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

**Regular Board Meeting**

**March 5, 2016**

**Teleconference/Face-to-Face**

**Official Minutes**

**Board members in attendance: Visitors:**

Adam Ledo, President (joined at 9:45am) Liora Palmer Verdeja

Anthony Verdeja, 1st Vice President

Carol Downing, 2nd Vice President

Carrie Moore, Secretary

Terri Bugler, Treasurer

Amanda McGreggor, Region Representative-Central West

**Board members not in attendance:**

Tara Roth, Region Representative-Central East

Carole Lazorisak, Region Representative-South

Vacant, Region Representative-North

1. **Call to Order**

Anthony Verdeja called the meeting to order at 9:15am. Adam Ledo was unable to start the meeting due to technology issues.

1. **Roll Call**

Carrie Moore took roll as documented above. A quorum was announced.

1. **Housekeeping**

Anthony reminded everyone to follow teleconference call meeting norms. The agenda was agreed upon by the Board.

**4. Secretary’s Report**

Carrie stated that the FRID BOD November 2015 meeting minutes need to be approved. A revised copy of the November minutes was emailed to the Board this morning with corrected motion numbers.

**Motion 2016:13** Move to accept the FRID BOD November meeting minutes as written. C. Moore/C. Downing. Roll call vote A. Verdeja, C. Downing, C. Moore, T. Bugler, A. McGreggor. Motion carries.

**5. Treasurer’s Report**

Terri Bugler reported on year-to-date FRID financials:

Primary account balance: $5,403.12

Secondary account balance: $,914.51

PayPal account balance: $47,996.36

⮚ Complete Treasurer’s report is attached

Terri is asking for copies of receipts for any and all FRID transactions. Anthony reminded us that there is a form to complete for every transaction that also must accompany those receipts. There is a Reimbursement Form, but there is no Recapitulation Form or Budget Form for line item expenses. Anthony suggested that FRID develop forms for any anticipated expenses for workshops, meeting space, contracts, etc. This will be crucial as we are planning for the joint conference with FAD this October.

**\*\*Action Item:** Anthony and Carrie will contact other affiliate chapters for templates or forms that are used for budgeting projected expenses and reconciling account(s). These forms will be presented for approval at our next meeting in May.

The board discussed the discontinuation of a Bookkeeper to cut back on expenses. There is some concern about transitioning all responsibilities to the Treasurer. The board also discussed the discontinuation of a Legislative Consultant ending at the end of this Legislative Session. It was decided that we wait on taking any action until our meeting next week with FAD and after reviewing the contract with Liefer and Associates.

**6. Board Reports**

Anthony wanted to thank Amanda McGreggor for bringing in Sue Grochmal for the Perspectives workshop last month. It was a great opportunity to gain more insight into the personalities and “perspectives” of us Board members.

Amanda has been “recruiting” potential FRID members that may be interested in taking over the Region Representative West position since she will be moving back home in June 2016. Any letters of interest and resumes will be forwarded to the Board for consideration.

**7. Appointments/Resignations/Removal**

Adam reached out to Tara Roth about her participation on the Board. She is interested in being more involved but is uncertain of her responsibilities. Carrie forwarded the FRID Regional Reps Roles & Responsibilities document to the Board.

**8. President’s Report**

⮚ Complete President’s report is attached

Adam is working on committee vacancies that need to be filled, i.e. Bylaws, Fundraising, as well as including an online application for interested volunteers. Adam has generated new communication with FRID members with recent blogs/vlogs. Adam met with Theda Llewellyn, FRID Website Administrator. She is ready to hand over her responsibilities to someone else. Theda is on board with updating the website to make it more current. Another goal for the website is to improve the functionality such as adding an online store, new logo which is aligned with membership incentives.

**9. Membership Drives/Incentive Programs**

We will continue the automatic membership enrollment for future workshops and conferences as we did with the most recent “Perspectives” workshop. Adam and Stephanie Tucker will continue to meet to develop ideas for member incentives (see President’s report).

**10. Old Business**

The FRID Board needs to decide on a videoconference platform to use for the Board and its members. We have a Deaf Board member and will be working closely with FAD and other deaf organizations. This platform can be used for the follow-up Perspectives workshop (Sue Grochmal) and future trainings, as well as livestreaming monthly business meetings and conferences.

**Motion 2016:14** Move to establish an account with Zoom video conferencing at the Pro level at a cost of $14.99 per month. A. Ledo/C. Moore. Roll call vote A. Ledo, A. Verdeja, C. Downing, C. Moore, T. Bugler, A. McGreggor. Motion carries.

Terri stated that this would become a line item in the budget under audio/visual expense under meeting and events.

**12. 2016 Conference**

Discussion tabled to on-site retreat next Sunday with FAD.

**15. Next Board Meeting**

The Board will have a joint on-site retreat with the FAD Board next **Sunday, March 13th 8:00am-3:00pm** at ASL Services in Kissimmee. The next FRID Board of Directors meeting is **May 7, 2016 at 9:00-11:00am** via videoconference call. Come prepared to discuss the budget.

Meeting adjourned at 11:15am.