



IRID

ILLINOIS REGISTRY OF
INTERPRETERS FOR THE DEAF

Board Meeting : September 11, 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 (or Special) meeting of the board of the Illinois Registry of Interpreters for the Deaf

September 11, 2021

10:00am-2:00pm, CST

Virtual via Zoom

AGENDA

- 1. Call to order**
- 2. Determination of Quorum**
- 3. Approval of Agenda**
- 4. Approval of previous meetings minutes**
- 5. Board reports**
- 6. Committee reports**
- 7. Old Business:**
 - None
- 8. New Business:**
 - a. Conference Updates
 - b. Review Scholarship offerings and applications
 - c. Clarifying and defining partnership
 - d. NAOBI/Mano-a-Mano membership
 - e. Project CLIMB
 - f. Website updates
- 9. Set Next Meeting**
 - a. December 4th 10:00-2:00

10. Adjournment

MEETING MINUTES

In Attendance:

Board: Angie Malcomson, Kathy Valiska, Samantha Cotter, Kevin Jackson, Laura Kostomiris (joined at 12:06), Courtney Cechini, Veramarie Baldoza

Committee Chairs: Shannon Moutinho (PDC), Amy Kisner (CMP and Webmaster), Bronwyn Schlaefer (Membership), Lindsay Wydra (Communications)

Absent: Ian Rust

1. Call to Order

The meeting was called to order by President Malcomson at 10:08am.

2. Determination of Quorum

Quorum was established and maintained throughout the meeting.

3. Approval of Agenda

Courtney Cechini moved to approve the agenda. Seconded by Kathy Valiska. The motion passed unanimously.

4. Approval of Minutes

Kathy Valiska moved to approve the minutes from June 09, 2021 board meeting. Seconded by Courtney Cechini. Motion passed unanimously.

5. Board Reports: (see attached)

President: summarized attached written report. No additional comments.
Vice President - no written report - has been focusing work on conference with the conference planning committee (Veramarie Baldoza and Shannon

Moutinho). Calls for presenters, interpreters, volunteers, nominations were sent out. Will discuss further during new Business.

Treasurer - summarized attached written report. Comments: IRID is financially sound.

Secretary - see written report - no comments/questions.

Laura Kostomiris, Member-at-large - see attached written report. No comments/questions.

Courtney Cechini, Member-at-large - see attached written report. No Comments/questions.

Veramarie Baldoza, Member-at-large - summarized attached written report

6. **Committee Reports: (see attached)**

PDC - no written report - here was a decent response to the member survey regarding topics of interest for professional development. Interpreting techniques/ASL to English was the top answer from the list sent out. Members also prefer in-person, shorter workshops (2 hr). There were also mentions of mentoring programs. Has also been working on the conference planning committee and can add more when it is discussed under new business.

Membership - see written report. Membership numbers are down from last year. Working to rectify problems with expiration dates on the website. Will contact expired memberships for renewal.

CMP - see written report. Bulk of CUEs processed have been with Cindy Wood and Kentucky workshops. Joined Region III conference subcommittee for CMP sponsors.

Communications - see written report. Discovered she wasn't in the Slack Channel for conference planning so will work with the planning committee to get caught up. Hopes to develop a plan to get more conference promotion out.

Webmaster - see written report - Payment processing has been the biggest problem. Membership renewals received before the expiration did not extend to the next year but showed as expired at the end of the current cycle. Is working with the developer to fix the problem. Will also solve the problem for auto-renewal. Can't test this until auto-renewals occur. Will try to figure out a way to test the auto-renewal button. Discussed the different issues related to payment processing and board/committee experiences with renewal. Will be working to resolve the payment processing problems.

7. Old Business:

No old business

15 min break

Resumed at 11:36am

8. New Business:

A. Conference updates.

Calls have been sent out but very few responses. Suggested may be best to change the conference to one day - two hour morning workshop with business meeting to follow. All agreed.

Board Motion

Kathy Valiska moved to change the format of the annual conference to a one day format to be held on October 16, 2021 with a two-hour morning workshop sponsored by IRID that will be free to all, followed by the annual business meeting.

Seconded by Veramarie Baldoza.

Motion passes unanimously.

B. Scholarships

No applications have been received. All scholarships are testing related. Angie will create an announcement in video format will be made and posted to encourage applications.

Discussed options for additional scholarships: Diversity focused? BIPOC scholarship for national/regional conferences? Keep current scholarships? Current requirements?

