

Minutes
Board Meeting Agenda

Illinois Registry of Interpreters of the Deaf
Sunday, December 9, 2018
9:00 am - 1:00 pm Glen Ellyn, Illinois

*Minutes approved
at March 25, 2019
Board Meeting*

I. Call to Order

Teri Hedding, President called the meeting to order at 9:20 a.m. Quorum was not attained. Teri reminded the Board that no vote could be taken until one more Board member arrived. Board member Hershella Ashford arrived at 10:20 am. Quorum was attained from 10:20 am until the end of the meeting.

II. Approval of Minutes - 9/8/2018 Board meeting

Once a quorum was present, the minutes were approved by acclamation.

III. Board Reports

A. President - *See written report attached*

A few items from the report were highlighted. RID has announced that the roll out of the new Power and Privilege CEU requirement will begin in 2019. 10 contact hours in Power and Privilege continuing education will be required for Certification maintenance. Teri asked if anyone would be interested in researching resources for Power and Privilege training. It was determined activity be deferred until clearer requirements are published by RID. Teri announced that NAD will collaborate with RID/IRID during the 2020 Region 3 conference. New rules for regional conferences are in effect requiring that the host state must take the lead in conference planning, etc. IRID must support the conference when it is hosted by Illinois according to the Region 3 rep. Teri will gather additional information to answer board member questions prior to moving forward.

B. Vice President - *See written report attached*

C. Treasurer - *See written report attached*

Karen Janssen reported for both treasurer and secretary positions. RID has recently published the Affiliate Chapter (AC) Policy and Procedure (P & P) Manual on their website. Karen will review the RID P & P prior to continuing work on the IRID P & P. Karen asked that those members who have access to the back-end of the IRID website refrain

from changing the "paid" column to maintain accuracy. Karen requested that all Board members check their IRID email at least weekly. Karen provided a motion form to use when making motions. Katrina Tindall, student rep to the Board, has resigned.

- D. Secretary - see above
- E. Member-at-Large 1 - *No report*
- F. Member-at-Large 2 - *No report*
- G. Member-at-Large 3 - *See written report attached*
- H. Student Representative - *No report*

Current student rep, Katrina Tindall has resigned. David Rice confirmed that Bronwyn Schlaefer came in second during the June membership meeting. Teri will contact Bron to fill the student rep vacancy.

- I. IAD Representative - *No report*

IV. Committee Reports

- A. Finance Report - *No activity*
- B. Membership Committee - *See written report attached*

Sam could not attend the meeting. Teri emphasized that Sam's report included concern about the current membership trend.

- C. Communications Committee - *See written report attached*
- D. Professional Development Committee - *See written report attached*

Kathy Valiska noted that all 3 workshops hosted by IRID in September were profitable. Kathy reported postponing the Diversity Panel event she had been planning due to lack of response from potential collaborators and scheduling conflicts. Kathy requested assistance. The Board discussed options for the panel including structure and topics maintaining a focus on diversity. A deaf panel was recommended. Teri and Hershella will work with Kathy on securing panelists. More info to come as it develops.

- E. Nominating Committee - *Inactive*
- F. Bylaws Committee - *Inactive*
- G. Conference Committee - *refer to PDC and VP reports*

Kathy announced the IRID conference and member meeting will be held October 5, 2019. Time will include a 2 hour break for lunch and business meeting. Howard Rosenblum will present. Illinois Central College offered space at no cost to IRID and a possible event hosted by their ASL Club. Howard has also offered to host an NAD event. The board suggested securing a hotel and block of rooms with a reduced rate for those wanting a place to stay. The Committee will continue to work on details including budget. Kathy asked the Board to allocate a lump sum to the conference planning.

BOARD MOTION:

Kathy Valiska moves that the Board approve a working budget fo \$6,000.00 for the 2019 IRID Conference with the understanding that more specific numbers will be made available at the next IRID Board meeting.

Karen Janssen seconds.

Discussion included that the committee needs a budget in order to begin planning.

Presenter fees, travel expenses and other costs will

Motion passes unanimously.

