

ICRID Board Meeting Agenda
 ICRID Office – ISD G42 – Indianapolis, IN
 February 14, 2009

Welcome & Introductions – **Attendance** ---> Ronda Bilz, Carrie Westhoelter, Randy Nicolai, Laurie Cocks, Lisa Harmon, Robin Reid, Felisa Wilson, Judy Cain, Jennifer Kutcka
 Visitors: Zach Evans, Linda McChesney, Lisa Wonder, _____

Called to Order – Ronda called the meeting to order at 9:10 am

Minutes – January 2009

Treasurer’s Report – (November 2008, December 2008 & January 2009)

Income: November 2008
total: \$1187.60

Expenses:

total: \$1217.31

Income less expenses: \$(29.71)

Checking account activity

Beginning balance	\$
Total income	\$
Total outflows	\$
Ending balance	\$9472.90
Savings	\$1004.29
Marvin Marshall Fund	\$1844.84

Income:
total: \$

Expenses:

total: \$

Income less expenses: \$

Checking account activity

Beginning balance	\$8,461.56
Total income	\$
Total outflows	\$
Ending balance	\$
Savings (Jan. \$1,004.47)	\$
Marvin Marshall Fund (Jan. \$1,845.18)	\$

Income:
total: \$

Expenses:

total: \$

Income less expenses: \$

Checking account activity	
Beginning balance	\$8,461.56
Total income	\$
Total outflows	\$
<hr/>	
Ending balance	
<hr/>	
Savings (Jan. \$1,004.47)	\$
Marvin Marshall Fund (Jan. \$1,845.18)	\$

1. Randy will delineate the Marvin Marshall Fund (savings) and koda monies and add this line item to his report each month.
- 2.

Motions

M.09.02.01 – Carrie Westhoelter, Lisa Harmon seconded.

Move to accept the January 2009 minutes as corrected. Passed

Reports – Committee and others

1. **Annual Conference** – Carrie Westhoelter, chair
 - a No report
2. **ASR** – Members-at-Large – Laurie Cocks, chair
 - a advertising
 - i we need to advertise the interpreter workshops to the membership – name of workshop, descriptions
 - ii 2 registrations, but lots of interest
 - iii flyer and registration flyer were sent out in January
 - b contracts and money have been signed and sent
 - c Insurance issue –
 - d Deka has not approved CEUs yet
 - e Robin gave CEU forms to Carrie
 - f Robin will also send forms to Deka for IIC and EIC
 - g How many beds do we “comp”?
 - i 5 rooms
 - ii board members
 - iii presenters
 - h volunteers – 12 students have volunteered, but that’s too many
 - i Felisa will send a draft to Laurie how to address the list of volunteers
 - ii Board members need to be there
 - i Presenters
 - i George Clark – K-6 Lit
 - ii Becky Balon – what ITPs don’t teach you
 - iii Bob Canty – Deaf Folklore
 - iv Don Tinsley – Empower Yourself
 - v Laura & Andy Leffler – He Said, She Said
 - vi Mikey Tabor – old ISD Signs
 - j Decorations – Terre Holada
 - k Food Committee – un chaired
 - i Board members bring a case of drink and a large snack
 - ii Laurie will send out an email requesting a list of snacks we are bringing
 - l AV equipment – Felisa
 - i Felisa will work with Robin on AV needs
 - m entertainment – Laura Leffler
 - n Raffle – Sherry McGannon
 - o Fundraising – Lisa
 - i Sent letters to several businesses requesting donations and financial support
 - ii Have 3 checks for support and a promise of 1-2 more = \$500
 - iii Need more support from
 - p packets –

- i Indiana Travel Guide for donations
 - ii ASR information (schedule, thank yous, presenter information, workshop information, etc.)
- 3. **Awards & Scholarships** – Dave Calvert, chair (board liaison – Judy Cain)
 - a Committee is discussing a new award. Once decision has been made, the board will be notified
 - b No applications for the Marvin Marshall Scholarship have been received
 - c Committee would like the board to encourage more members to apply for this scholarship
 - d Board requests that the committee write an article for the newsletter to promote the Marvin Marshall Scholarship
- 4. **Bylaws** – Vacant (board liaison – Ronda Bilz)
 - a The votes are coming in for the Bylaws mail referendum
 - b To date, the board has received 22 votes
- 5. **DHHS Liaison report** – Carrie Westhoelter
 - a The BIS has been reestablished and has had their 2nd meeting
 - b David Geeslin and Bob Canty provided the new BIS with some of the history of the first BIS so they have context in which to work
 - c The BIS is in support of Senate Bill 57
- 6. **Educational Interpreter Advocacy** – Patti Wolff & Felisa Wilson co-chairs
 - a Committee met on 1-20-09
 - b One main goal is to boost the usefulness of the Ed Terp Yahoo Group
 - c Want to encourage all EIs to develop professional portfolios
 - d Next meeting is 3-10-09
- 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
- 9. **ICRID Historical** – Judy Cain, chair
 - a Committee has had to cancel two meetings due to snow and is trying to reschedule soon
- 10. **Membership** – Randy Nicolai, chair
 - a ___ individual members
 - b Lapsed – ___ as of 10/08; ___ as of 3/08; ___ as of 10/07; ___ as of 03/07; ___ as of 10/06
 - c ___ organizational members; ___ lapsed
- 11. **Newsletter** – Laura Leffler, chair (board liaison – Kristina Riley)
 - a
- 12. **PDC** – Beckie Madigan, chair (board liaison – Carrie Westhoelter)
 - a
- 13. **Satellite reports** –
 - a **South Bend** – Angela Myers (board liaison – Lisa Harmon) – no report
 - b **Fort Wayne** – George Clark (board liaison – Laurie Cocks)
 - c **Evansville/Southern Indiana** – Sherri McGannon (board liaison – Ronda Bilz) – no report
- 14. **Super Site report** –
 - a Bethel – Angela Myers (board liaison-Lisa Harmon)
 - b Indianapolis – Judy Cain – no report
- 15. **Ways & Means** – Keith Westhoelter, chair (board liaison – Ronda Bilz)
 - a
- 16. **Website** – Dalonda Young, chair (board liaison – Ronda Bilz)
 - a See attached report
- 17. **Student Liaison** – (board liaison – Kristina Riley)
 - a Goshen – Melissa Avery and Lynda McChesney
 - i
 - b Bethel – Vacant
 - i
 - c IUPUI – Christina Holifield
 - i

