

IRID

Illinois Registry of Interpreters for the Deaf

Board Meeting Agenda

Illinois Registry of Interpreters of the Deaf

Saturday, May 12, 2018

10am-3pm [Glen Ellyn](#), Illinois

- I. Call to Order
- II. Board Reports
 - A. President
 - 1. See attached report
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - 1. See attached report
 - E. Member-at-Large 1
 - F. Member-at-Large 2
 - G. Member-at-Large 3
 - H. Student Representative
 - I. IAD Representative
- III. Committee Reports
 - A. Bylaws
 - B. CMP
 - 1. See attached report
 - C. Communications
 - 1. See attached report
 - D. Deaf Interpreters
 - E. Educational Interpreters
 - F. Entry To Practice
 - 1. See Workshop Proposal in New Business
 - G. Finance
 - H. Membership
 - 1. See attached [report](#)
 - I. Professional Development
 - 1. See attached report
- IV. Old Business
 - A. Approval of Meeting Minutes
 - 1. March 3, 2018 Board Meeting Minutes
 - B. Storage
 - C. Live Streaming Meetings
 - D. Requests to publicize events



IRID

Illinois Registry of Interpreters for the Deaf

- E. 2018 IRID Membership Meeting
- F. Region III Forum
- G. Awards and Scholarships
 - 1. Region III Awards
 - 2. IRID Awards and Scholarships
- H. Sponsorship Request
 - 1. DeafBlind Training
- V. New Business
 - A. Board Reports for Business Meeting
 - B. Election Procedure for Business Meeting
 - C. Region III Conference Silent Auction Gift
 - D. Sponsorship for Student Registration at Region III
 - E. Monthly Board Reports Proposal
 - F. Set Future Board Meeting Dates
 - G. New Business from the Floor
- VI. Announcements
- VII. Adjournment

President's Report

- Appointed a nomination chair for the upcoming election.
- Assisted the Conference Planning Committee in finding the speakers.
- Participated in the online meeting with the Region 3 representative and other affiliate chapter presidents on 5.8.18. Below are items that were discussed during the meeting:
 - Bryon Behmn's (Region 3 representative) report about the recent RID board meeting:
 - **RID's strategic plan:**
 - Organizational effectiveness
 - To improve the relationships with the affiliate chapters and members and reduce the feeling of disconnectivity with the RID organization
 - To increase diversity on the board
 - Certification:
 - CASLI



IRID

Illinois Registry of Interpreters for the Deaf

- New testing will replace the current NIC exam in 2019 for hearing interpreters.
 - New CDI performance exam will be released in late 2019 for deaf interpreters.
 - CMP
 - To improve the electronic system in tracking the CEUS more effectively.
 - EPS
 - To improve the protocols for the interpreters and Deaf community in filing the complaints against any interpreter who violates the CPC rules.
 - Member experience:
 - To increase the engagement of newly qualified interpreters in the organization and to strengthen the relationships between the experienced interpreters and newly graduated interpreters.
 - Advocacy for the profession:
 - With the recent spotlight incidents of qualified interpreters, non-qualified interpreters, and CDIs, there is a need for our profession to be recognized appropriately.
 - Fiscal stability and sustainability:
 - RID is losing money every year. Goal is to have a neutral budget without losing any further money.
 - **CEO interviews**
 - The appointment of a new Chief Executive Officer (CEO) will be announced shortly. The new CEO's responsibility will focus on increasing visibility and outreach of RID to the community while financial stability and sustainability of RID will be the responsibility of the newly formed position of Chief Operating Officer (COO).
 - **RID conference 2019:**
 - The number of registration slots will be limited again and the lottery system will not be used this time.
 - Leadership tools will be provided again.



IRID

Illinois Registry of Interpreters for the Deaf

- **Delegate System Proposal:**
 - The goal is to increase the number of votes by the active members who represent each chapter accordingly during the business meeting at the annual conference. If this proposal is passed, it will be effective at the next conference after the 2019 conference.
- **Affiliate Chapter Handbook and Policies & Procedures Manual (PPM):**
 - The handbook and PPM will be released after May 15, 2018. They will be posted on RID's website.
- **Region 3 Representative:**
 - Bryon Behmn will be resigning as the Region 3 representative by the end of Region 3 conference. If you are interested in being the Region 3 representative, send your notice of interest to RID. They will have an election at the next board meeting in the Fall.
- **Region 3 Conference:**
 - The conference planning is going very well; they are in line with the budget. However, the concern is with the registration. The conference committee hopes that the number of registration will increase before the early bird rate ends on July 19th.
 - They are looking for an interpreter mentee to gain conference experience.
 - They are still accepting items from the sponsors and vendors and for the silent auction.

