

NMRID Board of Directors Quarterly Meeting Minutes

Board Meeting

August 27, 2010

I. Call to Order- 5:45pm

Attended by:

President: Dana Sumrow

Vice-President: Rhiannon Sykes Chavez

Secretary: Julianne Frenzel

Treasurer: Cara Balestrieri

Members at Large: Jennie McDonough, Amanda Montoya, Heather Park

- II. **RID Vision Statement:** *The vision of RID Region IV is to promote a community that inspires personal and professional transformation by offering cutting edge and innovative opportunities that honor the evolving and diverse needs of its membership.* Read by President Sumrow

III. Board Reports

President- Dana Sumrow

Annual Report

- The report was sent on time with all documents. NMRID BOD received via e-mail.
- The board agrees this information should be made available to our membership- should this report be posted on our website? Discussion;
 - This report contains personal contact information of board members, and can be accessed via the National Office, if desired, but without any confidential information.
 - While we can remove personal board member information it still contains all of our organizations financial information, which the board does not want to post online due to scam/hacker concerns.
 - The bylaws do not state that this information is required to be shared with the membership, but simply submitted to the nat'l office in accordance with RID requirements.
 - The board agrees that the Annual Report shall not be posted online due to financial privacy concerns, however, there will be a post noting that it is available to any member who desires it upon request.
 - *Webmaster will set up the website to say "Annual Board Report available to members upon request."*
- *Secretary will start sending all Board Minutes and Newsletters to Nat'l Office and will BCC President*

NM Regulation and Licensing Department: NM Signed Language Interpreting Practices Board Meeting

- President attended July 29, board meeting
- Read statement addressing concerns to the board and RLD staff. Statement was e-mailed to NMRID board members prior to board meeting for comment and feedback.
 - The board agrees that Presidents statement should be posted for the membership on the website.
 - *Webmaster will post Presidents statement to RLD on the website.*
- Provisional License Renewal requirements addressed, pro-ration schedule for CEUs established. President worked collaboratively with NMCDHH and RLD to draft and disseminate information to stakeholders.
- NMRID/NMCDHH: sent out a letter via YAHOO GROUP, Posted on NMRID Fan Page, and Posted online under "licensure".
- RLD: post cards were mailed to stakeholders.
- Other Notes: RLD will link to NMRID's website. RLD is now in contact with NMRID.

RID Region IV Conference-Omaha Nebraska- President attended

- Due to transportation mishap, President missed the President's pre-conference luncheon. However, NERID President gave a briefing upon arrival.
- NM Contribution to the silent auction committee was used as a RIV raffle held in conjunction with the silent auction. Tickets were sold and placed in the corresponding "hat". Winners were drawn at the ZOO BBQ. Lisa Mathes (former OKRID president) won NM's gifts and was thrilled.

