

ICRID Board Meeting Minutes
Deaf Community Services – Indianapolis, IN
November 8, 2008

Welcome & Introductions – Attendance ---> Ronda Bilz, Carrie Westhoelter, Randy Nicolai, Kristina Riley, Lisa Harmon, Felisa Wilson, Laurie Cocks, Robin Reid (phone)
Visitors: Addie Matthews, Stephanie Steiner, Amanda Mueller, Laura Leffler, Beth Alexander Interpreters: Brook Olson, Jeff Slater.

Called to Order – Ronda called the meeting to order at **9:30 a.m.**

Minutes – September 2008

Treasurer’s Report – (September and October 2008)

September 2008

Income:

Membership:	\$148.10
Workshop (Evansville):	\$575.00
AM 2008 Silent Auction:	\$207.00
Miscellaneous Cash:	\$85.91
AM 2008 Registration:	\$290.00
total:	\$1,306.01

Expenses:

NL Postage	\$126.00
NL printing	\$181.79
total:	\$307.79

Income less expenses: \$998.22

Checking account activity

Beginning balance	\$5,953.87
Total income	\$1,306.01
Total outflows	\$723.19

Ending balance \$6,536.69

Savings	\$1,004.20
Marvin Marshall Fund	\$1,844.67

October 2008

Income:

Membership:	\$1,522.80
Marvin Marshall Scholarship	\$25.00
Workshop (ICRID Reads)	\$910.00
AM 2008 Registration:	\$1,689.00
AM 2008 Sponsor/Donations	\$1,200.00
Miscellaneous	\$321.00
total:	\$5,667.80

Expenses:

Travel reimbursements Mary Fowler	\$98.00
Travel reimbursement to Carrie Westhoelter	\$165.76
Courtyard by Marriott AM room deposit	\$400.00
Courtyard by Marriott AM food estimate	\$165.55
AM cash box	\$300.00
AM Interpreters	\$957.74
Bank Service Fee	\$8.80

RID--J Kutcka membership	\$93.00
Bardarch Awards--AM awards	\$304.00
Courtyard by Marriott--AM CSS room	\$162.74
total:	\$2,655.59
Income less expenses:	\$3,012.21

Checking account activity

Beginning balance	\$6,536.69
Total income	\$5,717.80
Total outflows	\$2,781.59
Ending balance	\$9,472.90
Savings	\$1,004.20
Marvin Marshall Fund	\$1,844.84

- Randy stated that outstanding bills are paid on 15th and 30th of each month so as not to create constant outflows and inflows
- Board is advised to have all billing sent to the ICRID Office at the Indiana School for the Deaf 1200 E. 42nd Street Indianapolis, IN 46205.
- Suggest that Ways and Means change the account so as to avoid transaction fees for check deposit processing.
- Suggest official notification of when checks are processed and payments are made to/from the treasury.

Motions

M08.11.01 – Laura Leffler, Amanda Mueller seconded

Accept September minutes as corrected. Passed.

Reports – Committee and others

1. **Annual Conference** – Carrie Westhoelter, chair
 - a Sponsor donations: \$1200.00
 - b Waiting on recapitulation report and final numbers. Preliminary estimates show revenue of \$ 3,000.00
 - c 19 attendees
 - d Conference and workshop evaluations finished
 - e Final report will be given at next Board Meeting
 - f 2009 Annual Conference is November 6, 7.
 - i Committee assembled
 - ii working closely with Amanda Mueller
 - iii Clarice Duits—fundraising and sponsorships
 - iv DJ secured pro bono
 - v Plan to link theme to ICRID’s 40th Anniversary
 - vi Holiday Inn at Pyramid is planned site
 - vii Darlene Snelson mentioned for a teaming/mentoring workshop
2. **ASR** – Members-at-Large – Laurie Cocks, chair
 - a No report
3. **Awards & Scholarships** – Dave Calvert, chair (board liaison – Judy Cain)
 - a No report
4. **Bylaws** – Antonette Needham chair (board liaison – Kristina Riley)
 - a No report
5. **DHHS Liaison report** – Judy Cain
 - a No report
6. **Educational Interpreter Advocacy** – Patti Wolff & Felisa Wilson co-chairs
 - a No report
7. **Fundraising** – Vacant, chair (board liaison – Ronda Bilz)

- a The board is seeking to fill this position as soon as possible.
- b Clarice Duits was asked but refused the position
- 8. **IAD** – Jennifer Kutcka
 - a No report
- 9. **ICRID Historical** – Judy Cain, chair
 - a Next meeting will be November 13th at 5:00 in the ICRID Office (G-42)
 - b Planning is underway for the 2009 40th anniversary/birthday of ICRID
- 10. **Membership** – Randy Nicolai, chair
 - a 153 individual members
 - b Lapsed – 98 as of 10/08; 9 as of 3/08; 47 as of 10/07; 6 as of 03/07; 16 as of 10/06
 - c 3 organizational members; 4 lapsed
 - d Membership application revised to its current form and will be posted on website
 - e Update on Microsoft Access program for membership data (placeholder)
- 11. **Newsletter** – Laura Leffler, chair (board liaison – Kristina Riley)
 - a

Deadline for December/January articles is November 15th.

