



IRID

ILLINOIS REGISTRY OF
INTERPRETERS FOR THE DEAF

Board Meeting : June 09, 2021

President

Angela Malcomson

Vice President

Kathy Valiska

Secretary

Kevin Jackson

Treasurer

Samantha Cotter

Member at Large

Laura Kostomiris

Member at Large

Courtney Cechini

Member at Large

Veramarie Baldoza

Student Representative

Ian Rust

Regular meeting of the board of the Illinois Registry of Interpreters
for the Deaf

June 09, 2021

7:00 pm to 09:00 pm, CST

Virtual via Zoom

AGENDA

- 1. Call to order**
- 2. Determination of Quorum**
- 3. Approval of Agenda**
- 4. Approval of March 6, 2021 board meeting minutes**
- 5. Board reports: Questions**
 - 5.1. President
 - 5.2. Vice President
 - 5.3. Treasurer
 - 5.4. Secretary
 - 5.5. Member at Large I
 - 5.6. Member at Large II
 - 5.7. Member at Large III
 - 5.8. Student Representative
- 6. Committee reports: Questions**
 - 6.1. Membership Committee
 - 6.2. Communications Committee
 - 6.3. CMP Administrator Report
 - 6.4. Webmaster Report
- 7. Old Business:**
 - 7.1. Policy and Procedure Manual
 - 7.2. Workshop updates
 - 7.3. Conference Updates

8. New Business:

- 8.1 Welcome: Shannon Moutinho PDC, Chair
- 8.2 Master Mentor Program co-sponsored with CHS
- 8.3 Nominations
- 8.4 Motions
- 8.5 Scholarships
- 8.6 National Conference

9. Set Next Meeting:

- 9.1 **September 11, 2021 10:00-2:00 Face to Face???**
- 9.2 **Location TBA**

10. Adjournment

MEETING MINUTES

In Attendance:

Board: Angela Malcomson, Kathy Valiska, Kevin Jackson, Courtney Cechini, Laura Kostomiris, Ian Rust
Absent: Samantha Cotter, Veramarie Baldoza

Committee Chairs: Shannon Moutinho (PDC), Lyndsay Wydra (Communications), Bronwyn Schlaefer (Membership)
Absent: Amy Kisner (CMP)

Guests: Letisha Miller (IRID member) - letishamm1@aol.com, Lynn Johnson (contact info unknown)

1. Call to order

Angela Malcomson, President, called the meeting to order at 7:01pm

2. Determination of Quorum

Quorum was established and maintained throughout the meeting.

3. Approval of Agenda

Kathy Valiska moved to approve the agenda. Seconded by Courtney Cechini. Motion carried 5-0.

4. Approval of March 06, 2021 board meeting minutes

Laura Kostomoris moved to approve the board meeting minutes from March 06, 2021. Seconded by Kathy Valiska. Motion carried 5-0.

President Malcolmsen welcomed and introduced Shannon Moutinho as the new Professional Development Committee Chairperson.

5. Board Reports (see below)

Questions/Additional comments:

President: no questions. Angela commented that she has been working with interpreter Referral Agencies to develop mentoring opportunities in the state. This will be discussed under new business.

Vice President (no written report): Kathy reached out to Socorro Garcia for a workshop proposal for "Interpreting for Accessibility: Entering the Space of Deaf People". It will be posted on the shared drive. Has been working with Veramarie Baldoza on conference and trying to determine if it will be an in-person conference or virtual. An email was sent to Illinois Lekisha Gunn regarding of Illinois Supreme Courts regarding the email she sent on March 15, 2021, but has not heard back from them. Conference will be discussed under new business.

Treasurer - no written report. Angela Malcomson shared the following financial information:

| <u>Account Balances</u> | |
|-------------------------|---------------------|
| Checking | \$ 1880.25 |
| Savings | <u>\$ 18,465.07</u> |
| Cash on hand | \$ 20,345.32 |
| | |
| Fidelity | \$ 20,050.91 |
| Paypal | \$ 7,594.57 |
| | |
| Total assets | \$ 47,990.80 |

IRID's finances have been stable since October 2018, even with the expenses connected to the upgraded website, branding, web design, etc., so we are in good shape financially. A detailed breakdown of finances will be shared at the conference this year. IRID contracted with an accountant (contract will be in the shared drive) to help the treasurer clean up IRID's financial records and our financial reports will be very transparent. The President and Treasurer have access to accounting software, but all board members can view records upon request.

