



Annual Business Meeting

of the

Florida Registry of Interpreters for the Deaf, Inc.

October 15, 2016
Orlando, Florida
Doubletree by Hilton
www.FRIDcentral.org

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FRID 2016 Annual Business Meeting Agenda

- Call to Order
- Introductions
- Adoption of Credentials Report
- Adoption of Standing Rules
- Adoption of Agenda
- Report on the disposition of the 2015 Annual Meeting Minutes
- Appointment of Minutes Review Committee
- Appointment of the Tellers
- Appointment of Motions Committee
- Report on the 2015 Motions Compliance
- Reports of Officers, Directors and other chairpersons
- Special Orders:
 - Nominating Committee Report and Floor nominations
 - Elections
 - New Business
 - Announcements
 - For the Good of the Order
 - Adjournment

FRID 2016 Annual Business Meeting Standing Rules

1. The President shall preside over the Annual Business Meeting.
2. Members shall register with credentialing to receive a voting card.
3. Members shall be seated in the designated area for voting.
4. The Credentials Coordinator shall determine at the beginning of the business meeting if there are sufficient voting members present to meet the requirements for a quorum.
5. With the exception of parts of the Annual Business Meeting deemed to be in executive session, non-members may attend.
6. Only voting members in good standing may make motions, debate, and vote.
7. All voting is by voting cards except on elections, which may be by ballot.
8. Reports shall be in writing. No verbal reports will be accepted unless requested by the assembly.
9. Any tellers' reports shall be in writing and made an attachment to the official copy of the minutes.
10. Any ballots shall be held by the Secretary and destroyed 30 days after the election.
11. Cell phones and pagers shall be on the off or vibrate position.
12. Any voting member in good standing may participate in discussion by approaching the designated location in front of the association, being recognized by the chair, and stating name, membership category (Certified, Associate, etc.), and whether the member is in support, opposition, or wishes to amend, postpone, table or suggest another course of action as permitted by Robert's Rules of Order regarding the motion under discussion. To indicate a point (Order, Question, Information, Clarification) members are to indicate such from the designated location, be identified by the chair, then state the nature of the point.

(Continued)

**FRID 2016 Annual Business Meeting
Standing Rules (continued)**

13. A maximum of five members (5) in support and/or five members (5) in opposition of the motion/resolution on the floor, may debate each debatable item. Once five members have spoken in support/in opposition to an item, no other members will be permitted to speak in support/in opposition to that item. Each member is allowed a maximum of two minutes for debate. A member may be recognized a second time to address the same issue, only if there are no other members desiring recognition to address the issue on the floor and the maximum number of five in support/in opposition has not yet been reached. It is acceptable to move to close the debate if approved by a 2/3 vote when fewer than ten members have spoken.
14. Motions must be submitted in writing, on the approved motion form, and in the appropriate format: motion, the maker, the person who seconds the motion, and the rationale, a fiscal impact statement (if any), and local contact information.
15. Any voting member in good standing may submit motions at the meeting site. Due to time limitations at the meeting however, it is highly recommended that motions be submitted prior to the meeting.
16. The time allowed for the business meeting may not be extended; so all motions may not be heard.
17. All motions will be received by the president at any time during the meeting and referred by the president, with the advice and consent of the board, to the appropriate committee(s) for deliberation prior to presentation to the membership. The President shall refer any motions that are submitted on-site and not considered during the Annual Business Meeting to committees after the meeting.
18. Any motion submitted on-site during the Annual Business Meeting will be reviewed by the motions committee that will determine the motion's compliance with the Bylaws and assist the maker in formulating an appropriate, in order motion prior to being brought before the membership.
19. Motions/resolutions proposed by bodies within the association (local chapters, committees/, member sections/special interest groups) must be preceded with information as to the proper notification of members, date of the meeting at which the particular motion/resolution was adopted, verification of a quorum of the body at the time which the motion was adopted for presentation, verification that a majority of the body was in favor of the action to be proposed, and a fiscal impact statement.
20. These standing rules shall be amended or suspended by a two-thirds vote of the members present and voting.

Compliance with the Actions of the 2015 FRID Annual Conference

There were three pending motions at the conclusion of the 2015 ABM.

