

**ICRID Board Meeting Minutes – (ICRID Office at ISD)  
February 9, 2008 – 9:00 a.m.**

**Welcome & Introductions – Attendance** ---> Ronda Bilz, Carrie Westhoelter, Kristina Riley, Randy Nicolai, Felisa Wilson, Greg Gantt, Laurie Cocks (by telephone), Jennifer Kutcka (via VRS), Lisa Harmon, Judy Cain, Amanda Russell, Mary Fowler, **Interpreters:** Tiffany Marko (practicum student)

**Called to Order** – Ronda called the meeting to order at 9:24 a.m.

**Minutes** – January 2008

**M08.02.01** Lisa Harmon, Judy Cain seconded.

**Move to approve January 2008 Minutes as corrected. Passed.**

**Treasurer’s Report** – (January 2008)

Checking account activity –

Beginning balance	\$ 2733.09
Total outflow	\$ 713.00
Total Income	\$ 625.00
Ending Balance	\$ 2645.09
Savings	\$ 1003.25
Marvin Marshall fund	\$ 1842.88
Paypal	\$
Koda fund	\$

Randy will give full report at March meeting, scheduled for Saturday, March 15 starting at 5:30-7:00 p.m., after the ASR. Location: Applebee’s in Broadripple.

**Motions**

**M08.02.01** Lisa Harmon, Judy Cain seconded.

**Move to approve January 2008 Minutes as corrected. Passed.**

**M08.02.02:** Judy Cain, Felisa Wilson seconded

**Move to pay RID CMP sponsor fee as soon as possible. Passed.**

**M08.02.03** Judy Cain, Carrie Westhoelter seconded

**Move to pay for the President’s registration and banquet for the Region III conference at the Early Bird price. Passed**

**Reports – Committee and others**

1. **2007 Annual Conference** – Carrie Westhoelter, chair
  - a Indianapolis is tentative location
  - b Deadline for lining up presenters no later than May
  - c Apply for grants if possible
  - d Ask Fund-raising committee for assistance
  - e Searching for committee and location
2. **ASR** – Members-at-Large – Felisa Wilson, chair
  - a One registration so far
  - b Kim Drake will agree to donate: amount to be determined
    - i Laurie Cocks reports that the question is whether cash is necessary or items for the silent auction are preferred
      - \* Prefer monetary donation
  - c Have sent out requests for donations
    - i Sorenson

- ii Professional Interpreters for the Deaf (PID)
- iii InTRAC
- iv What's up? Newsletter
- v Carmel Flores Photography
- vi 4 or 5 other solicitations in process
- d Silent auction: still in process
  - i Laurie Cocks in process of sending out letters to solicit donations for Silent Auction
- e Greg Gantt and Rich Prather are working on food and drink for the event
  - i Estimated attendance: 150 to 175 people
- f InTRAC will support the ASR through providing refreshments for the event
- g Entertainment:
  - i Bea Pfaff checking into Deaf Magician, Matt Morgan
    - s Charge admission for those who are not attending ASR
    - s Open up entertainment portion for general public
  - ii Contingent on cost
  - iii Committee chair, Charlie Mauer, is out of country
- h Decorations:
  - i In process
- i Facility:
  - i ISD charges for all usage
    - \* Prices: \$60.00 for co-ed lounge per Saturday
    - \* KRC \$120.00 for Friday and Saturday
    - \* \$10.00 per hour per pod for break-out workshops
    - \* Building supervisor fee: \$100.00 for 4 hours @ \$25.00/hour
    - \* \$5.00 set-up fee
      - (i) Total: \$315.00 based on \$10.00/pod not per hour
    - \* Suggestion to speak to one of school board members about this
  - ii Decision: not plan to use anything but the KRC
    - \* Can use MPR, stage, KRC gym and KRC lobby
  - iii MPR cost: \$5.00 / hour for Saturday @ 7 hours total: \$35.00 for the day
  - iv Suggestion: talk to Ann Reifel to use part of VU facilities
- j Deposit has been paid for facilities
  - i Will contact VU
  - ii Will contact Linda about kitchen in co-ed lounge
- k Check into borrowing air mattresses from Hamilton County Great Banquet
- l No workshops available: goal is to have pro-bono presenters
  - i Changing contract
    - \* Terri Motter
    - \* Bea Pfaff
    - \* C & C
    - \* Plan to ask: Ann Reifel, Jill Lestina, Kristina Riley, Amanda Mueller, Josh Garrett
- m Schedule changed
  - i Workshops 1½ hours each @ 4 workshops
  - ii 4 concurrent
    - \* 12-16 total workshops
- n Notify some members that e-mail is no longer valid
- o IUPUI and VU spring breaks are concurrent with ASR dates
- p Contact IAD sign language students and High schools that offer ASL classes and Outreach Services for Deaf and Hard-of-Hearing, Jodee Crace, Bob Canty
- q Nancy wants to know about plans for making packets that participants will receive

3. **Awards & Scholarships** – Dave Calvert, chair (board liaison – Judy Cain)

