



IRID

Illinois Registry of Interpreters for the Deaf

President

Angela Malcomson

Vice-President

Kathleen Valiska

Treasurer

Vacant

Secretary

Kevin Jackson

Member-At-Large

Cat Abood

Member-At-Large

Vacant

Member-At-Large

Olivia Heitz

Student Rep

Courtney Cechini

Board Meeting Minutes

Illinois Registry of Interpreters for the Deaf
Saturday, February 08, 2020
10:00am-2:00pm, Palos Hills, IL

I. Call to Order

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

Board members present: Angela Malcomson, Kathleen Valiska, Kevin Jackson, Olivia Heitz, Courtney Cechini, Cat Abood (attended remotely via Zoom), Teri Hedding.

Committee chairs present: Amy Kisner (CMP), Lindsay Wydra (Communications), Bron Schlaefer (Membership), Denise Van Vliet (PDC)

Observers: MVCC students (list attached).

Quorum was attained and maintained throughout the meeting.

II. Approval of Agenda

Kathy Valiska moves that meeting agenda be accepted. Seconded by Olivia Heitz. Motion passes unanimously.

III. Approval of Minutes

A. Cat Abood moves to accept board meeting minutes from December 7, 2019. Seconded by Olivia Heitz. Motion Passes.

B. Olivia Heitz moves to accept board meeting minutes from August 18, 2019. Seconded by Kevin Jackson, Motion Passes.



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IV. Board Reports

- A. President – report attached
- B. Vice President – report during meeting
- C. Treasurer – report attached (summarized by President during meeting)
- D. Secretary – report attached
- E. Member-at-large 1 – no report
- F. Member-at-large 2 – report attached
- G. Member-at-large 3 – report attached
- H. Student Representative – report attached
- I. IAD Representative – no report

Board reports discussion/clarifications:

Treasurer resignation was discussed. As yet, no replacement identified or appointed. Vice President or Secretary will be authorized as signers on the accounts until Treasurer position is filled. Once treasurer appointed, will finalize accounting software – possible move to Quicken from Quickbooks.

IDHHC 2019 Fall Conference sponsorship payment still pending. IDHHC has submitted to state for approval. Once received – 2019 conference will be closed out.

Vice President discussed finalization of Fall 2019 conference and upcoming workshops and events. (See also PDC report).

Per president, MAL #1 (H.A.) must resign from Board due to personal commitments. Need to recruit MAL to fill the remainder of term which ends 2021 (2 year term). Discussed requirements for MAL position.

Member-at-Large (C.A) requested approval from board to produce a video to be shared with members regarding the Community of Practitioners discussions via zoom (see report) Will be a regularly scheduled zoom community meeting/discussion for interpreters. Would like to recruit other members to work with her on the committee.

Action Item: Will identify volunteers for Community of Practitioners Committee and forward names to Board of Directors for approval. Once approved, will invite to join committee.



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Once up and running, will gauge interest to determine if can provide CEU's.

Student Representative has been developing a student spotlight to highlight an ITP student from an Illinois ITP. In the process of developing an application for spotlight submissions using Google forms. Will submit to board and committee chairs for feedback. Once finalized, will be ready to begin student spotlight. Goal is to start mid-March 2020. The application will be sent to Illinois ITP departments to distribute to ITP students. Courtney – SR Report summarized report – working on student spotlight..

V. Committee Reports

- A. Finance Report – no activity
- B. Membership Report – report during meeting
- C. Communications Committee – report attached
- D. Professional Development Committee – report during meeting
- E. CMP Committee – report attached

Committee reports additional comments/discussion:

Membership Committee – Chair just started position. Working on getting access to information and learning committee process.

Communication Committee – new logo created but not yet in use. Will be rolled out when all branding is ready. Meet with designer to finalize everything that is needed. Goal is to increase online presence. Developing newsletter in video format.

Professional Development Committee – chair recently took over the position. Current goals: 1) IRID host four onsite workshops/year, 2) IRID host four webinar/remote workshops via Zoom. Will host a one-day track workshop July 2, 2020 at the NAD national conference in Chicago. Vice president has been working with NAD. Will have a room from 9am-5pm on July 2nd. Capacity is 100 people. Workshop presenters/topics currently in planning stage.

CMP Committee – written report attached. Chair has joined the RID Region 3 conference planning committee. R3 conference is in July 2020. Secretary



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verified that “contact us” emails through the website are being monitored on regular basis and any CEU inquiries will be forwarded when received.

Vice-President

Kathleen Valiska

VI. Old Business

A. IRID bylaws changes:

Electronic/E-voting: Voting on this amendment will be required by paper ballot sent via regular mail. The draft of the motion to change bylaws voting procedure was distributed and discussed. A letter including rationale, ballot and bylaws section showing change will be mailed to all voting members (members of both RID and IRID). IRID will incur printing and postage costs – including return postage. There are currently 127 voting members. Once language of letter is approved the ballot will be mailed with sixty days to return. The motion will require 2/3 of voting members voting “yes” to pass. IRID board member will make a short video to be distributed via email and social media to alert members. Discussed final language for cover letter.

Treasurer

Vacant

Secretary

Kevin Jackson

Board Motion

Kathy Valiska moves that the board send out ballot to amend the bylaws to allow electronic/E-voting to IRID voting members cover letter edits.

Olivia Heitz seconds

Motion passes unanimously.

The remaining bylaws change amendment regarding will be held until results of E-voting are in so that new voting process can be used.