Motion #	Motion: Maker/Second	Disposition
2015 ABM:1	Move that FRID Regional Representatives be removed from FRID bylaws by 2016. Maker: member, Bradley Dale/2nd: member, Adam Ledo.	Motion 2015:10 originated at the 2014 ABM, was reviewed by the Bylaws Committee, and brought back to the membership for vote. Motion failed.
2015 ABM:2	Move to revise the current Communication Policy to state that any presenters at a FRID meeting/conference whose communication mode preference is ASL will not be interpreted unless requested in a timely manner. Maker: member, Adam Ledo/2 nd : member, Terri Bugler. Discussion.	Motion 2015:13 originated at the 2014 ABM, was reviewed by the Board, and brought back to the membership for vote. Motion failed.
2015 ABM:2A	Amendment to Motion 2015:13 Insert “may or may not choose to have voice interpreting services provided for their workshop” in place of “will not be interpreted”. Maker: member, Anthony Verdeja/2nd: member, Sharon King. Discussion.	Amendment failed.
2015 ABM:3	Move to change the term length of all Board of Director positions to two (2) years, rotating terms. Maker: member, Adam Ledo/2nd: member, Nancy Osborn.	Referred to Bylaws review committee. Action pending.
2015 ABM:4	Move to revise the membership requirement to be a Region Representative to say “must be a current FRID member”. Maker: member, Adam Ledo/2nd: member, Megan Fogt.	Referred to Bylaws review committee. Action pending.
2015 ABM:5	Move that the duration of service on the FRID Board change to two (2) year terms with the opportunity to serve three (3) consecutive terms, for the Region Representative position. Maker: member, Amanda McGreggor/2nd: member, Carol Downing	Referred to Bylaws review committee. Action pending.

President's Report

Adam Ledo

This report is for activities that occurred during FY 2015-16 (July 1, 2015 – June 30, 2016).

Presided over all regular FRID Board meetings, as well as impromptu or unscheduled meetings.

Attended FAD Board meetings as FRID Representative.

Participated in ongoing meetings to strengthen the partnership between FAD and FRID:

- Signed a MOU for joint conference, had several joint board meetings to discuss our relationship

Took an active role in planning the 2016 FAD-FRID Joint Conference

- Coordinated presenters, worked closely with Support Staff Coordinator and all Support Staff on sponsorship/exhibitors and conference recruitment, worked closely with Interpreter Coordinator

Attended several legislative meetings in Tallahassee, including our lobby day with FAD representatives and FRID representatives

Attended FRID sponsored events

- Deaf Interpreter Series
- Perspectives Workshop

As I enter into the second year of my term as FRID President, my goals include:

- Work with the Board of Directors to implement a strategic plan, both long-term and short-term
- Strengthen committee participation by delegating specific tasks to the committee chairs and encourage recruitment of additional committee members
- Increase the number of FRID sponsored professional development events
- Continue to collaborate with the Florida Association of the Deaf and determine ways in which our partnership can best serve our community members.
- Support advocacy efforts to further educate our elected officials, both locally and on the state level, on issues that are important to our communities
- Implement several strategies for fundraising opportunities
- Create a Communications & Outreach committee to better keep our members (and non-members) informed
- Revamp Organizational Membership program, including benefits
- Work with the Membership Committee to come up with more member benefits and to run some member incentive programs

Thank you for the opportunity to serve as your President.

Adam Ledo

Secretary's Report

Carrie Moore

This is my second year serving as your Board Secretary. I believe that giving back to the community both personally and professionally is vital to one's happiness. I am proud to represent FRID and will continue to work to build a stronger affiliate chapter here in Florida. Below is a list of the activities I have participated in this year:

