



# IRID

*Illinois Registry of Interpreters for the Deaf*

**President**

*Angela Malcomson*

**Vice-President**

*Kathleen Valiska*

**Treasurer**

*Samantha Cotter*

**Secretary**

*Kevin Jackson*

**Member-At-Large**

*Vacant*

**Member-At-Large**

*Laura Kostomiris*

**Member-At-Large**

*Olivia Heitz*

**Student Rep**

*Courtney Cechini*

**Board of Directors Meeting Minutes**

Illinois Registry of Interpreters for the Deaf  
Saturday August 8, 2020  
10:00am-2:00pm  
Via Zoom Meetings

**Approved at Dec 05,  
2020 Board Meeting**

**I. Call to Order**

Angela Malcomson, President, called the meeting to order at 10:11am

**Board members present:** Angela Malcomson, Samantha Cotter, Kevin Jackson, Laura Kostomiris, Olivia Heitz, Courtney Cechini  
**Committee Chairs present:** Bron Schlaefer, Amy Kisner, Lindsay Wydras

**II. Quorum**

Quorum was established and maintained throughout the meeting.

**III. Approval of Agenda**

Samantha Cotter moved to approve the agenda. Seconded by Courtney Cechini. Motion passed unanimously.

**IV. Approval of Minutes**

Laura Kostomiris moved to approve the meeting minutes from May 02, 2020. Seconded by Samantha Cotter. Motion passed unanimously.  
Courtney Cechini moved to approve the meeting minutes from June 23, 2020. Seconded by Samantha Cotter. Motion passed unanimously.

**V. Board reports**

President – report attached (no comments)  
Vice President – no report  
Secretary – report attached (no comments)  
Treasurer –

Account Balances:

Chase checking: \$3,936.92  
Chase savings: \$21,123.72  
Fidelity: \$20,000.00  
Paypal: \$10,153.56



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Since accepting position, has been becoming familiar with Quickbooks and researching new accounting software. Many Quickbooks features are not used. Old records need to be removed. Has contacted other chapter treasurers and previous IRID treasurer and others to get an idea of what is needed. Working on consolidating records, streamlining processes and documenting.

Comment: RID AC liaison is Carolyn Ball – can reach out to her. She may be able to help.

Discussed if need to get treasurer bonded. Per previous treasurer, IRID's liability insurance covers it. Bonding requirement of treasurer is in bylaws. Requirement will be researched in AC handbook and can contact RID to clarify to make sure we are satisfying the requirement.

Member at large (L. Kostomiris) – report attached

Member at large (vacant) – no report

Member at large (O. Heitz) – no report

Comment – attended RID town hall meeting

Student Representative – report attached

## **VI. Committee Reports**

Communication – report attached

CMP – report attached

Comment – PDC has been receiving for ongoing CEU sponsorships

Membership – report attached

Comment – IRID membership renewal period is coming up soon, so need

To get work out to members.

PDC – no report

## **VII. Old Business**

a. Conference/Workshop ideas (Google Doc)

Comment/reminder: please put your suggestions in the doc in the shared drive.

Discussion: Fall Conference is not required, but an annual business meeting is required. Some ACs decided to forgo conference due to Covid 19. Some did one day business meeting – with workshop in afternoon. Two states are still trying to host face-to-face conference.

PO BOX 4584, Oak Brook, IL 60522-4584

[www.igid.org](http://www.igid.org)



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There are three positions on board up for re-election at this year's annual meeting. Suggest one day – morning workshop/business meeting/workshop hosted via Zoom. Need to get date set and advertised. B. Schlaefer has possible contact that is interested. She will contact them to submit proposal. CMP can add requirements so all submitted in one proposal.

**Emphasized – please get ideas in the Google doc.**

Discussion – Is full day via Zoom too much? Perhaps not necessary to do all on same day, can split up over a weekend. Can include incentive – if attend the business meeting a member can receive a discount/free workshop later in year.

**Action Item: A. Malcomson to schedule IRID Fall business meeting and create advertisement for such.**

Discussed possible dates: Business meeting early November 2020 with accompanying workshop mid-December. CMP suggested announcing the available CEUs so interpreters can plan.