After discussion, the board decided to change scholarship eligibility to the following:

Member of IRID for one year at any level.

The board decided to provide a sponsorship grant for the development of a PPO workshop. This grant opportunity will be announced at the annual business meeting.

There was a discussion regarding other type of sponsorships/scholarships that IRID can provide for members.

Angie proposed IRID sponsor a financial scholarship for the 2022 Region 3 regional conference to include full conference registration and lodging.

Kathy Valiska proposed a scholarship for RID/IRID annual membership.

Veramarie proposed financial help for licensure issues for an interpreter that moves away then back to the state or people who want to return to interpreting after a long hiatus. Discussed possibility of legal issues with paying for someone's license.

Board Motion

Kevin moved to provide a financial scholarship for a member to attend the biennial RID region 3 conference to include full conference registration and lodging.

Seconded by Courtney Cechini.

Motion passed unanimously.

15 min break.

Resumed at 12:55pm

There was a brief discussion of scholarship eligibility and board members being excluded. Should that continue? Angie proposed some type of incentive for board and committee chairs outside of scholarship eligibility. Discussed resources that are currently available. It was decided that scholarships stay as written - current board members will not be eligible because the board awards the scholarships. This would be a conflict of interest.

C. Define Partnership

Angie explained the background of an issue that arose as a result of the use of the word "partnership" as IRID was using it.

D. Organizational membership with NAOBI and Mano a Mano

IRID is an organizational member of both NAOBI and Mano a Mano
Veramarie attended a Mano a Mano workshop. In order to develop stronger relationships with Mano a Mano and NAOBI, we should strive to attend their workshops and show our support. It is also important to "like" their events on social media in order for them to show up in our social media feeds. In this way we can stay up to date with their events.

E. Project Climb

This was posted as an agenda item. No one in attendance had posted it. There was the question as to whether Project Climb is still up and running. No further discussion or action taken.

F. Website update:

Discussed the mailchimp issues and membership categories - there is a discrepancy in numbers of each category. Amy explained the categories. There are three - "current" "voting" and "total". In order to send email to specific groups of members members they must be "tagged" twice - "current" and their member category (i.e., "voting"). Amy and Bron are working to resolve the conflict between the website and member status in mailchimp. Once this is resolved, the numbers should match. Amy recommended not to use the "voting" tag exclusively in Mailchimp at this time - it is not accurate.

There was a brief discussion on best way to use slack - When replying to a specific post - use "reply in thread". Also discussed channel names - specifically #general and #fullboard....if it is decided that we keep both channels - remember to use #fullboard is official board business, #general can be anything. Perhaps we should rename #fullboard channel to add clarity.

Kevin mentioned the possibility of a reciprocal membership category with other AC's to receive member prices on workshops. This could be limited to region 3 or expanded to all ACs. Something to think about.

Amy K. brought up possibly creating a centralized folder on google drive that all region 3 membership chairs can access to grant member prices for workshops, etc. It was suggested that this be brought to the Region 3 President's Council for discussion.

9. Next Meeting

Conference update/planning meeting to be held Monday October 4, 2021 at 6:00pm via Zoom.

The next regularly scheduled meeting of the Board of Directors will be held December 4, 2021 from 10:00am-2:00pm. Location TBD

10. Adjournment

The meeting was adjourned at 1:39pm.

Action Items

1. By Monday September 13, 2021, Amy Kisner will set up an event on the website for attendees to RSVP to the annual conference with the following schedule:

9:30-11:30am workshop
12:00pm-1:00pm Lunch/Social (via Zoom)
1pm-4pm Business Meeting
2. By Monday September 13, 2021, Kathy Valiska will have updated conference promotional materials ready. Shannon M. will prepare the written English version and Kathy will provide an ASL version. Lindsay will post them on social media by Tuesday September 14.
3. The Conference Planning Committee will have a presenter confirmed and announced by September 20th, 2021.
4. Lindsay and Bron will create one or two announcements to promote scholarship applications that link to the application on the website.
5. By Monday September 13th, Angie Malcomson will check eligibility requirements for current scholarships on the website and change the written English and submit for posting to social media.
6. Before Conference, Amy Kisner will work on requirements and language for the PPO Workshop Development Grant and present it to the board for approval.
7. Kevin J. and Sam C. will research other ACs and other organizations use of the term "partnership" in order to develop a new definition as it relates to IRID. Thi to be completed by year end to be included in the new IRID PPM.

