

NCRID Board Meeting @ Heritage Green in Greensboro  
November 20, 2010

**Agenda**

- 1. Mission & Vision**
- 2. Welcome & Introductions**
- 3. Action Items**
- 4. Reports (30 minutes)**
  - a. President**
  - b. 1<sup>st</sup> Vice President**
  - c. 2<sup>nd</sup> Vice President**
  - d. Secretary**
  - e. Treasurer**
  - f. Board Members at Large**
- 5. Old Business (30 Minutes)**
  - a. Approval of Minutes from 8-21-10**
  - b. Bookkeeper**
  - c. Website**
  - d. Conference & Workshops**
- 6. New Business (the rest of the time)**
  - a. Strategic Plan**
    - i. Lack of Professionalism in the Field**
  - b. Local Chapter Issue**

**Board Members Present:**

President, (Jennifer Johnson) **JJ**; 1<sup>st</sup> Vice President, (Tanya Miller) **TM**; 2<sup>nd</sup> Vice President, (Tzena Keyes) **TK**; Secretary, (Antwan Campbell) **AC**; Treasurer, (Leah A Noe) **LAN**; Board Member-at-Large, (Janet Beattie) **JB**; Coastal President, (Marysue Murray) **MM**; Eastern President, (Debbie Batts) **DB**; 5 Points President, (Kim Barden) **KB**; Foothills President, (Danette Steelman-Bridges) **DSB**; Land O Sky President, (Regina Pente) **RP**; Midstate President, (Jennie Sanders) **JS**

Kelly Massey student

**Absent:**

Board Member-at-Large, (Bill Ross) **BR**; Board Member-at-Large, (Mark Whisenant) **MW**

**Meeting called to order at 10:10 am**

The mission and vision of RID was read by **TK**

**Action Items**

Were discussed see attached

Introductions were made around the room

**Reports**

**President—JJ**; just passed out information from the national office about interpreter pay rates stating that RID does not involve itself in interpreter pay rates and therefore this should not be discussed at board meetings. **JJ** would like to see more collaboration from the Region II presidents and would like to do more; we did receive a check for around \$528 from the Region II 2008 conference

**1<sup>st</sup> Vice President—TM**; we have lots of workshops that have come up and she has divided them by months but since August we have had 47 workshops and 1 conference, 1 academic course work, and 11 PINRA; do board members have to pay for PINRA? **JJ** this is something that we will continue to discuss in the strategic plan as she would like for all members to receive this as a benefit of membership; it is really important to get all CEU paperwork 45 days prior to the workshops in to her.

**2<sup>nd</sup> Vice President—TK**; we have a total of 189 members; we have 18 future signers, 2 honorary members, and 24 student memberships; we have an increase of 40 who have not previously paid or renewed but we still have a decrease of about 100

members; are we supposed to send our newsletters to RID; **JJ** will look into that. Also, before stamps increase do you want me to buy more as I am down to two books left? Yes; lastly, a member, Mary, has asked if she could get a hard copy of the newsletter as she is older and the technological advances can be overwhelming for that population. The board stated that the policy should be no but if someone wanted to give her a newsletter out of the kindness of their heart they could. This member wants a color hard copy and wants to receive the newsletter the same day as the online newsletter goes out to the other members as well. She has also sent checks to pay for two years worth of membership but the question is do we want to keep it in case the dues increase next year due to the chapter mergers. We can keep it and if the dues go up then we can ask for the increase and inform her of the upcoming changes.

**Secretary—AC;** has contacted the local chapter presidents and is currently working on an updated contact log for all of the chapters and has also done a workshop location survey in an attempt to find which areas are having issues with finding locations and how we can help. From the chapters that responded the only one that was having issues was Triangle and so we are looking into any options to find workshop locations. So far the most; common location to hold workshops are at community colleges, but will continue to check into other options as well. We did receive a certificate of appreciation from the workshop and will give to **MW** when he sees him again.