V. Workgroup Reports

A. Deaf Interpreters Workgroup - *Inactive*

B. Entry to Practice Workgroup - *See written report attached*

VI. CMP Administrator Report - *See written report attached*

Amy Kisner requested financial support from the Board to be present for the upcoming JACIL workshop. IRID is sponsoring CEUs for this event.

BOARD MOTION:

Kathy Valiska moves that IRID reimburse the CMP Chair (Amy Kisner) for the following (to be in attendance for the JACIL interpreter workshop): 1) mileage at the current (2019) IRS rate and 2) accommodations for Jan 18 and Jan 19, 2019 not to exceed \$200.00.

Teri Hedding seconds.

Discussion: IRID has approved CEUs for the workshop hosted at JACIL in January 2019, however Amy has not found a person yet to help with the onsite CEU administration. In the event that no one else can be onsite, the CMP Administrator will attend and requests IRID provide reimbursement. The board suggests that this be a one time approval and requested the CMP Administrator to present a policy/procedure for handling travel for future events of this nature. CMP will work with Communications Committee for this and other events for advertising protocol.

Motion passes unanimously

VII. Sponsorship Requests

- A. New - ICC Deaf Idol March 30, 2019 - due 12/28/18

BOARD MOTION:

Hershella Ashford moves that IRID donate \$500.00 to Illinois Central College Sign Club for their "Deaf IDOL" event on March 30, 2019.

Kathy Valiska seconds.

Discussion included that IRID will hold its annual conference in 2019 at Illinois Central College at no cost. IRID would like to reciprocate by supporting ICC's event in March.

Motion passes unanimously

IRID receives 2 tickets for the event at this sponsorship level. The Board suggested a lottery system be used to select one winner who will be given the tickets. Lindsay will send an email to members about the lottery.

VIII. Old Business

- A. 2018 Membership Meeting - *Status of minutes*
Karen will contact David Rice for the minutes.
- B. Archiving Documents - *Status (Amy)*
Some materials have been placed in storage. Will Lee has additional materials to place in storage. Amy volunteered to contact past presidents of IRID to collect other items they may have. Karen will provide Amy with a list of know past presidents. Once materials have been acquired, Amy and others will ensure conversion to digital storage.
- C. Student Sponsorship for Conferences - *Status (David, Katrina)*
The board is unfamiliar with this item.
- D. Monthly Informal Reports - *Status*
Topic is part of project software agenda item.
- E. Project Management Software - *Status (Amy)*
 1. Asana - the Board asked Amy for a more complete demonstration of this product at the next Board meeting.
 2. Google Suite
- F. Rebranding Proposal - *Update*
Communications Committee requested \$200.00 for Mark McWilliams to engage specific vendors to assist in the development of templates for IRID for uniform and standard communication. Communications Committee will lead the project.

BOARD MOTION

Kathy Valiska moves that the Board approves design fees of up to \$200.00 to be paid to valid invoices submitted by the Communications Committee Chair on behalf of Mark McWilliams for services rendered by outside vendors between December 9, 2018 and June 1, 2019

Racheal Griffin seconds.

Motion passes unanimously.

G. Region III 2020 Conference - *Updates*

Conference Planning - *(Teri)*

Teri reiterated a need for Region III conference planning to begin. The Board confirmed support for Illinois to host the conference in 2020. Teri will seek guidance and answers from Region III rep and Presidents Council as well as the National Office for questions raised by the Board.

H. Diversity Panel/Conference - *Status (Kathy V.)*

Board Action deferred. See VP and PDC report above.

I. Member Requests

1. Operation Flashlight - *tabled from last meeting*

While the Board agrees the project is worthwhile, it cannot undertake oversight of the work requested to sustain the project. IRID is a member-run organization which is already undermanned for what is needed to run the organization. The Board further agreed that the project does not dovetail with the current Mission and scope of work of IRID.

2. Job Postings Board - *tabled from last meeting*

The Board agreed that hosting a job posting board is not feasible to manage by the organization. The Board also job postings primarily serve providers and not interpreters at this time when interpreters are in such high demand.

