

ICRID Board Meeting Minutes

September 23, 2000

Present: Dave Calvert, Judy Cain, Nancy Young, Bob Canty, Randy Nicolai, Shawn Klingbeil, DeDe Moore, and Robin Reid.

Dave called the meeting to order at 11:16. Dave announced that Bertha had resigned her position of secretary effective after the annual meeting. Her position will need to be voted on and filled at the annual meeting as well as the vice-president's position.

The previous board meeting minutes were discussed and accepted with changes made. Judy will forward them to Beckie and to Bertha. There was discussion about waiting to post the minutes on the web until they had been approved. Also, not all the board members had received a copy of the minutes via e-mail before the board meeting.

The annual meeting plans were discussed. Theme: All For One and One For All (fall color scheme) Dave mentioned that we have a grant for \$3,000 from Waubensee College to help defer some of the costs. Judy will take care of this paperwork.

Janet will be working on the flyer this week to get it mailed out as soon as she can. Purdue will pick up the printing cost of the actual flyer. We will use the other printer to make the schedules, handouts, banners and any other papers we need to put into the folders. The BAA will cover these expenses.

Decorations: Nancy is in charge of this area with a budget of \$500. She will need to get name tags, plastic jackets (someone should have them from last year), tent cards for the board members during the business meeting, balloons (fall colors), table coverings, chocolates (from the catalog), and bite-size 3 Musketeer bars. Dave will take care of ordering flowers for the conference. Judy will look into ordering pens to put into the folders. They will be click pens with the printing "ICRID Annual Conference / October 27-28, 2000 / All For One and One For All". Nancy will also order paper to match the name tags to be used for the schedule and other pages in the folders. Shawn volunteered to make streamers of people to match the pattern Nancy will order. Nancy's budget for decorations is \$500.

Awards: Dave will take care of this area. Bob will invite Jerry Thixton to come and accept the IAD award.

Registration Folders: Dave will buy Fall colored folders. Val will stuff them. The folders will need to include the following pages --- schedule for Friday and Saturday, map of ISD campus, all committee reports, budget, annual meeting report, presenter's bios, evaluation forms,

Food: Menus will be: Lunch -- spaghetti & meatballs, garlic bread, garden salad, cookies or brownies, coffee/tea. Dinner -- grilled chicken, honey baked ham, green beans, California Blend, whipped potatoes, gelatin salad/cole slaw, dinner roles, coffee/tea. Dave will check with the caterer about the following items:

1) the vegetable choices since we are not having a vegetable at lunch, can we have two at dinner for the same cost?

2) check on party type foods for Friday night; cheese tray, chips, misc. finger foods

3) check to see if they provide napkins

4) what type of dishes do they use (paper, plastic, glass). Breakfast: we will need to get fruits (bananas, apples, oranges), donuts, coffee, milk, juice to have set up near the registration tables. Tables will need to be set up for snacks throughout the day (water, pop, juice, munchies, ice, glasses, etc.)

Signs: Dave will talk to the printer to make signs for the conference so people know where to go for each day's events. Shawn suggested sturdy plastic or laminated signs that could be reused over and over. We will also need to get a clear map of ISD's campus to put into the folders.

Facilities: Beckie will need to make sure we have the Alumni Hall auditorium and that it is accessible for wheelchair users to get to the stage. Beckie will also need to arrange for tables and chairs to be set up in the hallway for the breakfast/registration time. We will need rooms for the workshops, a room for the interpreters to in, and the Brown Cafeteria. Beckie will also need to check to see if we can have the marquee sign changed to welcome the ICRID conference.

Registration: The mail in deadline will be October 20, 2000. We will take registrations at the door. Friday night registration will be at Brown Cafeteria, and Saturday morning will be at Alumni Hall. Randy will need to locate the color cards for voting during the business meeting. Randy will also be in charge of getting name tags printed as registrations come in. If he needs help, he will ask Lynn.

Hotels: Beckie is arranging rooms for the presenters and interpreters. We will also need to include suggestions in the flyer for hotels in the area for out of town people. Discussion about putting a website to search for hotels into the flyer. Dave will check on that and forward to Judy and Janet.

Randy went over the financial reports for April, May, June, July, and August. All reports were discussed. Bob motioned to accept all these reports, Shawn seconded. The vote was unanimous.

Bob went over the budget for 2000-2001. He will fine tune it and have copies made for the registration folders.

Dave adjourned the meeting at 2:55.

Submitted by Judy Cain (stand in secretary)