

**Board Meeting Minutes**  
Illinois Registry of Interpreters of the Deaf  
Saturday, Sept 8, 2018  
12:30pm-3pm Chicago, Illinois

I. Call to Order

- A. President Teri Hedding called the meeting to order at 12:41pm.

II. Board Reports

President

1. See written report attached.

A. Vice President

1. Attended Region III conference and ran the IRID forum. During the forum members were polled about their concerns with IRID. No serious concerns, but members did state that they were concerned about a lack of diversity in the organization. Approx 25 people attended. R3 rep attended as well as the new RID CEO.

B. Treasurer

1. Report attached.
2. IRID is using the cash accounting method.
3. Need board motion to approve balance sheet from FY 2017-2018

a. Karen Janssen states that if the motion does not pass, a CPA will need to be hired to do an audit.

4. MOTION - Kathy Valiska moves to approve submitting the \$ FY 17-18 financial statements to RID. The motion carries.
5. MOTION - Kathy Valiska moves that the IRID Board accept the financial statements for FY 17-18 as presented by the treasurer. The motion carries.

C. Secretary

1. David Rice announces his resignation from the Board as he is attending graduate school and needs time to be able to focus on his degree.

D. Member-at-Large 1

1. No formal report

E. Member-at-Large 2

1. No formal report

F. Member-at-Large 3

1. No formal report- attended R3 conference and worked with Karen Janssen on a basket for the R3 silent auction.

G. Student Representative

1. No formal report

H. IAD Representative - Not present, no report

III. Committee Reports

Finance Committee - No Finance Committee established

A. Membership Committee

1. See written report

B. Communications Committee

1. See written report

C. Professional Development Committee - see written report

D. Nominating Committee - no activity

E. Bylaws Committee - no activity

F. Conference Committee

1. The Board agrees that a strong committee is needed to evenly divide the work.
2. Kathy Valiska and Sam Freeman are co-chairs for 2019 IRID conference committee.
3. The Board discussed additional ways to reach out to interpreters to advertise all workshops, etc.

#### IV. Workgroup Reports

##### Deaf Interpreters Workgroup

1. Not active

A. Entry to Practice Workgroup - Chair not present, David Rice presented E2P written report to the Board.

B. Legislative Workgroup - dissolved

#### V. CMP Administrator Report - see written report

Amy Kisner presented proposal for IRID CMP CEU pricing (refer to ppt)

1. MOTION-Karen Janssen moves to accept the CMP Administrator's new policy for pricing and procedures for processing CEUs as proposed. 2nd by Hershella Ashford.

Discussion on the motion.

a. Karen Janssen amends the motion to add the words "to become effective immediately". Hershella accepts amendment

1. The amendment carried.

b. The amended passed unanimously.

c. Discussion on Main motion.

d. Kathy Valiska called the question.

1. Motion passed unanimously

#### VI. Old Business

A. 2018 Membership Meeting

B. Archiving Documents

1. Amy Kisner reported that she and Jess Fogel are available to inventory and scan IRID documents that are in the new storage facility once all documents are there.

C. Student Sponsorship for Conferences - David Rice volunteered to work with the student rep to develop a criteria for the scholarship.

D. Monthly Informal Reports

1. Monthly informal Board reports did not continue after the first month of implementation. The Board can decide if they want to continue the reports when a new Secretary has been appointed.

E. Lost minutes

1. MOTION - Olivia Heitz moves to accept the plan and budget for the 2 mentoring the mentor workshops in 2018 as presented by David Rice for the E2P Committee. Hershella Ashford seconds. No discussion. Motion carried unanimously.
2. MOTION - Kathy Valiska moves to accept the plan and budget for the Educational Interpreting Workshop as presented by PDC Chair. Seconded by Olivia Heitz. No discussion. Motion carried unanimously.

#### VII. New Business

##### Software

1. Project Management Software

- a. Amy Kisner recommends Asana. The software will help the Board and all involved with IRID projects be able to track the progress work done within IRID. There is a limited number of free accounts so the board and a few committee members can have accounts without paying any fees.
2. Google Suite  
More research needs to be done before moving forward.
- A. Rebranding Proposal
1. Amy Kisner spoke about a topic of discussion in the Outreach and Engagement SMART Goals group and suggests that IRID develop a style guide for postings, flyers, and other documents used within IRID.
  2. Amy also stated that Mark McWilliams offered to create a new logo for IRID with the help of a logo designer. Mark will present options to the board at the next board meeting and the board can decide if they want to move forward with the proposal.
- B. Region III 2020 Conference
1. Teri Hedding will contact the appropriate people to check on the status of possibly hosting the conference in Chicago.
- C. Deaf Awareness Day Sponsorship
- D. Member Concerns
1. Feedback from Members at Region III  
Collaboration with ISD and Deaf Programs
    1. The SMART Goals group will address how to engage interpreters working in education and in programs on the southern side of the state.
- a. Lack of Diversity within IRID
1. Discussed during VP's report.
  2. Legal Workshops because of Severe Need  
June will offer "courthouse tour" workshop in the future.
  3. Operation Lighthouse  
Tabled to next meeting.
  4. Job Postings Board  
Tabled to next meeting.
- VIII. Announcements  
Next board meeting will be on December 9, 2018.
- IX. Adjournment  
Meeting adjourned at 3:08pm

### **President's Report**

Since our successful conference on June 2, 2018 at College of DuPage, I spent most of the summer recuperating from foot surgery. However, I was able to conduct a few business actions. Below is an itemized list of actions that has been done since June:

- Met with Karen Janssen to plan the board retreat.
- Contacted few people to inquire about doing the team building activity for the board retreat. June Prusak was confirmed for this activity.
- Corresponded with Edison Lopez about doing the sponsorship for the Deaf Latinos Awareness Day on September 15, 2018. I agreed to donate my time as a CDI for this event.

