

ICRID Board Meeting

October 18, 2003

Attendance:

Judy Cain
Nancy Young
Bob Canty
Randy Nicolai
Dianne Riddick

Beatrice Pfaff
Carrie Westhoelter
Lynn Frye – Interpreter
Kathy Roche – Interpreter

(Meeting held at ISD in the Multi-Purpose Room.)

Judy Cain called the meeting to order at 11:25am.

Greetings:

Dave Calvert will not be here today. He had a severe allergic reaction to sulfur last night and is unable to attend today's meeting. Antonette Needham is also unable to attend today.

Minutes:

Since Antonette is not here, the September minutes will be reviewed and corrected by the Board via email.

September Treasurer's Report:

Beginning Balance: \$9,780.10
Expenditures: \$1,595.86
Income: \$1,065.00
Ending Balance: \$9,249.24

As of October 3, 2003, our savings account has \$1,920.57; the Region III savings account has \$8,002.15. We received a \$500 donation from KyRID for the 2004 Region III conference.

Randy informed us that we have not received reimbursement from Region III for the 2002 ICRID Board Retreat. Will discuss again at the next meeting as Old Business.

Bob motioned to accept the treasurer's report, Nancy seconded. Called to vote. Passed.

(This meeting is dedicated to discussion of the upcoming Annual Conference. Committee reports will be addressed at the next Board meeting.)

Annual Conference:

Judy, Nancy and Dianne made a trip to French Lick Resort to discuss and finalize plans for the November conference. Met with the new coordinator, Wilma, who was very accommodating and made us feel important. The following is an update on the Conference Committee planning to date and work that still needs to be done.

Food: The food menus were decided for Friday breakfast, Friday dinner and Friday night hors d'ourves during the dance (we're still waiting for Greg Gantt to let us know if they will sponsor Friday night food.) Saturday breakfast will be a larger plated meal; lunch a formal plated meal and same evening snacks as Friday. Total projected expense for food comes to \$8,800 for 150 people, not including the Friday night food as we are still hoping that will be covered by Sprint. Last year, we spent \$6,100 on food.

Hotel Rooms: Each Board member needs to call French Lick and reserve your room with Wilma. She will make your reservation on the ICRID Master Bill and you will not have to reserve it on your personal credit card. Also, for those who need the ADA kit, be sure to request that at the time you make your reservation. If possible, we need all the Board members to double up in rooms to reduce the expense. Judy will work on the room list.

Committee Reports:

Judy needs all reports ASAP to include in the business meeting folders summarizing activity for 2002-2003. She has only received one report so far, Awards Committee.

2002 Annual Conference Business Meeting minutes: Judy handed out minutes from last year's business meeting for corrections and discussion. Note that content cannot be changed, only grammar and spelling errors! The minutes will be approved by the membership at the business meeting.

Registrations: We have 45 paid registrations, and 24 non-paid registrations (Board members, VIPs, support staff, etc.) Total of 69 people so far; which is good given that last month we only had 5!

Interpreters: The following interpreters have been hired: Full-time - Julie Armstrong, John Mark Ennis, Connie Loper (CDI), Jackie Lightfoot, and Jeanne Clark; Part-time -Randy Nicolai and Cynthia VanManen.

Silent Auction: Chair, Dianne Riddick. Tables are \$8/each. Anyone who has items for the silent auction should forward them to Dianne. Will need one Conference Support Staff (CSS).

Exhibits: Chair, Carrie Westhoelter. Currently, 4 exhibitors are confirmed. Must inform Judy number of tables needed 3 days prior to conference. Will need one CSS.

Registration Table: Chair, Nancy Young. Will need cash box (see Randy). Registration will be set-up in large foyer area outside of ballroom. Will need 2-3 CSS.

Credentialing: Chair, Randy Nicolai. Reminder for Randy (from Dave) - make sure we have current dual-members list, membership forms, and checks.

2003-2004 Proposed Budget: Chair, Bob Canty. Bob handed out the proposed budget for corrections and discussion.

CEUs: CMP Chair, Carrie Westhoelter. Carrie will create CEU Log and provide copies to be put in the conference packets.

Awards: Dave has ordered awards and will pick them up to bring to the conference. Dave has also ordered flowers from McNamara Florist and will pick up to bring to the conference. (Carrie gave a brief explanation as to why we ordered from McNamara this year.)

Equipment: Judy has asked ISD Outreach Department to loan us an LCD projector for use at the annual conference and business meeting. It is possible that Cynthia VanManen, as an employee of ISD, could bring one with her to the conference. Judy has not received confirmation from ISD Outreach as of yet. Beatrice, as an employee of ISD, will also ask Elementary Department at ISD, and Judy will ask DHHS. French Lick Resort has LCD projectors but will charge \$450/per day, however, an overhead projector only costs \$20/day. If all else fails, we can always use an overhead projector to save money. Judy will have all materials for business meeting copied on transparencies as a backup.

Presenter Conflict: Paula Gajewski and Richard Laurion are presenting the Plenary Session at 8:00am on Friday morning. However, their flight arrives in Louisville on Thursday night after 10:00pm, and their concern is arriving late to French Lick and presenting early Friday morning. The Board looked at the conference schedule and determined that we cannot move the Plenary since that is the only time we can offer it to the entire membership without changing the Keynote.

Hospitality Suite: ICRID has reserved a suite that includes a huge parlor and is very nice. The hospitality suite is for presenters, interpreters, support staff, board members and VIPs. Judy has asked each Board member to bring 2 items, a pre-packaged snack (hotel rules) and 1 case of a beverage. Carrie will bring the ICRID cooler and others can bring smaller coolers as well.

CSS – Conference Support Staff: Terri Corey is working with Judy in recruiting students and/or any interpreters interested in serving as a CSS. Benefits include conference registration and hotel room paid. There is a letter that was sent with a deadline of October 17th to reply. Will extend the deadline to October 31st as we only have 1 confirmed applicant as of today.

Election: President, Vice President, Secretary and Treasurer, three Member-at-Large positions (2 positions at the end of 4-year term, and 1 position with 2-year term left-Carrie stepped down from position to declare candidacy for VP).

Conference Folder: Judy passed around the conference folder for the Board to peruse but it is only 50% complete. It includes an advertisement for workshops Goshen is offering and Bethel is offering, respectively.

Old Business:

Randy brought up a question about the organizational member discount vs. educational organizational member discount that was recently added in the special education letter recently sent. If an individual member wants to join their school as an organizational member, they will lose two individual membership benefits: receive an individual newsletter and Region III registration discount on registration. Discussion brought up a concern that some interpreters might want to retain the individual membership benefit of receiving their own newsletter. The Board agreed to discount \$5.00 on individual membership for those interpreters that work for a school system that becomes an organizational member. Randy will address this change in the Membership report included in the annual conference packets.

Meeting adjourned at 3:00pm.

Minutes submitted by Carrie Westhoelter, Member-at-Large