- b Update on transition to electronic newsletter.
 - i Members will have option to choose medium for newsletter
 - ii Additional fee proposed in order to receive newsletter
 - iii \$2,271.75 for January 2008 to present cost of newsletter
 - a Increase in membership results in increased cost
 - iv Advised to search out advertising to cover cost of printing newsletter
 - v Request for someone else other than the editor to process the paper copies and mail them once July 1, 2009 comes around
- c Members who aren't current were deleted from the Yahoo! group
- d Yahoo! group suggested as source for member database
- e Newsletter annual cost:

Printing	\$ 1,586.95
Postage	\$ 604.86
Ink:	\$ 50.00
Mailing labels	\$ 30.00
Total expenses:	\$ 2,271.75

Revenue on newsletters is approximately \$75.00 per year.
- 12. **PDC** – Amanda Mueller, chair (board liaison – Carrie Westhoelter)
 - a ICRID Reads! continues to be well attended at all five sites. Currently we are looking for a Fort Wayne moderator. Evaluations are positive and memberships are increasing due to folks wanting to receive the ICRID Member early registration fee of \$10, which applies regardless of the amount of CEUs.
 - b Amanda is requesting to be replaced as the Professional Development Committee Chair so that she can focus exclusively on ICRID Reads! When asked to be the PDC Chair, Amanda advised that her time was limited. With the new demands of ICRID Reads! she finds that PDC work is not receiving the attention it deserves. She will gladly continue to serve as a PDC committee member.
 - c Beckie Madigan has expressed an interest in working as the PDC Chair. Her ICRID membership is current as of today, 11/08/08. Beckie says that she has ample time to commit to being the PDC Chair and has talked briefly with Amanda about the need for more workshops in all areas throughout Indiana and has some fantastic ideas. Beckie has years of experience planning workshops as a past director of DCS.
 - i The Board accepts Beckie Madigan as the new PDC chair for ICRID
 - d Cindy Dodzik in FW has joined ICRID Reads!, increasing the number of sites to 6 and will serve as moderator
 - e ICRID Reads!
 - i September: 20 participants
 - ii October: 31 participants

- iii November: 25 participants thus far
 - f CMP Carrie Westhoelter wishes to step down as the Indiana CMP, looking for a replacement. ICRID will actively begin looking for a CMP
 - i Robin Reid, MAL, volunteered to become the CMP, with adequate training
 - ii Robin and Carrie will meet to discuss particulars
- 13. **Satellite reports** –
 - a **South Bend** – Angela Myers (board liaison – Lisa Harmon)
 - i No report
 - b **Fort Wayne** – George Clark (board liaison – Laurie Cocks)
 - i No report
 - c **Evansville/Southern Indiana** – Sherri McGannon (board liaison – Ronda Bilz)
 - i Sherri McGannon is now NIC certified
- 14. **Super Site report** –
 - a Bethel – Angela Myers (board liaison-Lisa Harmon)
 - i No report
 - b Indianapolis – Judy Cain
 - i No report
- 15. **Ways & Means** – Keith Westhoelter, chair (board liaison – Ronda Bilz)
 - a No report
- 16. **Website** – Dalonda Young, chair (board liaison – Ronda Bilz)
 - a Report submitted by Tim Riley (Kristina Riley’s husband) Current status – I have a rough outline of a web site that will host the ICRID site and allow changes to it. For those familiar it will be a simple version of a full scale content management package. I do not see ICRID needing all that extra fluff.
 - b Next steps
 - i Try to model the current site with-in that framework
 - ii Prepare the demo to show the direction of my thinking. Mostly it will be show and tell on how to build a site inside the constraints of the Content Management
 - iii Train Kristina on it – so she can be the conduit.
 - iv If time permits look at options for accepting payments online
- 17. **Student Liaison** – (board liaison – Kristina Riley)
 - a Goshen – Melissa Avery and Linda McChesney
 - b Bethel – Vacant
 - c IUPUI – Vacant