- Attended RIV Opening Ceremonies, RIV President's Breakfast, RID GAP Forum, and RIV Membership Meeting.
- Opening Ceremonies was attended by President Sumrow and Member at Large, Amanda Montoya, as well as several other NMRID members. Jim MacFarlane represented NMRID as our flag was presented during opening ceremonies/The Making of a Legend: Behind the Scenes with the Region That Rocks. Connie Herndon and Glenace Humphrey were recognized for their contributions to RID RIV. NM's, Thomas Riggs, was acknowledged during the in memoriam portion of the event as was foundational member of RID Lillian Beard.
- President's Breakfast offered an opportunity to connect with state representatives from most RIV states. MO-RID is our newest chapter and needs support in legitimizing RID within the Deaf community in the face of adversity. Current President is committed to forging new alliances and creating new partnerships.
- GAP (Governmental Affairs Program) It is GAP's intention to provide the RID membership with varying perspectives as a way to keep interpreters better informed of the issues we face as an organization and a profession. RID's positions and perspectives are shaped by the member feedback they receive, so they encourage interpreters to share their concerns, questions or comments on any and all GAP-related items. They are working hard to provide Advocacy for Interpreters in multiple facets including health, educational interpreters, state licensure, and VRS. Currently highly involved in collaboration efforts across agencies and with the FCC on behalf of interpreters, not businesses.
 - Participation of interpreters in current survey regarding VRS is vital.
 - Ensuring Information regarding the survey has been disseminated to members:
 - NATIONAL: Facebook Page, Website, and Email blasts. Is available through "Survey" option of Member Center.
 - REGIONAL: NMRID Newsletter, Facebook, Website
 - LOCALLY: Yahoo Group, NMRID Newsletter, Facebook, Website
 - *Secretary will find the GAP survey and forward to Webmaster to post on the website.*
- RIV Membership Meeting was a bit more chaotic. We no longer follow a formal meeting structure as a region, since RIV is essentially the National Office; therefore, according to our limitations as an organization and our filing status with the IRS, we cannot hold a formal business meeting. President worked hard to encourage attendance of voting members to attend and make their voices heard regarding the topics of this year's meeting. This year was the first "membership meeting" and though no formal voting occurred, RID RIV Representative called for a show of hands on one matter. The main points of discussion:
 - 1. TSID's (Texas Society of Interpreters f/t Deaf) motioned that the region support their intended motion at the 2012 RID conference; that is, that BEI (the Texas state interpreting test) enter negotiations with RID for consideration of BEI qualified interpreters as "certified" members of RID.
 - 30 against
 - 27 in favor
 - several abstained (exact number not available)
 - All NMRID members in attendance, including the President and Member at Large, voted not to provide RIV support to TSID as they make their intended motion at the 2012 RID Conference.
 - 2. Region V Representative requested on behalf of RV President's Council for support of their drafted motion for the 2012 RID Conference regarding an official "communication/language policy" for conferences including which states conferences be held in "ASL".
 - The topic was discussed. Multiple viewpoints were shared.
 - No vote was taken

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Certification Maintenance Program

- Notified National Office and Region Rep of vacancy.
- Researched the role and responsibilities as well as document retention requirements.
- Recruited new CMPs (Rhiannon Sykes-Chaves, Monica Sower) and notified national office of new changes.
- Records must be held for the three previous years and may then be destroyed.

Legal Task Force- 8/27/10 meeting attended by President and Vice-President

- AOC (Administration of the Courts) is asking the Commission to set guidelines for hiring legal interpreters.
- NMRID is participating in a task force established by the commission to aid AOC in establishing guidelines; this issue is currently under review.

Legal Training

- BJ Wood has requested that NMRID make a sub committee to focus on legal training to increase the pool of legal interpreters in the state.
- President has a list of names from the task force meeting of people willing to help set up a legal series. Member at Large, Jennie, requests that member, Caryl Williams also be invited to participate in the sub-committee.
- *President will find out how much bringing in a legal workshop would cost.* The original legal workshop was years ago and co-paid by other entities.
- President suggests asking Linda Carroll if she is willing to help figure out fees etc, the board approves.

Other noteworthy and networking notes:

- NM State Profile due for e-news in September 2010.
- Acquired several online resources for Medical Interpreting:
 - Resources for interpreters www.medicalinterpreting.org
 - Educational opportunities and information with a calendar of events. www.healthcareinterpreting.org
 - National Council on Interpreting In Health Care- has a Special Interest Group for Sign Language Interpreters www.ncihc.org
 - Drawing and step by step medical procedures www.edheads.org
- Creative suggestions for the best way to share these resources with the membership?
- *Secretary will profile one or two in upcoming newsletters, Webmaster will post on the website under Resources*
- Attended a phenomenal medical workshop and would recommend the presenter for a future NMRID conference. Presenter: Randy Thress, CI, MS, PA-C: Medical Interpreting Consultants, LLC 508 Sunderland Terrace Chesapeake, Virginia 757/572/3116 Med-terp-consultants@cox.net www.themedicalinterpreter.com

Vice President- Rhiannon Sykes-Chavez

- Has been receiving emails regarding random questions, has been responding when possible, forwarding to the appropriate person when necessary.