Business Meeting – hold on weeknight? Weekend?

**Decided business meeting will be held Sunday November 1<sup>st</sup> from 6pm-8pm**

**Comment: Each board member and committee chair will submit report for full year (conference to conference or when started position)– must be written and submitted in ASL.**

**Action Item: Secretary will send out copy of last year's board reports and create 3-point topic outline to include in ASL summary.**

Break 5 min

b. Updates on Branding and website creation (A. Kisner)  
Branding and style guide - Color palate had to be adjusted to work in both small and large format. Also chose a font that was unique but current. Still Developing templates for letterhead, etc. Can show fonts and colors today. Prototypes of website may be received today.

Shared new logo.

Comments: Looks modern. Colors and fonts adjusted, but still recognizable as IRID.

Fonts: designed to be legible and easy to read and also work well for accessibility.



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## **President**

*Angela Malcomson*

Amy will put samples in the shared drive to view. Style guide will show the colors, font choices, etc. and ideas for templates.

All board members very satisfied with color palette, font – very positive responses.

## **Vice-President**

*Kathleen Valiska*

Question: Will fonts, etc be compatible across devices – Mac, PC, etc?

Answer: They will be compatible. It will be able to download the fonts to PC or MAC. When that is ready, Amy will send instructions.

## **Treasurer**

*Samantha Cotter*

Discussed timeline for launching new website. It is preferred to announce branding first then decide launch dates. It should be a planned transition.

Question: When will website be completed?

Answer: To be determined. Layout of the website will be quick – text will be the time-consuming part. When layout is in place, Amy will send out assignments for content. Final date for rollout will be determined once we have content.

## **Secretary**

*Kevin Jackson*

Suggestion – At the annual business meeting on Nov 1<sup>st</sup>, announce IRID is undergoing a transformation of the website and logo and it will be unveiled and 2021 will start with a new look. By Nov 1<sup>st</sup> most things should be completed. Can announce then. Will have months of November and December to finalize and unveil on Jan 1, 2021. Can do sneak peaks before then.

Other discussion related to website:

**Action Item: Bron – check bylaws or AC handbook and see what is required to change membership renewal year and contact RID if necessary.**

## **Member-At-Large**

*Vacant*

Keep Community of Practitioners on website.

## **Member-At-Large**

*Laura Kostomiris*

Scholarships: can IRID offer more scholarships? Most ACs offer something beyond testing such as conference registration, etc. IRID should consider what we offer going forward.

## **Member-At-Large**

*Olivia Heitz*

Several affiliate chapters are now researching scholarships offered by other chapters. IRID's scholarships offerings only appear under members section – should be moved to open general area on new site. IRID's application involves more than most other chapters' process.

## **Student Rep**

*Courtney Cechini*



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### c. Newsletter update

Update from Communications Chair: end of May a newsletter was ready to. Had compiled five articles, but some things are now out of date so need to redo some portions. In June, development of the IRID position statement regarding BLM, put newsletter on hold. Need to re-record two articles then newsletter will be ready to go. A. Malcomson will record a new President's Corner. Need someone to record announcement for two open positions on board - Member at Large and PDC chair and committee. . MAL position will end Fall 2022.

Secretary (K. Jackson) will record open positions and send to Lyndsay to go out by morning Aug 10, 2020.

#2 Newsletter scheduled to go out by Oct 1, 2002.

## **VIII. New Business**

a. Membership: suggested a Facebook post per week to remind members that membership expires Aug 31 and it is time to renew. Membership chair will do a weekly reminder on Facebook. Also, can plug membership at end of Seth Gore workshop. Board can also do personal reminders to people we know – should be member benefit focused : more free workshops, testing scholarships, etc.

b. Seth Gore workshop: How will it be run? Webinar? Who runs registration? Need to ask K. Valiska. Registration needs to be opened as soon as possible. Communications chair requested workshop description for marketing purposes. A. Malcomson will contact K. Valiska to get needed info.

c. Upcoming expenses: pending – CMP sponsorship to RID and IAD dues – total @ \$350.00. Website expenses already approved.