ACTIONS REQUIRED:

- **E-mail blast to notify our members of the upcoming Region 3 conference.**
- **Do we want to donate a basket of items to represent Illinois for their silent auction?**
- **Do we want to send a "registration certificate" for the silent auction for free attendance to RID's 2019 conference?**



IRID

Illinois Registry of Interpreters for the Deaf

Secretary Report

- Continuing regular secretary duties
- Hosted #Adulting for New Interpreters workshop at Columbia College Chicago.
 - 23 preregistered attendees and 9 people that registered at the door
 - 32 attendees total
 - Raised \$230 minus PayPal fees from preregistered and \$77 cash from at the door registration and selling baked goods.
 - \$307 minus PayPal fees raised total
 - Very positive evaluations sent via Google doc
 - Several other ITPs stated that they are open to hosting this workshop
- Attended Columbia's 25 Year Anniversary
 - It was a great time and I also used the opportunity to plug my workshop.
 - IRID was the first organizational sponsor thanked during the opening statements.

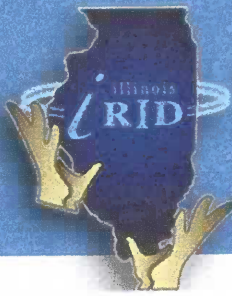
Member-at-Large 3 Report

Olivia Heitz

Conference work:

After the Board had voted and approved the budget and the details of the conference in Springfield, I emailed Grant from UIS asking for a contract which I passed on for revisions when received. On March 19th, I sent the revisions to Grant and he clarified some parts of the contract. I followed up to see who should sign the contract and then received the signed contract from Karen. I was away from home at the time and was going to send it to Grant when I had the opportunity to sit down at home in front of my computer the next business day. I got an email from Karen on April 5th asking me to not send the contract yet because IDHHC had just announced their conference and other options were being discussed. After not hearing anything, I followed up on April 9th. April 11th I was told that the conference had been moved.

I am currently working on Sponsorship. I sent out a letter requesting sponsorship and the tier form before I had any information about the presenter because I felt that time was important if we were going to have anyone who could sponsor. As of now Sorenson has offered to sponsor at \$250. There are a few other organizations



IRID

Illinois Registry of Interpreters for the Deaf

who have contacted me with questions. I am adding on one free registration to the top tier to boost incentive and will be making second contact today (Friday the 11th) and Monday. I will also include the registration flyer once it is approved so potential sponsors can know more about our presenter.

SMART Goals work:

With the work being done with the conference I have put most of my SMART Goals work on hold. Our group has made contact about a date for web training. Three of the five of our team met for an online meeting. I was supposed to set up a Google Document that I have put on hold while I handle sponsors as most of our group is heavily involved with the conference at this point.

Events:

I attended Columbia's ASL Department's 25th celebration with one of the tickets we received through sponsoring the event. It was a great time! Thank you for allowing me to go and represent IRID.

CMP Committee Report

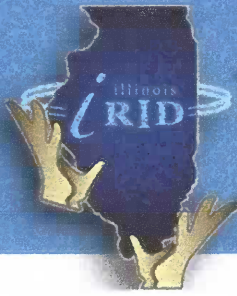
Prepared by Amy Kisner, CMP Chair

- Applications summary:

- = Processed 4 PINRA requests on behalf of IRID members
- = 1 inquiry about a future activity, waiting for application
- = 1 application submitted to IRID, pending completion of the activity
- = Processed initial paperwork for the participants at the June 2nd conference to receive CEUs. This will be completed after the conference.
- = Responded to a request from Mano a Mano, who were looking for CEU sponsorship for their May conference. Per the board's current stance, we regretfully declined to assist them.

