

Long Island Registry of Interpreters for the Deaf  
Board Meeting  
Panera Bread  
North Babylon, NY  
April 14, 2019 9:30am

**In attendance:** Jessica Heron (Co-President), Amanda Allard (Co-President), Kirsten Hassell (Vice President), Maureen Timlin (Co- MAL), Allison Zilg (Secretary)

**Not in attendance:** Christina Intartaglia (Treasurer), Cassie Raguso (Co-MAL)

**Meeting called to a start at 9:30 am.**

I. Welcome

II. Officer reports

A. Co-Presidents

1. President(s) will compile info from our emails to share monthly

a) Running list in Google Drive of things to share

2. Presidents met this week to discuss goals and such

3. Expectations for the rest of our terms

4. Board: read and review new bylaw description of positions together

5. Committee: agree with responsibilities and goal--see below

6. March general meeting recap (success, challenges)

a) timing- 6:00 at night during the week

7. New associate rep & vote

a) In order to replace Jill we can nominate someone to fill the position but the board and majority of membership needs to vote to approve

b) Alli- create a "thank you" to Jill for her help so far in the position and send out an ad calling for someone who is interested in the position

B. Vice President

1. Committee Responsibility List (see google doc)

- a) PD please create a list on “how to” to–do list for planning/running a workshop to the google drive
  2. No lists in drive and no committees sent reports.
  3. Kirsten: add committee responsibility list to each committee drive.
  4. Remind committees that they need to send a monthly report so we can keep up to date and offer help
  5. Committee drives on google suite
  6. All reports should be shared through the drive
  7. List of committee responsibilities and expectations should be in each google folder
- C. Secretary
1. Last board meeting minutes approved and sent
  2. Send ads to presidents and Vice Presidents for approval before blasting
  3. General meeting minutes
  4. Spreadsheet: not all names checked, please periodically check to see if you’re up to date
  5. Please email board when minutes are ready to approve
  6. Please send cards to Jill Collins to thank her for her years of service to LIRID and to Tara Tobin–Rogers to congratulate her and Mark on their new baby
- D. Treasurer
1. How much in and out?
    - a) We paid out Laurie (by reimbursing Jamie) for our workshop for \$200.00
    - b) Still owe Maureen for supplying the workshop with snacks: \$32.00 (this is not included in the total since it is not paid out yet)
  2. PayPal account: \$300
  3. TD Bank account: \$10,200.52

4. TOTAL: \$10,500.52
5. Membership checks are cashed
6. Workshop profits
  - a) 18 people took advantage of the Early Bird special using PayPal–Total \$270.00
  - b) 3 people paid using PayPal at the regular price– Total: \$60.00
  - c) 4 people paid on site at the regular price of \$20.00
  - d) Total \$410.00 – \$200.00 Presenter fee –\$32.00 Refreshment fee
  - e) Total Profit is \$240.00

7. Taxes

- a) Done: filed and sent

8. Fundraiser money

- a) Still trying to work out a time to meet, she is not comfortable depositing the money into the account, so still trying to make a day and a time to meet with crazy schedules

E. MAL

1. Mailbox system for pick up and mail handling

- a) Advertisements: no checks, forms or urgent messages

- b) How often are you picking up the mail?

(1) Most Sundays

2. Post all workshops to RID FB page

3. Storage unit key update

- a) 1 that works; 3 that are not working

F. Associate rep (vacant)

1. Resigned April 9, 2019

I. Committee Reports

A. Bylaws– Phone conference with Patrice 3.21.19

1. Passed

2. New membership form reflects that student members must also be LIRID members

3. 2 year term will end on June 30, 2020

4. Call for nominations must go out in March 2020

B. Mentoring– Tara on break--need new chair

C. Fundraising

1. No formal report

2. Contact them about setting up a fundraising event for money to go towards a Christmas donation for a Deaf student (set up signs at each event explaining what we are fundraising for)

D. Webmaster

1. . On target

E. Membership

1. Meeting with Patrice 3.21.19

- a) Communication with Christina is a must

- b) New membership form that adds “Must be an RID member” under all membership types as well as new logo

- c) Need to streamline process for membership applications

- d) Know we need to send welcome e-mail but the process of receiving applications and verifying payments is not smooth

- e) Renewal reminders will be sent before June 30

- f) Reminder letter to those who didn't renew

B. Emergency fund

C. Professional Development

1. Delegating to Brittany to help more going forward
2. Will contact Angela (after the summer) and Sally
3. Still working on Robin webinar.
4. Rules for CEUs, cancellation policy and PINRA posted to website
5. Presidents sent email that LIRID is willing to collaborate with agencies to provide workshops for our members.
6. Emergency Preparedness workshop June 22
7. Board approved Bethany workshop for June 9th

D. Elections

1. Should I be nominating/searching for a new associate representative? How do the bylaws handle this?
  - a) Alli will reach out to Lisa Denison about how she's handled vacant committee chair positions in the past
  - b) Will send out an ad calling for members interested

II. Old Business

A. Calendar

B. New bylaws mean only 2 general meetings a year

1. fall and spring meeting (March and October)

C. C/DI Scholarship Fund

1. From Sandra: a yearly "scholarship" to a Deaf person interested in becoming a CDI. (We recently had a few participate in the 40 hour online training for DIs: DITO (through True-Biz ASL). I believe the cost is close to \$1000.)
2. For a Deaf member who is actively involved (how do we define actively involved?).
3. We could establish a committee for this particular scholarship and then they can hash out the details (I'd be more than willing to join this committee, and

we should seek out other C/DIs to join).

4. How they can receive the scholarship: maybe an essay/video explanation of how and why they want to be a DI and what experiences have they had to warrant it
5. Open to anything since this is such a wonderful opportunity to many deaf people who may not be able to afford the training
6. Board approves setting up a committee to discuss further: President's will contact Sandra letting her know of approval

D. Empire Games

1. Email sent with volunteer details and request to join some of the board

E. HKNC Walk- May 5th sands point reserve (onsite)

1. General advertisement

F. National Conference

1. Kirsten are you going to represent LIRID? I never contacted them and had to pay, so i will not be representing LIRID but I am attending

G. Member Appreciation Day

1. When?
  - a) Shooting for September
2. Where?
  - a) Possibly Meatball Place again
3. Who?--let's talk to PD
4. Only time we will offer free CEUs each year

III. New Business

- A. Pick date or doodle
- B. Take pictures to post

**Meeting was called to an end at 11:30am.**

Respectfully Submitted,

Allison Zilg  
Secretary  
Long Island RID

## **LIRID Committee Responsibilities**

### **Professional Development**

- Offers PD opportunities for members at general meetings and separate workshops
- Responsible for all aspects of hosting the event
- Goal: Minimum of two all day workshops (including partnering with the board for Member Appreciation Day) per year with possible mini workshops

### **Fundraising**

- Creates events to raise money for activities and to keep workshops affordable
- Responsible for all aspects of hosting/running any fundraising events
- Goal: 2 per year

### **Publication**

- Create and disseminate information via e-newsletter

### **Membership**

- Track membership using a database (keep list in google drive is updated)
- Responsible for updating member information
- Recruiting new members and holding all applications
- Sending welcome emails
- Send renewal reminder emails

### **Mentorship**

- Offer mentorship opportunities to both pre-certified and certified members
- Recruit pre-certified members the opportunity to interpret at general meetings with a certified team

### **Webmaster**

- Create and maintain our website
- Administrator for the LIRID Gsuite account
- Set up links for PayPal as needed

### **Elections**

- Organize and run all elections (general and special)
- Help to recruit potential board members
- See Bylaws for details