previous decision to hire an outside bookkeeper may not be fiscally responsible considering the time and collaboration requirements that will still need to occur with the treasurer. It was also noted that this position would require knowledge of confidential information regarding the organization's operating information. Kenny made a proposal to the board. This and other options were discussed.

No action was taken at this time.

**Action Item: Nancy to research "rent-a-bookkeeper".

8. IRC

Two members have stepped down from this committee. In related efforts, the FAD Deaf Children's bill was passed. FAD and Gary Leiffers are gaining momentum in Tallahassee and are willing to continue to support FRID's efforts. It was agreed that more outreach efforts and more evident collaboration with FAD could assist in educating stakeholders. There is also strong support from RID. Terri has been in discussion with Shane Feldman, Executive Director and Ms. Schafer, Advocacy Representative and they are strongly in support of the efforts of Florida to establish interpreter regulation. While the committee is small and seeking new members, they will continue to move forward with the 2014 bill efforts. Gary Leiffers contract will begin again in June for \$500/month.

**Action Item: Vicky to discuss Vlog collaboration with June McMahon from FAD.

**Action Item: Vicky to follow up with Gary Leiffers to move forward.

**Action Item: All Board to recruit for the IRC.

9. Meetings & Events Committee

Nancy and Vicky held a teleconference call with Sarah Harris and Staci Wagner regarding logistics planning for the 2013 ABM at the FAD conference. It will be at the Wyndham Tampa Westshore Hotel. It was decided to hold the ABM on Sunday, October 20th from 9am-12pm. FRID will provide breakfast before the meeting, lunch will be on their own and a workshop from 1pm-4pm. It will be free for FAD members unless they are a CDI in need of CEUs, in which case they can pay \$30 for the day. Attendance was estimated at 125 registrants. Presenters/topics have not yet been decided.

After discussion, it was decided that the September BOD face-to-face meeting will be held in Ft. Lauderdale, in conjunction with a Friday night meet-n greet of the "traveling roadshow" (title TBD).

**Action Item: Rey to research locations for this event and meeting.

Nancy has begun preliminary work on the 2014 FRID Conference with a proposed location of the Florida Mall and Conference Center in Orlando which has been very successful for past conferences.

Sue Ann reported about attending the "Faces of the Future" event for ITP students at USF, SPC and HCC. There were about 31 students in attendance and there were pros and cons to the event's success as it relates to FRID.

10. EMI

Terri submitted a report. The committee made a lot of contacts at the Governor's Hurricane Conference and only used a portion of their approved travel funds. They were invited to present in Boston. The committee presented a proposal for a potential sponsorship opportunity for FRID to support EMI involvement at SERID. They expect results soon from the State Emergency Management meeting. They were not awarded the FEMA grant.

11. President's Appointments

Jamie Aranda has resigned as a QA site coordinator. Tanesh is looking for a replacement. Melissa Hughes-Jones was appointed to the PCSD committee. Catherine Kennedy has not yet been appointed to that committee. Two people resigned from the IRC committee.

**Action Item: Vicky will follow up with Alana Grunspan regarding her interest in the Region Representative South position.

12. Upcoming conferences/Board representation

Per the ongoing reciprocal agreement with Mike Tuccelli, the President receives a comped registration for Silent Weekend. Vicky is able to attend and requested travel approval.

Motion 2013:41 Move to approve hotel expenses for the President to attend the 2013 Silent Weekend to represent FRID. Vicky Fales/K. Houghtaling All in favor. Motion carried.

Visitors arrived at 10:25am. (Five minute break before starting discussion.)

13. EIE

The current status of the EIE was discussed. Vicky and Kenny, with support from the Board and the QA chairperson, have been working with the pending candidates, individually, who are awaiting results. Most have been able to come to a resolution. Some have requested refunds and other would like a QA replacement test. One member was present to discuss her individual situation and make a plea to the board. Her situation was addressed and all parameters and options were discussed. The following decision was made.

Motion 2013:42 Move that FRID extend the expiration date of Stephanie DiMarco's current EIE level to June 30, 2014, reimburse her EIE performance test fees of \$120 and award her an EIPA performance scholarship to be used on or before May, 11 2014. K. Houghtaling/ Grace Behr Discussion. All in favor. Motion carried.

**Action Item: Sue Ann to draft a letter for Stephanie's employer and instructions on how to redeem the EIPA scholarship.

**Action Item: Kenny to send Stephanie a refund check of \$120 for her EIE test fees.

It was agreed that any other candidates in the same situation who come forward will be granted the same accommodations.

14. Storage

The storage unit has been downsized and some shredding remains to be done.

**Action Item: Sue Ann to make shredding arrangements this month.

15. Regional Workshops

Nancy has held 2 workshops and is planning 2 more. Both showed a profit. She presented a workshop PPM and is working with Danielle and Grace to develop workshops in their regions. Grace has potential for a legal training workshop soon. Danielle has a verbal agreement from Daytona Beach College and from Shannon Simon for an upcoming workshop on the Alternative Pathways to RID certification.

(Side note: As the person checking the FRID voicemail, it is asked that, whenever possible, Danielle respond to the caller to let them know that she has forwarded their call to the respective party and they will be following up.)

16. Bylaws

The Executive Board met last night to discuss necessary Bylaws changes. Items related to the motion surrounding QA/EIE do not need to be approved by the membership; the Secretary can make those editorial changes since it follows in line with a previously passed motion.

**Action Item: Rey and Sue Ann to collaborate and send proposed changes to the membership by August 1st.

17. Budget FY 2014

1:18pm – We went through the budget by line item in comparison to last year’s budget, made adjustments and cut spending wherever possible. Some major budget items are: Gary Leiffers’ lobbyist fees, Board professional development attendance at the national RID conference, Vicky’s proposed traveling roadshow (name TBD), liability insurance, and sponsorships/exhibit booths.

Possible sponsorship expenses:

- Silent weekend- off year, no need
- EMI- \$2000
- Interpreter Retreat- \$500
- Deaf related events-\$500
- ITP events-\$300

Possible Exhibit booth expenses:

- Deaf Nation Expo- \$250
- Interpreter Retreat- \$100

Motion 2013:43 Move to extend the meeting time to finish budget discussion. Ok with the interpreters. S.A.Pope/Grace Behr All in favor. Motion carried.

Some budget items were not finalized. A teleconference call will be arranged.

18. Eblast/Action Items

Sue Ann will send Action Items and an Eblast following today’s meeting.

19. Adjournment

Thanks to all who were able to attend. Thanks to interpreters. The meeting was adjourned at 4:53 pm.

Sue Ann Pope, Secretary

May 11, 2013

Approved on: _____ July 13, 2013 _____ (Date)