- Our annual fee to maintain approved sponsor status came due on April 19th. As of May 10th, RID's website shows that the renewal fee has not been paid but we trust that the treasurer, who is aware of this bill, will pay it promptly. The last day to renew and maintain our status as a sponsor is May 22, 2018. ***Requires Action from the Treasurer**

- We have been in communication with SIU regarding their workshop in June. We are waiting on a vote from the full board to determine if IRID will be co-sponsoring this workshop, including CEU approval. ***Requires Action from the Board**



IRID

Illinois Registry of Interpreters for the Deaf

- In support of the board's SMART goal to increase engagement and outreach with the community of stakeholders in Illinois, we would like to be able to tell applicants how long the moratorium on workshop CEUs will continue, so that we don't lose those relationships for good. ***Requires Action from the Board**

- CMP Committee Chair has met with a representative of the Great Lakes ADA center to discuss potential collaboration over processing CEUs for interpreters participating in GLADA's webinars, both live and archived. Many options were discussed but no further actions have been taken. This would be a resource for interpreters nationwide.

- Chair will work with conference planning team to finalize the evaluation process and confirmation of attendance. I recommend the method from 2017, where attendees fill out evaluations through a Google form. Access to the evaluation will be distributed at the conclusion of the conference.

- Chair has spoken regularly with the PDC chair, confirming our respective duties regarding CEU processing at future workshops and discussing logistical issues

- Chair has met with the webmaster, Will Lee, to discuss the possibility of establishing a web based application process for CEUs. This was put on hold until after the June conference.

- Chair has spoken to the Membership Chair about streamlining the process to verify current membership status as part of the application for individual CEUs (PINRAs, Independent Studies and Academic Coursework). No new process has been established yet.

- Research into a recommendation for updated pricing model is also on hold until after conference.

Communications Report

Most of my recent work is focused on conference preparation and advertising. As soon as the final flyer is approved and the online registration is ready, I will begin distributing the information via email and Facebook posts.

○

I plan to do photography and social media coverage on the day of the conference along with other members of the Communications team. Jess Fogel is the newest member of the Communications team, along with myself and Mark McWilliams.



IRID

Illinois Registry of Interpreters for the Deaf

The Outreach and Engagement Team had a virtual meeting in March and we collectively decided to focus more on our SMART goals after the conference. We plan to meet in June for a website tutorial training.

Membership Report

Current membership numbers are listed below. We have seen a slight increase of voting members as well as student members!

Voting-170

Student-30

Non Voting Ally-37

Non Voting Organization-4

Total: 241

Since the last meeting, I reached out to survey respondents that requested a follow up. I asked them questions about their responses and asked for further feedback. One woman, Dawn Watts, expressed interest in seeing more resources for Deaf interpreters. She mentioned that she will be facilitating the Deaf caucus meeting at the Region III conference. No specific suggestions came out of that meeting but she was the only person who followed up with me.

In addition to my Region III committee duties, I will be helping facilitate a panel discussion for students at the Region III conference in August. Hopefully, the student friendly activities will be a good place to talk to students about membership and how they can serve their local affiliate chapters.

Amy and I have worked together to streamline the eligibility process for the annual meeting. We will be able to quickly assess whether a member is eligible if they are nominated from the floor!

Lastly, many students have asked me for conference volunteer opportunities. Do we still need support staff for the annual meeting or for any other upcoming events? I would love to get them involved. Thank you!

Best,
Sam Freeman



IRID

Illinois Registry of Interpreters for the Deaf

PDC Chair Report

PDC is moving right along towards our SMART goals. Per our goals we will have 4 workshops this year, two in the northern part of the state and two in the southern part of the state. It's looking like we will have 5 for the year.

1- IRID conference in June with Keven at COD. Great job to everyone who worked to find alternate locations and presenters for the conference.

2- to be discussed with the Board at this meeting about potentially co-sponsoring a Deaf Blind workshop that Bryen is presenting at in June in the southern part of the state at SIU.

3-As Susan mentioned, there are workshops planned for E2P in the northern and southern suburbs to help prepare and recruit mentors. DRB will be presenting these workshops and are both to be held in the third week of September.

4-We will be hosting Teri and June's Educational Interpreting workshop planned for September 29th at Illinois Central College in Peoria. The ICC ASL Club is giving us the space as well as providing pizza for that workshop.

5-Diversity Panel workshop tentatively planned for December 15th at SAIC. This workshop is intended to focus on the diversity in our profession in a TED Talk format. Arika Clark has agreed to be one of our moderators. This event is still in early planning stages, but some interpreters from different member sections have already been approached and are very interested.