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- Created a vlog with Kathy Valiska to solicit feedback from our members regarding the issues about RID's leadership and NAD's demand letter.
- Participated in the Region 3 Affiliate Chapter President council online meeting on July 23<sup>rd</sup>.
- Contacted Howard Rosenblum to see if he is interested in doing a presentation for our next conference and to express our interest in partnering with NAD for the Region 3 conference in 2020. I have not received a response from him yet. I suspect that it is because of NAD's demand letter to RID. RID and NAD are probably having a dialogue regarding the demand letter and the collaboration for NAD and Region 3 conference.
- E-mail correspondence as needed.

I also want to highlight some items that were reported from the RID Region 3 Representative:

- Bryon Behm, who was our Region 3 representative, is now the new treasurer for RID. Kenya McPheeters is our new Region 3 representative.
- The planning for next year's national conference is ongoing. Location and dates will be announced soon.
- Power, Privilege, Oppression CEU's will be a part of next CEU cycle starting in November and will be 1.0 CEU requirement as part of the 6.0 Professional Studies CEU.
- As of August 22, 2018, 200 members have not renewed. This is an improvement from last year when more than 600 members who did not renew around the same time. Membership number updates will be provided once they are finalized.
- Region 3 President Council approved the use of Zoom for the video conferencing instead of GoToMeeting as it has better quality which cost \$ 149.00 per year (GoToMeeting cost was \$174.00).
- The Conference Committee would like to have the board members in addition to the CEO to attend every regional conference because of its visibility, interaction, and direct impact on members.
- Members who have served in some capacity on the board or in leadership positions would like to still remain connected (whether as a separate group or some form of committee) to help gain ideas, be reminded of our history/where we have been, and to share ideas about where we are "going"/future goals.
- There was some discussion and dialogue about what practical steps the National RID board can do to demonstrate a "step in the right direction" such as a different board structure with more deaf community representatives on the board, adding/creating new roles for deaf community to be at the center of decision-making process for interpreting related decisions.

### **Membership Committee Report**

During our last membership meeting, there was a motion proposed by member Angela Trull to provide a one-year free membership to full time K-12 interpreters. Will Lee, Monica Mockus, Mark McWilliams and I spent the past few months developing a way to register these new memberships directly through the website. Mark created a flyer with the information that Monica and I composed and we distributed the news to local schools, our membership and through social media. So far, we have seen 61 new and returning members take advantage of this opportunity.

Our current numbers are as follows:

Voting: 176

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

Total: 307

27% increase in membership since last membership meeting. However, there are several memberships that are currently in a grace period/members who took advantage of the one-year free membership so I expect this number to go down slightly as those memberships expire. I will reach out to those who have not renewed yet in the next week to hopefully retain as many members as possible.

The past two months have been extremely busy for membership with the renewal cycle and the K-12 membership happening simultaneously. Student member, Bron Schlaefer, volunteered to help me on a weekly basis for September and has been extremely helpful in helping membership stay on track.

After the membership renewal process is wrapped up, I would like to form a committee to address membership retention and create a plan to keep our new K-12 members. My hope is to create a concrete plan before the end of the year.

Sam Freeman  
IRID Membership Chair

### **Communications Committee Report**

**Communications Committee Chair: Lindsay Wydra Committee  
Members: Jess Fogel, Mark McWilliams**

The Communications Committee has been focused on advertising for our upcoming 'Mentoring the Mentor' (September 22 and 26) and 'Educational Do's and Don'ts' (September 29) workshops via email and Facebook.

Recently, our committee has been focusing on one of the Outreach and Engagement Team's SMART goals: "Develop guidelines for posting content to social media for the purpose of transparency, consistency, and clarity." We have been researching the Facebook Policies for Region III and RID to incorporate in our guidelines. We have also created a Google Document and have been working remotely to contribute ideas; we hope to go more in-depth and finalize a list of guidelines for Board approval during/after the retreat.

We have also been considering and researching our ability to merge our 2 FB pages, IRID and IRID Conference, in order to avoid confusion and to better reach our social media audience. We have been running into issues as far as the transfer of content goes; all of our conference and workshop photographs are documented, captioned, and catalogued on our IRID Conference page, where many people have liked, commented, and shared those photos over the years. If we were to merge the IRID Conference page to our main IRID page, we would lose all of that content and historical data. We are looking into alternatives and researching how we can combine our 2 pages without losing content.

We are looking into creating a newsletter that would share information, community events, job postings, etc. from around the state. Jess Fogel is ready to take the lead on this project, and we hope to utilize Mark's design work for cohesion and emphasis on our IRID brand. Sam Freeman (Membership Chair) has expressed interest in working on this project, as well.

### **CMP Administrator Report**

Prepared by Amy Kisner

#### Applications summary:

- Completed all CEUs for DeafBlind Training & Retreat (partial PINRAs, partial Independent Study)
- 1 application received for a workshop by a private PDG
- 4 PINRAs in process
  
- Chair met with the CMP from ICRID and discussed QR badging code process. Also discussed general CMP duties.
- Chair participated remotely in the Region V PDC/CMP session. Some information was shared regarding the new, rolling audit process. Some information was also shared regarding the new requirement that a percentage of CEUs must be in the domain of Power & Privilege. National PDC is still refining and clarifying these requirements. More information to come!
- Chair has discussed generating automatic certificates with webmaster, since producing and emailing certificates is the most time- intensive part of processing a workshop.
- Updated pricing and policies proposal