B. Updated/new IRID website needs:

Per CMP committee chair, all board members responded via Google Doc with website needs. All information was helpful.

C. Communications committee – newsletter videos. The committee chair is still trying to finalize the process – who makes videos, technical aspects, etc. Lyndsay will create Google doc to collect ideas from board. Will start simple and can include transcript. Making and posting videos via YouTube can be a struggle. Working on streamlining process for making and uploading videos.

Member-At-Large

Cat Abood

Member-At-Large

Vacant

Member-At-Large

Olivia Heitz

Student Rep

Courtney Cechini



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Action item: Communications will set up a Google doc to get input from board regarding newsletter and develop the design. A Kisner and B. Schlaefer will help with technology.

Vice-President

Kathleen Valiska

- D. Student Spotlight: Student Representative has collected all contact information from state ITP's and is ready to proceed with student spotlight once application is approved by the board.

Treasurer

Vacant

Break 11:30am-12:15pm.

Resumed: 12:18pm

VII. New Business

- A. Approval of Registration fees for website course:
President is requesting approval for IRID to pay registration costs for tA. Malcomson and A. Kisner to enroll in website creation and design course at Triton College which begins on February 12, 2020. Total cost for both is \$230.00

Secretary

Kevin Jackson

Board Motion

Kathy Valiska moves that IRID pay the registration fees of \$230.00 for A. Malcomson and A. Kisner to enroll in the website creation and design course. Courtney Cechini seconds.

Member-At-Large

Cat Abood

Discussion – purpose of class to learn backend of web design to better communicate with web designer. Skills learned can be passed on to other board members and future boards.

Member-At-Large

Vacant

Motion passes – none opposed, Angela Malcomson abstains.

Member-At-Large

Olivia Heitz

- B. Approval of miscellaneous budget for expenses incurred between board meetings:
Will be a limited expenditure to pay for operating expenses between board meeting – food, postage, copies, etc.

Student Rep

Courtney Cechini



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Angela Malcomson

Board Motion

Kathy Valiska moves to set up an operational expense budget to be used between board meetings with a limit of \$300.00.
Kevin Jackson seconds

Vice-President

Kathleen Valiska

Discussion – any monies must be preapproved by the board before spent. There was discussion of monitoring process.

Kathy Valiska withdraws her original motion.

Treasurer

Karen Janssen

Board Motion

Kathy Valiska moves to set up an expense fund with a \$300 limit to be utilized between scheduled board meetings with all expenditures to be approved via email by a simple majority of the IRID board.
Cat Abood seconds.

Secretary

Kevin Jackson

Motion passes unanimously.

Member-At-Large

Cat Abood

C. MAL (C. Abood) requests permission from board to create a video for IRID Facebook page to introduce herself and her committee (Community of Practitioners). Will work with communications to set that up.

Member-At-Large

Vacant

D. 2020 Annual Conference/workshops:
The vice president will be asking for ideas and feedback for 2020 Conference– theme, presenters, etc. 2020 will an anniversary year.

Action Item: Kevin Jackson will create a Google doc for board members/Committee chairs to submit ideas for 2020 Conference/Workshops.

Member-At-Large

Olivia Heitz

Discussed possible options for IRID presenters at NAD conference – perhaps looking back 50 years and forward 50 years. There are presenters from RID member sections. It is possible to workshop tracks - PPO track, etc.

Student Rep

Courtney Cechini

T. Hedding will contact Deaf presenter that she knows and inquire if interested in presenting for IRID at NAD conference.



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Vacant

Member-At-Large

Olivia Heitz

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Communications will have something ready to send out to members regarding workshop at NAD.

PDC chair discussed desire to use Zoom or other platform available for providing workshop and CEU opportunities. Zoom is available to use but limited. Discussed other webinar platforms. RID has been contacted regarding webinar platform possibilities but no response yet. B. Schlaeffer will investigate Google social to see if better fits our needs. There are Zoom trainings available.

E. Membership Committee:

Chair has been made aware that IRID memberships have expired but member not aware of expiration and has not received renewal notices. The committee will contact expired members to let them know expired. Discussed ways to motivate former members to rejoin or new members to join. More regular contact with members is needed to stay updated. A survey has been created for ITP students which will be sent out by student rep.

Students/ITP correspondence/contact should be through Student Representative. Recent graduate or practitioners new to field contact should be through C. Abood and her committee and they will bring to board.

Student Representative will send survey to ITP chairs in Illinois to pass on to their students. Will request they join email list and become student members.

F. Committee membership:

Board president advised that committees have chairs, but no committee members. Committee chairs will recruit members and bring to board for approval. Discussed requirements and scope of work for committees to be given to recruits so they know what to expect.

G. Policy and Procedure Manual:

Any access to youtube, website, requires approval. Board needs to develop a policy and procedure manual. President has some good examples and will send out to board. Suggests next board meeting will



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be used to develop a Policy and Procedure manual. Per T. Hedding – previous board was developing, but waiting for national RID manual to be distributed. Still not received.

H. Secretary and Treasurer forms and reports:

Action Item: Secretary will follow up with former treasurer and attempt to contact previous secretary(ies) to get copies of previous minutes and reports.

I. Website update (see attached Powerpoint):

A. Kisner reviewed her research regarding updating the IRID website. Advised as to which hosting/CMS she preferred and what best meets IRID needs. Discussed budget concerns for the design/development. The board needs to make a decision before October 2020 annual meeting. All agreed that IRID needs professional website. Branding is also an important and is the most expensive part. The board needs to decide how much willing to spend and analyze the cost/benefits.