BOARD REPORTS

President's Report

Angela Malcomson

Since our last meeting on June 9th I have:

1. Meet monthly with the Region 3 President's council: We no longer have a Region 3 representative to the RID board of directors. The Region 3 conference committee is still looking for more volunteers for several committees, if you are interested please let me know.
2. All 7 states in our region have decided that we will not be planning individual state conferences in 2022. Most of us will hold our annual membership meetings on site in Ohio during the region 3 conference.
3. I have met several times with Betsy Winston, Karen Aguliar and Marijo Wimbush in regards to the IMMP. We currently have 8 applicants/representatives, 3 from CHS, 3 from the community and Veramarie and I. We are going to extend the due date for applications and change the minimum licensing requirements to intermediate licensed interpreters with 5 or more years of experience. The cohort will begin modules in January. Please spread the word if you know anyone interested or you think would make a good mentor.
4. Collected IRID boxes/tubs from Bron that were passed on from Cat. Moved all files to the storage unit.
5. Checked the P.O. box monthly. Usually there is, a lot of advertisements but we also still receive snail mail for our insurance and investment.
6. Responded to a few members who tried to send in membership renewal checks only to get them returned. We had the wrong P.O. box number on the website. That has since been corrected. If you receive any emails in regards to returned mail please check the P.O. box number.
7. Met with Veramarie to discuss the IMMP, both of us will be taking the training. I sent many emails to personally recruit for the IMMP, had several conversations providing more detail for prospective applicants.
8. Research and reviewed several AC policy and procedure manuals.

Vice President's Report

Kathy Valiska

Treasurer's Report

Samantha Cotter

From July to present date, there have been several large, one-time expenses, along with the regular monthly and yearly fees. The bank accounts are balanced; monthly expenses and yearly memberships have been paid and are current. There is ongoing work on reconciling and updating Quickbooks, and correcting and resubmitting filings.

The account balances, at a glance, are as follows:

1. Chase Checking: \$1,594.00
2. Chase Savings: \$9,866.57
3. PayPal: \$9,197.71 (income through Paypal for workshops and memberships has increased by 340% compared to this same time last year)
4. Fidelity, Investment - \$20,051.41

The regular expenses from July 2021 to present date have been:

1. Elementor Website Plugin - \$50/year
2. Storage fee - \$69.00/month (autopay)
3. IAD Membership - \$100/year (autopay)
4. CMP Sponsorship fee - \$225/year. (This fee has been set to autopay every year on July 1st, going forward)
5. PHLI Insurance Payment - \$1401.39

The major expenses from July 2021 to present date have been:

1. TIEM Center for Mentor Training Fee - \$5300.00
2. Shirts Order - \$675.00
3. Unpacking the LLC Workshop - \$400.00

Accounting/Financial Consultant Updates

Consultant has started assessing and reconciling accounts, and repairing Quickbooks

The work that is in progress, to date:

1. Tax return research - Errors found on previous forms, working on correcting and refileing
2. Quickbooks Assessment - Multiple PayPal accounts linked to Quickbooks, numbers are out of balance, working on reconciling the account
3. Paypal Accounts and Fidelity Accounts
4. Download/gather data to reconcile accounts
5. Goal for Quickbooks is to integrate current Paypal account so that income is automatically reported there, instead of manually reconciling
6. Total number of hours worked: 10

Secretary's Report

Kevin Jackson

Since the last board meeting on June 9, 2021 I have done the following:

- Compiled meeting minutes from the June 9, 2021 board meeting and distributed to board members and committee chairpersons for review.
- Uploaded the March 06, 2021 board meeting packet including the approved minutes from that board meeting to the website.
- Completed the draft for my assigned "Board Organization" section of the PPM.
- Moved all sections of the draft PPM that were completed to the PPM project folder on the shared drive.
- Attended the special update meeting for board and committee on July 19, 2021 regarding the conference and pending workshops/issues to be addressed.
- Prepared the meeting packet for September 2021 regular board meeting.
- Monitored info@irid email and responded or forwarded to the appropriate party.

- Responded to inquiries from board and committee members and assisted when possible.

Member at Large (1) Report

Laura Kostomiris

Since the last board meeting on June 9, 2021 I have done the following.