Secretary - No questions

Member-at-Large 1 (Laura Kostomiris) - No questions. The Robyn Dean Demand-Control Schema workshop is scheduled for June 19, 2021, but registrations numbers are low. There was discussion as to whether to postpone the workshop or cancel. Robyn Dean offered to postpone until fall or cancel. The workshop has been advertised throughout Region 3 and

Robyn Dean has sent out to her contact list as well. Per Angela Malcomson, all ACs are struggling with numbers for workshops and conferences. The Region 3 Representative has said the problem is happening nationwide. Kathy Valiska recommended the workshop be postponed until Fall. Shannon Moutinho (PDC chair) stated that if postponed we could concentrate on promotion and interpreters will be focused on satisfying CEU requirements closer to the end of the year. This will be discussed more in new business. The board agreed that it will be better to postpone until Fall and can be either a stand-alone workshop or be part of the annual conference. Laura will contact Robyn Dean to confirm that the board decided to postpone the Demand-Control Schema workshop to be held at a later date this year, possibly at our annual conference or as a stand-alone workshop: she will use the opportunity to introduce Shannon as the new PDC chair as well as Kathy Valiska and Veramarie Baldoza as conference chair/committee. Shannon will be the contact person in future correspondence regarding rescheduling the workshop.

Member-at-large 2 (Courtney Cechini) - No questions. The Mental Health Workshop went well.

Member-at-large 3 (Veramarie Baldoza) - see written report

Student Representative - no written report - Ian has been working with Courtney on their assigned section of the PPM. Has also been working to recruit IL ITP Department Heads to create a panel in order to increase student involvement in IRID. Has created a banner for the website, but wants so discuss it with the website administrator before uploading it.

6. Committee Reports (see below)

Professional Development Committee (PDC) - no report - this was a vacant Position until Shannon was recently appointed. She was introduced at the beginning of the meeting.

Membership Committee (see written report)

Still over 800 licensed interpreters who are not members - will focus on getting members to rejoin.

Communications Committee - no written report.

Worked with various board members on schedule for website announcement emails. Learning Mail Chimp so can send consistently formatted emails with branding, etc. Advertising for workshops (May

and June). Will send email to all members regarding cancellation of RD workshop. Will get confirmation from Laura that RD has been informed before sent out to members.

Newsletter - not sure what to do. Getting the video articles has been a struggle. AM suggested getting social media savvy (i.e, student members) to help with the Newsletter. Ian can help with the social media posts. Still working on PPM section - not finished yet.

CMP Administrator - see written report

7. Old Business

.1 Policy and Procedure Manual (PPM)

The folder for draft sections of the PPM to be uploaded is on the shared drive. Some sections have yet to be completed or are completed but not in the folder. The Secretary will move these to the correct folder. Once all sections have been uploaded. President Malcomson will format them and create a new PPM for review.

Action Item:

All draft sections of the PPM are to be completed and uploaded to the "IRID Policy and Procedures Manual (draft)" folder no later than August 01, 2021

.2 Workshop Updates

The tax workshop series contracts are approved and signed. Each workshop will be posted to the Events calendar on the website and registration will be opened. There are a total of four workshops, one to 2020 IRID annual meeting attendees can take advantage of their discount code granted for attending the annual meeting for these workshops. Will need to verify how the code redemption process works. Workshop flyers have been sent to RID region three presidents and the Communications chair will send it out to members.

