



# IRID

Illinois Registry of Interpreters for the Deaf

**President**

Angela Malcomson

**Vice-President**

Kathleen Valiska

**Treasurer**

Samantha Cotter

**Secretary**

Kevin Jackson

**Member-At-Large**

Laura Kostomiris

**Member-At-Large**

Courtney Cechini

**Member-At-Large**


Veramarie H Baldoza

**Student Rep**

Ian Rust

**Board of Directors Meeting Minutes**

Illinois Registry of Interpreters for the Deaf  
December 05, 2020  
10:00am-2:00pm  
Via Zoom Meetings

Approved at IRID Board Mtg  
March 06, 2021  


**I. Call to Order**

Angela Malcomson, President, called the meeting to order at 10:03am

**Board members present:** Angela Malcomson, Kevin Jackson, Laura Kostomiris, Courtney Cechini, Veramarie Baldoza, Ian Rust

**Committee Chairs present:** Bron Schlaefer, Amy Kisner, Lindsay Wydras

**Member:** Danielle Claxton (left at 10:30am)

**II. Quorum**

Quorum was established and maintained throughout the meeting.

**III. Approval of Agenda**

President Malcomson advised will follow regular meeting agenda (no written agenda)

Kevin Jackson moved to approve. Seconded by Courtney Cechini. Motion passed unanimously.

**IV. Approval of Minutes**

Angela Malcomson moved to approve the meeting minutes from August 08, 2020. Seconded by Courtney Cechini. Motion passed unanimously.

**V. Board reports**

President – report attached – RID Region 3 update. Some AC chapter presidents in the region. Many ACs do not have a full board so there was discussion on ways to recruit. President Malcomson has attended three or four of these meetings.

Vice President – no report

Secretary – report attached (no comments)

Treasurer – no report

Member-at-large (L. Kostomiris) – report attached – short update on Community of Practitioners (CofP) meetings and schedule for 2021. Laura has contacted



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Robyn Dean regarding a Demand Control Schema workshop. R. Dean is willing, but will be in contact after the the holidays to schedule.

Member-at-large (C. Cechini) – report attached – provided short summary.

Member-at-large (V. Baldoza) – new board member so no written report. Has been using time since election to learn duties of the position.

Student Representative – new member – no report. Verified that they do have all necessary access to email, Slack, etc.

## **VI. Committee Reports**

Communications – no written report. Little to report since last meeting. Has been working to resolve some technical issues so that newsletters can resume quarterly publication. Hope to resume no later than February 2021.

CMP – report attached – short summary of report. Also solved the problem with evaluation form for the medical workshop so should not reoccur. Reported that there have been requests for ongoing CEU sponsorships.

Membership – no report. Not much to report since the annual membership meeting. Has been in touch with former board member C. Abood to coordinate delivery of IRID files in her possession.

PDC (vacant) – no report

Webmaster – the new website is coming along. Some content is finished. Amy provided a preview of the finished content (board bios, announcements, home page). Other sections are still under construction. There is not yet a site map. President Malcomson updated the new board members as to the reason for the new website and progress so far. A. Kisner has done the bulk of the work. The board hired a branding company and designers. The goal is to launch the new site in January 2021. The new website will be easier for the board members to learn and use. A. Malcomson and A. Kisner attended a web design course hoping to be able to do the design in-house, but decided hiring a designer was necessary.

The board viewed some of the completed pages of the new website

When migration to new website is completed, the active member database will be approximately 400 members. The membership section is still under construction. Amy is working with the membership committee chair to determine the type of information we want to collect from the membership to create member profiles so that members can access and view their profile when they log in.

Discussed at length some ideas and possibilities of features for each sections ( i.e, CofP) – what can features are possible – can use website to join Zoom meetings instead of using link, etc...



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Soon will be contacted specific board members to develop text for their sections based on the amount of space available on the page.

Also discussed how newsletters will be set up on the website – will use filters.

Question: Will archived membership information will be available? Answer: Yes. Current database is approximately ten years old. The current website goes back to 2006. That database will be downloaded. Membership from two to three years ago will be available on the site. If older than that, it can be transferred from the archive (spreadsheet) if it is needed or requested. More recent information memberships (within past three years) can be reactivated.

Currently there no page dedicated to ITP students. Discussed the need and how it would be used. Specific information can be highlighted and sent out, but better not to separate from other content.

Amy explained the color coding set up so far for the events calendar. Below the events calendar there will be links to the RID calendar, IAD calendar, CCAC calendar and other events in the area that are not on our calendar.

All forms needed will be on the site on the board page – tutorials will be in the same location so the board make updates themselves.

## **VII. Old Business – no old business**

## **VIII. New Business**

### **A. Schedule 2021 Quarterly Business Meetings**

- March 6 – 10am-3pm via Zoom. This will be a work day to develop/update AC Policy and Procedure manual. All board members will be given assignments before March 6.
- June 5, 10:00am-2:00pm. Location TBD.
- September 11, 10:00am-2:00pm, Location TBD.
- December 4, 10:00am-2:00pm, Location TBD.

