

ICRID Board Meeting Minutes

January 14, 2006

Welcome & Introductions – Attendance ---> Judy Cain, Nancy Young, Kathy Roche, Dalonda Young, Vera Masters, Josh Garrett, Ronda Bilz, Tracey Stack.

Interpreters: Carrie Westhoelter, Tony Myers & Dave Calvert

Judy called the meeting to order at 5:00 PM

Minutes – November minutes accepted by board as corrected.

Treasurer's Report – (November & December)

Synopsis of Treasurer-Related Activity

Transfer of office from Randy Nicolai

Transfer of financial records is in process and is nearly complete.

Actual Treasurer Business To Date

Kathy received a packet of checks from registrants of the postponed workshop at Bethel College, asking that we go ahead and deposit them as a hold for registration for the rescheduled date of April 8th.

Kathy will maintain at least one hard copy register in case all electronic devices fail...

Kathy requests that the Ways and Means committee set a date be put aside every 3 months for an internal audit of the books where this hard copy register (printed copy software program) and the actual bank statements are compared and signed off on (internally verified).

Balance report by Randy Nicolai:

November	Beginning Balance:	\$ 5777.99	
	Total Expenses:	\$ 568.39	
	Total Income:	\$ 730.00	
	Ending Balance:	\$ 8436.31	
December	Beginning Balance:	\$ 8436.31	
	Total Expenses:	\$ 0.05	
	Total Income:	\$ 55.00	
	Ending Balance:	\$ 8491.26	
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12-30-05	Savings	\$ 3028.01	
Region III Savings	\$ 0		-- this account closed w/balance in general fund
Marvin Marshall fund	\$ 1282.17		

Motions –

M06.01.01 – Vera Masters; Nancy Young seconded.

Move to accept the November minutes as corrected. Motion passed.

M06.01.02 – Nancy Young; Josh Garrett seconded.

Move to transfer \$1000 from the ICRID account to the IAD/ICRID conference account. Motion passed.

M06.01.03 – Kathy Roche; Josh Garrett seconded.

Move to encumber the funds to buy this QuickBooks Premier software for \$289.99 plus \$20 S&H. Motion passed.

M06.01.04 – Nancy Young; Vera Masters seconded.

Move to encumber funds to sponsor DEAF Network. Motion passed.

Reports – Committee and others

1. **Annual Conference** – (2005 IAD/ICRID joint conference & 2006 Conference) – Nancy Young

a. 2005 conference

i. both organizations held elections

ii. over 170 participants

iii. financial reports are not yet complete – hotel bill still outstanding as well as waiting on payment of some purchase orders

- iv. still waiting on the CIF grant of \$7,000 (in the mail)
 - v. **M06.01.02** – Nancy Young; Josh Garrett seconded. **Move to transfer \$1000 from the ICRID account to the IAD/ICRID conference account.** Motion passed.
- b. 2006 conference
 - i. exploring northern Indiana –
 - ii. Swan Lake, Plymouth -- has raised prices too much
 - iii. Pokagon State Park, Angola -- may have date conflicts
 - iv. Marriott, Fort Wayne -- may be our best choice
 - v. Looking at confirming a date soon, more information to follow
 - vi. Am looking for committee members to help plan the conference
 - vii. Am trying to come up with theme as well
- 2. **ASR** – (date & location) – Members-at-Large
 - a. date – March 24-25th at ISD
 - b. On going planning via email continues.
- 3. **Awards & Scholarships** – Dave Calvert, chair
No report
- 4. **Bylaws** – Judy Cain, board liaison
 - a. The bylaws are under a mail referendum until February 1, 2006. Several changes have been proposed. Votes are coming in. So far vote is unanimous to accept proposed changes.
- 5. **DHHS Liaison report** – Judy Cain
No new report.
- 6. **Educational Interpreter Advocacy** – Judy Cain, chair
 - a. This committee will be having its first meeting soon.
- 7. **Fundraising** – Dalonda Young, chair
 - a. CATIE grant is due Feb 3, 2006. Applying to help with ASR and other events for 2006.
 - b. Waiting for specific information to write technology grant.
- 8. **IAD** – Greg Gantt (Vera reports)
No new report
- 9. **ICRID Historical** – Judy Cain
 - a. Ronda is the newly appointed committee chair.
- 10. **Membership** – Randy Nicolai, chair
 - a. 132 -- individual, 3 -- Organizational,
 - b. 56 individual /3 organization -- Lapsed (since October)
 - c. 13 -- Lapsed (since March)
 - d. Board is concerned with low numbers; presuming because of delayed of newsletter.
- 11. **Newsletter** – Christine Krock, board liaison
 - a. email options... discussed
 - b. Jerry Cooper suggested using Front Page convert to PDF file. (Can use Word)
 - c. Ohio just went to electronic letter, much easier and cheaper than via post.
 - d. Discussion to send via electronically; to implement article in next NL about sending email now to begin master list. Hopefully done within two issues. Add to web page membership form.
 - e. November/December issue ready to go to print but conflicts prevailed and NL not printed. Mary Riccius resigned, Dave Calvert assuming responsibility.
- 12. **PDC** – Carrie Westhoelter, chair PDC committee is pleased to report there has been a lot of activity since the last report at the annual business meeting last October. Aside from the influx of requests from those with cycles coming to an end, Deaf Community Services (DCS) has started a series of monthly workshops called, "Reciprocity Through Learning." From November to present, we have had four Sponsor requests (all from DCS), two PINRAs, three Academic Coursework, and four Independent Studies. Also important to note, Carrie has contacted Bob Canty, representative for D.E.A.F. Network, and is awaiting his response regarding RID CEUs being offered for the workshops sponsored by D.E.A.F. Network this spring. The committee has received several inquiries from Certified interpreters asking if these workshops will be approved for RID CEUs again