- Attended all face-to-face and teleconference board meetings and special meetings
- Partnered with FAD at the "Deaf Awareness Day" in Tallahassee to meet with Senators and House Representatives and discuss the proposed interpreter legislation.
- Represented FRID at the fifth annual "Faces of the Future" at the University of South Florida by managing the FRID booth and informing students of their state affiliate chapter.
- Maintained the records of the organization including minutes of all meetings and posted minutes to the FRID website
- Supported the efforts of the President in preparing for the Annual Business Meeting as well as all board meetings
- Collected all board members' and chairpersons' reports as well as task forces reports and compiled the 2016 ABM packet
- Collected all board members' and chairpersons' reports as well as task forces reports for each bimonthly BOD meeting
- Maintained the FRID storage unit in Tampa
- Managed the FRID debit card for approved purchases.
- Participated in the FRID Budget discussions
- Assisted the President in managing the FRIDNews Google Group and Eblast communications to the members
- Researched board motions and bylaws as needed to assist board with decision making and reporting
- Maintained records of the organization related to inventory, committee profiles and rosters, and other historical documents
- Managed certain portions of the FRID website
- Responded to numerous members' and nonmembers' email/voice mail inquires

Respectfully submitted,

Carrie Moore, CI, CT

Treasurer's Report

Terri Bugler

During the 2014-2016-member years, FRID filed taxes with the IRS on time, submitted the yearly filing with the State of Florida Department of Agriculture, as well as our annual report with the State of Florida Division of Corporations. These filings help ensure FRID maintains their 501(c)(3) non-profit status and can conduct business in the state of Florida. The Treasurer has worked very hard to ensure efforts are being made to maintaining a healthy FRID financial status. The duties have included:

- Check the Jacksonville PO Box once a week for mailed payments and communications with the FRID organization.
- Deposit payments made via check into the FRID account within two days, using restricted endorsement, which allows for the 'checks and balances' in the accounting process (so that one person is not responsible for handling all funds).
- Attended all Board meetings with the exception of summer meetings due to being out of the country.
- Hosted and coordinated the Deaf Interpreter Series of workshops through FRID in Jacksonville, FL.
- Provided registration services, through FRID, for the Medical Immersion workshop in Jacksonville, FL.
- Returned any communication via email in a timely manner.
- Worked hard to make sure all expenses for the organization are now organized under the Treasurer for payments via debit card (previously, the responsibilities were parsed to other Board members, due to the previously vacated Treasurer position).
- Assisted the Accountant in keeping monthly Profit & Loss statements and Balance sheets for FRID accounts.
- Weekly monitoring of the Wells Fargo accounts and PayPal accounts.
- Communicating/working with Board members to ensure a successful 2016 conference in Orlando.

The FRID financial status currently reflects that our organization is maintaining a healthy status. As of the end of the 2015-2016 FRID fiscal year, FRID had a net income/profit of \$5,103.00, compared to the net loss of -\$59.36 at the end of our 2014-2015 fiscal year. This profit is due to every effort being made to use cost-saving measures, in every category of business, to sustain the long-term financial viability of FRID. Some of these cost saving measures have included using Zoom for Board meetings to save on travel and accommodations expenses for Board members, establishing workshop budget templates to estimate expected income and expenses to help with the goal of breaking even or earning profit, and eliminating the Legislative consultant fees from last year's budget. All areas are examined regularly to see what cost saving measures can be done to help the organization.

For member year 2016-2017 there are a number of goals that the office of Treasurer would like to see accomplished.

1. Maintaining a fiscally healthy organization with profits, and create a balanced 2016-2017 budget.
2. All workshops held do so with the goal of breaking even or to have a profit.
3. Investing some of the current profit into a liquid account.
4. Pursue other avenues for FRID to “give back” to the Deaf and Interpreting communities through sponsoring educational, and advocacy opportunities.
5. Complete all necessary filings with the IRS, State of Florida, RID etc. on time.
6. Continue to pay all expenses for the organization in a timely manner.
7. Seek fundraising opportunities to support programs FRID administers.
8. Take action on member concerns and actively participate on the FRID Board of Directors.

The membership of our organization should be commended for its support of the FRID board, as well as the active role some of our members play in the operation of our professional organization. There is a lack of workshops being provided via FRID in the state of Florida and there is a continued need for our members to step forward and be involved in fundraising, providing workshops, board and committee service. FRID is a viable and much needed organization for the interpreting community in the state of Florida, each member should give consideration to serving in some capacity within FRID to support their state and local communities, no matter how minor. It takes a community!