.3 Conference Updates

Preferences for the fall conference and annual business meeting were discussed and the general consensus was a two day conference in October or early November. Depending on her availability, an option of one day would be the postponed Robyn Dean Demand-Control

Schema workshop - morning session/business meeting/afternoon session. There are other options if Robyn Dean is unavailable or if PDC decides to host the D-C Schema workshop as a stand alone later in Fall. Vice President Valiska is in the process of developing the conference budget. Onsite conference has ruled out in 2021 - many venues still not allowing large groups due to the pandemic. President Malcomson mentioned that another affiliate chapter hosted a virtual conference that was financially successful as it required conference space, hotels, travel, etc.

After discussion, it was decided that the 2021 Conference and Annual Membership meeting will be held virtually via Zoom on October 16th and 17th, 2021.

K. Valiska, Veramarie Baldoza, and Shannon Moutinho will decide the theme for the conference and start the planning process and advertising.

Action Item:

A basic shell of the annual conference schedule will be completed no later than June 30th, 2021 (K. Valiska, V. Baldoza, S. Moutinho).

8. New Business

.1 Welcome: Shannon Moutinho, PDC chair - moved to the beginning of the meeting.

.2 Master Mentor Program co-sponsored with Chicago Hearing Society (CHS)

President Malcomson shared with the board and committee chairs a proposal (see attached) from the Teaching Interpreting Educators and Mentors (TIEM) Center for its "Foundations of Mentorship for Interpreters" program. Due to the lack of available mentors in the state for interpreting students or recent graduates of ITPs, CHS approached IRID with the proposal to collaboratively develop a mentorship program. This would be a formal mentor training program. TIEM's mentor training program is a sixteen week program that consists of four four-week modules. The first cohort (to be led by TEIM facilitators) will consist of fifteen certified Illinois licensed interpreters to be selected by IRID and CHS. The training will be free of charge to the interpreter. Upon the successful completion of the program the interpreter will receive 8.0 (80 hours) of RID CEUs. These fifteen interpreters must pledge to be mentors in the state of Illinois

for one year and train the next cohort of interpreting mentors. The anticipated cost of the TEIM Center program is \$15,300. CHS has pledged \$10,000 and has asked IRID to provide \$5000.00. Four slots in the first cohort will be reserved - two for CHS staff interpreters and two IRID board members. IRID will be work collaboratively with CHS to screen and choose the remaining eleven interpreters for the first cohort.

Question: What is the retention rate of the program?

Answer: (President Malcomson) It is high. The interpreter signs a contract and CEUs are not granted until completed.

Question: What is the projected start date?

Answer: TEIM provides the facilitators for the first cohort with a total of five facilitators available. They are ready to start when CHS and IRID are ready. The first group would likely start sometime in Fall 2021 but must first develop a screening process for participants, advertise the program, gather and review the submitted applications and select the participating interpreters.

Board Motion:

Kevin Jackson moved that IRID collaborate with Chicago Hearing Society and \$5000 toward the program fee and accept the TEIM Center "Foundations of Mentorship for Interpreters" proposal.

Seconded by Courtney Cechini

Motion carries 5 aye 0 Nay

.3 Nominations for officers

A nominating committee must be established to send out a call for nominations for the board positions to be elected at the annual membership meeting.

.4 Motions

A call for motions from the membership must be sent out sixty days prior to the annual membership meeting. This will be done when the conference schedule is confirmed.

.5 Scholarships

A scholarship committee will be formed to accept applications for IRID scholarships to be announced at the annual meeting.

There was also discussion of additional scholarships being offered.

Current scholarships are focused solely on testing. The board will research other types of financial opportunities for members.

Examples include (but not limited to):

Continuing education or training scholarships required for Deaf interpreters pursuing certification.

Training opportunities/Conferences/travel relevant to the profession for BIPOC interpreters, Deaf Interpreters and other marginalized groups.

.6 RID National Conference

National conference is being held virtually July 9-12th. IRID will sponsor registration for two board members to attend. If interested and can attend, let President Malcomson know.

9. Next Meeting

The next regular meeting of the Board of directors will be held Saturday, September 11, 2021 from 10am-2:00pm at Columbia College.

10. Adjournment

Kevin Jackson moved to adjourn.

Seconded by Ian Rust

Motion passes 5 aye 0 nay

The meeting adjourned at 9:19pm.