B. Discussed recent Region 1 virtual conference and the possibility that IRID can host a virtual conference for Illinois for 2021? May also go ahead and plan for that so we can begin planning. Decided will host virtual this year. VM will work with KV for planning.



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**C. Action Items: Progress on each of the following action items highlighted in this section to be reported on during old business at the March 2021 quarterly board meeting.**

### **A. Malcomson –**

1. Working with an accountant and labor lawyer to host workshops pertaining to the business aspects of interpreting (3 workshops).
2. Will assign sections of P&P manual to individual board and committee members.

### **K. Jackson–**

1. continue to work on historical documents and minutes to be uploaded to the shared drive and new website. .
2. Will assist C. Cechini with scholarship research.

### **C. Cechini–**

1. Will research scholarships dedicated to BIPOC interpreters (i.e., testing, tuition for student interpreters, etc.)
2. Will also work on ethics workshop (mental health).

A.Kisner – will request a complementary ticket from Cindy Wood for the Katie Fitzpatrick workshop related to #2. If approved, it will be given to C. Cechini to attend.

### **Board Motion:**

**A. Malcomson moved IRID purchase the registration for C. Cechini to attend the mental health workshop for research purposes.**

**Seconded by Kevin Jackson.**

**Motion passes.**

### **V. Baldoza-**

1. Will work with K. Valiska to begin conference planning for 2021.
2. Develop a survey to send out to all IL licensed interpreters to research reasons interpreters are not members of IRID.

### **L. Kostomiris –**

1. Continue work on CofP meetings – will develop ideas to involve more members and increase attendance.



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### B. Schlaefer

1. will assist V. Baldoza with interpreter survey
2. Creating mail merges for members whose memberships have lapsed that can include survey.
3. Will research a Canva account.
4. Working on the database and questions to ask members (required/optional) for the membership section of the website.
5. Will get IRID file boxes from C. Abood

### A. Kinser.

1. Will set up virtual email account for all board use for things like Zoom, etc.

### I. Rust –

1. Contact and develop relationships with all ITP chairs, student clubs, etc to determine student needs in ITP's
2. Work on Student Spotlight for the newsletter.
3. Will resource list of ITP's to provide the webmaster for the new website. C. Cechini will provide what information she has already compiled.

### L. Wydra –

1. Developing next issue of newsletter (late Jan) – feature article about new website (will work with A. Kinser on this) to summarize changes, new logo and branding, President's spotlight, IAD spotlight, Student Spotlight, CofP, volunteer recruitment for conference-planning committee.

D. Discussed and set three major goals for the board and committee chairs to work toward together:

- 1) Membership engagement and recruitment – increase membership from 125 to 200 members.
- 2) Testing & Certification support
- 3) Recruit a PDC chair and get the PDC committee up and running.

E. A. Malcomson will be working with the treasurer to hire an accountant to perform an audit. Treasurer is also working with Karen Ball from RID to improve treasurer processes.

F. A. Malcomson is collecting bids for IRID board shirts with the new logo. More information will be provided in January.



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E. There was a brief discussion on ways to highlight member benefits (i.e., a pie chart to show how IRID money is spent, compare costs for non-member to member (workshops) etc.).

Also discussed free CEU processing – whether to continue or not and for whom. Collecting metrics and deciding which metrics are most important to consider. How do we measure success?

## **IX. Meeting schedule**

See new business, item A for 2021 meeting schedule.

## **X. Adjournment**

Kevin Jackson moved to adjourn. Seconded by Laura Kostomiris. Motion passes.

Meeting adjourned at 12:31pm.

## **IRID Board Meeting Reports December 2020**

### **Board Reports**

#### President

#### Vice President

#### Treasurer

#### Secretary

Since the last board meeting on August 8, 2020, I have done the following:

1. Completed the draft minutes of the meeting and distributed for review.
2. Distributed a copy of last year's board and committee annual reports for reference for this year's board and committee annual reports for the membership meeting and created a guide for recording ASL version of written reports for distribution to members before the meeting on November 1, 2020.
3. Helped with planning of the annual membership meeting and attended planning and practice sessions before the meeting.
4. Attended and participated in two Community of Practitioners meetings (Sept/Oct) and took notes for the mediator.
5. Gathered the documents required for the RID annual report and submitted the report to RID.
6. Created a call for nominations for officers for Communications chair to distribute to members for the annual meeting and served as contact person for the nominations.
7. Created folders in the shared drive for board of director and annual membership meeting minutes and supporting documents (agenda, reports, etc).
8. Created an "approved minutes" folder for all finalized minutes and supporting documents from board of director and annual membership meetings so everyone on the shared drive can access them. All finalized minutes beginning August 2019-present have been uploaded to the folder, including the 2019 annual business meeting, have been uploaded to the folder. These are the minutes I have available in digital form. I am in the process of scanning hard copies of minutes/supporting documents that I received for 2018 and 2019 prior to August 2019. I will be working my way backwards through these beginning with 2018 membership meeting followed by board of directors meetings before Aug 2019. The minutes that have been uploaded are ready to upload to the new website so all members have access.
9. Created folders in the shared drive so all can access forms and documents needed for ongoing requirements (i.e., Secretary of state annual report, sales tax exemption application (every five years), RID annual reports, etc).

