



IRID

Illinois Registry of Interpreters for the Deaf

Board Meeting Minutes

Illinois Registry of Interpreters of the Deaf

Sunday, January 7, 2018

9am-4pm Oakbrook, Illinois

In Attendance:

Treasurer, Karen Janssen
Secretary, David Rice
Member-at-Large 1, Cathy Silvern
Member-at-Large 2, Mary Kocsis
Member-at-Large 3, Olivia Heitz
Communications Chair, Lindsay Wydra
Entry to Practice Chair, Susan Sotnick
Membership Chair, Sam Freeman
PDC and CMP Chair, Kathy Valiska
Deaf Interpreter, Hershella Ashford
Student Member, Rose Stovicek

I. Call to Order – Karen Janssen called the meeting to order at 9:34am

II. Board Reports

- A. President
 - 1. Written report attached
- B. Vice President
 - 1. No report



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C. Treasurer

1. IRID checking and savings accounts were moved to Chase Bank due to frustrations with prior bank.
2. The former treasurer, Suzanne Salerno, has finished transferring everything to our new treasurer, Karen Janssen.
3. IRID continues to await a full accounting from IAD for the 2017 joint conference. 1099's may need to be sent out to interpreters who worked at the conference.

ACTION ITEM

Karen Janssen will follow up with IAD with regard to the 2017 conference finances and issues related to filing 1099's if needed.

4. The treasurer stated concerns about having a uniform procedure on how we handle publicizing events on our website/Facebook/social media/email.

D. Secretary

1. Newly appointed, the Secretary is getting acquainted with the role and responsibilities of the position.
2. Conducted an inventory of IRID property and created a list of who has what files and documentation.

E. Member-at-Large 1

1. No report.

F. Member-at-Large 2

1. No report.

G. Member-at-Large 3

1. Written report attached.



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- H. Student Representative
 - 1. No report.
- I. IAD Representative
 - 1. Unable to attend, no report.

III. Committee Reports

- A. Bylaws
 - 1. No report. The Bylaws committee has not met in some time, but will meet if Bylaw changes are proposed or suggested. Karen Janssen did suggest the need for a formal nominating committee to be established.
- B. Communications
 - 1. Need to have more people involved with social media. Mandy and Mark have access to the Facebook page. Lindsay will work to train Mark on how to use IRID's email system.

ACTION ITEM

Lindsay Wydra will train **Mark McWilliams** on how to use IRID's email system.

- 2. PDC chair expressed concerns about how information is shared with the membership. There was discussion of creating a digest email to send to our members. Sam Freeman shared some technics that WisRID uses to email their members.
- 3. The Board discussed the benefits of having a link on the IRID website to contact the Communication's Chair directly.
- 4. The Board discussed what information on the IRID website can be seen with/without logging in as a member. Sam Freeman will work with Communications Committee to look at what other Affiliate Chapters (ACs) within Region III post on their websites.



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5. Mary Kocsis volunteered to serve as a Board liaison to the committee.
6. David Rice volunteered to send out the Board meeting agenda to the membership prior to each meeting for the sake of transparency, to encourage member attendance at Board meetings, and to showcase the work of the Board.

ACTION ITEM

David Rice will send out the Board meeting agendas to the membership prior to each upcoming Board meeting.

- C. Educational Interpreters
 1. Currently no chair
- D. Entry To Practice
 1. No report
- E. Finance
 1. See treasurer's report
- F. Language Model Monthly
 1. Currently, no Chair. The Board agreed to suspend Language Model Mondays (LMMs) for the foreseeable future due to inactivity and lack of leadership for this program.
- G. Membership
 1. New Membership Chair, Sam Freeman met with David Rice (former Membership Chair, now Secretary) last week to discuss the role, and discussed challenges of recruitment.

ACTION ITEM



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David Rice and **Sam Freeman** will meet to discuss how to reach out to members whose membership has expired. David will work with Sam on distributing a survey he developed to ask for members' feedback about IRID, reasons why members have not renewed their membership, and other related matters.

