**Florida Registry of Interpreters for the Deaf, Inc.**

**Regular Board Meeting**

**May 6, 2017**

**9:00 am - 11:00 am**

**Official Minutes**

**Videoconference Call**

[**https://zoom.us/j/4067134848**](https://zoom.us/j/4067134848)

**Board members in attendance:**

Adam Ledo, President

Eli Sierra, 1st Vice President

Rachel Elliott, 2nd Vice President

Carrie Moore, Secretary

Terri Bugler, Treasurer

Ava Rogers, Region Rep-Central West

Alecia Castro, Region Rep-North

**Committee members in attendance:**

Katryna Demetriou, PDC

Stephanie Tucker, Membership

**Board members not in attendance:**

Nicole Bihlmayer, Region Rep-Central East

Vacant, Region Representative-South

**Welcome/Introductions**

President opened the meeting at 9:05AM and reviewed meeting norms including the features of Zoom. All present introduced themselves by giving name and position.

**Review of Pending Action Items**

The following items are pending/ongoing:

1. Adam will work with Haley to create a “How to join a FRID Meeting” document, which would detail the instructions and ground rules for joining a meeting via Zoom
2. Adam will work with Communications committee to send out first roll-out for membership/committee recruitment
3. Terri will research investment options for $30,000+ sitting in PayPal
4. Adam’s January Action Items
	1. Develop SOP for committee appointment process
	2. Create bio for website
	3. Work with Katryna on template for call for papers/presenters
5. Eli’s January Action Items
	1. Create timelines for strategic planning
6. Rachel’s January Action Items
	1. Create bio and gif
	2. Recruit for Fundraising committee
7. Carrie’s January Action Items
8. Create bio and gif
9. Send email referendum with proposed bylaws changes to board and then to membership
10. Nicole’s January Action Items
	1. Create bio
11. Ava’s January Action Items
	1. Create gif
12. Haley’s January Action Items (Communications)
13. Create bio and gif
14. Update website with Board bios and pictures and Committee descriptions
15. Katryna’s January Action Items (PDC)
	1. Create bio and gif
16. Terri will research investment options and send suggestions to the BOD and Finance Committee.
17. Adam will work on organizing the Drive and creating public folders for files that need to be made available to members (i.e. meeting minutes, old forms, etc), and will transfer files currently saved on BOD File Cabinet on the website.
18. Adam will create electronic forms via Google Forms for Motions Form and Nominations Form.

**Pending Motions**

1. Motion (WITHDRAWN): Move that FRID discontinue coffee break sponsorship of Silent Weekend.
2. Rationale: FRID has been a longstanding sponsor of Silent Weekend annually. In exchange for our sponsorship, Mike Tuccelli provides A/V support during our conference/Annual Business Meeting. FRID spends $2000/year sponsoring Silent Weekend. Also, FRID covers the hotel cost of Mike Tuccelli for the conference/Annual Business Meeting. In a quick search on Amazon, projectors range from $60 - $300 each, and projector screens range from $45 - $100. It would be more fiscally responsible for FRID to purchase this equipment. During the 2016 conference, FRID used only 3 projectors/screens. Assuming the highest end total cost of $400 ($300 for a projector and $100 for a screen) times the 3 that we need would come out to $1200 to own the equipment. I would suggest continuing to be an exhibitor at Silent Weekend ($100 plus $40 for electricity).
3. Fiscal Impact: Cost savings. Initial cost of approximately $1200, but an annual cost savings of $2000, plus the cost of hotel stay for Mike Tuccelli.
4. UPDATE: Adam communicated with Mike and Maureen via email and mutually agreed to suspend agreement with FRID and Silent Weekend for sponsorship donation in lieu of AV rental/support at the FRID ABM/Annual Conference.

**Items needing BOD Discussion/Approval**

1. Including a privacy statement in the signature portion of FRID emails
2. For example, here is the one that RID uses: *Confidentiality Notice: This e-mail transmission is intended solely for the individual or entity named in the e-mail address. This e-mail and any files transmitted with it are confidential, and if you are not the intended recipient, any disclosure, copying, distribution or reliance upon the content is prohibited. If you have received this e-mail transmission in error, please delete the message from your inbox and reply to us that you have received this in error. Thank you for your cooperation.*
3. Board agreed unanimously. Adam will email to the Board to be added to all FRID email signatures.
4. Promote membership in FAD - place a link to their membership page on our membership page and/or include a link to their membership page in our confirmation email to FRID members – ongoing.
5. Website Launch - show the clone website to get a feel for the new layout. There will be an announcement of the launch in the FRIDay Flash. Haley and Rachel will decide when.
6. Awards Night - July 8
	1. Schedule:

Set up: 5p

Cocktails: 6p

Event 7-9p

Break Down 10p

* 1. Cost: Venue is waiving the rental fee (if you all can cover some of the labor on our end, we'll be all set).

Audio/Visual Technician- $15/hour= $75

Bartender- $15/hour= $75

Total: $150.00

1. Bar will be set up, cash/credit... beer, wine, cider and non-alcoholic beverages.... do you think your guests would like liquor?
2. Superlative Awards, DSA, FRID Central Honors (Similar to Kennedy Center Honors)
3. Ticket Sales - suggested donation of $10?
4. Ownership of BOD File Cabinet - transfer from secretary to president
5. UPDATE “Baby, Come Back” or “Come Back to FRID” campaign - will make social media/email posts containing this slogan. Also, a music video featuring Fred interpreting the song “Baby, come back” by Player (<https://www.youtube.com/watch?v=DnfSoaJxe3Y>)
6. After speaking with Joe Saunders - suggested refocus on this. Cautioned against making assumptions about why people aren’t members. A strong membership drive would be more effective and pushes a positive message.
7. Membership Mixer Events - free, open to all. Hosted at local bars, where we can give our pitch and try to encourage people to sign up as members at the event.
8. ABM Update – Alecia contacted Craig Radford to serve as Parliamentarian again at the 2017 ABM this year. The Board agreed to paying a stipend and one hotel night. Alecia will develop a proposal and follow up with Craig.
9. Need for policy regarding Board of Directors and Committee Chairs/Members
10. Annual Membership - waived?
11. Attendance at FRID events. Is it comped? Discounted?
12. Hotel stays during multiple day events
13. Adam, Eli, and Alecia will work on a draft policy
14. South Region Rep
15. Adam hasn’t had any luck recruiting someone
16. Send a FRIDay Flash with an announcement
17. Any Board suggestions send to Adam
18. CERT Update – Adam has communicated with Lisa via email. Nothing has been confirmed as to how FRID will partner with AQI. The Board discussed and suggested that FRID work directly with All Hands On. Katryna will follow up with All Hands On. Adam will follow up with AQI to communicate our plan going forward and the perceived conflict of interest.
19. FEED – The first FEED events in Tampa and Orlando were very successful. Stevie Fenton from Tallahassee expressed wanting to host one in her area. There was some confusion from an established group in Tallahassee as to why FRID was charging for CEUs.

**New Action Items**

1. Adam will work with Nicole to put together a proposal and budget for the Awards/State of the State Night
2. Adam will put together Membership Drive program with Membership Committee
3. Adam, Eli and Alecia will draft policy for “comps” for BOD/Committee Chairs/Committee Members

**Next Meeting**

Our next meeting is tentatively scheduled for **June 5 from 7:00 pm to 9:00 pm** via Zoom.