Discussion: with adoption of new IRID logo, president would like to purchase board and committee chair shirts – polo (something professional) to wear Nov 1<sup>st</sup> for meeting or when going out to represent IRID.

**Board Motion: Kevin Jackson moved to purchase shirts with new logo for board and committee chairs to wear when representing IRID. Seconded by Olivia Heitz. Motion passed. No abstentions.**

A. Malcomson will price polos, sweaters, long-sleeve polo and share with board. The board will then determine budget – estimated to be \$200.00-\$300.00.



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d. Donna Reiter Brandwein workshop “ASL to English: Improving Your Work for the Next Job” – discussed scheduling. Decided on mid-October. L. Kostomiris will contact presenter again next week to set date so that IRID can start advertising.

e. Community of Practitioners – discussed possible activities for this new group.

**IX. Meeting schedule**

The next IRID board meeting will be held December 5, 2020 from 10am-2pm.  
Location: TBD

**X. Adjournment**

Kevin Jackson moved to adjourn. Seconded by Olivia Heitz. Motion approved.

Meeting adjourned at 12:20.



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**August 8, 2020**

**IRID Board Meeting**

**Via Zoom**

**10:00-2:00 pm**

- 1. Call to order**
- 2. Quorum status**
- 3. Approval of Agenda**
- 4. Approval of May minutes**
- 5. Board report questions (or live reports)**
- 6. Committee report questions (or live reports)**
- 7. Old Business:**
  - a. Conference workshop idea Google Doc**
  - b. Updates on Branding and website creation (Amy)**
  - c. Newsletter update**
- 8. New Business**
- 9. Meeting schedule for October**
- 10. Adjournment**

## **Board Reports**

### **President's Report**

1. Since our last board meeting on May 2nd I have worked with Amy and Kathy getting the Zoom webinar ready for Josh Garrett's workshop. I purchased the professional package of Zoom which includes webinar capabilities.
2. I attended the Garrett workshop and followed up with several members via email concerning CEU's and personal Zoom accounts.
3. The treasurer's box/cart has been handed off to Sam and she now has the checkbook and all other treasurer's documents.
4. I have attended two RID AC president's council meetings and the AC leadership meeting regarding the future of RID.
5. I accepted both Denise and Cat's resignations. I need to put together a video soliciting member volunteers.
6. I/we hosted two town hall meetings in regards to the future of RID. The last meeting will take place Sunday 8/9 from 1:00-2:30 pm. After that meeting I have been tasked with putting together an ASL report for the RID board. Thank you to all of you that joined the meetings and especially to Kevin, Courtney and Bron for taking notes.
7. I am making arrangements with Cat to pick up the tubs of documents she has from storage. She also has the scanner and I could use some help getting the old documents scanned into digital form if anyone is interested. :)
8. I have checked the P.O. Box several times, usually once every two weeks. Really we only get advertisements and such until membership renewal time or near a workshop so nothing new there.

### **Vice President's Report**

No report

### **Treasurer's Report**

In meeting

### **Secretary's Report**

Since our last regular board meeting May, the following items have been completed or are in progress:



