**Florida Registry of Interpreters for the Deaf, Inc.**

**Regular Board Meeting**

**May 2, 2015**

**Teleconference**

**Official Minutes**

**Board members in attendance: Visitors:**

Vicky Fales, President Stephanie (Stevie) Fenton

Carol Downing, 2nd Vice President Terri Schisler

Carrie Moore, Secretary

Amanda McGreggor, Region Representative-Central West

Nancy Osborn, Region Representative-South

**Board members not in attendance:**

Bradley Dale, 1st Vice President (joined for a short time at 1:00pm)

Terri Bugler, Treasurer

Rafael Trevino, Region Representative-North

1. **Call to Order**

Vicky Fales called the meeting to order at 8:30am at which time a quorum was announced. The secretary was on the call.

1. **Roll Call**

Vicky took roll as documented above.

1. **Mission Statement/Group Norms**

Mission statement, group norms and teleconference call meeting norms were read by Vicky.

1. **Housekeeping**

A revised agenda was sent just before today’s meeting. The agenda was approved as presented. Carol D. will be taking notes for Carrie who was traveling to/from Lakeland during her attendance.

**5. Secretary’s Report**

Carrie said that email responses were not enough for a majority vote to approve the meeting minutes from March.

**Motion 2015:22** Move to accept the FRID BOD March meeting minutes as written. C. Moore/V. Fales. Roll call vote: C. Moore, C. Downing, N. Osborn, A. McGreggor, V. Fales. Motion carries.

**6. Position and committee reports**

**EMI Committee Report** was sent out to board by Stevie Fenton – time was taken to review/read it before being discussed by the board. Nancy asked about the term “KSA”. Stevie explained that it means Knowledge Skills and Abilities or the essential skills that a person needs when pursuing EMI as identified through training in Emergency Management environments. KSA can be related to mock or real situations and the credentials necessary to participate fully. RID evaluates KSA only on a national level and the state has narrow window for ‘otherwise credentialed’ interpreters and the situations in which they may participate. Stevie noted that QA and ‘other’ credentials (EIPA) should be considered in some environments where no harm would be done if a non-certified interpreter was involved.

Vicky asked the Board to consider names for recommendation to the EMI committee and send them to Carrie so she can send them to Stevie Fenton. Vicky asked that any EMI announcements or workshops be shared with FRID so we can advertise and support their efforts and events. Mock exercises will be taking place in late May – information to follow. Vicky asked that interested people go to the FRID website and apply. Stevie will then be able to guide the process and make the committee decisions. FRID would be involved just to ensure interested FRID members are qualified.

Stevie stated that the DOH wants to make sure the applicants are qualified and proper documents are available to support credentials. Vicky stated that Stevie can do the appointments without Board approval. Stevie is putting together a letter to all FRID members to encourage participation. DOH sent a survey which resulted in 18 interested participants. Stevie is working on how to follow up with interested interpreters.

Stevie stated that Angela is working in the Tampa area with AQI – trainings are branching out and DOH is currently charged with determining which trainings are eligible to meet the objectives. Stevie also stated that RID Emergency Management Task Force has not been active in their support of the EMI.

California and Florida are the most active participants in this area – it has not been seen at the national level as of yet. Vicky suggested that Stevie share the needs of EMI efforts with sc.rid.mal@gmail.com. This is the email address for Courtney Arigo, Member-at-Large in South Carolina. She would be a good contact for an EMI track offering at the Region II Conference in South Carolina.

Nancy added that she was happy that DOH has been connected with this effort and suggested that this might be a way to also get support for licensure and the need for recognition for proper credentialing of interpreters in Florida. Stevie added that DOH was shocked that we did not have licensure. This may be an opportunity for gathering the support of DOH in our quest for licensure and it would help streamline the credentialing of EMI interpreters. Carol Lazorisak is doing a workshop on Communication during Emergency Situations at the upcoming Governors conference. She has been working at many levels to get the word out about and has become an asset in the field of EMI and Emergency Management. Vicky suggested that Stevie may want to reach out to her for her support for EMI as well as licensure.

**7. FRID 2014 Conference Final Report**

Profit/Loss report was held due to Terri and Bradley not being present to report on this topic. Vicky stated that she has not heard much from Bradley and will follow up with him. Carrie stated that as part of completing an action item involving conference information updates Bradley has not responded to her requests.

**8. Community/Educational Stimulus**

Carol and Terri will get together and create a distribution process of the QA items to the Florida ITPs Vicky asked that this project be completed prior to the start of the Fall 2015/16 semester.