**Treasurer—LAN;** the last statement that she has received was from August so we only have a rough estimate of about \$21,500 checking and \$6,800 in savings and will send it out through email or the yahoo group. Also if you want to be reimbursed for mileage please see her at the end of the meeting.

### **Old Business**

A motion was made by **LAN** to accept the minutes from 8/21/10; seconded by **JB** the motion passed unanimously

**JJ** and **LAN** meet with the bookkeeper; and was notified that our annual report was due by November 15<sup>th</sup> to RID and ours will be late because we were just notified of this fact. The bookkeeper is working on submitting ours and we have asked for an extension; since we have not filed in years and we have not been required to file due us not having the amount of money that the IRS requires. We will have until June or July to file if we are granted an extension. The actual bookkeeping is in the works and should be a fairly simple transition and right now the treasurer will be the gatekeeper for the finances and so all we need right now is a person who is willing to be that person. Someone did come up to **JJ** so she will contact them to see if they are still interested in the position. **LAN** the transition should be simple as everything is in the quickbooks but it is old and we need to update it as we have a 2007 edition and we are going into 2011. **JJ** will look into seeing about getting an updated version as Jason said he might be able to get a discounted version. We can invite them to a board meeting if the board feels it would be beneficial. **LAN** we will still need a list of duties that they will be doing and what the treasurer will

be responsible for as well. **TK** are we going to be transitioning membership over to the bookkeeper as well. **JJ** no; the membership will still go to you and you will deposit the money into the account and you will just have to inform the treasurer what has been deposited and the reason and then the treasurer will inform the bookkeeper about what has been deposited. The bookkeeper will have the deposit slip and will keep all of the paperwork. The board will only have to communicate with the treasurer and the treasurer will only have to communicate with the bookkeeper. **DSB** The bookkeeper is an extra sense of security and it will be an adjustment that we will have to get used to as most organizations have a waiting period before people are reimbursed. **JJ** if it is better then the president can have the checkbook in order to write checks on site. A lot of this is being proactive and **LAN** and I will meet with the bookkeeper to discuss this further. **KB** when you have to file and include the income does that include the 7 chapters; because if you do then we may have an issue with the cap due to the amount of money the chapters bring in. **LAN** the chapters monies do have to be included and therefore we will not be able to avoid not filing due to not meeting the requirements. The first year is the most expensive year and scariest but afterwards things should settle down. **JS** how are the chapters involved? **JJ** will follow up with the presidents

### **Website**

**JJ** has been working on working in NC, the calendar, and the CEU pages; they are all in the works it just takes time for it to be posted. Something that has come to my attention is that there is a time delay due to something being sent to me and then I have to send it to our website. A friend of **JJ** who is on the VA RID board has a program where they can enter it onto the website immediately and it is not expensive so she was thinking that our newsletter person may be able to do it; **JJ** will contact **BR** to see if he would be interested in doing this and even if he has the time to do so maybe around December. The board members were asked to check out VRID.org to see the website that they have created and maintain. **DSB** the cost of doing this would be around \$300/year. **JJ** we will have to increase our efforts in fundraising in order to do the website and bookkeeper as money will continue to go out so we will need to add in. This would require everyone being active within the trial period so that we can see accurate information and feedback about the website.

### **Workshops**

Mary Thumann will be here in March and she will be presenting a workshop about depiction in ASL and it will be more geared to advanced interpreters. She will be presenting in ASL without any interpretation and it will be from 10-4 in Greensboro on March 5<sup>th</sup> and UNCG provided a room at no cost. Was thinking about offering lunch from Jason's Deli for \$8 box lunch; and was thinking around \$65 but they will have to pay for parking which is around \$6. **DSB** if we do go with \$65 that is less than what we usually do so I do not see why we can't do \$75 for NCRID members and \$100 for non members. **JB** what expenses are we incurring? **JJ** there are none as she is donating her time and she is staying with a friend so I would like to offer **MW** and Sam Parker, the person who helped get the room without a fee, an opportunity to come to the workshop

