

# ICRID Board Meeting Minutes

November 12, 2005

**Welcome & Introductions – Attendance** ---> Judy Cain, Nancy Young, Randy Nicolai, Kathy Roche, Dalonda Young, Ayanna Clayton, Vera Masters, Josh Garrett, **Interpreters:** Dave Calvert, Tony Myers

Judy called the meeting to order at 4:45 PM

**Minutes** – October minutes accepted by board as corrected.

**Treasurer's Report** = (August, September & October)

|             |   |
|-------------|---|
| August -    | Beginning Balance: \$4941.12                      |
|             | Total Expenses: \$1307.20                         |
|             | Total Income: \$890                               |
|             | Ending Balance: \$4523.92                         |
| September - | Beginning Balance: \$4523.92                      |
|             | Total Expenses: \$1286.09                         |
|             | Total Income: \$2176.16                           |
|             | Ending Balance: \$5414.59                         |
| October -   | Beginning Balance: \$5414.59                      |
|             | Total Expenses: \$1086.60                         |
|             | Total Income: \$1450                              |
|             | Ending Balance: \$5777.99                         |
|             | Savings Account Balance on 10-31-05: \$3025.79    |
|             | Region III Savings Account on 10-31-05: \$3231.71 |

Changing over treasurers on checking accounts: Randy suggested changing the Region III savings account to the Marvin Marshall savings account.

Randy and Kathy will finalized any outstanding accounts for 2005

## Motions:

**M05.11.01** -- Nancy Young. Ayanna seconded. Move "to accept the October minutes as corrected". PASSED.

**M05.11.02** -- Kathy Roche. Nancy Young seconded Move that "A one year trial Pay Pal account for the purpose of accepting online credit card transactions." PASSED.

## Reports – Committee and others

**Annual Conference** – Nancy Young

- Nancy discussed the 2006 Annual Conference possibly moving to northern Indiana. She is checking locations and prices.
- 2005 IAD/ICRID joint conference successful.

**ASR** – Ayanna Clayton

- March 24-25, 2005 @ ISD
- Estimated KRC building cost --- 27 hours @ \$5/hour = \$135 / Bldg. supervisor 4 hours @ \$25/hour = \$100 / Co-Ed lounge will cost @ \$7.50/hour.
- Theme "Stepping outside of the Box"?
- A proposed workshop with the seasoned interpreters helping the new interpreters

3. **Awards & Scholarships** – Nancy Young reported for Dave Calvert

- Marvin Marshall scholarship presented to Tracey Stack, another candidate being considered for Spring

4. **Bylaws** – (Mail referendum – bylaws changes) – Judy Cain

- Following the motion, which was proposed and passed at the Annual Business Meeting, the Bylaws committee is working on a mail referendum for some bylaw changes.
- Judy referred to the Annual Meeting motion "**AM 05.10.07**"

- c. Our deadline is to have the referendum completed by the February board meeting. This means the referendum needs to be in the mail by December 1<sup>st</sup> to give the dual members enough time according to the Bylaws.
  - Fiscal year be determined.
  - BOD officers' official term beginning dates clarified.
  - After talking with Bruce King, it was learned that it is the hope of some of RID's board that all state chapters will have the same fiscal year as RID (July 1 – June 30) and this may become a mandate. It is not yet a mandate, but we as an affiliate chapter need to be ready for this possible change.

**4. DHHS Liaison report – Judy Cain**

- a. Judy will now be the Liaison between DHHS and ICRID.
- b. No new report at this time

**5. Educational Interpreter Advocacy – Judy Cain**

- a. A call has gone out for any and all interested people to join\
- b. The committee has begun communication by email.
- c. Judy anticipates their first face-to-face meeting in January sometime to start fully rolling.

**6. Fundraising – Dalonda Young**

- a. Contact Julio @CICF for tech grant. Intuit's QuickBooks Premier 2006 version, Microsoft Publisher 2005?
- b. Still waiting to finalize the Governor's Planning Council on Disabilities -- GCPD CIF grant for reimbursement for 2005 IAD/ICRID conference.