OLD Business

- 1. **Travel reimbursement policy** –
 - a under review by the Ways and Means committee
 - b Report due to board by March's meeting

2. **Display board pictures** (placeholder)
 - a Judy will take pictures of each board member today
3. **Technology boxes** (placeholder)
4. **Statewide mentoring services/group** (placeholder)
5. **Deaf Community Cultural Center** (DCCC, placeholder)
6. **Interpreters for ICRID board meeting** (placeholder)

NEW Business:

1. Secretary replacement discussion
- 2.

Announcements:

1. CONGRATULATIONS to Laurie Cocks, NIC and to Lisa Wonder, NIC. Both recently received their results
- 2.

Meeting adjourned at 11:55

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.

TO: Marj Rush Hovde, PhD, Ronda Bilz

FROM: Melanie Meeks, Jeff Szorc and Jennifer Young

DATE: February 4, 2009

RE: Publication Plan

INTRODUCTION:

After meeting with Ronda Bilz, President of the Indiana Chapter of Registry for Deaf Interpreters, the group has reviewed her suggestions and has discussed many options to meet the needs of the Chapter's website. The group understands that the Chapter would like to have their website updated with a new interface and they desire that the website become more functional for users. A chapter member created the website in Microsoft Frontpage. The member currently updates the website from her home computer.

The Chapter would also like their newsletter converted into an electronic format to save on costs. Another chapter member currently creates the newsletter in Microsoft Publisher. This member has suggested that the organization could save money by converting the newsletter into an electronic format. In addition, the Chapter would like the group to be conscious of their limited understanding of Information Technology. They have requested that the group train them on any system updates to the website. Given the scope of this course and the desires of the Chapter, we will weigh all options and make appropriate recommendations based on the Chapter's and the group's time and resources.

PURPOSE:

The purpose of the Chapter's website redesign is to create an online environment that allows users to interact and engage with the Chapter in a more effective and efficient manner. The Chapter has requested specific interactive features for the website that will facilitate user interaction. By upgrading the website's features and functionality, they hope to increase donations, enhance the performance of their website, and engage their users.

NATURE:

Website Redesign

First, as mentioned previously, the website needs a complete redesign. The current website has several issues, which need to be eliminated or changed. For example, the website contains a large volume of web pages that are overwhelming to a user. We will reduce the number of web pages by filtering the contents into categories such as: About / Contact Information, Workshops and Calendar Information, Members / Sign up, Certifications / Professional Development, and E-mail Directory with special privileges. There will also be sections for photo galleries, job opportunities, and many other resources. By reducing the number of web pages within the website, a user will be able to find information more quickly and efficiently. In addition, the current fonts, colors, and web coding is inconsistent throughout the website. By implementing the use of cascading style sheets, we will modernize the website to create consistency throughout the web pages. By implementing a consistent theme, users will be able to find information more quickly. As noted in the schedule below, we will provide the Chapter with deliverables such as website mock-ups and a site plan map.

Welcoming Video

The Chapter also desires that the group create a short video of the Chapter's president welcoming the users to the website using sign language. The Chapter's president has shown the group other websites that have a sign language welcoming video. The welcoming video is a key aspect of the website design as the Chapter wishes to integrate it into the main page, possibly playing immediately when the website loads. The group believes video can be accomplished by group members. The group will keep the Chapter apprised of additional information needed to accomplish this task.

Newsletter

As previously mentioned, the Chapter also desires that the group transfer their newsletter into an electronic format. The newsletter's editor has suggested that the organization could save a considerable amount of money if the twelve page full color newsletter was converted into an electronic format. The newsletter is published only six times a year due to cost. If the newsletter is converted into an electronic version, the Chapter would not be limited on how frequent the newsletter would be published. We will review the current newsletter and make recommendations on how to integrate the content into an electronic format. We will ensure that any computer program chosen to create the new electronic newsletter will be available to the Chapter's newsletter editor. We will also create a PDF file of the newsletter that will be more versatile for users to print.