Next Steps:

-Will choose three web designers and get bids

Each bid will be with brand design and without brand design for comparison.

-Will choose two or three CMS (analyze pro’s and con’s)

Will request bids and prices and bring back to board for decision. Contact logo designer for possible referral for web designer. Any personal referrals give to A. Kistner.

VIII. Future meetings:

May 2, 2020 9am-5pm (Location TBD)

August 8, 2020 10am-2pm (Location TBD)

IX. Adjournment:

Meeting adjourned at 2:10pm.



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Board Meeting Agenda

Illinois Registry of Interpreters for the Deaf

Saturday, February 8, 2020

10:00am-2:00pm

Morraine Valley Community College

X. Call to Order

XI. Quorum Status

XII. Approval of Agenda

XIII. Approval of Minutes (December 7, 2020)

XIV. Board Report /Questions

XV. Committee Report / Questions

- a. PDC report
- b. CMP report
- c. Communications report

XVI. Old Business

- a. Action Items from December Meeting

XVII. New Business

- a. Approval of registration fees for Angie and Amy's Website course
- b. Approval of misc. budget for expenses between board meetings

XVIII. Adjournment

PO BOX 4584, Oak Brook, IL 60522-4584

www.igid.org

**IRID Board and Committee Reports
February 8, 2020**

Board Reports

President:

Over the course of the last two months I have met with Will Lee and Amy Kisner to be retrained on the back end of the website.

I have updated: Board headshots and bio's. Cat, I still need your headshot please.

Posted the board meeting to the events page. P

Uploaded December meeting minutes. I am hoping to get all of the 2019 meeting minutes to upload those as well.

I was able to meet Teri at Chase bank and become a signature on the IRID checking and savings accounts. Teri has been removed. I will need to meet my Karen there with either Kathy or Kevin to add ioone of them to the account until we find a treasurer to replace Karen. As of now I am only a signator and do not have full authority. Once Karen has completed her final balancing and preparing all necessary paperwork for transition we will schedule a time to meet at the bank.

I am nearly finished with the Bylaw amendment/referendum to add electronic voting as a means of conducting business. I should have the final draft to show you at the board meeting on Saturday.

I have reached out personally to several dual voting members trying to recruit a treasurer with no luck. We may need to consider hiring an external treasurer.

I have contacted RID headquarters for two reasons: I want to ensure that all of our documents are up to date with them. I have not received a response to this request yet. I contacted RID to inquire as to the use of their webinar software and am waiting to hear back from them.

Kathy, Denise and I met via zoom to discuss the PDC chair position and responsibilities. I will let the two of them update the board on plans for 2020:)

I attended the IAD board meeting on January 25th. I believe there are several opportunities to collaborate with IAD during this upcoming year. I represented IRID at the IAD Deaf Awareness Night and fundraiser on January 25th at the Windy City Bulls game. This was a fun evening and a chance to get to know the IAD board. Bron, our membership chair was in attendance as well.

I have been studying other Affiliate chapter Policies and Procedure manuals, Michigan (MIRID) and Ohio (OCRID) have very thorough ones that I would like us to look at over the next two or three months, with a goal of compiling our own.

Vice President:

Treasurer:

Use this link for Treasurer report and documents:

https://drive.google.com/drive/folders/10dn-qTh2qBa_mVzGinUtdclsteKCRUa0?usp=sharing

This folder includes:

- 2019 Conference and Member Meeting final financial report
- IRID Financial Summary as of 2/7/20
- Treasurer Responsibilities and Duties
- Tax Exempt Certificate
- Workshop budget template
- Board reimbursement form
- Bylaws summary (prepared for 2018 Board retreat)

Secretary:

Secretary Report

IRID Board Meeting – February 8, 2020 10am-2pm

Prepared by: Kevin Jackson

Secretary Activities

- Prepared Draft minutes from last board meeting
- Attended to secretary@irid.org and info@irid.org emails; responded and/or forwarded as needed
- Organized minutes/files from August 18, 2019 board meeting
- Reviewed RID Affiliate Chapter Handbook to better understand record keeping requirements and responsibilities
- Organized accessible files from previous board
- Google docs folder for board/chair reports for February 8, 2020 board meeting
- Provided headshot/bio for website.
- Forwarded website needs/ideas as requested.

Member-at-Large 1 (H.A.)

Member-at-Large 2 (C.A.)

I have been reviewing our Affiliate Chapter handbook to better understand IRID.

I met with Angie to discuss my role as MAL2, and what project(s) I could take on in this role. We decided that I could be in charge and begin a “Community of Practitioners” who will meet via zoom to discuss different topics, or host webinars, public forums, etc. The point of this will be to create more of a community among interpreters, regardless of how long they have been practitioners, as well as to have a forum with regularity and consistency for interpreters. We will address different issues based on the needs and interests of the community. I personally would be interested in trying to provide more resources for new interpreters and ITP students so that they feel more prepared to enter the workforce.

--I would like to propose that I post a video in ASL on our IRID Facebook page inviting IRID members to ask what people are interested in discussing via zoom. Asking for permission from the other Board members to post this video.

Additionally, I have spoken with Neive Espy about a project she and Bron would like to take on, which will be to survey ITP students to see what needs they feel are/are not being met within their training. I support this project, as it can directly benefit the proposed “Community of Practitioners,” and would also provide for us very helpful data.

Member-at-Large 3 (O.H.)

