

LONG ISLAND REGISTRY OF INTERPRETERS FOR THE DEAF

Board Meeting

October 3, 2018 6:10 pm

Croxley's, Farmingdale

In attendance: Amanda Allard & Jessica Heron (Co-Presidents), Kirsten Hassell (Vice President), Allison Zilg (Secretary), Cassie Raguso (Co-Member-At-Large), Maureen Timlin (Co-Member-At-Large) Jill Collins (Associate Representative), Christina Intartaglia (treasurer)

I. Welcome

- a. Two committee-chairs asked to join our Board Meeting this week
- b. Will try to do a conference call during the week with committee chairs

II. Old Business

- a. General Meeting Recap
 - i. Suggestion box feedback shared on Google Drive
 1. Very positive about the location, timing, social atmosphere and free CEUs
- b. Apple Fest
 - i. Free parking for volunteers (Amanda has the vouchers)
 - ii. Volunteers set up
 - iii. Jill will no longer be there on Sunday for a personal issue
 - iv. List of responsibilities made for each person attending
 1. Cassie going to Storage unit for bins (5) and hand truck
 - v. Merch secured (Amanda picking up blankets and koozies on Friday)
 1. Kirsten has shirts available already
 - a. Price: \$18.00
 2. Sell old sweatshirts as well
 - a. New Price: \$25.00
 3. Koozies
 - a. Price: \$3.00
 4. Blankets
 - a. Price \$30.00
 5. Extra tye-dye shirts/onesies
 - a. Price: \$5.00
 - vi. Paid for the tent- \$50.00
 - vii. Christina will take out money from account to make change
 - viii. Use ribbon, zip ties or command hooks to put up banner
 - ix. Festival provides 2 chairs- will bring some of our own as well
 - x. Alli staying the last hour on Sunday (4:00-5:30pm) to help break down the booth

III. Board Reports

- a. Co-President
 - i. E-mail communication
 1. Everyone's able to get in
 2. Text reminders if something was posted are helpful
 - ii. Region 1 Rep visit

1. LaTanya Jones wants to come visit- just went to NH/VT
 2. Wants to know what's happening in local regions to filter it up to the national level
 3. Hold off until next year (2019-2020) since it's a new board so we have time to get our things together a little bit more
- iii. To-Do list
 1. VERY helpful
 - iv. Report Due to Region 1 by Oct 10
 1. Please send me pictures to include
 2. Will be printed to the RID website
 - v. Annual Report due Sept 29
 1. From previous board
 2. June 2017-July 2018
 3. Should be out by the end of the week
 - vi. Get birthdays of board
 1. Happy birthday Maureen!
 2. Alli- September 30
 3. Maureen- October 3
 4. Christina- October 31
 5. Cassie- May 13
 6. Jill- July 12
 7. Amanda- May 24
 8. Jess- April 23
 9. Kirsten- October 27
 - vii. Post birthdays of board and/or membership?
 1. For now, not going to do this
 - viii. Workshop
 1. Have about 4 volunteers to present
 2. Plan a 2 year calendar for our meetings with dates, venues and presenters
 - ix. Future General Meetings (tentative)
 1. November 14th at 6:30
 - a. Location TBD
 - b. Have a free workshop included
 2. January 19th short meeting and longer workshop
 - a. Ask PD for help finding a presenter (local or not local)
 3. April 8th (Monday)
 4. June 8th for possible workshop (no meeting)
 5. Venues- by next Wednesday night put down local restaurants in your area and need to pick for November meeting (prices, best days of the week)
 - a. Fire department
 - b. Sangria in Commack
 - c. Different Public Libraries
 - d. VFW