OLD Business

1. **Technology boxes** (placeholder)
2. **Statewide mentoring services/group** (placeholder)
3. **Deaf Community Cultural Center** (DCCC, placeholder)
4. **Interpreters for ICRID board meeting** (placeholder)
5. **Travel reimbursement policy** – under review by the Ways and Means committee
6. **Display board pictures** (placeholder)

NEW Business:

1. AC08.10.03 – Amanda Mueller; Laura Leffler seconded. 11 for, 5 opposed. Motion carries.
 Move that the board change the bylaws to have board meetings every two months. I believe much of the work could be accomplished every two months and it would allow special committee meetings during off months. Board members can communicate via yahoo groups, distance learning equipment, or other appropriate means during the year. I believe more people would be become involved in ICRID and volunteer if this was changed.
 (This motion will be given to the bylaws committee to propose appropriate wording and then we will discuss communicating with the membership via mail referendum.)
2. AC08.10.05 – Amanda Mueller; Laura Leffler, seconded

I move that the board invest in ICRID's website. ICRID pays OnRamp Indiana to create a sophisticated and user-friendly site. Our website is our image. Every year after the initial set-up we advertise for a webmaster to serve for one year. In exchange for the year commitment, the webmaster is provided up to \$400.00 of web/computer training. This advances the individual's professional skills. This provides ICRID a service at a lesser cost than paying the domain provider yearly. This makes the webmaster position more attractive. This creates a more professional face for ICRID.

The board discussed this motion and has decided to re-address this issue when the new website is up and running as per Tim Riley's design. The website committee, comprised of Dalonda Young, Tim Riley and Kristina Riley will report back to the board in January with continued progress of the website.

3. AC08.10.06 – Amanda Mueller; Judy Cain seconded. Passed.17 for; motion carries.

Move to table this motion to the Board. The board will discuss and will report its findings-back to the membership by January.

4. Bylaws Section 3.02. Dues, item D needs to be updated (see below) and will be given to the bylaws committee.

Section 3.02. Dues

A. The Board of Directors has the authority to fix the amount of annual dues.

B. Notification of any changes in dues will be given to the membership at least sixty (60) days prior to the implementation.

C. A member who has paid the established annual dues for the current membership year shall be considered a member in good standing.

**D. A membership year is defined as the period from November 1 to October 31.
This should be changed to reflect the current fiscal year: July 1 to June 30.**

Announcements:

Sorenson Communications, Indianapolis Center, is pleased to announce that we have made arrangements to offer an NAD-RID National Interpreter Certification (NIC) knowledge test study group that will be held at the Donato's Pizza location on W. 86th Street and Ditch Road, next to the Marsh Supermarket. We will be offering the study group for six Mondays from 6:00pm to 8:00pm, beginning November 10th through December 15th, 2008. This is open to anyone interested at no charge. The group will be moderated by Rebecca Buchan. Please RSVP to Rebecca Buchan at rbuchan@sorenson.com by November 7th, 2008 by 5pm if you plan to attend. Feel free to pass this information on to any who may be interested and happy studying!

DCS will offer Ethical Decision Making: The NIC Interview and You discussion groups on Tuesdays, November 11th through December 16th, 2008, 4:30pm-6:30pm, at the DCS offices, 4740 Kingsway Drive, Indianapolis. \$10 each session, or \$50 for all six sessions. For more info see dcsterps@eastersealscrossroads.org.

Equipment needs must be requested in advance.

InData program has polycom equipment at 8 sites across the state if ICRID wants to meet in DCS conference space.

i. Sites: Bloomington, Fort Wayne, Centerville, Merrillville, South Bend, Evansville, New Albany, Terre Haute.

ii. ESCR Rehab. Center in Evansville and at DCS are where the DCS director has authority to schedule people to work on Saturdays and setting up the sites.

iii. Must be scheduled one month in advance and arranged with the individual sites.

DCS offering video-conference space for all ICRID board meetings

Need to re-authorize who has permission to transact with Kinko's

Randy Nicolai

Judy Cain

Carrie Westhoelter

Dave Calvert

Antonette Needham

Mary Riccius

i. Will change to: 4 officers, ASR chair, NL chair

ii. Removing Mary, Antonette, Dave, and Judy
January retreat date: January 17th, 2009, 9:00 a.m. to 4:00 p.m. at DCS.

Meeting adjourned at 12:00 p.m.

Communication Policy for ALL board meetings...

All board members are encouraged to participate in the language of **THEIR** choice – Spoken English or ASL. No one will be forced to communicate in one or the other. We provide interpreters for meetings so that **ALL** members can participate at their comfort level. We understand that we have student members and Deaf members who are at varying communication levels and styles. We will accommodate all levels of communication skill and model best practices of interpreting.