2. IRID currently has 220 members, down from 352 in FY 2016.

H. Professional Development

1. Karen Janssen discussed Continuing Education (CE) requirements for the state. Non-members are looking to IRID for CEs. Process for creating certificates is cumbersome. There has been an increase in the number of RID CEU sponsors in IL now that RID has started accepting new applications for becoming a sponsor. Some of the sponsors mentioned were: IDHHC and Anixter, both typically only sponsor their own events, MVCC, and Columbia College Chicago which is currently in the process of becoming a sponsor. Karen Janssen suggested that IRID only sponsor its own events with a few exceptions for groups that have a long-standing relationship with IRID.

2. Karen Janssen also suggested that if IRID is asked to co-sponsor an event, that it should be involved in the whole process of planning the workshop.

3. Kathy Valiska, PDC Chair, agreed and stated that we need to prioritize IRID members' needs before others.

4. PDC will be focusing on providing the 4 workshops that were setup in the SMART goal strategic plan undertaken by the IRID Board in November 2017.

IV. Old Business

A. Follow-up on 2017 Membership Meeting Motions – see attachment

1. Non-ADA covered events grant



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ACTION ITEM

Karen Janssen will follow up with **Reba Pope** to check the status of the grant writing.

2. Educational workshop event is planned for April 2018.
3. Timeline regarding IAD/IRID challenges was published on the IRID website and made available to the entire membership in August 2017
4. Improved relationship with IAD is ongoing.
5. Diversity work group
 - a) Karen Janssen suggested that IRID reach out to different organizations of interpreters such as NAOBI and Mano a Mano for discussion and collaboration.
6. Email list
 - a) Communication Committee will determine what information will be sent to all people on IRID's contact list and what will be sent to members only.
 - b) Communications Committee will ask past President, Will Lee to create a sign up link for non-members to register to receive emails.

ACTION ITEM

Will Lee will create a signup link for non-members to register to receive emails.

- B. Bank account change
 1. Discussed in Treasurers report
- C. Digital storage



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1. The Board discussed the value of renting a storage locker vs. the cost of time and money to scan and digitize documents. The discussion was tabled due to time limitations.
- D. Proposals/Motions from Members prior to meeting
 1. Policy for Presenters regarding copying materials for workshops was tabled due to time. Cathy Silvern was asked to draft a policy for Board consideration at the next meeting.
 2. Live Streaming Meetings
 - a) Tabled due to time
 3. Requests to publicize events
 - a) Discussed during treasurer's report and was tabled due to time.
- V. New Business
 - A. 2018 IRID Membership Meeting
 1. Schedule and Logistics
 - a) Presenter (Marvin Miller) has been selected, but confirmation and details of his workshops require Vice President to follow-up.
 - b) See Attached Member At Large (MAL) 3 report for more details.
 - c) Proposed Schedule to include 3-hour workshop in the morning; lunch and membership meeting followed by 3-hour workshop in the afternoon.
 2. Budget
 - a) See MAL3 report for more details.



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b) **MOTION:** Olivia Heitz moved that IRID approve \$6,000 budget for the 2018 conference with the understanding that more detailed information will be submitted for Board review and consideration at the March 3, 2018 meeting. Kathy Valiska seconded, the motion passed with 3 in favor, 1 opposed, and 1 abstaining.

B. Awards and Scholarships

1. Region III request for criteria to develop a possible award for the Region III Conference (see attachment). The Board agreed to wait to receive more information from Region III about their criteria and expectations before making a decision to support or decline participation.

C. Sponsorship Request

1. Deaf Women of Chicago – see attachment

a) **MOTION:** Karen Janssen moved that IRID make a monetary donation of \$250 to DWC. David Rice seconded. The motion passed unanimously.

ACTION ITEMS

David Rice will draft a letter to DWC letting them know of the donation and send that letter to **Karen Janssen** for her to send to DWC with a check for \$250.

2. ADARA - See Attachment

a) **MOTION:** Cathy Silvern moved that IRID not make a donation to ADARA at this time. David Rice seconded. The motion passed unanimously.

ACTION ITEMS

David Rice will draft a letter with IRID's decision to ADARA.



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D. CMP Sponsor Position

1. Kathy Valiska accepted the position; Amy Kisner has also expressed interest. Karen Janssen led a discussion about whether or not Amy Kisner can be considered for this position because she is not RID certified.

ACTION ITEMS

Karen Janssen and Kathy Valiska will reach out to **Amy Kisner** related to the CMP position and make sure she is aware of the unique, long-term commitment required for this position.