- 1) Treasurer documents and files that were passed to me from the previous treasurer were forwarded to the new treasurer. I was also able to change the admin on the Quickbooks account to the new treasurer so that they are now an administrator on the account.
- 2) Met the previous treasurer at the UStore-It facility in Lombard to transfer the lease into my name. Once this was done, I was able to work with the new treasurer to get the auto payment set up for the storage. I have not received any calls from the storage facility since this transition, so it seems everything has been set up successfully. I was also given hard copies of approved minutes from several previous board meetings. I had been able to piece together digital copies but these are signed and ready to file in the minutes book.
- 3) I filed the NFP annual report with the Secretary of State.
- 4) With the help of Angela, Sam and Amy, I was able to locate all the documentation necessary to renew our state sales tax exemption. It has been submitted for approval. I have not received anything yet, but I see no reason it won't be renewed. The certificate is valid for five years. I will compile a file on the shared drive and in the secretary's google drive with all the necessary documents so that the process is simple in the future. I will also note that it needs to be filed far enough in advance to avoid a lapse with processing time. Locating the required documents was a bit of a challenge for this renewal.
- 5) On May 12, 2020, I attended the RID Town Hall: Transition & Transformation
- 6) I attended the special meeting of the IRID board to discuss and develop a position statement from IRID in support of Black Lives Matter.
- 7) I attended the practice session for our first webinar (Intro to VRI) and the actual VRI workshop presented by Josh Garrett.
- 8) I attended and took notes for the IRID Town Hall regarding RID transition to professional certification organization on July 23, 2020.
- 9) I continue to monitor the email received via "form submission" from the website. IRID still receives 5-20 of these per day. Most are spam. Occasionally a legitimate inquiry is received from a member or potential member. Since the switch to Google, monitoring is much simpler. Google combines each day into one conversation since they are all from the same address coming through the website. Therefore I can glance through all of them at once and delete as a single item as opposed to opening each individually which is much more efficient.

In addition to the above items, I am still searching email for missing minutes so that I can get them organized. Once the website transitions, I will be able to upload the minutes from previous meetings and will keep this updated going forward.

### **Member at Large (1) Report (Laura Kostomiris)**

Since the last board meeting, I have continued the following:

1. For a portion of the newsletter, I have received a total of 6 videos from 2 members of the Deaf community. The first video, Visual Vernacular "The Baseball Game" with a transcript has been sent and the remaining videos will have a transcript when needed.

The others are ASL personal stories, Visual Vernacular, ABC story, Number story and a Word Story.

2. Contacted a presenter, Donna Reiter Brandwein for an IRID workshop on Aug. 9, 2020 but due to health issues of the presenter her presentation has been postponed until Fall. She plans to present on *ASL to English Interpreting: Improving your work for the next job*. Upon further discussion, she added she would like to share the presentation with a Black Interpreter or add videos in support of Black Lives Matter.
3. After last June board meeting and discussion, recorded a video of the Black Lives Matter supportive statement to be posted on the IRID website and Facebook page.
4. Continued progress and education of Google Suite and Slack tutorials
5. Attended the RID Transition Town Hall Meeting on May 12, 2020 for the future of RID and plan to attend on Sunday, Aug. 9, 2020 IRID Town Hall Meeting for discussion on the future of RID Transition to inform IRID members.
6. Still need to learn more about Zoom Webinar to possibly facilitate a workshop

### **Member at Large (2) Report**

Position vacant – no report

### **Member at Large (3) Report**

No report.

### **Student Representative Report**

Since our last board meeting I have been working on the following:

- I attended Josh Garrett's workshop discussing VRI.
- I recorded a Black Lives Matter video for IRID's position statement and then edited the entire statement with other board member videos to be posted on our Facebook page.
- I have continued to work on the student spotlight in preparation for our next newsletter.
- I have reached out to students in hopes of finding individuals who would like to participate in the student panel regarding how COVID 19 has impacted ITPs that I plan to host soon.
- I attended IRID's town hall meeting discussing the future of RID and moving towards a professional certification organization on July 23rd. I took notes and attendance and gave my opinion on the subject.

### **Committee Reports**

#### **PDC**

No report

## Membership

Since the last board meeting and the following workshop, membership registrations have been generally pretty slow, maybe one each week. As we go into the news cycle I would like to work with Communications to get the word out that people should check their memberships and renew so they can stay current!

Other than that, I have been working with Amy on using the brand guide to generate material for us to use throughout the organization.