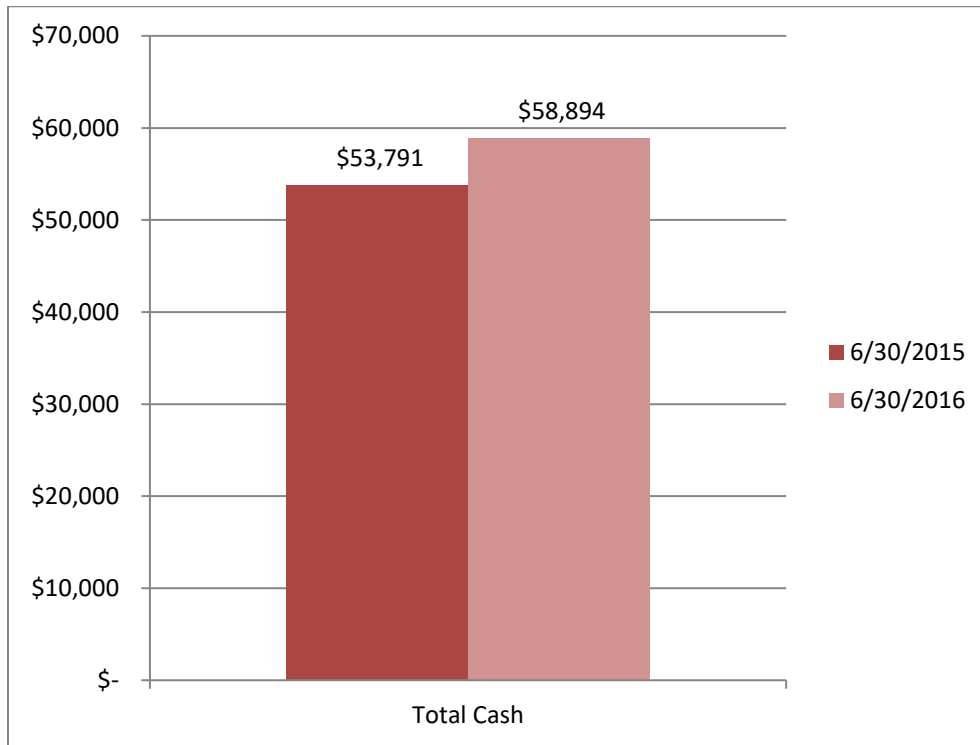
Personally, I have enjoyed the challenge as tenure as Treasurer for the past two-plus years and feel the position is more organized than when I began as interim Treasurer in 2013. And we saw a profit! This is due to the team work I have found with the Board members I have worked with, and the diligent work with, and of, the Bookkeeper. I look forward to devoting more time to my PhD studies, but also participating in other FRID activities in what capacity is needed.