E. Licensure Proficiency Levels

1. Tabled due to time

F. Develop SMART Goals per the November 2017 Strategic Planning Meeting.

1. Continuing discussion and specifics were undertaken. SMART Goals will be shared with members on the IRID Website and with a V-Log from President, Teri Hedding.

G. New Business from the Floor

1. **MOTION:** Mary Kocsis moved to approve the Board Meeting Minutes from Aug 27, 2017 as written. Karen Janssen seconded. The motion passed with 4 in favor and 1 abstaining.
2. June 2017 Membership Meeting Minutes approval was tabled until the March 3, 2018 Board Meeting.



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VI. Announcements

A. None

VII. Adjournment

A. Meeting adjourned at 3:44pm



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IRID President's Report:

From September 2017 to December 2017:

- Completed the annual report for RID
- Facilitated IRID's discussions regarding the IRID and IAD's timelines
- Coordinated the planning for IRID's retreat
- Assisted the student representative with the exhibit booth for Deaf Awareness Day held at Columbia College.
- Facilitated IRID's discussions regarding Senate Resolution 0528 (SR0528); a letter was sent to the governor with some questions from IRID members regarding SR0528.
- Attended IAD's Thanksgiving Fundraising event
- Went to Chase bank with Suzanne Salerno and Karen Janssen to open a new account for IRID
- Made several VLOGS re: IRID's strategic planning/retreat & SR0528
- Responded to emails from the asktheprez account or forwarded to appropriate persons.



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Email from Amy Kisner about Membership Meeting Motions

I'm so sorry that I won't be able to be there in person with you.

Our wonderful board serves the membership by carrying out actions we have agreed are important for our organization. We discussed and passed several motions during our 2017 membership meeting. 6 months later is a good time to check in and have the board to review these status of these items.

Our meeting had one motion under outstanding business and six motions brought under new business. We have four items that required action from the board. For your convenience I've summarized them here, using the minutes published on our website.

- Non-ADA covered events funded by grant? Reba Pope was looking into options.

- o Status unknown

- Move to ask IRID to host a minimum of one workshop specifically in support of interpreters working in K-12 education within the next year.

Resolved : Amended motion passes

- o Should be handled by the PDC

- Move to have the IRID Board publish a timeline record happening of recent events related to our relations with IAD during 2016 with a deadline of 30 days from today.

Resolved : Amended Motion Passes

- o Already accomplished

- Be it so resolved that the IRID Board and its membership are committed to continuing to improve our relationship with the IAD board and its membership.

Resolved: Resolution Passes

- o Congratulations and continued thanks



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- Move that IRID establish a diversity workgroup to develop a plan of action to address allyship within our organization and with other stakeholder groups.

Resolved : Amended Motion Passes

- o Status unknown

- Move that IRID add all state licensed interpreters to our distribution list for all communication (as available from the IDHHC directory or other sources). Amend motion to read “Move that IRID add all state licensed educational interpreters to our distribution list for all communication (as available from the IDHHC directory or other sources)”.

Resolved : Amendment fails Resolved : Motion as written fails

- o No action required

- Move to add a link to the IRID.org website to allow non-members to subscribe to a communication email list.

Resolved : Motion Passes

- Status unknown



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Email from Region III about awards:

Subject: Region III Conference 2018 awards question

Sent: Dec 13 '17 07:31

Good Morning Chapter Presidents,

My name is Devon Breeze Fischer and I am the chair person for the Awards committee for the Region III Conference. In the past there has not traditionally been an awards ceremony but this is an idea that we are playing with this year for the regional conference. Right now we are tossing around ideas for what this could look like. I am wondering if you all would be interested in presenting a member from your organization with an award? I know most chapters do that at their annual conference so if you would prefer to only do this at your annual and not want to at the regional that is more than appropriate. Right now we are trying to figure out which chapters would be interested. If you could email me back with a response by January 2nd that would be greatly appreciated.

Thank you for your time,

Devon Breeze Fischer

RID Region III Conference 2018

Awards Committee



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Deaf Women of Chicago Sponsorship Request Letter

Dear Potential Sponsor,

Deaf Women of Chicago, an affiliate of Deaf Women United is proud to offer benefit productions of Eve Ensler's Award-Winning play, "The Vagina Monologues," on February 16, 2018 in Chicago, Illinois and February 17, 2018 in Naperville, Illinois. The play will be performed by deaf actresses and conducted entirely in American Sign Language (ASL), with interpreters. Through this performance, Deaf Unity is looking to raise awareness, increase visibility, and generate funds for Deaf Women United's biennial conference, which Deaf Women of Chicago is hosting.