IX. New Business

A. E2P Smart Goal - **REQUESTS BOARD ACTION** - *(Susan)*

The Board agreed to ask the E2P Chair for a vision of the next step in the mentorship project. Not meeting the exact goal is not a reason to give up. The next step should be considered. Teri will contact Susan and report to the Board.

B. Communications Committee

1. Review of Media/Information Distribution Guidelines

A presentation was made by the Communications Chair to illustrate guidelines the Committee is considering for information distribution requested by IRID internal operations and outside organizations and interpreters.

2. Communications Project: Template Package - Funding Request

See motion under Old Business

C. 2019 Conference - *(Kathy)*

See VP and PDC report above.

D. Member Requests

1. Asking IRID to conduct a survey of ISBE approved Educational Interpreters
2. Asking IRID to conduct a survey of Interpreter Private Practice Standards

Both of these requests originated from the same member. The Board agreed that IRID is not fully staffed to undertake this work. It was further discussed that if IRID had a Educational Interpreter Committee, that group could possibly have addressed #1 above. The requestor will be contacted to suggest volunteering to reinstate the educational interpreter committee to undertake this work.

3. David Rice request for IRID CEU sponsorship for workshop
The Board agreed that this request does not fit the requirements for sponsoring CEUs. The requestor is encouraged to work directly with CMP Administrator for future requests.

X. Future Meeting Dates

Sunday, March 24, 2019 at MVCC - details TBD

Summer/Fall meeting - TBD (Communications Chair to "Doodle" Board for meeting date availability)

XI. Announcements

XII. Adjournment

The meeting adjourned at 1:00 pm.

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- I. Call to Order
- II. Approval of Minutes - 9/8/2018 Board meeting
- III. Board Reports
 - A. President - *See written report attached*
 - B. Vice President - *See written report attached*
 - C. Treasurer - *See written report attached*
 - D. Secretary -
 - E. Member-at-Large 1 - *No report*
 - F. Member-at-Large 2 - *No report*
 - G. Member-at-Large 3 - *See written report attached*
 - H. Student Representative
 - I. IAD Representative
- IV. Committee Reports
 - A. Finance Report - *No activity*
 - B. Membership Committee - *See written report attached*
 - C. Communications Committee - *See written report attached*
 - D. Professional Development Committee - *See written report attached*
 - E. Nominating Committee - *Inactive*
 - F. Bylaws Committee - *Inactive*
 - G. Conference Committee - *refer to PDC and VP reports*
- V. Workgroup Reports
 - A. Deaf Interpreters Workgroup - *Inactive*
 - B. Entry to Practice Workgroup - *See written report attached*
- VI. CMP Administrator Report - *See written report attached*
- VII. Sponsorship Requests
 - A. New - ICC Deaf Idol March 30, 2019 - due 12/28/18- **NEEDS BOARD ACTION**
- VIII. Old Business
 - A. 2018 Membership Meeting - *Status of minutes*

- B. Archiving Documents - *Status (Amy)*
- C. Student Sponsorship for Conferences - *Status (David, Katrina)*
- D. Monthly Informal Reports - *Status*
- E. Project Management Software - *Status (Amy)* - **BOARD ACTION?**
 - 1. Asana
 - 2. Google Suite
- F. Rebranding Proposal - *Update* - **NEEDS BOARD ACTION**
- G. Region III 2020 Conference - *Updates*
 - 1. Conference Planning - (*Teri*)
- H. Diversity Panel/Conference - *Status (Kathy V.)* - **NEEDS BOARD ACTION**
- I. Member Requests - **NEEDS BOARD ACTION**
 - 1. Operation Lighthouse - *tabled from last meeting*
 - 2. Job Postings Board - *tabled from last meeting*
- IX. New Business
 - A. E2P Smart Goal - **REQUESTS BOARD ACTION** - (*Susan*)
 - B. Communications Committee
 - 1. Review of Media/Information Distribution Guidelines
 - 2. Communications Project: Template Package - Funding Request - **NEEDS BOARD ACTION**
 - C. 2019 Conference - (*Kathy*)
 - D. Member Requests - **NEEDS BOARD ACTION**
 - 1. Asking IRID to conduct a survey of ISBE approved Educational Interpreters
 - 2. Asking IRID to conduct a survey of Interpreter Private Practice Standards
 - 3. David Rice request for IRID CEU sponsorship for workshop
- X. Future Meeting Dates - **NEEDS BOARD ACTION**
- XI. Announcements
- XII. Adjournment