**9. Bylaws Committee**

Carrie stated that she needs to start recruitment for the By Laws committee along with Terri Bugler who will continue to work with her on this item.

**10. Nominations Committee**

The Board needs to help in soliciting nominations. Carol will continue to gather names as the October ABM and deadline is quickly approaching.

**11. ABM Update**

The date and location of the Annual Business Meeting is **October 3, 2015 at Valencia Community College** in Orlando. The schedule will be 8:00-11:00am -- FRID Business Meeting; 11:00am-12:00pm -- Lunch Break (on your own); 12:00-6:00pm -- Workshop “Vicarious Trauma” presented by Babetta Popoff. Nancy spoke with Adam Ledo at VCC who said that Debbie Drobney said “YES” but the room cannot be officially reserved until the semester gets closer. Nancy is confident that the room has been reserved for us. It was suggested that VCC students should be invited to attend free of charge. There will be a nominal fee charged for this workshop. No registration needed for the ABM but we do need to register the workshop participants and work on the CEU process.

The discussion of providing voice interpretation for this workshop (ASL to English) was brought up. Amanda stated that most students would rather have the signing not the voice. Carol agreed. Carrie stated that some students like to learn in their native language of English. Stevie suggested having listening devices for those who want voice interpreting. Carol suggested that voicing be considered an accommodation and that participants could have a deadline by which they would need to request this service, thus allowing FRID to have time to secure the personnel and funding . Vicky suggested – and all agreed – that any accommodations (voice interpreters) required for the workshop from 12:00-6:00pm must be requested by **Sept. 3, 2015.**

Nancy suggested in addition to a deadline for request for accommodations of voice interpreters to set up a contract (if requested) for the interpreting needs and review the budget. So far a rough breakdown of the expenses is presenter: $800; interpreters: $540; and snacks/water: $200-300. Anticipated revenue for 60-80 participants charged at $40 (members) or $90 (non members) would help offset the ABM costs.

Digital certificates were suggested for attendees needing a ‘Certificate of Participation’ to keep costs low and support FRID “going green”. Nancy suggested that it should be a locked document so no editing can be done after the conferring of the certificate. It was suggested that the VCC ASL Club help with the planning and logistics. Nancy will reach out to Adam and find out who is in charge of the VCC ASL club and work out how to include their students in this process.

Hotel accommodations will be needed for Friday night. Nancy will research possible options for hotel reservations for membership and for the board. Nancy will look into the catering of lunch (total $150) which will be a line item cost for the ABM budget.

Nancy will ask Theda to create a flier for the event due to her expertise in that area. Nancy will provide Theda the basic information and Theda will create the flier. Presenter/Instructor form and Sponsor forms need to be submitted to Shannon Simon. Nancy will complete the Sponsor form and send the forms along with the flier to Shannon.

Flier information - $40 workshop fee FRID member/non-member $90– location Valencia Community College. VCC students registered as VCC ITP students will be admitted free of charge. Vicky will ask Debbie Drobney to work out a code or system to assist us in the identification of the registered ITP VCC students. Additionally the Board will be able to register without charge.

***Break – 10:25 – 10:30***

Upon return from break a quorum was established.

**12. Other Unfinished Business**

**\*\*Action Items** –Vicky and Carrie will reach out to Bradley (video text, email, text) to complete several Action Items as needed. Action items were read and those without deadlines were given due dates. New deadlines are now posted – please review the May action item list for updates (separate attachment).

**13.** **Budget FY 2016**

**Notes on the Budget from the President** – Terri Bugler was not in attendance but Vicky was confident that the Budget was going to be a smooth process due to the assistance of Terri and Brett. Since we could not approve the budget we will have to have an unscheduled Board meeting due to the fact the next Board meeting is in July – after the fiscal year ends. This meeting will be held in June to confirm our projected fiscal needs moving forward. The budget will cover the new fiscal year July 1, 2015 – June 30, 2016. Vicky will inform the Board of the date for the unscheduled meeting.

(It was stated that the ABM hotel rooms, travel costs, parliamentarian, cart provider, bagels, coffee, juice for 50-60 people at ABM would be a line item for the 2015 ABM budget. Presenter fees/board lunch still to be determined if it will be a FRID budget item for the workshop.)

Nancy requested that an updated budget document will be forwarded to the Board from Brett via Vicky. Vicky stated that the FISCAL YEAR 2015 BUDGET should be on the Google drive for all to view and will ask Brett to send us all the most current budget.