Sincerely,

Terri Bugler, M.A., CI & CT
Treasurer FRID

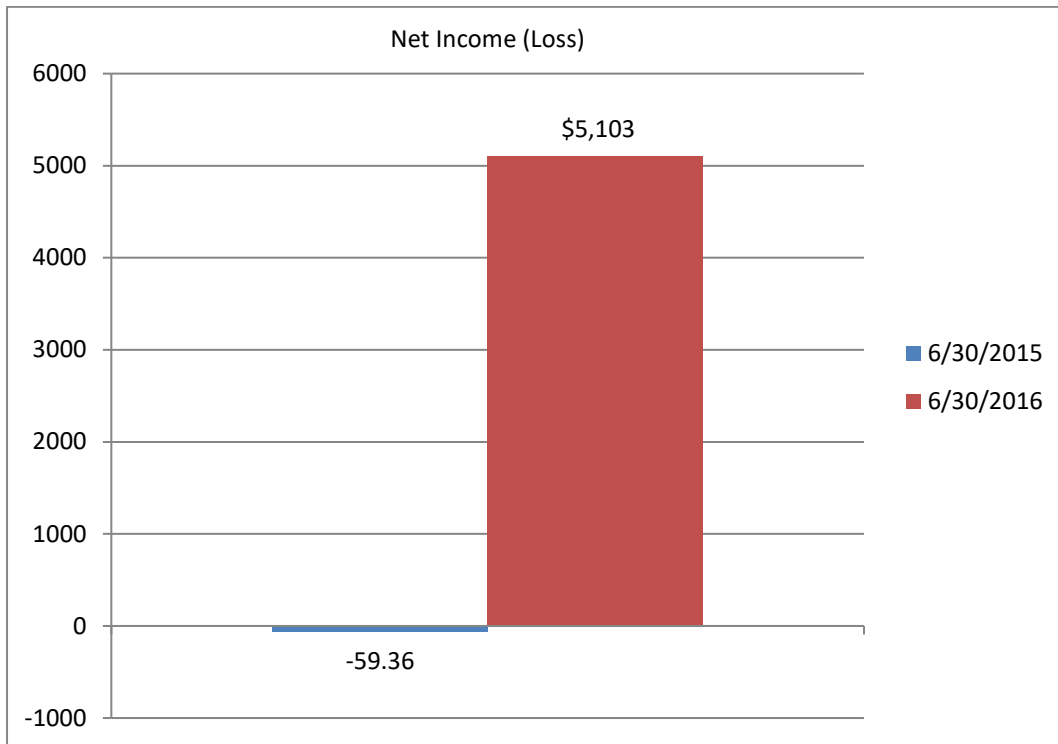
Financial Report 2015/2016 Fiscal Year Submitted by Brett Porter, Bookkeeper

Cash Balances:



Overall, FRID ended the fiscal year with a healthy cash balance of \$58,894. At no point during the year were there ever concerns as to whether or not FRID would have the money necessary to pay its bills. This is the mark of a healthy organization. The only recommendation would be to wisely invest some money in some type of liquid account. This is too much money to be sitting in a bank account earning virtually no interest. There are several banks that offer interest rates of 10x more for a standard checking and 100x more for a savings account.

Net Income:



As shown in the graph, FRID showed a net income (profit) of \$5,103. This is an increase over the previous fiscal year's loss of \$59. The profit is due largely to the board's diligence in rooting out unnecessary expenses. Breaking even or having a profit is crucial in the future of the company. A significant loss for several consecutive would mean cash flows would deplete quickly. It is encouraging to see that over the last two years, FRID has almost broken even (2015) and shown a profit (2016). As long as the board continues to budget to break even or to have a profit, the financial outlook should be good.

Disclaimer: This report is intended for the private use of FRID at their ABM. This report by no means provides any sort of assurance regarding the going concern of the organization to anyone outside the organization.

Report of Region Representative-North Alecia Castro

Since being appointed to Region Rep North, I have been actively involved with meetings and responding to emails. I am also one of the chairman for the Rally on Tally committee.

Report of Region Representative-West Ava Rogers

I began my position as Region Central West Representative in June when I replaced the previous representative, Amanda McGregor. Since taking this position, I have responded to Board Member emails and I have recently joined the Rally on Tally committee as one of the Volunteer Coordinators.

Membership Committee Report

Stephanie Tucker, Chairperson

This report is for the activity dated from July 1, 2015- June 30, 2016.

Current Membership Committee:

Stephanie Tucker- Chairperson

Constance Shuman- Committee Member

Vacant- Committee Member

Current membership:

- Nationally Certified Members 201
- Pre-Certified Members 92
- Organizational Members 17
- Supporting Members 139
- Total Membership 449

Membership decreased by 84 members since 2015.

Membership Goals:

- Fill the current membership committee vacancy
- Continue to show members that we care and encourage them to support the profession of interpreting
- Invigorate membership benefits!!
 - Ideas are brewing!!! Stay tuned!!
- Research RID state affiliates membership and do a comprehensive comparison to ensure we are offering all we can to our members
- Currently updating the Policy and Procedure Manual

July-September 2015

- Membership Committee consisted of
 - Stephanie Tucker- Chairperson
 - Constance Shuman- Member
 - Kelly Henriques- Member
- The committee processed membership renewals, managed emails, maintained the database, created and evaluated database reports, answered member concerns and questions and made necessary phone calls.