- b. VP
 - i. Contact Gabby Pollard- wrote down interested in joining two committees
 - ii. Propose to committees to pick a day to do an online conference call with presidents and vice president only (not whole board)
- c. Secretary
 - i. Last board meeting minutes approved and sent
 - ii. General meeting minutes voted on
 - 1. Approved
 - iii. Minutes to website
 - 1. Keep past minutes on website and stay consistent going forward
- d. Treasurer
 - i. How much total
 - 1. \$9,725.25 including PayPal and all accounts
 - 2. -\$190.00 just reimbursed to someone at meeting
 - ii. Robyn Dean breakdown (spent, earned, net)
 - 1. Earned: \$2,610 from members who paid to go
 - 2. Presenter fee: \$2,500
 - 3. Travel reimbursement: \$208
 - 4. Overall hotel fee: \$567.06
 - 5. We spent: \$665.06
 - 6. Passed board approved and agreed they would split it with Metro so we need to contact Metro RID for half of that amount its around \$300
 - a. Treasurer contact MetroRID
 - 7. PD has recording of workshop- post as webinar?
 - a. Jamie has volunteered to turn workshop into a webinar
 - b. Board has approved this
 - iii. Total spent on General meeting (food, door prizes, flowers, etc.)
 - 1. \$901.52
 - a. Paid for flowers & mason jars, gift cards/door prizes, down payment and regular payment (food) with gratuity
 - b. Supposed to have \$36.91 given back for tax exemption
- e. Associate Rep
 - i. Associate meeting or part of general discussion?
 - ii. Told PD chair she's willing to join and help out
 - iii. Providing more social opportunities for all interpreters instead of associate meeting
 - iv. Give contact info to help with logistics for newer interpreters about parking, information, etc.
 - v. Can type up information to be sent out to associate members
- f. Members at Large
 - i. Update on storage unit
 - ii. Cassie has a list of everything we have
 - iii. Have pictures that will send out to board
 - iv. Mostly filled with very old books and videos
 - v. Meet at the storage unit for the next meeting to clear through things

IV. Committee Reports

- a. Bylaws
 - i. Do we need to give another 90 days notice to vote again? (President e-mailed the region 1 rep for answer---they said yes we need to give notice again but our bylaws say 60 days notice)
 - ii. VP will get in touch with bylaws about sending out another notice for the vote
 - iii. Chair needs to send out the new bylaws now for membership to review so they can vote to approve or disapprove in 60 days from the notice
- b. Mentoring
 - i. **Tara** - Independent Study to be set up so we don't have to ask each month about finding interpreters. This allows novice interpreters to attend a short workshop then have a date that they will be interpreting a meeting to fulfill the CEUs/PINRAs they will receive.
 - ii. Tara is willing to do a workshop as well after a general meeting (very interested in mental health and DC-S)
 - iii. She would also like to attend a board meeting to discuss more about all of this
- c. Fundraising
 - i. Nov will pick date for comedy club
 - ii. Alli will contact the new chairs to discuss with them
 - iii. **Deanna and Jenny**- new chair
 - iv. Nothing to report from Cassie and Alli
- d. Webmaster
 - i. I can change little details [on the website] like layout/colors/ information easily enough if the board (henceforth referred to as you) tells me what they want.
 - ii. To completely change [the website] would involve erasing what is there from godaddy currently to redo it so we would lose all the current information and there are a lot of links and stuff that would be impossible to replicate.
 - iii. If you want to host it elsewhere than you have to look into the costs of the different hosting sites plus the costs of changing all the email addresses. If you want anything with an @lirid.org ending it is going to cost money vs. right now where the different accounts are included in the domain hosting on godaddy. That's an additional expense on top of the website building and domain hosting costs. Typically its anywhere from 10-20 per email account per year and we have about 14 email accounts including committees.
 - iv. The costs vary by site but in the past it wasn't worth the expense of the changing it since people don't use our website other than the membership form and to register for events and it has been functioning well in that capacity.
 - v. If you guys want to do the research and pay someone to build a new one that is up to the board. I'd rather not build a new website from scratch

and if you are going to do that route I'll step down from maintaining the site. It isn't a big deal to me.

- e. Membership
 - i. Hold the following ideas for future
 - 1. Reach out to ITPs
 - 2. Reminder letter to those who didn't renew
 - 3. Survey
 - ii. 72 members before the general meeting, some volunteer interests (seemed outdated because my name was listed for fundraising)
 - f. Professional Development
 - i. Robyn Dean Webinar (see above)
 - ii. **Jamie** - Robyn Dean's recent workshop had a great turnout and positive feedback. Let her know of any workshop interests for the future.
 - g. CMP
 - i. **KeriAnn** - New Google forms to request PINRAs two weeks prior to the event.
 - h. Emergency Fund
 - i. **Sandra, Toni, Christine** - Nothing to report. No news is good news!
 - i. Publications - need chair
- V. Sunshine Fund
- a. Weddings, new certs, sympathy, new baby
 - b. Alli send card to Brittany for wedding
 - c. Email whole board when cards are sent out stating to whom/reason
- VI. Google suites
- a. Region 1 requires we switch our email to Google Suites
 - b. It's free
 - c. Volunteer to oversee the switch?
 - d. Alli and Jill researching what the change entails and bringing the information back to the board
- VII. Take pictures to post

Meeting called to a close at 9:05pm.

Respectfully Submitted,

Allison Zilg
Long Island RID Secretary