**IAD – Beatrice Pfaff**

- a. JrNAD conference turned out wonderfully. IAD was part of that event that week.
- b. Miss Deaf Indiana was at the JrNAD pageant on Friday night. She is experiencing some challenges and will need more training to prepare for the NAD pageant this summer.
- c. IAD/ ICRID conference turned out successfully and was a great experience for all. There were wonderful workshops and new officers elected.
- d. IAD will have its meeting on November 19<sup>th</sup>. During this meeting, the IAD board will choose the IAD representative to the ICRID board.

**ICRID Historical – Judy Cain**

- a. The committee has been meeting by email and are brainstorming what needs to be done
- b. A draft of lists of former committees, locations, etc. of the ASR, Annual Conferences, and board members is on line and in the PPMs

**9. Student ITP Liaison report – Tracey Stack from Goshen College:**

- Goshen College will host an open house November 21 -- The public is welcome and encouraged to attend and participate.
- 10:00 am - 11:00am -- Michelle Martinez will talk about interpreting possibilities with Sorenson
- 11:00 am - 12:00noon -- Lunch with the ASL program faculty (Wendy Nice, Jan Humphry, Charlotte Baker-Shenk, Sheila Yoder, and Myron Yoder)

If you are planning to join us, please email Myron Yoder at [myronry@goshen.edu](mailto:myronry@goshen.edu)

**10. Membership – Randy Nicolai**

- a. 124 individual, 2 Organizational
- b. 64 individual, 4 organizational Lapsed (October 31, 2005)
- c. 13 Lapsed (March 31, 2005)
- d. This great drop in numbers is typical every year at this time. Approximately 70 "Last Issue" labels were sent to the newsletter editor to be affixed to the November/December

issue.

- e. In place of the January/February issue, those who have not renewed will receive a letter and a membership application encouraging renewal. Randy has received a few renewals from previous cycles; 31 memberships have lapsed as of Oct. 31, 2004, and 13 as of March 31, 2005.

11. **Newsletter** -- Nancy Young

- a. Awaiting word from Mary Riccius on the status of the November/December issue of Insights. Judy & Nancy proofed the newsletter this time last week, and since providing Mary with the corrections, we have not heard anything more from her.
- b. Nancy contacted the newsletter editors in Ohio & Wisconsin asking them how they went about having their newsletters sent out electronically to the membership. Apparently Ohio has just begun this process. I have not yet received responses from either state. I will keep you posted on these developments.

12. **PDC** – Carrie Westhoelter

- a. Many CEUs sponsored for the Year (2 page report)

13. **Satellite reports** –

- a. South Bend – (Christine) -- Criteria for who plans workshops (Myron & Angela)
- b. Fort Wayne – (Ayanna)
- c. Evansville – ( ) – the board has heard nothing from this satellite

14. **Super Site report** – Judy Cain

- a. Bethel – CI, CT & NIC will be offered – March 10, 2006, April 7, 2006, and May 12, 2006
- b. Southport – Tests are scheduled through January 2006 – as requested

15. **Ways & Means** – Kathy Roche

- a. (referred to committee: Pay Pal for ability to pay for membership on-line (Robert Frew) - --Committee in support of pay pal for on line membership for 1 year. Fees will be 2.9% plus \$.30 for each transaction.
- b. **Motion 05.11.01** -- Kathy Roche. Nancy Young seconded Move that **"A one year trial Pay Pal account for the purpose of accepting online credit card transactions."** PASSED. Discussion -- Concern of the fees, bounced check fees, minute amount of the charge should be offset by increased memberships and conference registrations.