October 2015-February 2016

- The Committee continued to provide service to all members.
 - Resolved member questions or issues

- Provided information to members
- Assisted those who renewed their membership

March-June 2016

- Committee continued to process member emails and questions
- General turn-around time to responding to members was 1-3 days
- Most questions/concerns were resolved within 2-3 days
- Database was maintained and was updated for consistency and accuracy
- Renewal reminders were sent to all members via email on several occasions
- Connie and Kelly assisted the membership by running reports and contacting members when needed
- Stephanie and Kelly were in attendance at Silent Weekend 2016 from Thursday-Saturday
 - Provided opportunities for new membership and renewals
 - Provided a new “perk” for members (new and renewed) to enter 3 free raffles for a beach bag with beach mat, water mug & goodies and two Grand Prizes of an hour massage from Massage Envy which was graciously donated.
 - New membership increased that weekend by four members. This does not include numerous renewals.
- Committee anticipated some decrease in membership due to several members whose QA would be set to expire
- Processed all incoming renewals and managed reports, database and resolved issues
- During renewal process all members (except 5) had been sent membership cards via email. This was a change from previous benefits. It was decided in 2015 that all members should receive a card. Those that have not are pending upon receipt of information. Cards were sent via email without issue
- All members were crossed checked in the RID database to ensure proper requirements were being maintained
- Organizational members that renewed were sent certificates
- Kelly Henriques submitted her resignation to the Committee Chair.
- DSA members were renewed

Interpreter Regulation Committee Annual Report

Terri Schisler, Chairperson

2015-2016 Activities:

- The Educational Interpreter Qualifications bill (CS/HB 705, SB 916) passed unanimously in the House during the 2016 Session. The bill stalled in the Senate and other attempts to gain support failed. Rep. Berman is still willing to sponsor the bill for 2017. We need to find a Senate sponsor since Sen. Altman is running for a House position. We have had conversations with Sen. Hutson (St. Johns, Putnam, Flagler counties), no decision can be made until the November 8 elections. All bills need to be ready to submit as soon as possible after the November elections. The committee process will begin soon after and session begins on March 7, 2017.
- Requested and received approval for a formal study to provide data on number of students who are deaf or hard of hearing and sign language interpreters in Florida K-12 programs. Sen. Altman made the request to the Senate President on our behalf. The resulting report will prove invaluable to the ongoing efforts to establish standards for educational interpreters.
 - *Office of Program Policy Analysis & Government Accountability (OPPAGA)*
Research on Students Who are Deaf or Hard of Hearing and Educational Interpreters
(Feb. 2016)
- The FAD and FRID boards collaboratively agreed to not renew the services of our legislative consultant. While this is a critical role in advising the organizations to navigate the legislative process, the cost to maintain these services has exhausted the financial resources of the organizations. In addition, the current political climate for our issues has become very complex and the board members and committee Chairperson felt we needed to look elsewhere to get the support we need.
- 2017 Deaf and Hard of Hearing Awareness Day (Rally in Tally), March 22, 2017. We have appointed Alecia Castro and Carly Hudson as Co-Chairs of the committee. They have recruited others to fill the necessary committee roles. They are making great progress in planning for this important annual event. Please let them know if you are able to join them. We are also looking for members who will attend the rally and participate in meetings with our legislators.

Ongoing Advocacy Concerns

- Status and Funding for the Florida Coordinating Council for the Deaf and Hard of Hearing (FCCDHH)
- Continued Funding for Auditory-Oral Education Programs and Early Intervention programs
- Florida Capitol Accommodations Policy
- Access to Emergency Information

Committee Concerns

I have had the pleasure to work with and benefit from some of our most esteemed colleagues while working on this committee. I want to thank each of them for their support. I have learned from them every step of the way. However, efforts to recruit more committee members and others who can actively advocate in their communities and in Tallahassee have been

unsuccessful. This work cannot be done by a handful of members. It cannot be done by one organization. With ever increasing challenges presented in Tallahassee, I recommend that FRID and FAD reach out to other stakeholder organizations to create a coalition that can address these legislative and policy concerns. Those organizations need to present a united front and collaborative spirit with combined resources in order to begin making progress in addressing the needs of the deaf community and the interpreters who provide services.