BOARD REPORTS

President's Report

Angela Malcomson

1. Since our last meeting on March 6th I have attended 2, monthly R3 president's council meetings and am working collaboratively with the council to plan the 2022 R3 conference.
2. I have attended 2, Mentorship Gap virtual Summits with all the ITP's and Interpreting agencies to discuss issues concerning new graduates and their ability to work in Illinois. We are collaborating to discuss possible solutions to the lack of mentors in the state for students and recent graduates.
3. I researched different mentorship programs and options for mentorship training. I met with CHS on several occasions to narrow the options and we hosted a virtual meeting with Betsy Winston from TIEM to discuss their program and what they could do for the state of Illinois. I will discuss this program during the new business section of the meeting.
4. I hosted the Interpreters forum on April 10th with the help of several board members. (Thank you all who attended)
5. Worked with Rosemary Bocain to organize workshops for a Summer Tax series.
6. Attended the Mental Health for Interpreters Workshop.

Current Vice President

Treasurer's Report

Current Treasurer Secretary's Report

Kevin Jackson

Since the last board meeting on March 6, 2021, I have done the following:

1. Finalized the draft minutes from the March 6, 2021 meeting and submitted to the board for comments and corrections.
2. Attended the April 10, 2021 interpreter forum hosted by IRID in collaboration with IDHHC.
3. Became more familiar with some of the functions and features of the new IRID website (i.e., viewing registered attendees to events, updating event information, etc.)
4. Developed a draft of the "Board Organization" section for the IRID PPM Manual.
5. Continued to monitor info@irid.org and responded to any email if appropriate or forwarded to the appropriate party to respond.

Member at Large (I) Report

Laura Kostomiris

Since the last IRID board meeting on March 6, 2021, I, as Member at Large have done the following:

1. Continued correspondence with Robyn K. Dean, presenter for the Demand Control Schema: An Introduction to Normative ethics scheduled for June 19, 2021 from 9-4:30pm.
2. Met with our admin/CMP Amy to learn more about the website and how to make changes/updates for the Community of Practitioners pages.
3. Attended the IRID Interpreter Forum on April 10, 2021.
4. Attended the IL State Licensure Board meeting on May 7, 2021.
5. Continued to hold Community of Practitioners meetings on the following dates: March 22 and March 28, April 19, and May 24. Practitioner attendees

have resulted in a low number turnout. Notes were taken and sent directly to the practitioners. A general discussion and current updates were given. Questions from students related to ethical situations or “what if’s” have been discussed. The next date is scheduled for June 21, 2021 at 7pm.

6. Edited the “Introduction” section of the Policy and Procedures Manual for IRID.

Member at Large (2) Report

Courtney Cechini

Since our last board meeting on March 6th, 2021 I have done the following:

1. I attended the Interpreter Forum with IDHHC hosted by Angela Malcomson on April 10th, 2021.
2. Attended the Illinois Licensure Board meeting on May 7, 2021.
3. Corresponded with Katie Fitzpatrick and hosted the Mental Health for Interpreters Workshop on May 15th, 2021.
4. Created/edited draft of the “committees” section of the IRID Policy and Procedures Manual with Ian Rust, Student Rep.
5. Became familiar with the new IRID website and learned about making changes and editing pages.

Member at Large (3) Report

Veramarie Baldoza

1. Conference related: checked with City Colleges of Chicago to see if the annual conference can be held at that location. Due to COVID-19 restrictions, the buildings are not fully open for anything to be scheduled later this year.
2. Attended Interpreter Forum April 10, 2021
3. Attended Community of Practitioners meeting April 19, 2021
4. Attended Mental Health Interpreters workshop with Katie Fitzpatrick May 15, 2021
5. Retyped and edited PPM - sent VP information via email regarding various PPMs about Conferences, will need to add and edit virtual policies

6. Attended CEC online - How Virginia RID (VRID) Succeeded in Hosting a Virtual Conference

*They spaced the 4 day conference to every other Saturday for 6 months is this the format that IRID would like to do?