for free so everything we make from the workshop is profit. **KB** how soon will this be advertised? **JJ** this will be in our next newsletter; which will be December 1st. **JS** the only thing is that Midstate did a workshop recently and the feedback we received was that \$75 was a lot of money in this economy. **DB** \$75 is a reasonable price for the workshop that we are doing. One thing is that when it is advertised that it will be in ASL this may impact the registration. **JJ** I would like to open this workshop to the deaf community so I would like to give them the reduced price if they are NCAD members. **DSB** if we charge \$75 to include lunch and parking will that help. **JS** there is other options for parking if they park on the street then they will not have to pay. **JJ** we can go back and look at the prices if we want to so we can go back to the \$65, \$90 non members \$100 at door for all. **RP** I have a question about bringing in lunch as we may not be able to bring outside food into the building. **JJ** I will look into that as I assumed it would be okay to do so. **DSB** do we need to ask Mary about a minimum amount of participants as well? **JJ** I will ask her

Another workshop that we need to work on is that we have had a request for a follow up workshop that Lynn Day and Pat Hauser about CDI and interpreters working together. So I was thinking that maybe we could offer this workshop across the state as DSDHH/ and the regional resource centers is also interested in this workshop. I will need to check with Pat about the cost and I was thinking that it would be offered for no cost or very little cost. 5 Points, ENCRID, and Foothills/Land O'Sky are interested in hosting/ presenting this workshop.

### **Conference**

**JJ** the RID conference is in Atlanta in July 17-23; so we want to encourage a large delegation attending the conference. But we still need to offer something for our members so we are thinking about offering a mini conference. We are looking at holding it on June 18-19 which is a Saturday and Sunday due to the amount of complaints about members having to take off of work on Thursday and Friday. We are looking in starting later on in the day on Saturday in case people want to drive on Saturday so that there will be one day less in a hotel. A tentative schedule is beginning on Saturday at 1-5pm which we will have one workshop and at 7:30 have entertainment provided in conjunction with the Deaf community. Sunday we could have David Evans who is a great presenter and will already be in VA so we could split his expenses as they would pay for his ingoing flight and we would pay for his outgoing flight. Some things we still need to consider is the general membership board meeting (2hrs) and maybe adding some mini-workshops or even having a worship service that could be offered even though it will not be connected to NCRID.

**JB** has received some great feedback from people wanting to be involved and **JJ** and **DSB** have taken on the responsibility of programming and I really appreciate it. The biggest issue is getting the hotel reserved and has looked into the Triangle area for hotels so we do have some flexibility and a couple of options. We are trying to find a good

middle ground about price and entertainment. **JJ** we are looking at having it in Fayetteville even though it is not in a big city and the TRID board will be heavily involved as three of their board members are serving on the NCRID board as well. **JB** nothing is set in stone yet so I am still open to discussions and options as well. **JJ** also once the agenda is finalized then we can have more detailed discussions about what we will need from the hotel and such. **LAN** where will he be flying out from? **JJ** as of right now he is not coming out of nowhere so that is still up in the air. Everyone can just email **JJ** with feedback/changes/suggestions about the agenda and she will send out a form about what to ask for when talking to hotels

Break for lunch at 11:55 am  
Meeting resumed at 1:00 pm

The top two preferred workshops presented by David Evans were The Interpreting Process: Intention or Retention? And Interpreting Constructed Dialogues: Who Said What to Whom?!