Website Training

While the Chapter desires new interactive features to their website, they must also be able to maintain and update the website in the future. Therefore, the group will consider options for training chapter members in website management using training manuals.

AUDIENCE:

The Chapter's members are comprised of Interpreters, Deaf individuals, Deaf interpreters, and Parents of deaf children. These individuals are spread throughout Indiana in small and large communities. For some members, the only communication they have with the organization is the printed newsletter. Many of the members consider the newsletter as a tangible item or service that they pay for in their membership dues. The users look to the Chapter to provide information for professional development, certifications, and host workshops.

SCHEDULE:

DATE	Tasks the group will perform	Items needed from Ronda Bilz	Goals for the group
Feb. 4 th	The group will produce the Publication Plan to Ronda Bilz.	The group would like Ronda Bilz to send a copy of the most current newsletter. (We are currently expecting one	The group will begin designing mock-ups of the website redesign and create a site plan.

		soon.)	
Feb. 13 th	The group will deliver the website plan and mock-ups to Ronda Bilz so she can present them at the committee board meeting on February 14 th .	The group would like Ronda Bilz's feedback of the mock-ups and site plan by Monday, Feb. 16 th .	The group will start working towards a final website design. The group will begin designing newsletter mock-ups.
Feb. 27 th	The group will deliver (almost) final website design and newsletter mock-ups to Ronda Bilz for feedback.	The group would like feedback from Ronda Bilz by Monday, March 1 st . The group would also like to schedule a time to meet with Ronda Bilz to create the welcoming video for the website.	Once the group receives feedback about the final website design and newsletter, the group will finish refining the website. The group will finalize the newsletter design.
March 6 th	The group will have the final website and newsletter design ready for Ronda Bilz to show at the committee board meeting on March 14 th .	The group would like feedback from Ronda Bilz by Monday, March 9 th .	The group will put finishing touches on website and newsletter if needed. The group will then start preparing training manuals for the web author and newsletter editor.
March 13 th	The group will send Ronda Bilz the first draft of the training manuals for feedback.	The group would like feedback from Ronda Bilz by March 23 rd as the group will continue to refine the manuals.	Once the group receives feedback, the group will continue to refine the manuals.
March 23 rd	The group will receive feedback from Ronda Bilz and begin designing a usability study to test the manuals on users.	In preparation of the usability study, the group will need Ronda Bilz to provide the group with the contact information of the web author and the newsletter editor. The group will need this information by March 30 th .	The group will continue to refine the manuals.
March 30 th	The group will provide Ronda Bilz the second draft of the manuals for her review.	The group will need the contact information of the web author and the newsletter editor by this day from Ronda Bilz. The group will need feedback from Ronda Bilz on the second draft by April 6 th .	The group will begin preparing for a usability study.
April 6 th	The group will develop a usability study plan.	The group will need Ronda Bilz's feedback on the second draft by this date.	The group will review Ronda Bilz's feedback from the second draft of the manuals. The group will then continue to prepare for usability testing.
April 13 th	The group will conduct usability tests on the web author and newsletter editor.	The group does not have any specific item for this date. However, the schedule is subject to	The group will continue usability testing.

		change as the process is ongoing.	
April 20 th	The group will complete usability testing and create a report of the findings.	The group does not have any specific item for this date. However, the schedule is subject to change as the process is ongoing.	The group will finalize the manuals.
April 27 th	The group will provide Ronda Bilz with the final product. If time allows, the group will also present their findings.	Nothing is needed from Ronda Bilz on this date.	The group's projects will be completed.

GROUP QUALIFICATIONS:

The group is comprised of students from different fields, which brings a valuable dynamic to the project. The group has individuals from information technology and communication backgrounds.

Melanie Meeks is a senior at IUPUI pursuing a Bachelor's degree in Computer Information Technology through the Purdue School of Engineering and Technology. She currently moonlights as a freelance web designer and loves learning new web technologies. She can be reached at memmeeks@uemail.iu.edu or by telephone at (812) 396-9152. For this project, Melanie will co-develop the website's redesign, including coding and site map developments.

Jeff Szorc is a senior at IUPUI pursuing a Bachelor of Science degree in Computer Graphics Technology with a focus on special animation and 3D graphics. He has a keen interest in creating digital content for the entertainment industry. He can be reached by email at jeff.szorc@gmail.com or by telephone at (765) 860-9285. For this project, Jeff will co-develop the website's redesign, including coding and site map developments. Melanie and Jeff will be the Chapter's primary resources for website technology updates.

Jennifer Young is a graduate student pursuing the Technical Communication certificate. She has a Bachelor's in Journalism from Indiana University. She is currently a marketing writer for an engineering firm. She can be reached by email at jmhawkin@iupui.edu or by telephone at (317) 881-1301. For this project, Jennifer will oversee the development of the training manuals, maintain communication with the Chapter, and oversee the newsletter content management.