President's Report (11.29.18)

Below is an itemized list of actions that has been done since the board retreat and meeting on September 7-8, 2018:

- Created a vlog with Karen Janssen to give updates to our IRID members such as retreat updates, financial reports, and treasurer position vacancy. (9.13.18)
- Donated my time as an IRID representative and interpreted at the Deaf Latinos Awareness Day (9.15.18)
- Co-presented "Educational Interpreting Do's and Don'ts" workshop with June Prusak at Illinois Community College in Peoria (note: I was not reimbursed for my time and travel expenses) (9.29.18)
- Gathered and submitted the needed information for RID's annual report (9.29.18)
- Arranged the Zoom conference calls and participated in IRID's conference planning committee. (10.19.18 & 10.24.18)
- Corresponded with Howard Rosenblum to inquire about his availability to give a presentation at our next IRID conference
- Represented IRID at IAD's Thanksgiving Eve party (11.20.18)
- Participated in Region 3 meeting through the Zoom (11.29.18)
- Email correspondence as needed

Region 3 Updates:

- RID is setting up another CEO search.
- The next RID conference will be in Rhode Island in July 2019. Tentatively, the beta testing (new "NIC" and "CDI" exams) will be available at the conference for interpreters who are interested. Going forward, these tests will then be available for interpreters nationwide.
- RID is looking for interpreters who are enthusiastic and passionate to join in their National Bylaws committee. If interested, send them an email of your interest.
- Starting in January 2019, as a part of the professional development requirement, 10 hours of CPE in topics including power, privilege, and oppression will be required.
- NAD and RID agreed to partner for NAD's conference and Region 3 conference in Chicago in summer 2020.

Note: I started a new job in August 2018 and it has been really overwhelming in learning the ropes on my job. I was not able to do the Developing the Foundations for Interpreting (DFI) project. This project will be on hold for now.

PDC

Since our last meeting we have held two Mentoring the Mentor workshops and one Educational Interpreting workshop. Karen has the final numbers for each of these, but they were well attended and a profit was made at both.

The Diversity Panel workshop was not officially approved at our summer Board meeting and needs to be approved today. This had been a difficult workshop to arrange without Board approval for a budget and issues relating to venue etc. I am asking for a budget to be approved for this workshop to be held in Jan or early February. This will allow more time for more special interest groups and presenters to be arranged as it has been quite a struggle to get a response from various members of the different member sections. I am asking for volunteers to help me contact people and find a new venue.

The 2019 conference planning committee has met twice for video conferences with the venue, date and presenter selected. More details on that in the VP report. If anyone knows an individual who may be interested in taking over as PDC, please let us know or ask around.

VP

The 2019 Conference committee has met virtually twice this fall. This committee is full of great ideas and eager to help. The conference will be held at Illinois Central College in Peoria, Illinois on Saturday, October 5th. Our presenter is Howard Rosenbloom. This is the most current information we have without having contracts signed. At this time I am still waiting for ICC to send their room usage contract. ICC ASL club has also indicated they will be hosting a community event the night of the conference as well. This should help with our numbers hopefully. We will need to have a budget working approved for the conference, which is on the agenda. The committee is also planning on fundraising and getting sponsors as well.

