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

**Regular Board Meeting**

**August 27, 2016**

**Official Minutes**

**Videoconference Call**

[**https://zoom.us/j/4067134848**](https://zoom.us/j/4067134848)

**Board members in attendance: Visitors:**

Adam Ledo, President Glenna Ashton, FAD

Carol Downing, 2nd Vice President (left at 12:45pm)

Carrie Moore, Secretary

Terri Bugler, Treasurer (joined at 9:20am)

**Board members not in attendance:**

Ava Rogers, Region Representative-Central West

Tara Roth, Region Representative-Central East

Alecia Castro, Region Representative-North

Vacant, 1st Vice President

Vacant, Region Representative-South

**Welcome/Introductions**

Meeting began at 9:09AM. President Adam Ledo announced that last night, Anthony Verdeja resigned from his position as 1st Vice President.

**Mission of FRID**

Secretary Carrie Moore read the mission of FRID.

**Ground Rules/Meeting Norms**

Carrie read the ground rules

**Approval of Agenda**

The agenda was accepted. All were in agreement that the main focus of today’s meeting be on the annual conference.

**Position Reports**

The secretary reported that she has been updating the website, specifically the FRID Files where minutes of regular Board meetings and past ABMs are posted. Carrie stated that she edited the pate to show only documents from the last five years, 2011 to present.

The 2nd Vice President, Carol Downing updated the Board on her health and delegation of tasks that she has been able to do from home. She recommended Holli Tempe to assist in coordinating Conference Support Staff for the upcoming comference.

The President’s report was a detailed update on all of the conference planning work that has been done since our last meeting. Adam expressed that it has been a very difficult summer for him both personally and professionally. However, he is committed to the organization not as its sole leader, but as a team player as we move forward in improving the organization as a whole.

**FRID 2016 Annual Conference**

The Doubletree guestroom count requirement is too high for Thu-Sun. Adam met with the hotel representative to release some of the rooms. They can but those rooms are not sold, FRID would still be responsible for the revenue of the total room count. New room count:

* Guest room count from 2014 ABM we had the following breakdown: Thu-71, Fri-91, Sat-75
* Current contract is Thu-75 (68), Fri-120 (108), Sat-120 (108) – numbers in () is the required 90%
* Meeting space is two (2) adjoined conference rooms

We are contracted for $10,000 for food and beverage agreement as was agreed to with FAD.

VENDORS: Question of what we should charge vendors. Charge $200 for table with electricity. Adam will go back to the hotel to ask for extra meeting space across the hall. This space will be for vendors and food stations. Current space only allows for 6 vendor tables. We need somewhere between 12-15.

PRESENTERS: Joseph Hill, PhD. African American speaker for Fri and Sat all day. Fri 6hr “Black ASL” and Sat two 3hr “Critical Conscienceness” and “Language Attitude”. Also offered to present Keynote. MJ Bienvenu has two 6hr workshops. Fri “Audism and Linguicism in the Interpreting Community”; Sat “understanding Surrogates, Tokens and Buoys” and “ASL Discourse”. MJ also offered to present Keynote.

Presenter Stipend – Joseph accepted $100/hr plus travel and lodging. MJ is typically $2,000/day but is willing to present all 12 hours (including Keynote) for $3,000.

FRID ABM on Saturday AM

Moonlight Madness on Saturday night (night of a full moon) – Adam’s interpreter friend can do a workshop on Chakras. Presenter stipend of $75/hr.

Adam has tentatively secured Kim Bianco-Majeri and Terri Schisler “Legislative Action” on Sunday AM. Additionally, we could ask our state Senators and Representatives to come and have “Coffee with the Senator”. Possibly Lori Behrman.

There was space in the schedule for Thursday night. Glenna offered to have Deaf Trivia Game Night & Social at 8pm, following the FAD business meeting.

*Break at 10:20-10:32AM*

Interpreter Coordinator – Adam contacted Lani Crosby and also Tobin Trahan. Lani also offered to present a workshop on Friday AM “Medical Interpreting”.

Shannon Simon and Michelle Pearson – Deaf-Blind Interpreting/Haptics on Friday AM. Adam will ask Shannon today at Valencia (they are presenting that workshop at Valencia).