Student Representative's Report

Current Student Representative

COMMITTEE REPORTS

PDC

Current Chair

Membership

Bronwyn Schlaefer

Membership Rolls

Total current members: 147 (+23 from 3/06)

Current voting: 117 members (+17 from 3/06)

Current student: 17 members (+6 from 3/06)

Current ally: 13 members (+0 from 3/06)

Current organization: 0 members (+0 from 3/06)

Expired members: 266 members (Down 11 from 3/06)

I have received a lot of positive feedback about the website and the new fields we've added to our membership database, such as a "pronouns" option.

Recent Activity

Once the website was live and initial announcements were sent out, unfortunately I got pulled away from membership duties for a bit due to personal commitments happening in my life, so I don't have many updates to add. I cleaned up the IRID logo files so that Angie could send logos to the T-shirt company for mock ups and

eventual production. I also have made some updates to the membership section of the PPM.

CMP

Amy Kisner

Individual events

→ Approved since the last board meeting:

- ◆ 8 Academic Courses (3 individual interpreters, 2 were from Kentucky as part of our ongoing partnership with KYRID)
- ◆ 14 PINRA (5 were through AALB, 5 were through KYRID)

Workshops

→ 20 Workshops completed since the last board meeting:

- ◆ Ethics in the Evening - Tenant 2 (CWoodPD, 2/23/2021)
- ◆ Ethics in the Evening - Tenant 3 (CWoodPD, 3/9/2021)
- ◆ Technology Signs (Paul Glaser/EKU, 3/12/2021)
- ◆ Ethics in the Evening - Tenant 4 (CWoodPD, 3/23/2021)
- ◆ Unlearning Words (CWoodPD, 3/28/2021)
- ◆ It's a Touchy Subject: Decision Making in the K-12 Setting (CWoodPD, 3/31/2021)
- ◆ Ethics in the Evening - Tenant 5 (CWoodPD, 4/6/2021)
- ◆ Sex Education for Interpreters (CWoodPD, 4/10/2021)
- ◆ Sexual & Reproductive Health ASL Classifiers (CWoodPD, 4/11/2021)
- ◆ Expressive Numbers in ASL (Paul Glaser/EKU, 4/16/2021)
- ◆ Theatrical ASL Interpreting (Keara Beck Ortt/KYRID, 4/17/2021)
- ◆ Ethics in the Evening - Tenant 6 & 7 (CWoodPD, 4/20/2021)
- ◆ Interpreting for Language Deprived Students in Educational Settings: A Conversation Starter (CWoodPD, 4/29/2021)
- ◆ Use of Space in K-12 Settings (Paul Glaser/EKU, 4/30/2021)
- ◆ Forget Your ITP and Interpret for ME (CWoodPD, 5/2/2021)
- ◆ Ethics in the Evening - Wrap up and Review (CWoodPD, 5/4/2021)
- ◆ NIU Ethical Discussions (Michele Anderson/NIU PDG, 5/8/2021)
- ◆ Mental Health for Interpreters: Managing Memory, Attention and Stress in the Coming Year (Katie Fitzpatrick/IRID, 5/15/2021)
- ◆ Mentoring: Making Feedback Useful (CORE LLC, 5/22/2021)

- ◆ Exploring Ethical Decisions through Critical Interrogatory Frameworks (CWoodPD, 5/23/2021)