16. **Website** – Dalonda Young

- a. Cost of current server \$325; Josh proposes a new server and will research.
- b. Dalonda continues to add new items to the web page. She has added more link bars on all the pages, created a link or page for the ICRID history or archives, and has listed the board of directors job descriptions.
- c. Recently, Jessica Laux, who works for an advertising agency in New York City, contacted Dalonda. Ms. Laux got ICRID's information from the Lilly Affinity Group website. Their company is looking into online and print advertising opportunities in the Indianapolis area. Dalonda provided her with information in case they wanted to place an ad in the annual conference program book.
- d. Concerning online advertising opportunities, is this something that the board would like to explore?

**OLD Business**

1. **Office space** –

Judy Contacted Vera Masters for a possible place at the IUPUI campus. Randy suggested contacting ISD for possible place for ICRID as a concrete address.

(Unfinished business) – **Position paper** (Kathy Roche & Laura Leffler) RID has position paper so

Kathy and Laura formatted the IN position paper as a Q & A with internet links on the web page. Goshen College and the newly educational interpreter task force can assist on the development of this paper. ICRID BOD can proof the current paper.

**ICRID credit card** – (apply for) Approved but will not secure until the new treasurer takes office. PPMs to board members & transfer of files & ICRID belongings to new officers

- a. Judy asked each board member to check out the PPM on the OCRID web site and come to the retreat with ideas as to what and how we can improve our PPM.

**NEW Business:**

Kathy Roche proposes Intuit’s QuickBooks Premier or nonprofit edition software. Bruce King suggested this software since all reports can be easily published to assist in the fundraising and tax-filing forms.

Kathy suggested contacting local business that would like to donate the older versions. EBay is a possible option for a one-user version. The retail cost, and the highest out-of pocket expense to ICRID would be \$400 –most have to pay.

Re-assign committees –

| <b>Committee</b>   | <b>chair</b>       | <b>board liaison</b> |
|--------------------|--------------------|----------------------|
| Annual Conference  | Nancy Young        | --                   |
| ASR                | Ayanna Clayton     | --                   |
| Awards/Scholarship | Dave Calvert       | Nancy Young          |
| Bylaws             | Antonette Needham  | Kathy Roche          |
| DHHS Liaison       | Judy Cain          | --                   |
| Educ. Interp.      | ?                  | Judy Cain            |
| Fundraising        | Dalonda Young      | --                   |
| Historical         | ?                  | Judy Cain            |
| Newsletter         | Mary Riccius       | Christine Krock      |
| Membership         | Randy Nicolai      | Christine Krock      |
| PDC                | Carrie Westhoelter | Josh Garrett         |
| Ways & Means       | Bob Canty          | Kathy Roche          |
| Website            | Dalonda Young      | Josh Garrett         |
| <b>Satellites</b>  |                    |                      |
| South Bend         | Vera Masters       |                      |
| Ft. Wayne          | Ayanna Clayton     |                      |
| Evansville         | Vera Masters       |                      |

**4. Attendance at meetings –**

- a. In person or by phone? BOD has traveled to different state locations in the past and wishes to continue.
- b. Attendance at the January Retreat required.
- c. Conference calls, video relay, poly phone are options to be investigated for future meetings for those who have difficulty driving to the Board meeting.
- d. Suggestion made that some Board meetings be within a 1½ hrs driving distance for Josh, Dalonda and Christine.

**5. ICRID representative on IAD board.** Randy was asked to be the ICRID representative and was asked to respond by Friday 18. If Randy does not want it, Vera Masters will accept.

**6.** Kathy Roche suggests that we have an organized email correspondence. Kathy will do the research for a yahoo group for the ICRID board.

**7.** All RID state affiliate chapters need to be in compliance with RID – We need to make sure we file ALL necessary paperwork with RID. Judy pointed out the chart for all to know and follow.

**Announcements:**

Discussion for postponing the December meeting until the January retreat- Friday night and long day Saturday.

Retreat information – Saturday all day -- January 14 – promptly at 9:00am (that means arrive and get everything ready to start BEFORE 9:00am). JMCC is the possible location – Judy will check to

see if we can use the facility.  
Judy adjourned the meeting at 7:33 pm.