Amy Kisner and I have also spoken and figured out where our lines blur and how we can best support each other in our respective positions as well.

Thanks,
Kathy Valiska
PDC Chair

Entry To Practice Fall Mentoring Workshop Proposal

(2 separate events of the same workshop)

Workshop #1

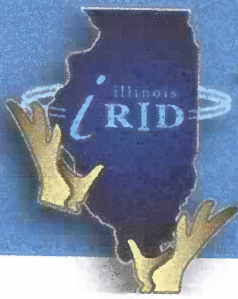
Date: Saturday, September 22nd

Place: Lansing Public Library
2750 Indiana Ave, Lansing IL

Time: 9AM-Noon

Workshop #2

Date: Wednesday, September 26th



IRID

Illinois Registry of Interpreters for the Deaf

Place: Lincolnshire Library
300 Olde Half Day Rd Lincolnshire, IL
Time: 6-9 PM

Presenter: Donna Reiter Brandwein

3 Hours (.3 CEU's)

Workshop Title: "Mentoring the Mentor"

Workshop Course Description:

This session is designed for veteran interpreters who have wanted to pass on their hard earned experience to newer interpreters but haven't yet taken the plunge.

Simple and immediately applicable skills and techniques will be examined and practiced in a safe learning environment. Current vocabulary and best practices will be summarized and questions answered to support successful mentoring.

Create a legacy: Step up and reach behind!

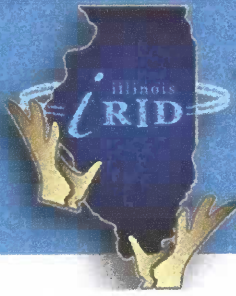
Educational Objectives

As a result of attending this workshop, mentors will be able to:

1. Lead a mentee through feedback sessions applying current best practices
2. Use current evaluative vocabulary to effectively communicate strategies for mentees to improve their skills
3. Recognize and list "homework" assignments appropriate for a mentee's development
4. Employ mentoring techniques appropriate to their personality, style, and settings of their work
5. Use written mentoring forms provided in this session
6. Take home sample mentor to mentee contracts

Media and Materials

- PowerPoint (presenter)
- Laptop (presenter)
- DVD stimulus material (presenter)
- Speakers (sponsor)
- Handouts (copied by sponsor)
- Flipchart and markers (sponsor)
- LCD projector and screen (sponsor)



IRID

Illinois Registry of Interpreters for the Deaf

Evaluation

- Attendee feedback and participation in learning activities
- Written evaluation for Donna Reiter Brandwein,

Presenter Bio:

Donna Reiter Brandwein, M.S.

CSC, CI, CT

a long time Illinois interpreter, teacher and mentor is a proud graduate of University of Wisconsin-Milwaukee's IEP.

She has been fortunate to have been mentored by Celia Warshawsky, Mary Mulrone, Eve Dicker-Eiseman (still!) and Evelyn Zola.

Her work currently is in private practice and as a designated interpreter.

Budget:

Presenter fees: $300+300=600$

Space: FREE

Promotional costs: 50.00

AV costs: donated

IRID fundraising gains "Adulthood for Interpreters": 300.00

Snacks/coffee for workshop: $50+50=100$

Interpreting services 9/22: 150X2 interpreters @50.00 per hr=300.00 (Mandy offered to donate services)

Interpreting services 9/26: 150X2 interpreters @50.00 per hr=300.00

Admission Cost:

Members: 30.00

Non-members: 45.00

Total costs: 1,350 (with interpreting services)

Donations: 300.00

Capacity: 50 attendees per workshop =100 total

Illinois Registry of Interpreters for the Deaf

BALANCE SHEET

As of May 11, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking	1,116.99
Chase Savings	25,340.21
Fidelity Investments	19,257.13
First American Bank - Checking	256.56
First American Bank - Savings	-276.95
PayPal	1,466.35
PayPal Funds Transfer Account	48.00
Total Bank Accounts	\$47,208.29
Total Current Assets	\$47,208.29
Other Assets	
Library Video Tape	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$47,208.29
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	1,640.00
Retained Earnings	50,829.01
Net Income	-5,260.72
Total Equity	\$47,208.29
TOTAL LIABILITIES AND EQUITY	\$47,208.29