I have sent out thank yous to our sponsors and donors from our conference, reviewed the RID Affiliate Chapter Handbook, posted on Facebook when Communications has needed, and responded to various email Member 3 email communication.

Nothing further to report.

Student Representative

_____ Since the last board meeting I have been looking over the Affiliate Chapter handbook in order to familiarize myself with how an Affiliate Chapter should be run. I have also been trying to learn the roles and responsibilities of the board and settle into my position.

I have been compiling a list of current ITPs and contact info in order to begin the process of Student Spotlights. Regarding the spotlights I have been working on a template/form that students can submit to be chosen. (I am not quite sure yet on the process we would like to use for this but these are just ideas).

IAD Representative

Committee Reports

Finance Report

Membership Committee

Communication Committee

Committee Chair: Lindsay Wydra

- Contributed ideas and committee needs to the Website Features document via Google Docs.
- Responded to emails and Facebook messages as needed; sent out an email call for interim treasurer position.
- Submitted updated Board photos to IRID President for the website; shared updated Board photo on the IRID Facebook page.
- Reviewed the RID Affiliate Chapter Handbook in preparation for February's meeting.
- Discussed the Communication Committee's next steps for collaborating with the graphic designer to complete the updated logo, logotype, and printed/digital templates with the IRID President.

Professional Development Committee

CMP Committee

Individual events, completed since the Aug 18, 2019 board meeting

- o 0 PINRA Applications
- o 0 Independent Study Applications
- o 1 Academic Coursework Application

Workshops

12 workshops completed, serving **239** participants (approx **144** unique interpreters, since many people went to multiple workshops). 2 workshops were private, 10 were open to the general public

- o Interpreting's Most Outrageous Moments; An Ethical Study (Illinois CODA and Alan Abarbanell, 8/24/19)
- o Professional Dilemmas (PDG DeKalb, 9/7/19)
- o Sex and Sign Language (ILDA and Dr. Jose Granda, 9/14/2019)
- o Symbiotic Deaf-Interpreter Relationship (IRID Annual Conference and Howard Rosenblum, 10/5/19)

- o Gaps in the CPC (IRID Annual Conference and Howard Rosenblum, 10/5/19)
- o Seek the World (Columbia College and Calving Young 10/17/19)
- o Court Interpreting (AOIC Court Interpreting and Stephanie Clark & Cat Dvar, 10/25-27/19)
- o Ethical Discussions (PDG Dekalb, 11/2/19)
- o Thinking Visually to Improve your ASL (Deaf Ministries and Sarah Haynes & Elizabeth Gardner, 11/2/19)
- o Voicing – Part II (Deaf Ministries and Josh Garrett, 11/2/19)
- o Iron Sharpens Iron: Team Interpreting in Religious Settings (Deaf Ministries and Leandra Williams, 11/2/19)
- o ASL to English: A Practical Guide (U-46 and Donna Brandwein, 1/31/20)

Upcoming workshops

- o Green Eggs and Hamlet (Colorado and Crom Saunders, 2/28/2020)
- o Title Pending (Hinsdale South and Carrie Speakman 3/17/2020)

Recent activity

- I have joined the Conference Planning Committee for Region III 2020, doing CEU processing. Region III Conference Planning kickoff meeting was Nov 9, 2019. The CMP Subcommittee has communicated by email and we have a Zoom meeting set for February 29, 2020.
- I participated in a meeting with the president, vice president, and PDC chair to onboard Denise.
- Spoke several times with Suzette Garay about a new online workshop she and Karen Putz are developing. After getting more information about their goals and logistics, they were able to find a more suitable sponsor.
- Angela Trull has reached out about establishing a new monthly PDG; details are still being finalized.
- I purchased a new mail merge add-on for Google docs. I have been looking for a way to meet this need for over a year. This will auto generate and send customized certificates of attendance. This resource has also been offered to the Region III committee to support the 2020 conference.
- We had a workshop host send several emails to the Contact Us form on the website hoping to get CEUs approved. These never made it to me, so we need to confirm or clarify who is overseeing that account.
- Two requests for providing CEUs to mentors from two Illinois ITP's looking to support practicum students. Right now this is a very complicated process but it might be something IRID could invest in developing.

February 8, 2020

To: IRID Board of Directors

From: Karen Janssen, Acting Treasurer

IRID FINANCIAL SUMMARY AS OF 2/7/2020

ACCOUNT	Balance as of 12/31/2019	Current Balance (2/7/20)
CHASE SAVINGS	27,122.41	27,122.64
CHASE CHECKING	2,033.65	1,986.65
PAYPAL	1,680.88	1,863.20
FIDELITY INVESTMENTS	19,995.19	20,017.11

TOTAL:

\$ 50,989.60

PENDING PAYMENTS TO IRID	From: IDHHC	\$ 830.00 for 2019 Conference Sponsorship
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PENDING PAYMENTS FROM IRID	To: QUICKBOOKS RENEWAL	\$ 645.00 due March 15
	To: CiviHosting	\$ 350.00 due now