- Sent an email to Robyn Dean introducing the conference committee members, Kathy Valiska and Veramarie Baldoza for future correspondence in regard to the Fall Conference. I also introduced our new PDC, Shannon Moutinho and explained she will be the new liaison for future workshops.
- Hosted monthly Community of Practitioners meetings with support of MAL 3 Veramarie Baldoza, who also attended the meetings. Prior, we met via zoom to discuss future meetings.
 - ◆ June 21, 2021 - Topic: General Discussion (zero in attendance)
 - ◆ July 25, 2021 - Topic: Vulnerabilities of Interpreters (zero in attendance)
 - ◆ August 22, 2021 - Topic: Vulnerabilities of Interpreters (6 practitioners in attendance)

Currently, the September meeting is not set. The month of October will also not meet due to the Fall Conference.

Note: My term ends October of 2021. I have decided due to family commitments I will not be able to continue as a Member at Large 1. However, I do plan to stay active with IRID. I appreciate each and every person on the IRID Board and Chairs for their support during my term.

Member at Large (2) Report

Courtney Cechini

Since our board meeting on June 9th, 2021, I have worked on the following:

- Retyped, edited, and completed my draft of the "Committees" section of Policy and Procedures Manual
- Recorded video to post on IRID social media calling for Presenters for 2021 Conference
- Coordinated with IRID board via slack and responded to messages as needed
- Researched potential opportunities for diversity training for the board

Member at Large (3) Report

Veramarie Baldoza

1. Continued communication with Conference discussions via slack
2. Attended Community of Practitioners meeting 6/21/21, 7/25/21, and 8/22/21
3. Attended meeting with RID Region 3 Representative Marva Johnson to discuss the repercussions of the RID Board resignations
4. Attended Mano a Mano's CDI Para Que? workshop 7/10/21
5. Revised Call for Scholarship Committee 7/29/21
6. Followed up with Robyn Dean via email (no response yet) 9/3/21
7. Met with Angie Malcomson regarding the IMMP 9/3/21

Student Representative's Report

Ian Rust

COMMITTEE REPORTS

PDC

Shannon Mountinho

Membership

Bronwyn Schlaefer

Membership Rolls

Voting: 75

Ally: 4

Student: 2

Organizational: 1

Total: 82

I think the stark decrease has to do with some of the website cycle errors as well as lack of advertising that we were in our renewal period.

Recent Activity

Most of this period has been spent getting to know the website and the new membership database and trying to fix glitches and interesting functions as they come up. Membership recruitment did not go as well as I expected. Going forward I will be focusing on membership retention and recruitment of previous members who may have let their membership expire. Hopefully conference and the business meeting will help us snag anyone who might have slipped through the cracks.

CMP

Amy Kisner

Individual events

→ Approved since the last board meeting:

- ◆ 5 PINRA
- ◆ 2 Academic courses
- ◆ 2 Independent Studies

Workshops

→ 21 Workshops completed since the last board meeting

- ◆ Optimizing Interpreter Strengths (KYRID/Diane Gross, 5/27/2021)
- ◆ Understanding and Decompressing from Stress and Vicarious Trauma (KYRID/Diane Gross, 5/27/2021)
- ◆ Ethics: A Guided Discussion Series | Brave Space and Ethical Practice (CWoodPD, 6/10/2021)
- ◆ Ethics: A Guided Discussion Series | Common Practices in Ethical Situations (CWoodPD, 6/24/2021)
- ◆ Tax Mistakes All Interpreters Need to Avoid (IRID/Rosemary Bocian, 6/30/2021)
- ◆ Ethics: A Guided Discussion Series | Ethical Decision Making and Interpreters (CWoodPD, 7/8/2021)
- ◆ ASL Etymology Part 1 and Part 2 (CWoodPD, 7/10/2021)
- ◆ Talk about the work: Is It Ethical? (CORE Michigan, 7/20/2021)

- ◆ Optimizing End of Year Tax Savings as Freelance Interpreters (IRID/Rosemary Bocian, 7/21/2021)
- ◆ Ethics: A Guided Discussion Series | The How and Why of our Ethics (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)
- ◆ Navigating the Decision to Become an LLC as a Freelance Interpreter (IRID/Rosemary Bocian, 7/31/2021)
- ◆ Overview of the BEI Testing Process (CWoodPD, 8/14/2021)
- ◆ Beyond Black ASL: What you need to know (CWoodPD, 8/18/2021)
- ◆ Meaning from the Hot Seat. Am I Making Any Sense? (Hampton Roads/Virginia Beach school district w/Cindy Wood, 9/3/2021)