Secretary- Julianne Frenzel- No Report

Treasurer- Cara Balestrieri

- Finished the annual report, found a few minor mistakes, which were documented and rectified. One such error was the double payment to RID for our CMP sponsorship, which just means we have paid dues for 2010 and 2011.
- Still working on an updated member list; working with an influx of membership fees and applications.
- Treasurer has a copy of the current financial spreadsheet, *will email to Secretary*
- After some investigation we've found that our current bank (Compass) is willing to work with us to lessen our business rates and now offers online services, as well as PayPal.
- Secretary (Julie) will be added as a signer on the checks, in accordance with NMRID bylaws (in addition to President/Treasurer)
- Acceptance of CNM/UNM workshop fees through NMRID will no longer be possible because;
 - They are not NMRID sponsored events
 - They are not available to the entire membership

PayPal Discussion

- Through Compass there would be a 2.9% charge of all monies received through PayPal (i.e. a few dollars per \$100 received)
- Member at Large, Jennie McDonough, asks if we need to increase fees for events to offset the fees associated with Pay Pal. Vice-President suggests that we set up the PayPal account then check the numbers in 6 months to see if the fees warrant us charging members extra money for the service.

- Treasurer moves to approve setting up PayPal on our website.
 - Member at Large, Heather Park seconds
 - All in favor; none opposed. Motion Passed.

Members at Large-

Heather Park-No Report

Jennie McDonough –No Report

Amanda Montoya

- Now on the COPD advisory board as NMRID representative. They have updated brochures.
- Also, 2010 SW Conference on Disability is happening Oct 6-8, 2010
- *Webmaster will add SW Conference on Disability 2010 to the website*
- *Member at Large, Amanda Montoya will post SW Conference on Disability 2010 on Facebook*

IV. Committee Updates

Workshop- Heather Park

- The Spring 2010 conference was a success, we almost broke even.
- We are waiting to receive sponsorship monies from WIN via Deb McKerrow; with this money we will have an ending balance of \$285.60 paid out towards the conference.
- Membership appreciation is a separate fiscal matter than the conference.
- Next workshop will be December 11, 2010, 1:30-4:30 at the Clubhouse (Menaul and I-25)
- *Member at Large, Jennie McDonough and Member at Large, Amanda Montoya will set up "save the date" teasers for the December workshop on the website and Facebook*
- May 7, 2011 Third Annual State Conference; looking for both out of state and instate presenters
- Committee is requesting an annual budget of \$2,500. Discussion;
 - Previous conference sponsors will not be able to extend future financial support because of the current economic climate.
 - The board agrees that in light of these changes, increasing the budget amount is reasonable.
- Member at Large, Heather Park, moves for an annual budget for the NMRID workshop committee of \$2500
 - Member at Large, Jennie McDonough seconds
 - All in favor; none opposed. Motion Passed.

CMP- Rhi Sykes-Chavez

- New CMPs Monica Sowers and Rhiannon Sykes-Chaves are currently in contact with the national office
- They will share one NMRID email; nmrncmp@gmail.com
- Amanda Butrum will continue helping CMP Administrators determine independent studies
- CMP Administrators will alternate overseeing workshops OR do together if it's a big conference
- *Webmaster will change CMP committee on the website and will list as contacts for Independent Study under professional development*

Pro-Action (AKA Licensure): Lisa Dignan- via email

According to the Licensee Search function on the RLD website as of 24 August 2010, here are our current licensee statistics:

- Community Licenses
 - 131 Active
 - 1 Pending
- Educational Licenses
 - 2 Active
 - 0 Pending
- Provisional Licenses
 - 108 Active
 - 5 Pending

The Board met on 29 July 2010 and addressed many of the issues that have been raised.

- Communication: issues surrounding slow responses were discussed. It was clarified that many of the delays experienced by applicants were the result of the applicant's failure to include all necessary documentation, and by difficulties in getting decisions from Board subcommittees regarding anomalous applications. Communication has improved dramatically since the meeting.
- CEU proration: The Board determined a proration schedule for Provisional Licensees who have held their license for less than one year. Those licensees must show .17 CEUs per month that they held the license.
- Proof of CEUs: The Board will accept certificates of completion or a letter from the CMP sponsor for this year ONLY for Provisional Licensees who failed to join the ACET program.
- Rules: Several issues with the rules remain. Therefore, the Board is re-assembling the Rules Subcommittee to look at some needed changes. This will result in another round of public hearings in order to make changes, but will be worth the effort to clean up several issues.