## **New Business**

### **Local Chapters**

As a recap RID passed a motion that all affiliates that have local chapters that have their own financial status have to be dissolved. The previous board broke up into two groups chapter presidents and the rest of the executive NCRID board and developed proposals. What was decided was that there still needed to be representation from all of the local areas but the question is how? We also liked the idea of having committees that would consist of professional development, media, membership, conference, mentoring, specialization, and Deaf community relations. We would like to come up with a general structure so that we can come up with By-law changes. **KB** so the individual chapters that we have now would fit under the professional development committee. **JJ** what we have now is that there are 7 people currently working on CMP paperwork throughout the state so those seven people would all be a committee for the state and one of those people would come back to be a representative for the board. **DSB** before we go any further can we decide what will the current chapters be called because I am getting confused with the chapter/committees **LAN** I personally like the word "region", **RP** also I think we need to avoid the word committee. **DSB** we could call them sub committees of the board and have a region rep on the board. **JJ** we have a board and regions; the same seven we have now. **DSB** the names cannot have RID at all so the names need to be established by using their same title without using RID i.e. Coastal Region of NCRID; **JJ** The NCRID board will consist of a President, Vice President, Secretary, and Treasurer; currently we have 3 BMAL and 7 local chapter presidents, we still want to have local representation so do we have 7 region reps or does each region lead a sub committee or what do we want it to look like. **DSB** on thing that was decided on is that we must have local representation so either we go with 7 reps and have them be responsible for a sub committee or either we will have 19 people on a board. **JB** if we do like RID then each person will be a liaison to a committee. **JJ** We have 4 on the board and so the Treasurer will become the

committee chair for the financial, the Secretary will be the media chair, and the Vice President of membership will become the membership chair and then the professional development chair should not have a time limited position in like a separate position.

**DSB** then why not make that a 5<sup>th</sup> position. **JJ** but I am unsure how it would work out as being an unlimited timed position. Then do the seven reps become a chair as well. **LAN** if the committee can choose their own chair so that it does not have to be a specific person. **JB** if we have a board all over the state then are we asking people to wear two hats so will the state be responsible for all the workshops across the state. **KB** I think that is where the confusion is because I was under the assumption that I would keep my board and that my secretary would serve on the media committee; the treasurer would be on the financial committee and the presidents will be the rep on the state board. **JJ** that is what I was thinking to but there is an added piece because the professional development person would have to contact people across the state. **MM** what happens if we do not have enough people to fill all of the committees?

**JJ** we do not have to have 7 members in each committee but right now if we have a rep then if you do not have a media rep and I am that person then it will be my responsibility to come to you to see what issues you are having. We will have a state wide board that has a president, vice president, secretary, and treasurer, and seven regional reps; each region will have its own board, and we should also have a professional development chair. At the local level they will now be called regional board unless RID says otherwise. Each board does not have to consist of the same number of people. **DSB** the regional boards cannot have by-laws and therefore cannot do elections. **KB** you could have each of regional boards write a letter of interest and the NCRID board can decide on who the reps will be for that area. Then those individuals could accept volunteers for the other positions on the committees. The four state board positions would be voted on throughout the state by the general membership just like it is now. The 7 reps would be selected by the board based on a letter of interest. **JJ** the election schedule should also be on a rotation bases as well. The proposal for the board will be as follows:

The NCRID Board  
President  
Vice President  
Secretary  
Treasurer  
7 Regional Reps  
Professional Development Committee Chair  
Media Committee Chair  
Conference Committee Chair

**JJ** do we see a problem with having a state wide vote for the regional board elections. The majority of the board felt like this would be a random selection as they do not know all of the interpreters across the state. **RP** could the state board come and do a local election? **LAN** I can see that as being an issue as the local area will lose some of their

own power and control. **DSB** how about if the 7 reps had the committee make a slate of people who would be interested in serving and say this is who the state is recommending and then the entire state could vote on those people. **JJ** should the state wide board consists of a position of the state wide professional committee chair without having a time limit? **LAN** I like the idea but that would give you a board of 12 members and you need to have an odd number? **KB** the president does not vote unless it is a tie so there should not be a problem. **DSB** the person could have an annual review in case they are not up to par with the job or if they have had enough and want to stop. We will do the professional development CMP chair just like we do with the rest of the state board. **TK** looking at reality; then I feel very comfortable with having the board pick a person as we usually do not have contested elections and yearly we can review to see if they are a great fit for the board. **JJ** if there is a contested battle then the board will present it for a vote and this position will be reviewed on a yearly basis. All of the committee chairs will follow the same election schedule as the professional development chair without having a time limit to serve on the board. All of the above members will be voting members on the state board as well.