**14. Interpreter Licensure**

Terri Schisler sent in a report after the Rally at Tally. The Licensure Bill did not pass. The General Session ended on Friday. Now we can now move forward with another bill. Kiva Bennett has a summary of the effectiveness of our work in Tallahassee and has identified who would be the best connection for our future support. The information will be shared with FRID once FRID supports the continued effort to get the Licensure Bill passed.

Carrie added that since Kiva is moving to Gallaudet maybe a FRID Board member should be part of the committee and the new efforts to support the new bill. Terri agreed that an in-state FRID Board liaison (in addition to the FRID President) would be a welcome addition.

**Motion 2015:23** Move that FRID will continue to support the IRC initiative and Licensure Bill until June 30, 2016. V. Fales/C. Downing. Roll call vote: C. Moore, C. Downing, N. Osborn, A. McGreggor, V. Fales. Motion carries.

Vicky asked for a rough budget proposal for work until June 30, 2016 – the budget will not include the Lobbyist’s fees – only budget items necessary for the continuation of support in Tallahassee. Terri said that she had a discussion with the FAD president and that she will work on a more active role in this process. Without FAD’s active participation the Bill cannot go forward so this is a vital component to the life of the Bill.

**15. FRID Events**

**FRID Conference 2016 Hotel** – Carol said plans are underway with Visit St. Pete Florida in the location of a hotel. Carol stated that more information is needed from our past conference statistics. Nancy discussed the need for estimating the amount of space needed with the hotel. Vicky will meet with Carol about the hotel contract and the needs for the FRID conference.

**FRID Membership** – Stephanie Tucker is working on a new Membership card that will be digitally distributed. Carrie will receive applications for committee interest and will forward to her for processing. Stephanie said she will ask Connie Schuman if she would like to attend the Silent weekend with her so Connie can get out there and help gain attention from FRID.

**Silent Weekend** – Vicky asked if FRID sent $2,000 to Mike Tuccelli for his Silent Weekend in return for his support of FRID conference. Carrie volunteered to bring Stephanie the needed FRID items for the Silent Weekend table.

**Faces of the Future** – Carrie reported that Tampa Bay’s ITP students met to introduce themselves to the local interpreter-supported industry/agencies/educational agencies. Presentations were done by Anthony Verdeja, Kiva Bennett and MERGE during the event. Carrie set the table up with FRID registration and scholarship information. It was stated that FRID needs a promotional piece(s) to have available at the FRID table.

**RID REGION II CONFERENCE** – August 4-7, 2016 in Charleston SC - added to meeting agenda - only 2 tracks. Vicky suggested we look into the conference.

**Additional items prior to adjournment – (3 items**)

**1.** Nancy received a note saying that Stevie Fenton wanted to request $500 for Terri Schisler’s mileage for her work with EMI meetings. This item can be placed on the EMI Initiatives as $500 for travel (not hotel). Vicky will ask Terri B. and Brett to put in all the figures and see how well we are balanced. The goal is to be able to project into the future and prepare for the needs of FRID. (EMI was not in the Budget last year -- Vicky will pass it along to Terri B. and Brett for 2016.)

**2.** Nancy stated that Bradley Dale attended eight (8) Deaf Interpreter training modules and in return would teach the 8 modules for compensation from FRID. He has now taught four (4) modules at 15 hours of work for each module (Friday-Sunday). To date he has not received any compensation from the FRID Board for his work and commitment. Nancy suggested we find funding to compensate Bradley for his work, as previously agreed. The Module cost is $70 per person per module. Nancy calculated a total of 32 paid participants – Feb $280/ March $210/ April $140 is posted as revenue for the modules (some students were not charged for their attendance). Terri B and Bradley have been working together on this workshop (Nancy was not involved in the collection of the revenue). $1910 was found to be the current income statement for this effort. Nancy added that there may be outstanding payments not posted to this account (via her access to Wild Apricot) as of yet.

**Motion 2015:24** Move to extend the current FRID BOD meeting past 12:00pm to close current discussion. V. Fales/C. Downing. Roll call vote: C. Moore, C. Downing, N. Osborn, A. McGreggor, V. Fales. Motion carries.

**Motion 2015:25** Move to compensate Bradley Dale for the teaching of the first four (4) Deaf Interpreter Module series in the amount of $1,200. N. Osborn/C. Moore. Roll call vote: C. Moore, C. Downing, N. Osborn, A. McGreggor, V. Fales. Motion carries.

**3.** Amanda asked if we wanted to host another attempt at doing a 5K race. Vicky indicated that we should go ahead and pursue the idea. Amanda agreed to start the process.

Meeting adjourned at 12:09pm. Next FRID Board meeting is **July 11, 2015 at 8:30am-12:00pm** via teleconference call.