	A	B	C	D	E	F	G	H	I	J	K	L
1				IRID Conference								
2				Oct-19								
3				Projected vs Actual			as of 12/31/2019					
4												
5	Revenue:						Projected	Actual		Variance		
6		Conference Revenue										
7			Advertisement Fee									
8			Exhibits Fee									
9			Registrations Fees				5,250.00	4,430.00		820.00		
10				Members								
11				Non-Members								
12				Students								
13			Sponsorships				2,000.00	2,750.00		750.00	See notes	
14		Subtotal of Conference Revenue					7,250.00	7,180.00		70.00		
15												
16		Fundraising Revenue										
17			Fundraising A				-	140.00		140.00	T Shirts	
18		Subtotal of Fundraising Revenue					-	140.00		140.00		
19												
20		Other Revenues										
21			Donation									
22			Silent Auction Revenue									
23		Subtotal of Other Revenue										
24												
25		Gross Income					7,250.00	7,320.00		70.00		
26												
27	Expenses:											
28												
29		Conference Expenses										
30			Hotel (Presenter)				300.00	152.79		147.21	Hotel	
31			Presenter Costs				800.00	610.60		189.40	includes car, travel, m	
32			Interpreter Fees - Full Days				2,000.00	2,040.00		40.00		
33			Program Book									
34			Workshop Presentations				1,500.00	1,250.00		250.00	will be paid to NAD	
35			Other Conference Office Supplies Expens				1,800.00	760.00		1,040.00	lunch, etc.	
36			Rental Equipment for workshop/speakers									
37			Refund Registration				-	330.00		330.00		
38		Subtotal of Conference Expenses					6,400.00	5,143.30		1,256.61		
39												
40		General Operating Expenses										
41			Administrative Expenses									
42			Miscellaneous									
43			Office Supplies - registration tags/etc				160.00	119.94		40.06		
44			Postages									
45			PR/Marketing									

	A	B	C	D	E	F	G	H	I	J	K	L
46			Printing & Copy					52.11		(52.11)		
47			Transaction Fees - PayPal									
48			Subtotal of General Operating Expenses				160.00	172.05		(12.05)		
49												
50			Fundraising Expenses									
51			Other Fundraising Expenses									
52			Expense on PayPal Refund									
53												
54												
55			Total Expenses				6,560.00	5,315.44		1,244.56		
56												
57			NET PROFIT:							1,244.56		
58												
59												
60						NOTE: IDHHC did confirm sponsoring the conference for a total						
61						of 1,000.00. IRID has received \$170.00 towards this total.						
62						IDHHC will pay \$830.00 through the State of Illinois voucher						
63						system which may take up to 90 days. Payment should be						
64						received by IRID by end of March 2020.						

IRID BOARD BY LAWS SUMMARY

Purpose

- Promote interpreting profession
- Promote professionalism in interpreting

For:

Deaf, DeafBlind, Hard of Hearing and Hearing

Objectives

- Support growth of the profession
- Educate the public about vital role of interpreters and transliterators
- Ensure equal opportunity and access for all individuals

Mission

- Advocate for best practices in interpreting
- Sponsor professional development for practitioners
- Encourage highest standards in providing interpreter services

For:

Diverse users of languages that are signed or spoken.

Diversity Statement

IRID is open to all individuals and organizations without regard to age, color, political belief, ability, hearing status, marital status, national or ethnic heritage, religion, race, gender identity and expression, sexual orientation, or veteran status.

Membership Meetings

- Annual membership meeting
- Board sets date at least 30 days in advance
- Notification in writing via US mail or electronic mail
- Additional meetings can be called by president or at the formal request of at least ten (10) voting members. Must be advertised at least 10 business days in advance.

Membership Financial Requirements

- Annual dues set by a vote of the membership
- Assessments require 2/3 majority of voting members at the meeting (previous notice required). No more than \$10 per member can be assessed each fiscal year

Fiscal Year

- July 1 through June 30

All Board terms begin at the end of the general membership meeting (except Treasurer)

Board of Directors

- President, VP, Secretary, Treasurer, 3 Members-at-Large, Student Rep, IAD Rep and Immediate Past President (in alternating years).
- Must be voting member, in good standing with RID and IRID (except IAD Rep) and a resident of Illinois.
- Officers must be IRID and RID member in good standing for at least two years.
- MAL must be IRID and RID member in good standing for at least one year.
- IAD Rep and Student Rep are exempt from minimum membership requirement.
- All IRID Board members have voting privileges on the Board except for immediate past president.
- MAL elected to 3 year term
- 1 new MAL elected every year
- Student Rep elected to 1 year term
- Immediate Past President serves for 1 year
- Other board positions limited to 2 consecutive elected terms

Executive Board

- President, VP, Secretary and Treasurer
- Must be IRID and RID member in good standing for minimum of 2 consecutive years before nomination/candidacy.
- Elected to 2 year term
- President and Secretary elected in odd years
- VP and Treasurer elected in even years

Duties of Board Members

President

- Preside at all board and general membership meetings
- With Board approval - establish and dissolve committees when necessary to carry out functions of the organization
- Official liaison to RID
- Other duties as assigned by the Board

Vice President

- Attend all board meetings
- Perform duties of the President when President is absent
- Liaison to Conference Committee
- Other duties as assigned by the Board

Secretary

- Attend all board meetings
- Take and keep minutes for all meetings of the organization
- Sending notices of all meetings
- Provide minutes of each meeting to newsletter editor
- Other duties as assigned

Treasurer

- Attend all board meetings
- Chair Finance committee
- Collect monies of the organization
- Make disbursements directed by the Board
- Prepare financial statements for each board meeting
- Prepare year end report
- Treasurer reports and IRID financial records to be reviewed/audited at least every 2 years by an external, qualified accounting professional
- Must be bonded, fee paid by IRID
- Outgoing Treasurer work with incoming Treasurer to close out conference.
- Handover all financial documents and duties to incoming Treasurer no later than 30 days after the annual general member meeting and conference.