- this year. More information to follow as it becomes available.
13. **Satellite reports** –
 - a. South Bend – (Christine) The Fingerspelling workshop by Elizabeth Beldon workshop will be April 8, 2006
 - b. Fort Wayne –
 - c. Evansville – ()
 14. **Super Site report** – Judy Cain
 - a. Bethel –
 - b. Southport – still waiting for RID to send the password to access the DVD for NIC performance test
 15. **Ways & Means** – Kathy Roche –
 - a. budget – still waiting to complete
 16. **Website** – Dalonda Young
 - a. Will be making changes to templates for consistency
 - b. The opening page will be modified to make more friendly user and cleaner look.

OLD Business

1. **ICRID credit card** – (apply for)
 - a. Randy dropped off the credit card applications on Thursday night.
2. **Re-Instatement of Organizational Status with the State -**
 - a. Checked on state website to determine status (inactive since August 28, 2003)
 - b. Submitted email to Deputy Secretary to seek proper course of action for re-instatement.
 - c. Received reply, and am in the process of completing the necessary steps, Which are:
 - d. File for Certificate of Clearance from the Dept. of Revenue
 - **requires proof of tax filings for lapsed years (Our last filing was May 2004.)**
 - e. Wait for approval (up to 4 weeks for processing)
 - f. Complete Application for Reinstatement
 - g. Mail the following items together to the Secretary of State
 - Certificate of Clearance
 - Application for Reinstatement
 - Business Entity Report
 - Check or Money order -- \$10 per lapsed year (\$30) plus a reinstatement fee of \$30 for a total of \$60.
 - h. Kathy brought a copy of the reinstatement packet to the meeting. We can download additional copies if necessary, or you can check it out yourself at http://www.in.gov/sos/pdfs/domestic_packet.pdf
 - i. The next big step will be filing taxes. If we have filed, the Certificate of Clearance will be signed and Notarized then sent in immediately upon verification of our tax filings.
3. **QUICK BOOKS PRO – Financial Spreadsheet for ICRID** – report by Kathy Roche
 - a. Researched donation of QuickBooks pro older version by local retailer such as Staples.
 - Intuit recalls all older versions when it releases newer versions. Our options now are:
 - a. Ask for donation from Intuit directly (See donation letter below)
 - b. Seek cheaper older version on online market
 - c. Buy new version at Retail: \$399.95 plus tax (and S & H if ordering online directly from Intuit or another online retailer)
 - d. An online retailer has QuickBooks Premier 2006 for \$289.99 plus \$20 S&H UPS 3 day Select: total \$319.99. The seller has 100% positive feedback, and offers free Pay pal buyer protection for this item. eBay item # 7210931526
 - e. **M06.01.03** – Kathy Roche; Josh Garrett seconded.
Move to encumber the funds to buy this QuickBooks Premier software for \$289.99 plus \$20 S&H. Motion passed.
4. **Pay Pal** trial year update
 - a. Pay Pal may require a credit card to establish an account.

- b. Benefit to eliminate bounced checks charges.
- c. Josh, Kathy and Dalonda will work together to set this up.

5. Yahoo Group information

- a. Kathy working on it.

6. office space – no new report

NEW Business:

1. Deaf Network – We have always sponsored this in the past.

M06.01.04 – Nancy Young; Vera Masters seconded.

Move to encumber funds to sponsor DEAF Network. Motion passed.

2. Board meeting dates for 2006

Feb 18 -- ISD March 11 --

April 15 -- Hammond Josh will make arrangements

May 13 --

June 17 --

July -- no meeting -- Region III Conference – Wisconsin, AND –Deaf Educator/Educational Interpreter Conference (July 31-Aug 2)

August 26 --

September 16 --

October 21 --

November -- Annual Conference / Meeting

December -- no meeting

** Judy will check with Bethel College and Goshen College for possible dates to travel north.

3. Judy proposed possible fundraiser sale new style bookbags.

- a. Kathy will do the feasibility study and send out to board to consider.
- b. Buy 100 and sell @ PTCO,

Announcements:

1. Make it known that the board to visit other sites around the state.

Meeting adjourned 7:02 PM Respectfully submitted by Dalonda Young, ICRID secretary