→ 24 upcoming Workshops

- ◆ Ethics Series 2, 1/4 (CWoodPD, 6/10/2021)
- ◆ Demand Control Schema: An Introduction to the Normative Ethics of Interpreting (CWoodPD, 6/19/2021)
- ◆ Overview of the BEI Testing Process (CWoodPD, 6/19/2021)
- ◆ Ethics Series 2, 2/4 (CWoodPD, 6/24/2021)
- ◆ Tax Mistakes All Interpreters Need to Avoid (Rosemary Bocian/IRID, 6/30/2021)
- ◆ Ethics Series 2, 3/4 (CWoodPD, 7/8/2021)
- ◆ ASL Etymology Part 1 and Part 2 (CWoodPD, 7/10/2021)
- ◆ Optimizing End of Year Tax Savings as Freelance Interpreters (Rosemary Bocian/IRID, 7/21/2021)
- ◆ Ethics Series 2, 4/4 (CWoodPD, 7/22/2021)
- ◆ Interpreted Ministries in Remote Contexts: Interpreting Worship on Video (LDMS, 7/23/2021)
- ◆ What We Have Seen with Our Hands: Making the Message Visual (LDMS, 7/23/2021)
- ◆ Online Technologies (LDMS, 7/23/2021)
- ◆ Job Openings - Don't Sit on Your Hands, Get Involved! (LDMS, 7/24/2021)
- ◆ A Deaf Pastor's Perspective on the History of the International Lutheran Deaf Mission Society (LDMS, 7/24/2021)
- ◆ Equip to Serve: Training for Service (LDMS, 7/24/2021)
- ◆ Am I Seeing It Right but Saying It Wrong? (CWoodPD, 7/31/2021)
- ◆ Navigation the Decision to Become an LLC as a Freelance Interpreter (Rosemary Bocian/IRID, 7/31/2021)
- ◆ 3 Ways to Take Charge of your Taxes as an Interpreter (Rosemary Bocian/IRID, 8/14/2021)
- ◆ Beyond Black ASL: What You Need to Know (CWoodPD, 8/18/2021)
- ◆ Dominant, Influential, Steady, Conscientiousness: What makes you Tick? (CWoodPD, 9/9/2021)
- ◆ All Hands Up: Interpreter Boot Camp (CWoodPD, 9/11/2021)
- ◆ Preparing for the BEI Basic Evaluation (CWoodPD, 10/9/2021)
- ◆ Preparing for the BEI Advance Evaluation (CWoodPD, 10/16/2021)
- ◆ Deliberate Practice: Achieving your Goals with Purpose (CWoodPD, 11/13/2021)

Recent Activity

- Continued to communicate with Zac Childers regularly from KYRID about open applications and sponsoring Kentucky interpreters.
- Developed the CMP section of the PPM
- Increased communication with treasurer since more entities now pay for bulk CEUs (AALB, CWoodPD, LDMS)
- Signed the MOU on behalf of IRID with CORE LLC for Michigan's mentoring program this summer. The first workshop has taken place and the others are in process.
- Attended the portion of the extended RID board meeting that focused on the shift to becoming a professional certifying organization on March 21st
- Ongoing email management
- General support and CEU processing for IRID's Mental Health workshop in May
- Completed all application and pre-event paperwork for all 4 workshops in the IRID Summer Tax Series
- IRID was contacted by the Lutheran Deaf Mission Society, who's biannual conference will be happening in Elk Grove Village in July 2021 about CEU sponsorship. We will be approving 6 sessions for CEUs during the conference.
- The 2021 Sponsor Audit will be on PINRA. Instructions have been sent to all sponsors and I am currently gathering materials to submit for the audit, which are due by July 31, 2021.
- Annual RID Sponsor Dues are due in June; I have communicated with the Treasurer about this.
- Met with the new PDC Chair

Communications

Current Chair

Webmaster

Amy Kisner

- Downloaded, cleaned and imported IDHHC emails to mailchimp for rollout email announcement.
- Created resources@irid.org account

◆ Set up free canva account

- Met with membership and communications chairs to write and send the welcome email for current and expired members to the new website
- Worked on PPM for workshops
- Added 4 pages to the website for checking out multiple workshops
- Updated plugins and website components as new versions were released
- Created several events on our calendar for partner workshops, as well as IRID's workshops
- Continued to learn about pricing and purchasing software to increase our ticketing options for upcoming workshops
- Continued work on documentation to consolidate information about our various accounts and profiles
- Communicated with Student Representative about the next Website Homepage Banner. Awaiting the new image file.
- Met with several board members about website processes. Acted as general tech support for the Mental Health workshop with Katie Fitzpatrick
- Updated the description of Partner Organizations, and corrected the name of NAOBI, Inc. - MCC as per their request