

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

**November 9, 2013  
Teleconference call  
Official Minutes**

**Board members in attendance:**

Vicky Fales, President  
M. Charlene McCarthy, 1<sup>st</sup> Vice-President  
Carol Downing, 2<sup>nd</sup> Vice-President  
Sue Ann Pope, Secretary  
Nancy Osborn, Region Representative-North  
Jenna Cassell, Region Representative -South  
Danielle Porter, Region Representative-Central  
East  
Sarah Harris, Region Representative-Central  
West

**Visitors:**

**Interpreters:**

VRS

**Board members not in attendance:**

Vacant, Treasurer

**Committee Chairs in attendance:**

**1. Call to Order**

Vicky Fales, President, called the meeting to order at 9:03am at which time a quorum was announced. The secretary was on the call.

**2. Roll call**

Sue Ann took roll as documented above.

**3. Group Norms**

Sue Ann read the mission statement, group norms and teleconference call meeting norms.

**4. Housekeeping**

A reminder was issued for each speaker to identify themselves before speaking. The agenda was approved as presented.

**5. Secretary's Report**

\*\*Action Item: Sue Ann will present the past due minutes for review this week and the ABM minutes to the review committee following the timelines requested by Vicky. Sue Ann will get all the minutes posted to the website ASAP.

**6. October 2013 ABM/workshop**

It was noted that one interpreter who worked the ABM was not clearly understood by the Deaf member/consumer. It was requested and noted not to use this interpreter for future Board meetings.

It was noted that the person in charge of registration at the conference event be clearly delegated prior to the event. Whether it is the Treasurer, Membership Chair, M&E Chair or Conference Chair, it must be decided amongst all parties involved and communicated clearly to everyone.

It was acknowledged that Betty Edwards, 1<sup>st</sup> ever FRID President, in addition to all past DSA recipients, does already have a position as a "lifelong" member with no dues required.

\*\*Action Item: research all past DSA recipients to inquire of their interest in being active members and/or listed in membership database. Charlene has done this in the past but will keep for a future Action Item.

#### **7. Member Dialog Sessions**

So far, the three MDS in the South, West and North regions have been greatly successful. We have had around 25-40 attendees at each event. The folks attending have been a mixed group of certified members, pre-certified members, agency owners, mentors, educators and some non-members. We are still searching for a good location for the East region session scheduled for December 7<sup>th</sup> in Orlando or Daytona.

\*\*Action Item: Nancy to follow up with her new contact person at VCC.

\*\*Action Item: Carol to inquire with her contact at FullSail as a possible back-up plan.

#### **8. FRID Regional Workshops**

Nancy has a November workshop scheduled with Shannon Simon for NIC prep. She also has started planning for February and April with topics of legal/idioms.

It was suggested that a PPM be developed for the specificity of the Region Representative position and duties.

Sarah is currently looking for a free location for the January Board meeting in Tampa. Related to setting up workshops, even though USF and other ITPs and groups such as M.E.R.G.E. are holding workshops in the Tampa/St. Pete area, the Central West region covers more areas that are less active. FRID would like to offer workshops as a benefit to members and plans to offer professional development opportunities in various counties in the Central West region. Sarasota has been recently discussed as a location where members desire connection with FRID. Charlene has been in preliminary works to have the same NIC prep workshop with Shannon Simon as was recently presented in the North region.

\*\*Action Item: Sarah will follow up with Shannon Simon.

Jenna has an idea to develop a workshops series to help bridge the gap from ITP to written test to performance to working professional interpreter. Eventually, this workshop program could travel to all four FRID regions as a statewide goal toward successful testing and certification.

Danielle has been struggling to find a free location in Orlando for workshops. She plans to continue in Daytona where she has successfully held one in the past. She plans to have 2 more before June 2014 with legal topics. She has recruited an assistant to help with some of the legwork.

Nancy reported that a general profit for a single workshop has been \$500-\$1000.