MAL

- Attend all board meetings
- Serve as liaisons to IRID committees
- Duties as assigned by the Executive Board

Student Rep

- Attend all board meetings
- Serve as liaison between the board and ITP's in Illinois

IAD Rep

- Serve as liaison between IRID and IAD
- Other duties as prescribed by the IRID board
- Current IAD President or permanent IAD designee

Immediate Past President

- Serve as consultant to the Board (no voting privileges)

Regular Board Meetings

- at least quarterly
- quorum is a simple majority of the board
- IRID members can participate in discussions, but not make motions or vote.

Standing Committees

- Financial Committee
 - Chaired by Treasurer for 2 year term
 - Board appoints members
 - Treasurer is liaison
 - Investigate monetary resources available
 - Make recommendations to Board
 - Chair is not limited to one term
- Membership Committee
 - 2 year Chair term by member in good standing approved by the board
 - Chair determines and appoints members
 - MAL serves as liaison
 - Recruit and maintain membership in accordance with IRID diversity statement
 - Maintain up-to-date listing of members
 - No term limit
- Communication Committee
 - Chair serves a 2 year term by someone in good standing approved by the board
 - Chair determines and appoints members
 - MAL serves as liaison
 - Manage IRID website, email blasts, member surveys and pertinent communications with IRID members
 - No term limit
- Professional Development Committee
 - Chair serves a 2 year term by someone in good standing approved by the board
 - Chair determines and appoints members

- MAL serves as liaison
- Plan and implement a minimum of 2 professional development and continuing education opportunities annually
- No term limit
- Nominating Committee
 - 3 members selected by President
 - Convene 60 days prior to annual business meeting
 - Compile a slate of nominees to be announced to membership with official notice of election
 - Additional nominations may be made from the floor during the time of elections
 - Voting held at annual membership meeting
 - Position elected by simple majority
 - No term limit
- Bylaws Committee
 - Recommend bylaw changes
 - Assure adherence to current bylaws
 - Compiles bylaws policy and procedures manual
 - Update documents as necessary
 - Secure qualified Parliamentarian to be present at all general and special membership meetings
 - No term limit
- Conference Committee
 - Responsible for all aspects of annual IRID conference under the guidance of the VP and Board approval
 - No term limit

Ad Hoc Work Groups

- Established and dissolved by IRID President
- Established for a specific purpose with majority board approval
- MAL liaison
- Examples.....Deaf Interpreter Committee, Licensure, Awards, Entry to Practice

RID CMP Sponsorship

- Voting member or members in good standing and appointed by the President with board approval
- MAL liaison
- Approve, file and process continuing education paperwork for workshops, conferences and independent studies in accordance with the RID PDC CMP Standards & Criteria Manual
- Maintain good sponsor status with RID

Governing Documents

Amendments



IRID

Illinois Registry of Interpreters for the Deaf

President

Angela Malcomson

**IRID Board
Motion**

Vice-President

Kathleen Valiska

Motion 020820-0001

Treasurer

Vacant

The IRID board moves to make Bylaw changes that include the use of electronic voting in matters of business to ensure that all dual voting members have the opportunity to participate in discussion and cast their votes.

Secretary

Kevin Jackson

Rationale:

A member driven organization is one that equitably includes all voting members in organizational decisions. With that priority and vision in mind the IRID board wishes to increase membership input by providing a means to be present in all aspects of the organization without needing to be physically present.

Member-At-Large

Cat Abood

Currently the IRID Bylaws requires voting to take place at annual membership meetings, providing there is quorum, or by U.S. mail. This either limits the opportunity to participate or requires a vast amount of work and financial cost. Moving to an electronic (e-voting) system is more efficient and inclusive.

Member-At-Large

Vacant

Attached is the amended Bylaws for your reference.

Member-At-Large

Olivia Heitz

Student Rep

Courtney Cechini

Please cast your vote on the above motion here and return to IRID by April 10, 2020 in the return envelope provided.



IRID

Illinois Registry of Interpreters for the Deaf

IRID Board Motion 020820-0001

The IRID board moves to make Bylaw changes that include the use of electronic voting in matters of business to ensure that all dual voting members have the opportunity to participate in discussion and cast their votes.

Name: _____

IRID Membership #: _____

Please sign your name

I approve motion #020820-001

I DO NOT approve motion #020820-001

Review for online voting

Suggested changes are indicated by red underlined text for new language or bracketed text for deletions.

ILLINOIS REGISTRY OF INTERPRETERS FOR THE DEAF BYLAWS

ARTICLE I. NAME AND PURPOSE

The name of this organization shall be the Illinois Registry of Interpreters for the Deaf (IRID). The purpose of the IRID is to promote the interpreting profession and professionalism in interpreting for people who are Deaf, DeafBlind, Hard of Hearing and Hearing.

SECTION 1: OBJECTIVES

As a sub-chapter of RID, an organization that has played a leading role in establishing a national standard of quality for interpreters and transliterators, IRID works to support growth of the profession, to educate the public about the vital role of interpreters and transliterators and to ensure equal opportunity and access for all individuals.

The mission and values of IRID are reflected in the following statement and incorporated into the actions and activities of all IRID initiatives:

SECTION 2: MISSION - WHAT WE DO

The Illinois Registry of Interpreters for the Deaf strives to advocate for best practices in interpreting, to sponsor professional development for practitioners, and to encourage the highest standards in the provision of interpreting services for diverse users of languages that are signed or spoken.