10. Continue to monitor email received from [info@irid.org](mailto:info@irid.org) and respond or forward to the proper person for response.

Member-at-large 1 (L.K.)

From the last board meeting on August 8, 2020 until present, I have done and facilitated the following;

1. During the August 8, 2020 Board Meeting, one of several discussions occurred. The start of a Community of Practitioners was brought before us of this new endeavor for our community of working interpreters in the state of Illinois. I decided to take this on as a Member at Large. With further discussion, the goal of this new feat is to set up a monthly collaborative of working interpreters to have a safe place to discuss topics, concerns, or other questions we have as working interpreters. I made an ASL video of this new program and it was shared on the IRID FaceBook page, sent via email to all IRID members and posted on the IRID website. All working interpreters who are current members of IRID were sent a Zoom link for the meeting to their email. Those who are non-members then requested a link to join and were sent the link as well. The first meeting occurred on September 22, 2020 at 7pm. There were over 20 participants in this first Brainstorm session.

Since then 3 meetings have occurred: September 22, October 20 and November 19, 2020. The next meeting is scheduled for December 17, 2020 and a new schedule will be established for 2021 in 4 month increments. This has been and will continue as my main endeavor as MAL1.

2. On October 18, 2020 a workshop called ASL to English: Improving Your Work for the Next Job was presented by Donna Reiter Brandwein. I contacted the presenter, completed required paperwork and facilitated the workshop.
3. The annual business meeting was held on November 1, 2020. As a part of this meeting, I explained Robert's Rules of Order.
4. On Dec. 4, 2020 via email, I contacted Robyn Dean to see if she would like to present Demand Control Schema as a workshop for IRID in 2021. She stated she would be thrilled to come back to Illinois or in whatever "fashion". We will be in touch again after December 9, 2020, per her request.



### Member-at-large 2 (C.C)

Since the last board meeting on August 8th, 2020 I have done the following-

1. I created an ASL version of my written board report for the annual membership meeting. Also compiled the rest of the boards' videos and edited them together to distribute to members for the meeting on Nov. 1st.
2. Attended practice sessions and helped plan annual membership meeting.
3. Became new Member-at-large and worked on transitioning from Student Rep to MAL and learned new role/responsibilities.
4. Attended annual membership meeting and proposed adding the board position of Student-Rep Elect for a 1 year term, who will then become Student Rep.
5. Met with Student Representative on Nov. 20th to welcome to board, discuss roles and responsibilities, explain board meetings, answer questions, and get them acquainted.

### Member-at-large 3 (V.B)

### Student Representative

## **Committee Reports**

### PDC

### Membership

### CMP

*Prepared by: Amy Kisner, CMP Administrator*

## Individual events

Completed since the August 8, 2020 board meeting

- o 11 PINRA Applications

## Workshops

3 workshops completed

- o *ASL to English Interpreting* (IRID and Donna Reiter Brandwein, 10/18/2020)
- o *The Medical Interpreting Kaleidoscope* (IRID and Corey Axelrod, 11/13/2020)
- o *The Sin of Omission: An Ethical Discussion* (CWoodPD and James Cech , 11/14/2020)

## Upcoming workshops

- o *Culture, Identity, and the Interpreter: Unpacking Deaf Education (K-12) from the Deaf Perspective* (CWoodPD and Dr. Stephanie Beatty, 12/5/2020)
- o *Mental Health for Interpreters: Managing Memory, Attention and Stress in the Coming Year* (CWoodPD and Katie Fitzpatrick , 1/2/2020)
- o *Advanced Medical Interpreting Part 1*(CWoodPD and Anna McDuffie & Heather Brown, 1/16/2021)
- o *Advanced Medical Interpreting Part 2*(CWoodPD and Anna McDuffie & Heather Brown, 1/23/2021)
- o *Language and Cultural Deprivation in the Black and Brown Community* (CWoodPD and Ritchie Bryant, 2/6/2021)
- o *Virtual Interpreting: How to Prepare and Deliver Ethically and Effectively*(CWoodPD and Dr. Sabrina Tempie-Smith, 2/20/2021)

## Recent Activity

Continued to work closely with Cindy Wood of CWoodPD to approve a number of workshops through the fall and winter

Responded to several email requests for information about sponsorship

Participated in planning and supporting the IRID annual business meeting on November 1, 2020

Reviewed our pricing model for 2021 \*NEEDS BOARD ACTION

Communications