IRID TREASURER REPORT
NOVEMBER 9, 2018
ACTIVITIES SINCE BOARD RETREAT

- Provided historical financial data to Conference planning (Amy Kisner)
- Recorded VLOG with President covering fiscal year end financial reporting and general information
- Wrote script post VLOG recording
- Worked with Communications Committee to publish VLOG and post fiscal year end financial reports to the IRID website
- Prepared IRS tax forms 990ez, 990sa, 990 so for Presidents report to RID
- Filed 990 forms with the IRS
- Worked with PDC Chair to confirm attendees and payments for the "Educational Interpreting Do's and Don'ts" workshop (see attached workshop financial report)
- Worked with E2P Chair with attendee and payment information for both "Mentoring the Mentor" workshops
- Worked with Membership Chair when membership payments received by regular mail
- Discussed workshop and conference budgeting with PDC Chair/VP
- Checked IRID P.O. Box weekly
- Shared web search information - "google for non-profits" with Board and Chairs
- Cursory research of platforms and cost for developing our own webinars, webshops, etc.
- Coordinated and processed CHS benefit donation and provided ad for ad book with assistance from Communications Committee
- Renewed SSL security certificate for our website per Webmaster suggestion
- Processed annual renewal of P.O. Box rental
- Working with IRID accountant to reconcile PayPal account information in Quick Books.
- Answered and initiated emails as needed
- Regular financial activity – pay bills, deposit funds, etc.
- Serving as Secretary for Nov 9, 2018 Board meeting including meeting preparation

WORKSHOP FINANCIAL REPORT

9/22/2018 - Mentoring the Mentor

- 9 paid IRID members
- 5 paid non-members
- 1 complimentary

	<u>Expenses</u>	<u>Receipts</u>
Presenter	300.00	
Registrations		495.00
Net Profit:		195.00

9/26/2018 - Mentoring the Mentor

- 19 paid IRID members
- 5 no show (paid)
- 1 cancelation/refund

	<u>Expenses</u>	<u>Receipts</u>
Presenter	300.00	
Registrations		735.00
Net Profit:		435.00

9/29/2018 - Educational Interpreting Do's and Don'ts

- 33 paid attendees
- 5 no show (paid)
- 1 cancelation

	<u>Expenses</u>	<u>Receipts</u>
Presenter	550.70	
Registrations		1140.00
Net Profit:		589.30

Member 3 Report - Olivia Heitz
12/9/2018 Board Meeting

Since our retreat in September, I have been working with the Communications Committee as their liaison to the board. Lindsay, Jess, and I have had several virtual meetings discussing guidelines (deadline of December 31), our need for templates, and the newsletter project. We have asked to include two agenda items under new business for the board meeting. My main focus is on developing the set of guidelines IRID will use to determine what information we share and how we share it, as well as coming up with some scripted responses to respond to promotional requests. We also have another virtual meeting the week before the board meeting to continue work on the three topics previously listed.

I have also been in touch with Carolyn Neumann. The two of us will be working together over the coming months to prepare fundraising and sponsorship for the 2019 conference.

IRID Communications Committee Report
December 9, 2018

Communications Committee Chair: Lindsay Wydra

The Communications Committee has been busy working on the Outreach and Engagement Team's SMART goal: "Develop guidelines outlining how different types of media and information will be distributed by IRID." Olivia Heitz, Jess Fogel, and I have held several online meetings to discuss this work and have been remotely compiling a rough draft of our guidelines via Google Docs. We plan on presenting this rough draft to the board at our December meeting. After hearing feedback and comments from the board, we will finish compiling our Guidelines document by December 31, 2018. This will give us a clear direction on how to handle content distribution through multiple avenues (ie, Facebook, email, newsletter, etc).

Another project we are continuing to work on is our Templates Package project. In the process of working towards our SMART goals, the Communications Committee has been striving to promote IRID as a branded unit. A large part of this has been working towards standardization of email templates, the newsletter project, and any other printed or digital materials. Because almost all of our current projects are unable to move forward until the template package is completed, we are requesting the Board authorize a \$200.00 budget for this project. The funds would be used to commission 3 or 4 outside parties to design base brand packet elements including newsletter, email, and social media templates. Content for the newsletter has already begun to be developed, as well as our guidelines for Facebook and email requests (see paragraph 1) so that we don't need to "reinvent the wheel" each time we need to send a standard email reply or a message to all our members. Without base templates, we cannot begin to put any of those into effect. Not only will these base templates benefit the Communications Committee, they will also assist everyone on the board. Consider the requests made by the Sponsorship Committee in preparation for conferences, the responses our CMP must make to requests for CEU processing or sponsorship requests, etc.