ARTICLE II. MEMBERSHIP

SECTION 1: DIVERSITY STATEMENT

IRID is open to all individuals and organizations without regard to age, color, political belief, ability, hearing status, marital status, national or ethnic heritage, religion, race, gender identity and expression, sexual orientation, or veteran status.

SECTION 2: CATEGORIES

- **Voting members** - persons who are members in good standing of IRID and RID, Inc., with membership in an RID voting category.
- **Non-voting members** - persons who are members in good standing of IRID and may or may not have membership in any RID, Inc. non-voting category. This may include students and allies of the profession.
- **Organizational members** - any organization with an interest in supporting the association; carries no voting privileges.

SECTION 3: MEETINGS OF THE MEMBERSHIP

- A. A general membership meeting must be convened annually. The Board shall set the date at least thirty (30) days in advance and notify the membership in writing; via U.S. mail or electronic mail.
- B. There shall be as many other subsequent meetings of the organization as are deemed necessary and such meetings may be called by the president or at the formal request of at least ten (10) voting members. Notice of subsequent meetings must be sent to the membership at least ten (10) business days in advance of the meeting; via U.S. mail or electronic mail
- C. Non-voting members may participate in discussions at meetings, but may neither make nor second motions.
- D. A quorum to conduct business for all membership meetings shall consist of no less than 15% of the current voting membership.

SECTION 4: FINANCIAL OBLIGATIONS

- A. Dues: Annual IRID membership dues shall be set by a vote of the membership.
- B. Assessments: Assessments may be levied on all members by action of two-thirds of the voting members in good standing at any meeting, provided previous notice has been given. A maximum of \$10 per member may be assessed in each fiscal year.

ARTICLE III. BOARD OF DIRECTORS

SECTION 1: COMPOSITION

The affairs of the IRID shall be governed by the Board of Directors (to be referred to as 'the Board') consisting of the following members: President, Vice President, Secretary, Treasurer, three (3) Members-at-Large (MAL), a Student Representative, an Illinois Association of the Deaf (IAD) Representative, and (in alternate years) the Immediate Past President. Each member of the Board must be a voting member in good standing of RID, Inc. and IRID, except the IAD Representative, and a resident of the state of Illinois.

The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. All candidates for the Executive Board, shall have been IRID and RID members in good standing for at least two (2) consecutive years prior to candidacy. All candidates for remaining Board positions,

with the exception of the IAD Representative and Student Representative, shall have been IRID and RID members in good standing for at least one (1) year. All IRID board members shall have voting privileges on the Board with the exception of the immediate past president.

Duties of IRID Board Members

- A. The President shall preside at all board and general membership meetings of the organization. With the approval of the Board, the President shall establish and dissolve committees whenever necessary to carry out the functions of the organization. The President shall be the official liaison to the RID, Inc. The President shall perform other duties as shall be designated by the Board.
- B. The Vice President shall attend all Board meetings and, in the absence of the President, perform the duties of the President. The Vice President shall be a liaison to the Conference Committee. The Vice President shall also carry out other duties assigned by the Board.
- C. The Secretary shall attend all Board meetings, take and keep minutes of all meetings of the organization. The Secretary shall be responsible for sending notices of all meetings, provide the minutes of each meeting to the newsletter editor, and other duties as delegated.
- D. The Treasurer shall attend all Board meetings, chair the Financial Committee, collect the monies of the organization and make disbursements as directed by the Board. The treasurer shall prepare financial reports for each board meeting and prepare a year-end report. Treasurer reports and IRID financial records shall be subject to a financial review at least every two (2) years. Financial reviews shall be an external audit by a qualified accounting professional. The Treasurer must be bonded. The fee for the Treasurer to be bonded shall be incurred by IRID. The outgoing Treasurer will work with the incoming treasurer to close out the conference. The handover of all financial documents and duties will take place no later than 30 days after the annual general membership meeting and conference.
- E. The Members-at-Large shall attend all board meetings, serve as liaisons to IRID committees and be assigned duties by the Executive Board as deemed necessary.
- F. The Student Representative shall attend all Board meetings and serve as a liaison between the Board and ITPs in the state of Illinois.
- G. The IAD Representative shall function as a liaison between the Illinois RID and the Illinois Association of the Deaf and shall perform such other duties as prescribed by the IRID Board. The IAD Representative position shall be the current IAD President or a permanent IAD designee for the term of the sitting IAD President.
- H. The Immediate Past President shall serve as a consultant to the Board. No voting privileges are accorded to the Immediate Past President.

SECTION 2: TERMS OF OFFICE/ELECTIONS

- The President, Vice President, Secretary, and Treasurer are elected by the membership for a term of two (2) years. President and Secretary shall be elected in odd numbered years, and Vice President and Treasurer shall be elected in even numbered years.

- Members-at-Large shall be elected for a term of three (3) years. A new Member At Large shall be elected each year.
- The Student Representative shall be elected for a term of one (1) year.
- The term of immediate Past President shall be one (1) year.
- All new terms begin at the close of the general membership meeting in which the new board member was voted in, with the exception of the Treasurer.
- Board members may not serve more than two (2) consecutive terms in any one Board position.

SECTION 3: MEETINGS OF THE BOARD

- A. The board shall meet at least quarterly
- B. A quorum for the IRID board meetings shall be a simple majority of the board.
- C. IRID members may participate in discussions but may not make motions or vote.