## CMP

Prepared by: Amy Kisner

### Individual events

Completed since the May 2, 2020 board meeting

- o 4 PINRA Applications
- o 1 Independent Study

### Workshops

3 workshops completed, 2 private, 1 public, serving a total of **57** participants

- o NIU PDG (Natalie Mahaney facilitating, 5/9/2020)
- o VRI: An Introduction (IRID and Josh Garrett, 5/29/2020)
- o NIU PDG (Bethel Breeden facilitating, 6/20/2020)

Upcoming workshops

- o Unlearning Words (IRID and Seth Gore, 8/31/2020)

### Recent Activity

- MIRID (Michigan) reached out to ask if we would sponsor their professional development groups in 2021. They have historically been done in partnership with ICRID, but ICRID is no longer able to sponsor their events. I spoke to the former ICRID CMP administrator about the amount of work and general level of organization, and I think it would be very easy to sponsor their events. They are run in a very similar way to the regular PDG's I already approve so I told them I would be happy to do that. Logistical details will be finalized once our new website is up and running, since ICRID has agreed to approve all events through the end of 2020.
- Seth Gore asked IRID about approving CEUs for all of his upcoming workshops, but ultimately we were not able to reach an agreement on fair compensation for this service.
- Nate Blair at City Colleges Chicago reached out about having IRID sponsor CEUs for workshops they are currently developing. I sent him the requirements and process for approving a workshop. Nothing specific has been scheduled yet.

- Americans Against Language Barriers, a non-profit providing online training for interpreters of many languages working in medical settings, reached out about having their courses approved for CEUs. After assessing their program, I realized PINRAs are the most appropriate option. They have had several RID interpreters take their trainings in the past. We have agreed that they will collect the necessary information from future students interested in RID CEUs and send it to me. They will also pay the \$15 non-member charge for processing a PINRA on the student's behalf. I will process the events as I would for any other non-IRID member who reached out.
- I participated in a webinar for CMP Administrators to help us prepare for the upcoming Academic Coursework audit of all Sponsors. Since this is my first experience being audited as a Sponsor, I was very grateful for the information! I have also begun gathering the necessary documents to submit for the audit, which are due in September.
- I watched Mish Ktejik's message from RID summarizing the rationale for considering a change in organizational structure. I wasn't able to attend the national town halls live, but did participate in IRID's town hall on July 26, 2020.
- The treasurer and I spoke about renewing IRID's status as an approved sponsor, since our annual sponsorship fee is due this summer. That fee, like membership dues, was extended from June until October by RID

### **Communications (Lindsay Wydra)**

- I sent emails and created a Facebook event for our May 29 Zoom Webinar: "Video Remote Interpreting: An Introduction", presented by Josh Garrett. This webinar was free for IRID members.
- I attended the IRID Board Zoom meeting on June 23, during which the Board collectively worked on the written IRID position statement. I then emailed this written statement out to our members after the final draft was approved, as well as posted it to our Facebook page.
- I uploaded the final video IRID position statement to our YouTube channel and shared it on our Facebook page.
- I created Facebook events and sent emails regarding our three IRID Town Hall meetings held on July 23, July 26, and August 9.
- I sent Kevin Jackson (IRID Secretary) a PDF flyer from the 2019 IRID Conference for tax exempt application purposes.
- I shared various relevant workshops and articles on the IRID Facebook page.

### **Newsletter Update**

Before our May Board meeting, I uploaded 5 videos to our YouTube channel and added transcripts in the Video Description of each video article. These videos were compiled into a newsletter playlist and emailed to the Board for feedback before our meeting on May 3, 2020. After the meeting, I finalized the playlist and was prepared to send the first edition of the newsletter out at the end of May. However, by the time things were ready to go, some of the article content was outdated and needed to be replaced with new videos. The release date for the first issue was pushed back to June.

When it became necessary in June to compile and release both a written and a recorded IRID Position Statement, the newsletter project was put on hold indefinitely. I still have the first issue saved as an Unlisted Playlist on our YouTube channel. The President's Corner video article and the Volunteer Needs video article will need to be re-recorded before the first issue of our newsletter can be finalized and sent to our members. We may also consider reaching out to IAD again to see if they are interested in contributing Deaf events/news for this first issue.

As a reminder, our hope is to include 6 main sections/articles with each newsletter: President's Corner, an ITP/Student Spotlight, a Story/Joke section presented by a Deaf community member, Volunteer Needs, a Feature Article providing resources or relevant information to the interpreting community, and upcoming Deaf events/news via IAD. We also plan to include written information about our upcoming events and important dates within the email that contains the link for our newsletter playlist.