Since the Board meeting, I (Lisa Digan) was invited to a Team Meeting at RLD with the group that is responsible for processing applications in order to provide training on our licenses and the requirements for applications and renewals. The training was very well received and resolved several issues and questions that were causing confusion. Building a positive relationship with the RLD staff is going a long way in resolving issues faced by our members. Since that time, communication has been open and responsive with the whole team.

Fundraising: Julia Carris via email

- Still working on hosting a performance-style event, finding a venue has been a struggle, but will keep this event in mind.
- May 8th, 2010 conference silent auction using donations from the membership (art, jewelry, gift certificates, massage etc)
- The feedback from the silent auction was very positive, as it was last year.
- The auction raised \$557.00 all of which will go to the scholarship fund.
- Member at Large, Heather Park notes that there were items left on the auction table after all fundraising committee members had left; *Secretary will email Julia to notify her of this and to avoid it in the future*

Scholarship: Leah Ekrut via email

- One request and award for the NMM Fall '10 scholarship to Natasha Terry
- No requests were made for the Region IV conference
- An announcement for the NIC/CDI scholarship will be sent closer to the end of the year.

Newsletter: Julianne Frenzel

- Shyla Brooks has requested a sabbatical, Secretary will be doing the newsletter for the next 2 issues
- Secretary asks the board for any ideas or content they are willing to give.
- *Secretary will look into adding a video component to the newsletter; either a link or a QuickTime video.*

Social: Rhiannon Sykes-Chavez

- Volleyball event RSVP total 85
- Donations from the following entities have been secured; Bank of the West (water), Deb Chavez (veggie trays and drinks), Winnings (cookies and water), WIN (volleyball net)
- Treasurer will work with Social Chair to ensure thank you notes are sent as acknowledgement of the charitable contributions.
- We have 5 UNM practicum students available for interpreting and helping set up
- Dominoes has quoted the best prize (Large pizza for \$7.77)
- Due to the large amount of pizza we will need to amend how much money we'd allotted for the event; Treasurer moves to amend previous funding for the social committee event on August 28, 2010 to \$250
 - Secretary seconds
 - All in favor; none opposed. Motion Passed.

Website: Jennie McDonough

- The new website has gotten rave reviews!
- Webmaster asks that we let her know when there are any committee member changes so that she can keep the website current.
- Webmaster also asks that we let her know of any save the dates/calendar events need to be posted.
- Events that are pertinent to interpreting or in support of the community and that are open to all our members can be posted on the events calendar. Postings must be submitted to the Secretary.
- NMRID Board members and committee chairs have access to the events calendar to post NMRID related events.
- There is an issue with Blackberry and Droid OS not uploading the drop down menus; *President/ Webmaster will bring up this issue with Kitty Cooper.*

V. Old Business-

NMAD Membership/Partnership

- The NMAD President has stepped down.
- *Vice-President will ask Dominic Bonura about the current status of NMAD*

CMP Administrator- see above "Committee Updates; CMP"

Interpreter Specific Tax Workshop- Potential workshop given by President Sumrow and possibly, Dianne Dressor addressing this topic for the December 11, 2010 NMRID workshop.

CDHH Conference

- NMRID was a "Biscochito Sponsor", were given a plaque
- We had a booth with candy and brochures, both of which were taken by conference attendees.

Region IV Conference- see above "Board Reports- Presidents Report"

VI. New Business-

Goals for 2009-2011-

- Completed!-
 - Website renovation
 - Set up an annual state conference
- To be completed-
 - Set up systems to maintain what we've accomplished, e.g. handbooks/manuals bring in and start training people interested in committees/duties etc.
 - Go over RID/NMRID bylaws to make sure we are in complete compliance.
 - Go over the affiliate chapter handbook and copy/distribute chapters to the appropriate people before our term is up, e.g. "Organization of a Conference" to the Workshop committee chair.

PayPal Account- see above "Board Reports; Treasurers Report"

CDI Written Test-

- Treasurer proposes we buy the CDI written test study packet for the NMRID library at \$36.95
- Treasurer moves to buy the CDI written test study packet
 - Vice-President seconds
 - All in favor; none opposed. Motion Passed.