REGISTRATION: Glenna asked if FRID has money to cover conference expenses if we do not break even. Terri said it is very likely that WE WILL lose money on this conference. But yes, FRID and FAD will still cover the bill 50/50 as per the signed MOU between both organizations.

Practitioners or Interpreters? Deaf community/ITP Students, and “the Curious”? What do we call our conference attendees?

After a very lengthy discussion, the group decided on the following:

­ NON members with CEUs $250

­ Members with CEUs $200

­ General Members $100

­ General Non Members $150

­ At the door $250 (ALL)

­ Thursday and Sunday FREE

Cancellation deadline of October 5th. Terri will develop the cancellation policy.

\*\*First two weeks of registration include a PROMO CODE of $25 off\*\*

Adam will open the registration on the FRID website. Glenna will inform Sarah Harris to open registration for its members on the FAD website. FAD members wanting to earn CEUs will be directed to the FRID website.

Carrie asked about Executive Officers/Board paying for conference registration to help buffer the profit/loss margin. There is already a line item in the FRID Budget for both registration and hotel room cost. The bylaws does not state that the Executive Board or its officers receive these freebies. Discussion was tabled for later.

*Break at 12:08-12:28PM*

One last discussion with Glenna before she had to leave. Sponsor levels:

$5,000 – include table and all amenities plus short sales pitch of their business

$3,000 – no table but include all amenities and sales pitch

$1,000 – less of amenities and sales pitch

$500 – no amenities but and sales pitch

CONFERENCE CHECKLIST:

* STEPHANIE TUCKER: Registration - name tags, bags
* ADAM LEDO: Program book – Guidebook
* CAROL DOWNING/YARY SANTIAGO: Sponsors/Vendors - contract
* ADAM LEDO: Presenters - contract
* LANI CROSBY/TOBIN TRAHAN: Interpreters - contract
* SHANNON SIMON: CEUs - Sponsor/Instructor forms, certificates
* CARRIE MOORE: ABM – Everything!
* ADAM LEDO: AV Equipment needs-Mike Tuccelli
* HALEY TANNER/HOLLI TEMPE: Conference Support Staff
* AWARDS:

Carrie will ask Ava/Alecia to service on Awards & Scholarships Committee. An email needs to be sent to the membership for nominations.

Carol suggested that we partner with FAD and create a Daniel Harris Community Service Award.

*Lunch Break at 1:49PM*

*Reconvened at 3:25PM*

SPONSORSHIPS: Sponsor a coffee break; do a brief PSA at the beginning of each workshop; add a link of the vendor’s business on the FRID Facebook page; add vendor logo to any promotional materials. Adam will do a couple of conference announcement videos and can include sponsor information. As a group, we compiled the sponsorship donation levels and amenities. We also added a Trivia Game Night social opportunity. Another idea to encourage attendance is to allow people to RSVP attendance in advance to register their team.

**Treasurer’s Report**

Treasurer’s Report:

$9,188.87 PayPal (member dues)\*

$745.24 Training

$50,458.32 Regular Checking

$1,000.53 Safety Net (for bounced checks)

\*On June 8th, $47,420.14 was transferred from PayPal to Regular Checking

Total Assets: $63,538.59

Terri has some concerns about transferring all duties to the Treasurer from the Bookkeeper including access to the Quicken account and obtaining a laptop. Terri has spoken with two different CPAs, and they were appalled at how much we are paying Brett when he is not a certified public accountant. Brett also has each officer’s electronic signature which is not only inappropriate but dangerous. Terri is frustrated with how difficult it is to receive documents from Brett in a timely manner. What is he doing? At this point in time, having a bookkeeper is a waste of our limited resources.

Recommendations:

One point of contact for all financial transactions – the Treasurer.

One debit card that belongs to the Treasurer.

Terri is currently compiling a position description that entails ALL functions of the Treasurer.

Budget: Terri suggested that we plan a separate meeting to discuss budget.

**Next Meeting**

Our next meeting will be on **Saturday, September 10th at 9:00am-12:00pm** via Zoom. We will finalize the FRID budget and follow up on conference planning.

Meeting adjourned at 5:07pm