#### Local—Regional Board

We will have seven regions that will be called by their current geographic name region of NCRID i.e. Coastal Region of NCRID; each region will have a regional board which will consist of a Regional Chair who is the rep for the state wide board. Each region will have a minimum of 1.

The state level will have standing committees

Professional development committee chaired by the Professional Development Chair

Financial committee chaired by the Treasurer

Media committee chaired by the Media Committee Chair

Conference committee chaired by the Conference Chair

The three suggested remaining state standing committees were the mentoring, specialization, and the Deaf community relations committees. **TK** we could also have ad hoc committees with specific time limits as needed. **DSB** the committees that are remaining could best be served as ad hoc committees as these issues are addressed as needed. **RP** and **MM** feel that mentoring and deaf community relations are core to what we do and should be included. **KB** since ad hoc committees are unlimited in the amount of time then could we establish a committee and not setting a time to be completed. **TK** the mentoring committee should be under the professional development and if I am remembering correctly then the president will be responsible for the deaf community relations; we just have to make sure that we include it in the by-laws under the responsibilities/duties of the president. **LAN** the deaf community relations should be a president thing but I feel that this is a very local thing. **JJ** based on what has been said the Deaf community relations committee could be chaired by the 7 reps and president. **TK** what about NCAD? **JJ** that is interesting as are we even considering them a voting member as RID requires all voting members to be members of RID and we cannot force

or require them to join. **JB** it is possible for us to pay their dues for them. **JJ** they can be a rep or a non-voting member of the board. **TK** can we just have a liaison for the deaf community so anyone from NCAD can come? **JB** I would be interested to hear what Frank's perspective will be about this. **RP** this would also allow them to say what they want their representation to be. **JJ** will touch base with Frank.

Our next board meeting will be held on

**February 19<sup>th</sup> @ Heritage Green from 10-3**

May 21<sup>st</sup> are our next meeting dates

**Meeting adjourned @ 3:00 pm**

## Action Items

| Person responsible: | Task assigned:                               | Due date:                      |
|---------------------|--|--------------------------------|
| Jennie Sanders      | Research gmail for email group options       | In progress                    |
| Jennifer Johnson    | Send out "how-to" on how to use yahoo groups | In progress; halfway completed |
| Jennifer Johnson    | Contact RID about newsletter (do we send?)   |                                |

|                              |   |             |
|------------------------------|---|-------------|
| Jennifer Johnson             | Contact person interested in becoming Treasurer and contact about updated quickbooks    | 12/15/10    |
| Jennifer Johnson             | Follow up with Chapter Presidents about IRS requirements                                |             |
| Jennifer Johnson & Leah Noe  | Meet with bookkeeper about check process  | 12/15/10    |
| Bill Ross and Tzena Keyes    | Work on membership form and demographic information                                     | In progress |
| Tanya Miller                 | Work on the CMP page to be added to the webpage   | In progress |
| Mark Whisenant               | Add a timeline of past presidents and award winners to the website                      | 10/30/10    |
| Janet Beattie                | Add information about the upcoming and past conferences to the website                  | In progress |
| Chapter Presidents           | Send JJ a list of resources in your area and a draft on how to work in your areas       | In progress |
| Jennifer Johnson & Bill Ross | Look into website program for NCRID page  |             |
| Board                        | Check out VRID.org & be active during the trial period                                  |             |
| Jennifer Johnson             | Ask about UNCG's outside food policy and follow up with Mary about minimum participants |             |
| Board                        | Email feedback/suggestions/changes to the conference agenda                             |             |
| Jennifer Johnson             | Send out "What to ask hotel" sheets   | 12/10/10    |
| Chapter Presidents           | Send Antwan your boards contact list and answers to workshop survey                     | 12/15/10    |
| Antwan Campbell              | Send out minutes  | 11/22/10    |