As such, I hereby submit my resignation as Chair of this committee. I am willing to remain involved with the process as much as I am able. I hope that FAD and FRID can continue this important work.

Emergency Management Interpreters for the Deaf Committee Report Stevie Fenton, Chairperson

EMID committee members: S. Fenton, T Schisler, and L Crosby

Requests of Board and Members for 2015-2016

Consider suspending the committee until such time as the state agency stakeholders are willing and interested in engaging in further discussion and activity on the charge of this committee. Movement on the goals has become stagnant for over a year. External stakeholders are satisfied with current situation and report no need to implement further procedures or practices on a statewide level.

Current Situation:

- Inclusion of interpreters in televised press briefings have increased around the state during weather related events. This indicates that external stakeholders are at least sensitized to having interpreters. Monitoring the interpreters is outside the committee's purview.
- FRID EM members continued to meet with DoH and DEM personnel as possible to discuss possible procedures to include in EM settings. EM has declined establishment of a standard statewide procedure or funding of additional trainings.

Background:

- 2011 - FRID approved the creation of the EMID committee in 2011.
- 2013 - FRID EMID members met with Department of Health [DoH] and Division of Emergency Management [DEM] to request support of the creation of a process for utilization of interpreters within emergency management [EM] procedures.
- 2013-2015 – FRID Members attendance on state level task force on provision of services for persons with disabilities.
- 2015 May – State level EM personnel contacted actual trained interpreters during a mock hurricane exercise – 11% responded.
- Training Interpreters - Since 2012 - Multiple trainings were provided throughout the state to interpreters on all spectrum of interpreting in EM environments. Statewide there are hundreds of interpreters who have attended at least some of the training sessions.
- Training EM personnel – Since 2014 – Training provided to EM personnel during various training opportunities to sensitize to the needs of effective communication and interpreter provision including regional Governor Hurricane conferences. In addition, committee members were included as members of a task force on Emergencies and Access for members of Vulnerable Populations.

2015-2016 Accomplishments:

- EMID Committee members worked with DoH lead Public Information Officer (PIO) to create a webinar addressing the use of interpreters during press conferences. Two trainings were accomplished with over 100 PIOs in attendance from DoH and DEM as well as other Communications and ADA Coordinator attendees. Plans are to archive the presentation for viewing at will.
- Meetings with DoH PIO personnel were held to create a Just In Time training document for media personnel about the framing and inclusion of interpreters. This discussion was placed on hold when relevant DoH personnel were reassigned.
- Presentation at the Governor's Hurricane Conference on Effective Communication during Emergencies.
- EMID Chair, S Fenton, attended the Statewide Hurrex (mock exercises of disasters and emergencies to verify personnel abilities, procedures, and resource allocations) as an Observer attached to her full-time job. S Fenton discussed the provision of services to persons who have disabilities or are Deaf within the exercise with relevant stakeholders.
- Conversations with state level EM and Communications Dept personnel indicate that they recognize the need for interpreters at press conferences.

EMID Committee Goals at Committee Inception

- Goal #1 - To develop training and educational requirements for emergency management, sign language interpreters [for the deaf] (EMID) – **COMPLETED**
- Goal #2 - To develop a state level credentialing process and deployment strategies for qualified, emergency management, sign language interpreters – **IN DRAFT BUT EXTERNAL STAKEHOLDERS HAVE OPTED NOT TO IMPLEMENT**
- Goal #3 - To establish partnerships with state and local emergency management and disaster response agencies - **STATE LEVEL ESTABLISHED, LOCAL IN SOME AREAS**
- Goal #4 - To assist state and local governments with integration of Sign Language Interpreter Strike Teams into all phases of the Emergency Management cycle including the ongoing planning and training activities. – **NOT ACCOMPLISHED BASED ON STAKEHOLDER FEEDBACK**
- Goal #5 - To facilitate state to state mutual aid opportunities of trained, qualified interpreters – **NOT ACCOMPLISHED BASED ON GOAL 4**
- Goal #6 - To secure ongoing funding to support the readiness of interpreters for emergencies/disaster – **FUNDING DISSOLVED IN 2015 and has not, at this point, been resubmitted due to changing EM priorities**

Submitted by S. Fenton