- a One application for Marvin Marshall received

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.
8. **IAD** – Jennifer Kutcka
  - a ICRID donated \$300.00 to Deafhood workshop—thanking ICRID for that
  - b Held annual retreat
  - c IAD offering support to help with fundraising and will work with ICRID
  - d Thank Laura Leffler for interpreting at the rally
  - e In regard to ASR—IAD will be involved if desired
  - f Jennifer Kutcka agreed to join Annual Conference committee
9. **ICRID Historical** – Judy Cain, chair
  - a Committee growing
  - b First brainstorming meeting next week
10. **Membership** – Randy Nicolai, chair
  - a Submitted by Randy, Membership Committee Chair
  - b Organizational members: 2 (3 lapsed as of 3/06 or after, 3-before)
  - c Individual members: 198; 72 lapsed as of 10/07; 6 as of 3/07; 18 as of 10/06
11. **Newsletter** – Laura Leffler, chair (board liaison – Judy Cain)
  - a Jan/Feb issue was mailed January 4, 2008. Please email Laura Leffler if you spot any errors or have suggestions for improvements.
  - b This is the plan to transition into bi-monthly issues that are mailed out on even numbered months:
    - i March/April issue: print an announcement about the change with the rationale
    - ii May/June/July issue: a "summer" issue. We could even consider extra information, articles, etc.
    - iii Aug/Sept issue
    - iv Oct/Nov issue
    - v Dec/Jan issue
  - c The March/April issue will be going to print soon. Please have your articles to Laura Leffler by February 15, 2008.
  - d A schedule for board articles:
    - i March/April: Carrie Westhoelter & Randy Nicolai
      - ? In light of deadlines for CMP approval for ASR, Judy Cain will write an article and trade with Carrie
    - ii May/June/July: Felisa Wilson, Greg Gantt, Lisa Harmon, and Laurie Cocks
    - iii August/September: Laura Maust, Mary Beth Fowler, and Amanda Russell
    - iv October/November: Jennifer Kutcka and Carrie Westhoelter
12. **PDC** – Amanda Mueller, chair (board liaison – Carrie Westhoelter)
  - a Amanda in process of contacting committee members to set up conference call for planning
  - b Asking for \$10.00 to set up 800 number for conference calls

- c CMP will remain as a function of PDC, not as separate committee. CMP administrator will report to PDC, who will report to the board.
- d CMP will work with PDC to ensure all workshops offer CEUs
- e CMP sponsor deadline is February 15
  - i There was an issue with the CMP fees and the RID database which was resolved. ICRID remains a current CMP sponsor in good standing.

**M08.02.02:** Judy Cain, Felisa Wilson seconded

**Move to pay RID CMP sponsor fee as soon as possible. Passed.**

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** – Sherri McGannon (board liaison – Ronda Bilz)
  - i Rauch interpreting services has agreed to allow ICRID to use their building for meetings and workshops for the Southern Indiana area. Sherri will be happy to reserve the building and send out fliers or anything ICRID needs

14. **Super Site report –**

- a Bethel – (Lisa Harmon)
  - i No report
- b Southport – (Judy Cain)
  - i No Report

15. **Ways & Means** – Keith Westhoelter, chair (board liaison – Greg Gantt)

- a President will appoint committee person to fulfill the VP role on the Ways and Means committee
- b Committee is comprised of the following people:
  - i Cathy Roche, Lynn Frye, Randy Nicolai,
- c Judy suggests president sits in on all meetings

16. **Website** – Lynn Frye, chair (board liaison – Ronda Bilz)

- a We are still working on which software to use, stay with Frontpage or switch to other. Money is still main issue
- b Frontpage software we have does not work.
  - i Currently in contact with onramp to see about internet-based website builder.
  - ii Tim Riley has agreed to help with this.

17. **Student Liaison** – (board liaison – Kristina Riley)

- a Goshen – Mary Beth Fowler
  - i Reminder about Marty Taylor’s workshop on March 8<sup>th</sup>
  - ii Peter cook also will be in on the 7th
- b Bethel – Laura Maust
  - i No report
- c IUPUI – Amanda Russell
  - i Sent out information about ASR

**OLD Business**

**Technology boxes** – update (placeholder) — no report

**EI Task Force update** –

Met this week, still working on training and 3-year plan

**Pay Pal – communication, money transfer, etc.**

ICRID is no longer using Pay Pal

**NEW Business:**

1. Codapolis sponsorship
  - a Received letter requesting sponsorship
    - i Different levels to sponsor conference for July 10-13, 2008 at Indianapolis Hilton Hotel
  - b ICRID booth—Ronda will check rental fee for booth  
Tabled until next meeting
2. ICRID hospitality—sending flowers, cards, etc for appropriate happenings
  - a Ideas: purchase boxes of cards for appropriate situations: congratulations and sympathy, specifically
  - b Perhaps enclosing a membership form where appropriate
  - c Perhaps include in newsletter if someone is aware of someone who needs a card. Those who contact ICRID
    - i Put duty to membership committee and newsletter editor
    - ii Send card of congratulations with membership form to newly-certified interpreters in Indiana
3. 2008 Indiana deaf educators and EI conference
  - a Brochure sent and forwarded
  - b Sponsor and vendor agreement
  - c Held until next meeting. Deadline April 30, 2008
4. Board manuals
  - a Not all printed—will have at ASR
5. Updated on access program for membership data
  - a Saved for next meeting
6. Region III conference sponsor/ad/exhibit booth
  - a Dates: July 23-26, 2008
    - i Early-bird deadline February 15, 2008

**M08.02.03 Judy Cain, Carrie Westhoelter seconded**

**Move to pay for the President's registration and banquet for the Region III conference at the Early Bird price. Passed**

7. Statewide mentoring services/group
  - a Held until next meeting
8. GIDC February 23 Basketball Tournament with hearing companies—ICRID booth?
  - a Booth cost: \$50.00 10 a.m. To 5 p.m.  
Decided not to attend

**Announcements:**

Reminder to all board to write an article for the newsletter and forward to Laura Leffler  
Laura sent out schedule for writing articles for newsletter.

**Meeting adjourned at 12:31 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.