→ 12 Upcoming workshops

- ◆ All Hands Up: Interpreter Boot Camp (CWoodPD, 9/11/2021)
- ◆ How Can I Help You, Help Me, Help Us (CWoodPD, 9/25/2021)
- ◆ Freelance 101 (CORE Michigan, 9/25/2021)
- ◆ Preparing for the BEI Basic Evaluation (CWoodPD, 10/9/2021)
- ◆ The ABCs of IEPs: The Role of the Educational Interpreters in IEP Meetings (CWoodPD, 10/13/2021)
- ◆ Preparing for the BEI Advance Evaluation (CWoodPD, 10/16/2021)
- ◆ Collecting, Analyzing, and Discussing Language Samples of Deaf Students in Educational Settings (CWoodPD, 10/20/2021)
- ◆ Deliberate Practice: Achieving your Goals with Purpose (CWoodPD, 11/13/2021)
- ◆ Requesting a Deaf Interpreter (CWoodPD 11/17/2021)
- ◆ Vulnerability in a Virtual World (CWoodPD, 12/11/2021)
- ◆ Dominant, Influential, Steady, Conscientiousness: What makes you Tick? (CWoodPD, 12/16/2021)
- ◆ An Ethical Look at Becoming the "Ideal Team Player" (CWoodPD, 1/27/2021)

Recent Activity

- Completed the 2021 Sponsor Audit on PINRA, currently awaiting results
- Regularly met with new PDC chair about future collaborations
- Completed the LDMS conference, which became a useful template for multi-session conferences in the future
- Worked with the Treasurer to pay our CMP Sponsor dues to RID
- General email management, including continuing to process all CEU needs for KYRID
- Supported the board on all 3 of the Summer Tax Series workshops and processed CEUs
- Joined the Region III 2022 Conference subcommittee for CMP Sponsors. We have met once with the full planning committee and once as a subcommittee.

Communications

Lindsay Wydra

Since the last board meeting on June 9, 2021, I have done the following:

- I advertised the cancellation of Robyn Dean's "Demand Control Schema: An Introduction to Normative Ethics in Interpreting" webinar that was previously scheduled to take place on June 19, 2021. The IRID Board made the decision to cancel this workshop due to low registration numbers.
- I advertised and promoted IRID's Summer Webinar Tax Series, consisting of 4 workshops:
 - Tax Mistakes All Interpreters Need to Avoid (6/30)
 - Optimizing End of Year Tax Savings as Freelance Interpreters (7/21)
 - Navigating the Decision to Become an LLC as a Freelance Interpreter (7/31)
 - 3 Ways to Take Charge of your Taxes as an Interpreter (8/14 - CANCELLED due to low registration numbers)
- I shared RID's CEO Message of Support from 6/29/2021 on our FB page.
- I advertised and promoted IRID's Community of Practitioners Meetings:
 - 6/21 Meeting - Topic: General Discussion
 - 7/25 Meeting - Topic: Vulnerabilities of Interpreters
 - 8/22 Meeting - Topic: Vulnerabilities of Interpreters

- I announced the new Master Mentorship Program in Illinois for Sign Language Interpreters in collaboration with Chicago Hearing Society on 7/26. I continued to share the program information and applications links throughout the month of August to encourage more applicants before the 8/31 deadline.
- I shared IRID's condolences to the family of Janet Lambert, IDHHC Interpreter Coordinator and Illinois Interpreter, who passed away on 8/2 after a sudden illness on our Facebook page.
- I collaborated with Shannon Moutinho to send a professional development survey email to IRID members.
- I added Shannon Moutinho as an Editor on our IRID Facebook page.
- I uploaded Courtney Cechini's "Call for Presenters" video to our YouTube account and shared it on our FB page, announcing that we were accepting applications for presenters at our 2021 Conference on October 16-17. The submission deadline was 8/31.
- I collaborated with Bron Schlaefer to post an announcement notifying IRID members about the membership renewal account error some members experienced. Some members who renewed their membership for the 21-22 cycle received an email saying their membership had expired.

Webmaster

Amy Kisner

- Did general site maintenance and updated plugins and website components as new versions were released
- Met with membership chair to write and send the notice of expiration to members at the end of the membership cycle
- Worked with membership chair and PDC chair to make several pages relating to IRID's 2021 Conference, including several calls for involvement in various roles
- Made a page and an article post announcing the new Illinois Master Mentor Program
- Continued working on documentation to consolidate information about our various accounts and profiles
- Worked closely with membership chair on issues related to membership renewals for the new year. Continuing to research solutions to ongoing issues