"The Vagina Monologues" remains a powerful and poignant piece of theater and it is our intention to make the 2018 performances in Chicago and Naperville a huge success. This will be possible, in large part, through the assistance and generosity of sponsors and donors.

Part of what makes this event so special are the opportunities it offers to businesses in local communities to participate in this global movement, to celebrate and honor the women in your life and community.

All profits from the event will go towards our non-profit organization, Deaf Women of Chicago. In order to maximize our impact of Deaf women in Chicagoland, we will need to cover the expenses that we will incur in staging the events. We hope that we can depend on you for financial support through either monetary donation or in-kind donation of services or items.

In exchange for your generosity, we will include your business' name and/or logo in the program book as well of a mention at the end of the program.

We look forward to collaborating with you on this extraordinary celebration of women and girls. This event will make a difference in their lives. We know that with your support and participation, this will be one of the most spectacular nights out for Chicagoland's Deaf Community in 2018.

Thank you for your consideration.

*Deaf Women of Chicago is a 501(c)3 non-profit organization with a focus on promoting unity, collaboration and empowerment of Deaf Women in Chicago.



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ADARA Sponsorship Letter

ADARA BREAKOUT 2018

INDIANAPOLIS, INDIANA APRIL 17-21, 2018

ADARA is a national organization whose mission is to facilitate excellence in human service delivery with individuals who are Deaf or Hard of Hearing. This mission is accomplished by enhancing the professional competencies of the membership, expanding opportunities for networking among ADARA colleagues and supporting positive public policies for individuals who are Deaf or Hard of Hearing.

INDIANAPOLIS is excited to announce our upcoming 2018 ADARA Breakout held at the Hyatt-Regency Hotel in Downtown Indianapolis! Indiana's capital city is the home of the NFL's Indianapolis Colts and has a variety of museums, memorials, and beautiful parks to visit. The Indianapolis Motor Speedway hosts the Indy 500, and other racing events annually. The Indiana School for the Deaf, located in Indianapolis, is recognized as one of three top-rated state Deaf schools in America. With our unique attractions and a large population of Deaf and Hard of Hearing families and individuals living in and around Indianapolis, you can see why this is a great place to work, live, and learn together while working in the mental health field.

This sponsorship opportunity gives you and your business the opportunity to highlight your organization during our upcoming conference. Our sponsorship packages are described below. All amounts in the packages are listed for in-kind and monetary sponsorships.

If you are not able to contribute at a sponsorship level, please consider a donation toward the ADARA 2018 Break-Out or exhibit for \$500. Exhibitors are provided a table and two chairs, excluding meals and presentations. For more information, please contact Charleen Sculley, Chair of this Breakout at: 2018conference@adara.org

PRESIDENT'S CIRCLE SPONSORSHIP LEVEL-\$5,000

The President's Circle sponsorship level offers several opportunities for recognition.



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This level allows you to elaborate about your company. You will receive:

- Exhibit table with two chairs
- Five main conference registrations
- Color advertisement in the conference program book
- 15 minutes sponsor highlight during one of the plenary sessions
- Sponsorship recognition on ADARA' s website

PARTNERS SPONSORSHIP LEVEL-\$3,000

The Partners sponsorship level allows you to share about your company. You will receive:

- Exhibit table with two chairs
- Three main conference registrations
- Color advertisement in the conference program book
- Sponsorship recognition on ADARA' s website

SUPPORTERS SPONSORSHIP LEVEL - \$2,000

The Supporters sponsorship level allows you to share about your company. You will receive:

- Exhibit table with two chairs
- Two main conference registrations
- Color advertisement in the conference program book
- Sponsorship recognition on ADARA' s website

FRIENDS SPONSORSHIP LEVEL - \$1,000

The Friends sponsorship level allows you to share about your company. You will receive:



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- Exhibit table with two chairs
- Color advertisement in the conference program book
- Sponsorship recognition on ADARA' s website



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Member at Large 3 Report

January 7, 2018 Meeting

Olivia Heitz 01/05/18

In November I began researching different venues to host the 2018 Conference. I sent a write up of suggestions via email to Mandy.