Membership Meeting Planning-

- The membership meeting will be held separately from the winter workshop in order to allow the President to run the membership meeting as well as serve as the presenter at the workshop. The board agrees that dividing the activities into two separate events is the most equitable solution and allows NMRID to respond to the needs of the membership while maintaining a balance of duties for the President.
- We need to set a date and make sure that we are in compliance with the bylaws in regards to notification of the membership.
- The bylaws state that membership meetings shall be held at least every 13 months (NMRID Bylaws, Article VII: Section 2, Part A). The board agrees that the membership meeting would be better attended if set after the holidays, perhaps the first week of January.
- The bylaws state that membership meetings be held following the Robert Rules of Order "unless otherwise decided by the membership." (NMRID Bylaws, Article VII: Section 2, Part D). The Board agrees that the meeting will start following Roberts Rules and will continue as such unless decided by the membership to change to a more informal format.
- *President will pursue finding a parliamentarian/moderator.*
- We will need to ensure that if any voting items come up that they are voted on only by members in good standing with both RID and NMRID. The Board agrees that giving voting cards to members at the beginning of the meeting will ensure proper voting.
 - *Treasurer will check membership and give voting cards to people entering the meeting.*
 - *Secretary will remind people in the meeting announcement to bring their RID cards.*
- Notice will be sent out notifying the membership that there will be time set aside at the end of the meeting for open floor. We will follow the same format as city/town hall meetings, there will be a sign up sheet available at the beginning of the meeting for this time; first come first serve; *Secretary will send out this notice.*
- All board members should be in attendance, with prior notification if attendance is not possible.
- Committee chairs should be in attendance to make their reports in person; *Secretary will email the committee chairs to notify them that their presence is mandatory.*
- The board agrees to contract with free-lance interpreters.
- *Secretary will contact interpreters for the meeting.*
- Since this meeting will not be in conjunction with the workshop, the Board agrees that a free/low cost venue should be pursued; ideas include community centers or other city buildings. *Treasurer will find a venue and be in contact with the board with available options.*

Open Meetings-

- Several board members have been approached with the question of why the quarterly board meetings are not open to the public.
- President asked other presidents what their RID affiliate chapters do; responses were mixed. President is also researching past NMRID boards to gather a more complete picture of board meeting practices.
- The board agrees that meeting member concerns need to be addressed and that this idea needs to be further researched, i.e. how meetings are conducted, costs incurred, venue, interpreters etc.

Schedule Next Meeting- November 5, 2010

Meeting Adjourned- 9:00pm

MEETING SUMMARY

MOTIONS

- Treasurer moves to approve setting up PayPal on our website.
 - Member at Large, Heather Park seconds
 - All in favor; none opposed. Motion Passed.
- Member at Large, Heather Park moves for an annual budget for the NMRID workshop committee of \$2500
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- Due to the large amount of pizza we will need to amend how much money we'd allotted; Treasurer moves to amend previous funding for the social committee event on August 28, 2010 to \$250
 - Secretary seconds
 - All in favor; none opposed. Motion Passed.
- Treasurer moves to buy the CDI written test study packet

- Vice-President seconds
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ACTION ITEMS

- Secretary will start sending all Board Minutes and Newsletters to Nat'l Office and will BCC President
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- Webmaster and Member at Large, Amanda Montoya will set up "save the date" teasers for the December workshop on the website and Facebook
- Webmaster will change CMP committee on the website
- Secretary will email Julia Carris to notify her of the silent auction items being left and to avoid it in the future
- Secretary will look into adding a video component to the newsletter, either a link or a QuickTime video.
- President/Webmaster will bring up Blackberry/Droid OS upload issue with Kitty Cooper.
- Vice-President will ask Dominic Bonura about the current status of NMAD
- President will pursue finding a parliamentarian/moderator.
- Treasurer will check membership and give voting cards to people entering the membership meeting.
- Secretary will remind people in the meeting announcement to bring their RID cards.
- Notice will be sent out notifying the membership that there will be time set aside at the end of the meeting for open floor. We will follow the same format as city/town hall meetings, there will be a sign up sheet available at the beginning of the meeting for this time; first come first serve; Secretary will send out this notice.
- Secretary will email the committee chairs to notify them that their presence is mandatory at the membership meeting.
- Secretary will contact/arrange interpreters for the membership meeting.
- Treasurer will find a venue and be in contact with the board with available options for the membership meeting.

For reference, all Action Items are italicized within the body of meeting notes