SECTION 4: VACANCIES

In the event Board members cannot complete their term of office, the current Board will appoint a replacement for the remainder of the term.

ARTICLE IV. STANDING COMMITTEES/AD HOC WORK GROUPS

SECTION 1: STANDING COMMITTEES

- A. Financial Committee: The financial committee shall be chaired by the Treasurer for a two (2) year term with as many members as appointed by the board. The treasurer shall act as liaison to the board for this committee. The function of this committee is to investigate monetary resources available and make recommendations to the board. Chair is not limited to one term.
- B. Membership Committee: The membership committee shall be chaired for a two (2) year term by a member in good standing as approved by the board, and as many members as appointed by the chairperson. A Member-at-Large shall act as liaison to the board for this committee. The function of the committee shall be to recruit and to maintain membership regardless of age, color, political belief, ability, hearing status, marital status, national or ethnic heritage, religion, race, gender identity and expression, sexual orientation, or veteran status. The committee shall also maintain an up-to-date listing of members. Chair is not limited to one term.
- C. Communication Committee: The communication committee shall be chaired for a two (2) year term by a member in good standing as approved by the board and as many members as approved by the chair. Member-at-Large shall act as liaison to the board for this committee. The function of this committee shall be to manage the IRID Website, email

blasts, member surveys and pertinent communications with IRID members. Chair is not limited to one term.

- D. Professional Development Committee: The PDC shall be chaired for a two (2) year term by a member in good standing as approved by the board and as many members as appointed by the chairperson. A Member-at-Large shall act as liaison to the board for this committee. The function of this committee shall be to plan and implement a minimum of two (2) professional development and continuing education opportunities annually. Chair is not limited to one term.
- E. Nominating Committee: Nominations shall be made by a nominating committee consisting of three members selected by the President. The Nominating Committee shall convene 60 days prior to the election meeting. The Nominating Committee will compile a slate of nominees to be announced to the membership with the official notice of the election. Additional nominations may be made from the floor at the time of the elections. Voting shall be held at the annual meeting of the membership by simple majority. Chair is not limited to one term.
- F. Bylaws Committee: Recommend bylaw changes, assures adherence to current bylaws. Compile the bylaws and policies and procedures manual. Review the bylaws, policies and procedures on a regular basis and update documents as necessary. Secure a qualified Parliamentarian to be present at all general and special membership meetings. Chair is not limited to one term.
- G. Conference Committee: Charged with all aspects of the annual IRID Conference under the guidance of the Vice President and Board approval. Chair is not limited to one term.

SECTION 2: AD HOC WORK GROUPS

Ad hoc work groups shall be established and dissolved by the IRID President for a specific purpose as appropriate, with majority approval of the Board. A Member-at-Large shall act as liaison to the Board for these groups.

Examples of Ad Hoc work groups may include but are not limited to: Deaf Interpreter, Licensure, Awards, and Entry to Practice.

ARTICLE VI. RID CMP SPONSORSHIP

Certification Maintenance Program Administrator: The CMP Administrator shall be a voting member or members in good standing and appointed by the President with the Board's approval. A Member-at-Large shall act as liaison to the board for this committee. The function of this position shall be to approve, file and process continuing education unit paperwork for workshops, conferences and independent studies in accordance with the RID PDC CMP Standards & Criteria Manual, and to maintain good sponsor status with RID, Inc.

ARTICLE VI. GOVERNING DOCUMENTS

The IRID shall make bylaws for their own government, not inconsistent with the laws and regulations promulgated by the Registry of Interpreters for the Deaf, Inc., as interpreted by the

IRID board. Robert's Rules of Order, current edition, shall be the parliamentary authority governing deliberations of this organization. Additional information may be found in the IRID Policy and Procedure Manual.

ARTICLE V. AMENDMENTS

These bylaws may be altered, amended or repealed by two-thirds (2/3) of the votes cast by voting members. Written notice of such amendments must be given to the membership at least thirty (30) days in advance. Voting may be done electronically, by mail, or at any regular or subsequent meeting of the membership.

ARTICLE VI. DISSOLUTION PROCEDURE

In the event of the dissolution of this organization, all remaining assets, real and personal property of whatever nature shall be transferred to the headquarters of the Registry of the Interpreters for the Deaf, Inc.

IRID
Board Meeting
2/8/20

SIGN IN

<u>NAME</u>	<u>email</u>
1. Alejandra Soenz	saenzab@student.morainevalley.edu
2. Marta Malinowska	malinowska0907@gmail.com
3. Madeline Fabris	fabrismd@student.morainevalley.edu
4. Alexis Lopez	LopezA382@student.morainevalley.edu
5. Janice Jackson	jacksonj359@student.morainevalley.edu
6. Bayan Ahmad	Ahmadb5@student.morainevalley.edu
7. Isabel Wamoth	wamothi@student.morainevalley.edu
8. Riley Melcomson	Angela.melcomson@gmail.com
9. Sarah Youset	Yousef YousetS.8@mvcc
10. Nerve Espy	nme.interpreter@gmail.com
11. Rachel Korosa	korosar@student.morainevalley.edu
12. Julia Galemb	juliaga1824@gmail.com
13. Chenetra Campbell	CampbellCS3@mvcc.edu
14. TANYA AVILA	AVILAT2@MVCC
15. Amanda Sabbia	sabbiaa3@student.morainevalley.edu
16. Melissa Lopez	Lmelissa35@yahoo.com
17. Ellie Schreck	ellieschreck@yahoo.com