

NMRID Board of Directors' Meeting Minutes

Dec. 7th 2013

12 -2 PM

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Shyla Huntley, President	X	
Risa Roybal, Vice President	X	
Rebecca De Santis, Secretary	X	
Chelsea Padilla, Treasurer	X	
Concha Dunwell, Member at Large		X
Lin Marksbury, Member at Large		X
Tim Farr, Member at Large	X***	

- * Joined Late
- ** Left Meeting Early
- *** Virtual Presence
- **** Resigned from Office

In attendance: Cara Balestrieri, Andrea Ginn

- I. Meeting Called to Order by Shyla Huntley at 12:05
- II. RID Region IV Vision Statement read by Shyla Huntley: 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.
- III. Board Reports
 - A. President- Shyla Huntley
 1. NMRID position letter and licensure

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- a) Started after interpreters were asked to sit on a task force for NMAD for licensure. People wanted to know our stance,
 - b) Shyla Huntley, Risa Roybal, Lin Marksbury and Barb Shaffer met to draft a simple statement in support of licensure to inform NMRID members on our stance
 - c) NMRID provided links to the Regulations and Licensing Department's website, along with NMCDHH's website for clarification and RID.
 - (1) Document was created by the NMCDHH on history and information about Licensure
 - d) Shyla Huntley plans to attend the licensure rule hearing and board meeting on Dec. 12th from 10-12 PM for public comment and encourages other board member to join if available
2. COPD/NMRID Training
 - a) Trying to work out a meeting with Marie Tavormina, COPD's coordinator in Tucson, AZ to discuss co-sponsoring trainings/workshops
 3. Commission Board Meeting
 - a) Shyla Huntley attended as NMRID representative
 - b) No issues directly related to NMRID were discussed
 4. NMRID record keeping
 - a) With the help on Region IV Representative Connie Herndon a check list from the AC handbook has been obtained explaining record management
 - b) A date will be discussed to review records for archiving or shredding past documents.
 5. RID Certification
 - a) In address to a member's concern, it has been noted that in order for certification to be active you must:
 - (1) Be a member of RID in good standing
 - (2) Keep up the required CEUs
 - b) RID member card will show that a person is in "good standing" with the organization and are certified
 - (1) If a card is lost, then RID has to be contacted in order to obtain a new one
 - (2) RID can verify a person in question
 6. Las Cruces Meet and Greet Trip on Oct. 26, 2013
 - a) In attendance from committee: Chair/President- Shyla Huntley, vice president- Risa Roybal, committee members- Concha Dunwell and Timothy Farr B.J. Thrash from the licensure board was also in attendance.
- B. Vice-President- Risa Roybal
1. Please see new and old business
- C. Treasurer- Chelsea Padilla
1. Account Balance: \$9,307.70
 2. Paid Members: 107

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3. Sponsor Members: 2
 - a) Still down from previous years
 - b) Sponsors are COPD and Sorenson
 - c) NMAD needs to be checked for status as an organizational member
- D. Secretary- Rebecca De Santis
1. Region IV retreat
 - a) Rebecca De Santis went as NMRID representative
 - b) Topics discussed were:
 - (1) Deaf Parented Member at large position and voting
 - (2) Volunteer membership
 - a) Other certification organizations do not require membership- will RID head this way in the future
 - (3) Networking and brainstorming
 1. Interpreter reciprocity
 - a. LA and Arkansas has reciprocity for conference interpreters.
 - b. Each send two volunteer interpreters to work their conferences
 - c. OK would like to set up this type of relationship with NM
 - i. This year our dates overlap
 - ii. Will continue to foster this relationship
 3. NM court interpreter presentation
 - c) Secretary went as the NMRID representative
 - (1) Discussed our history, membership benefit, and current accomplishments
 4. Workshop for EIPA
 - a. In discussion with the Co-author of the EIPA to come present
 - b. Meet with Lisa Dignan from NMCDHH to discuss further ideas and funding
 - c. More to follow in New Business
- E. Members at Large:
1. Lin Marksbury- No report sent
 2. Concha Dunwell – No report sent
 3. Tim Farr
 - a) Facebook tracking records
 - (1) Increases “likes” for page by 20 (94-214)
 - (i) 22 members from the LC area
 - (2) 267 views for NIC performance test prep training
 - (3) 150 views for our Stance on Licensure
 - (4) 101 views for LC Meet and Greet posting
 - b) Las Cruces Meet and Greet

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- (1) Wide variety of interpreters present
- (2) Provided a safe place to voice concerns
- (3) People left with an understanding
- (4) Have heard no negative feedback from the event

II. Committee Updates (Chairs)

A. Pro-Action: Barb Shaffer- No Report Sent

B. Fundraising: Andrea Ginn

1. Goal of ramping up towards to the conference
 - a) Would like to have consistent events that can be hosted yearly
 - b) Requesting little donations for gift baskets
 - c) Providing events for percentage of proceeds
 - d) Fundraising chair is open to suggestions for sustainability for the committee's events
2. Secured dates for two fundraising events
 - a) Sunday Dec. 8: I Scream, Ice Cream will donate 50% of proceeds to NMRID when our organization is mentioned. This is an all-day event (11:30 -8 PM)
 - (1) No raffled off basket will be available at this time
 - b) Wednesday Jan. 15: Geckos will donate 20% of the proceeds from 6-9pm
 - (1) Will hopefully have a basket to raffle
 - (2) Will look more like a social
3. Events in the works
 - a) March or February will be Geeks Who Drink, details to be decided
 - b) Last event not yet determined
 - (1) Applebee's changed policy to \$10 pancake breakfast may not be effective
 - (2) Will look into an option at the zoo
4. Supporting our events
 - a) Please come to events and bring friends
 - b) Items can be donated for a gift basket to be raffled away
 - (1) Please get in touch with Andrea Ginn, fundraiser chair
 - c) Needs the roll of raffle tickets
5. Has requested \$100 for misc. expenditures. As of now no money has been spent