Finally, we are continuing to research our ability to merge our 2 Facebook pages, IRID and IRID Conference, in order to avoid confusion and to better reach our social media audience.

December 3, 2018

CMP report for December 9th board meeting

Prepared by: Amy Kisner, CMP Administrator

Applications summary since the September 8th board retreat:

- Processed 6 workshops
 - Processed 4 PINRAs on behalf of IRID members
 - 1 workshop currently open (instructor form submitted and flyer approved)
 - 3 PINRAs currently open (application submitted)
 - 1 Independent Study currently open (application submitted)
 - 1 Academic Course currently open (application submitted)
- Several requests have come in during the last few months from interpreters outside the state of Illinois; mostly for Independent Studies. Chair will continue to decline requests from interpreters who are not licensed by IDHHC.
- The transition to all online forms for workshops is complete, and has gone smoothly so far. Both of our regular, small PDG workshops, have used the new process at least once with success. We also used it for both sessions of Mentoring the Mentor and the Educational Do's and Don'ts workshops with very few hiccups. It significantly reduced turnaround time, and I am continuing to make refinements based on feedback from participants.
- All applications for individual CEUs (PINRAs, Academic Coursework and Independent Studies) can now be completed by online form. Successful applications have been received for PINRAs and Academic Coursework.
- ◆ Currently, the link to applications is sent out by email in response to a request. I am hoping to have these links permanently added to our website and will be discussing this with the Webmaster soon
- A motion was passed in 2015 requiring that all RID certified members earn 1.0 CEUs in Power, Privilege, and Oppression. Members were expected to honor this requirement, but until recently there was no official way to track which hours counted toward this goal. However, PPO was just recently added to the submission database. As of January 2019, members are expected to demonstrate earning a minimum 1.0 CEUs per cycle specifically labeled as PPO. Sponsors can now designate a workshop or PINRA as PPO. Recent issues of Sponsor CONNECT indicated that more training would be provided to sponsors soon regarding which activities qualify as PPO, but no further specifics were given.

MEMBERSHIP COMMITTEE REPORT

Since the last meeting, I have responded to membership e-mails, sent renewal reminders and updated memberships paid by check.

Unfortunately, we have seen a decrease in membership despite my efforts to encourage interpreters to renew. I am hoping we finalize CEU processing changes this meeting so we can advertise our memberships in combination with this new benefit. Suggestions are welcome!

Current membership totals:

Voting: 122
Non Voting/Ally: 6
Student: 11
Organizational: 1
Educational: 83

Total: 223

Membership numbers from last meeting:

Voting: 176
Non-Voting/Ally: 32
Student: 34
Organizational: 4
Educational: 61

Total: 307

Sam Freeman
IRID Membership Chair

IRID Entry To Practice Report
December 9th 2018

The E2P Committee hosted two of the same workshops:
“Mentoring the Mentor”
Donna Reiter Brandwein

Sept 22nd 9-Noon Lansing, IL (15 attendees)
Coordinator: Susan Sotnick
Coordinator assistant: Laurie Waldeck

Sept 26th 6-9PM Northbrook Il (20 attendees)
Coordinator: Susan Sotnick
Coordinator assistant: Cathy Silvern

Mentoring Registry:

Amy Kisner was able to pilot the online check-in/check-out process for these workshops. The new process proved to be smooth and efficient and included evaluations which were all completed. At the end of the check-out she added a question, “Are you interested in joining the IRID Mentoring Registry?”

Session 1: 10/15 interested

Session 2: 10/20 interested

Cathy and Laurie sent out the sign up registration link twice to all interested individuals. These were sent to the general group and then again individually. Unfortunately, we only had 2 individuals complete the form. Currently we have only a total of 7 individuals waiting to be broadcasted on the registry. Five were original sign ups from last year. Two were recent. **At this time, we are unable to meet our 2108 smart goal of 15 individuals signed up for the Mentoring Registry. The board should advise how and if IRID would like to move forward with the Mentoring Registry.**

Respectfully,

Susan Sotnick

IRID E2P Committee Chair