December 27th, Mandy and I had a virtual meeting to discuss conference planning.

Hotel Options:

- Downtown options near train
 - o State House Inn \$97 with free breakfast
 - o Abe Lincoln Hotel (Hilton) \$146
- Right off of 55 for people driving (Many options in one area)
 - o Country Inn and Suites AND Comfort Suites \$85-\$95 with free breakfast
 - o Drury Inn \$109
- Near LLCC and cheapest options
 - o Baymont Inn and Suites \$65 with free breakfast

Night Before Fundraiser:

(I have a wedding that night and will not be able to be at the fundraiser)

- I am looking into working with Obed and Isaac's. I am waiting for a response and will follow up Friday afternoon 1/5/18 if I haven't heard back. They are a brewery/restaurant downtown Springfield in an old victorian home that has an outdoor bocce garden. There is also a coffee shop next door owned by the same company. The parent company also has catering and it may be easiest to work directly with them for both a fundraiser.



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- Olive Garden - Has a budget freeze, but said to call closer to time and they may be able to work with us for a fundraiser. Their location is not downtown and not near LLCC.
- Mario's Pizza was a suggestion that offers a "pack the house" style fundraiser.

Day of Box Lunch:

- Cafe Moxo 11.75 box lunch per person, highly recommended by locals
 - o UPDATE
- Panera
 - o UPDATE
- Jimmy John's
 - o UPDATE
- Waiting response from Obed and Isaac's

I am willing to take on Sponsorship and also could find student volunteers from MacMurray who would be willing to volunteer the day of the conference.

Rough sample budget for 2018 Conference

Presenter: \$1,600

Interpreters: \$1600

Lunch: \$640

Space: ???

Tech: ???



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SMART Goals Planning

Outreach and Engagement

Mary Kocsis, Lindsay Wydra, Olivia Heitz, Mandy Grazian, Will Lee

- Curate resources on the IRID website for the purpose of sharing information and access that include info for:
 - o Interpreters
 - Including links to IDHHC
 - How to sign up for license
 - CEU requirements
 - Proficiency level areas you can work
 - ISBE
 - Step by step instructions on how to get approval to work in K-12
 - Continued Education requirements
 - o Public
 - How to use interpreters
 - How to hire interpreters
 - Agency information
 - IDHHC directory
 - Licensure requirements
 - o Deaf
 - Licensure



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- ADA

This goal will be completed by December 21, 2018.

By January 31 – Establish work roles

By April 30 – Produce first draft

By August 1 – Produce Final Draft

By December 21 – Have Interpreter Resource Kit Live

- Develop guidelines for posting content to social media for the purpose of transparency, consistency, and clarity.

This goal will be completed by June 30.

By January 15th - Olivia will make email contact to determine a date to have an online meeting in which a draft for guidelines are developed for posting content to social media.

By March 3rd – Feedback will be asked from the Board based on our rough draft.

By June 30th – Final draft of guidelines will be produced.

- Train 5 people to share digital information (social media, emails, and website) by August 31 for the purpose of sharing responsibility.

Notes:

1-7-18 3 of the 5 members were present. Above are smart goals we developed. Below are the goals we will develop after the 2018 Conference:

1. Revisit Outreach to Educational Interpreters and Statewide Engagement.

-The Communications Committee Chair will be working with her committee and MAL 2 to develop a quarterly digest that includes workshop lists, job openings, etc.



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2. Revisit Fundraising.

Recruitment and Retention

Cathy Silvern, David Rice, Susan Sotnick, Karen Janssen, Sam Freeman, Kathy Valiska, Hershella Ashford

- Provide at least 4 workshops each year, with two in the Chicagoland area and two in mid-southern IL. Workshops will cover topics such as Educational interpreting, freelance interpreting, using a CDI/DI, Mentoring, issues for new interpreters, and issues within advanced-master level interpreting scenarios.
- Develop a mentor registry by end of 2018 with a minimum of 15 mentors and offer one mentor training workshop focused on E2P.
- Develop ad hoc work group focused on researching and development of a service-learning project with Deaf people and red licensed interpreters during 2018.
- Distribute membership survey to all in IL by end of Jan 2018, collect data, and develop a plan based on survey results to increase membership by Aug 31, 2018.