#### **9. Membership**

Roe submitted a report but was unable to join the call today. Charlene has recently stepped in to assist Roe in managing the membership database. Also, Charlene is continuing to work with membership committee member, Stephanie Tucker, training her to do some of the work required to get the database current and accurate.

\*\*Action Item: Add to profile of membership chair requirements that it is part of the duties to make direct phone calls to members.

\*\*Action Item: Sue Ann to send reminder of FRID policy to respond to members and Board emails/phone calls within 24-48 hours.

\*\*Action Item: Vicky to draft a letter to all members regarding expirations, membership communication reminders, options for the future, benefits of continued membership, etc.

***BREAK 10:28-10:32am***

***Roll call after break: V. Fales, M.C. McCarthy, C.Downing, S.A. Pope,N. Osborn,D. Porter, 10:47-S.Harris***

#### **10. QA/EIE status**

Vicky and Charlene drafted a letter which was submitted to the Department of Education regarding the current status of the QA/EIE systems. This information was presented by Shannon Simon at a meeting she attended with the DOE and the Florida Bureau Chief.

\*\*Action Item: it was discussed, agreed and noted that any official correspondence to members or other parties presented on FRID letterhead or in FRID Eblasts should be reviewed by the entire Board before sending.

\*\*Action Item: Vicky will gather a list of hiring entities other than DOE and send the same letter to them.

#### **11. IRC**

Vicky has emailed Gary Leiffers to set up a meeting in November and for Terri to attend as well. FRID support of transportation for gathering a group to travel to Tallahassee for "Deaf Awareness Day" on March 25<sup>th</sup> was discussed and tentatively approved depending on costs involved.

\*\*Action Item: Nancy and Carol to research with their contacts in transportation to get estimates.

#### **12. 2014 FRID Conference**

Theme- "Dawn of a New Decade", estimated budget-\$40,000, several people interested in serving on conference committee,

\*\*Action Item: Sue Ann to forward applications to all Board.

\*\*Action Item: Sarah and Nancy to send sponsorship info they have from past conferences.

\*\*Action Item: Sue Ann to send call for "anniversary" items from members.

#### **13. Board Contacts**

It is imperative that each Board member set up the proper names to match email addresses in their respective contact lists as well as on their personal mobile devices. Vicky requests that all Board members include a signature with the following; name, position, email address, FRID website, logo and conference info. Vicky will send a sample.

\*\*Action Item: Sue Ann will send the Board contact list for all to include their personal contact info for Board use only and to submit annually to RID.

#### **14. January Board Meeting**

Sarah has been in contact with Catherine Kennedy, current ASL Bulls President and they are working together to reserve space for the January meeting.

\*\*Action Item: Sarah and Carol to follow up with meeting plans.

#### **15. CPA**

In the past, we have paid \$1000 to a CPA to file FRID's annual taxes. The bookkeeper we are currently using, Brett Porter, would charge \$600 to do the work. His contract expires this month.

\*\*Action Item: Vicky to discuss with Brett about renewing/extending his contract one month or possibly until we fill the Treasurer position. We are currently following up with a potential candidate for this position.

#### **16. New business**

- Hotel/travel to FAD conference –while it was not budgeted for this FY, there were costs involved in Board attendance at the FAD conference. The partnership with FAD is a vital one and in the interest of continued partnership, this will be included in the budget for next FY.

**Motion 2014: 19** Move that FRID reimburses Board members for accommodations and travel for attendance at the 2013 FAD conference. M.C. McCarthy/S.A. Pope Roll call vote: V. Fales, S.A. Pope, M.C. McCarthy, S.Harris, D. Porter, N. Osborn, C.Downing. Motion carried.

- \*\*Action Item: Sue Ann to contact Wyndham Westshore to inquire about credit card charges for the October hotel nights.

#### **17. Eblast/Action Items**

Sue Ann will send Action Items list ASAP.

#### **18. Adjournment**

The meeting was adjourned at 12:03pm.

Sue Ann Pope, Secretary

November 9, 2013

Approved on: \_\_\_\_\_1/11/14\_\_\_\_\_ (Date)