C. Scholarship: Cara Balestrieri

1. Two applicants for the NIC performance scholarship
 - a) Voted and awarded to Mary Collard
 - (1) Will tell her formally on Monday
 - (2) Will request the check
2. Will discuss scholarship for the EIPA

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- a) People have asked for EIPA scholarships
 - (1) 3 for performance
 - (2) 1 for written
 3. People have been applying, emailing, and asking questions
- D. Social: Bernice McCormack
 1. Short term goal to plan member appreciation party
 2. Successfully hosted the summer social
- E. Conference Planning: Andrea Ginn
 1. Andrea Ginn has taken over chair from Martha Stockdale who has recently stepped down
 2. Working within a time crunch
 3. 20 RFPs were sent out to venues
 - a) Several rejections based on size issues and being already booked
 - b) Have talked to 4 venue options: Hilton Garden Center, Best Western Rio, Grande Inn, Albuquerque convention center, Embassy Suites
 - (1) A few we can keep in mind for the future
 4. Sponsor request and call for presenters will be circulated on Monday the 9th
 - a) Have some preliminary people lined up
 - b) Looks as though we will come in with in budget
- F. Newsletter: Rebecca De Santis
 1. Clarification of who receives the NL
 - a) Will write a blurb with directions for joining the Yahoogroups
 - (1) Will send to membership, post on website, and Facebook
 - (2) Will add a blurb about updating emails as people's responsibility
 - (i) Cara had added that a few years ago to the website but at this point we don't seem to have that info
 2. We have been continuing to successfully produce our newsletter with the help of many submissions
- G. Outreach: Shyla Huntley
 1. Las Cruces Meet and Greet Oct. 26th 2013
 - a) In attendance from committee: Chair/President- Shyla Huntley, vice president- Risa Roybal, committee members- Concha Dunwell and Timothy Farr
 - b) Meeting lasted two hours 12-2 PM
 - (1) Encouraged people to join NMRID
 - (2) Discussed interpreter licensure and NMRID, and NMRID benefits
 - (3) Discussed the repercussions of not having a license
 - (i) Changing of title will not impact the issues on licensure

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- c) Future plans
 - (1) In the spring a trip to northern New Mexico
 - (i) Has tried to contact Compass mentoring to see if they can do it together, but has not yet heard back
 - (2) Plans to visit eastern and western parts of the state are to follow in the summer and fall.
 - (i) Afterwards a standard plan can be set up to visit different regions on a specific schedule
 - (ii) This goal is to hope people will become members and perhaps become involved in the future with a leadership role
 - (iii) Will provide a sense of connectivity
- d) The committee would like another board member to go to the meet and greet and with the chair

H. CMP: Monica Sower

- 1. Processed as of 9/13/13:
 - a) 1 Sponsored Initiated Activity
 - b) 2 PINRA's
- 2. In the works:
 - a) 4-5 Fall NMM independent studies
 - b) 2 Sponsored Initiated activities in December and January
 - c) 3 Independent studies other than NMM
- 3. Reimbursement request for ink cartridge totaling \$17.11
- 4. Experienced a relatively slow quarter
 - a) Was away for two weeks- referred people to other sponsors
 - b) Expects an increase in request for the spring
 - (1) Increase is expected in part because of Compass Mentoring program
 - (2) Working with Amanda Butrum at UNM to balance the request load

III. Unfinished Business

A. Electronic Payment System

- 1. Paypal membership and conference payment will be able to go through online payment
 - a) Three options:
 - (1) Basic Plan: redirected to Paypal after clicking a link on our website to pay
 - (2) Advance plan \$5 every month, and it will stay on our website
 - (3) Pro plan, \$30/ month with virtual terminals, accept via phone fax and email for payment
 - b) Standard transaction fees:

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- (1) 2.9% transaction interest rate
 - (2) 2.2% for a 501c3 plus 30 cents
 - c) Will be able to swipe cards for onsite payment
 - (1) Need a social security number to set up, but we will not use card reader
 - (2) Can pay online, but will still accept other payment
 - d) We need to set up a designated person
 - (1) Can be the treasurer will use mailing address at their house because it must be a physical mailing addressing
 - (2) Treasurer will monitor the account and will share information with president
 - (3) Can be changed easily when our board changes
 - e) Need to send them basic information and they will send us information to set up on the website
 - (1) There is a technical support team to help
 - (2) Our webmaster will also be involved
 - f) We will have this set up as soon as possible and hopefully before the upcoming conference
- B. Archiving NMRID documents meeting
- 1. Selection of date to review documents will be confirmed later
- C. Credit Union Research
- 1. Treasurer called 7 different credit unions
 - a) Southwest credit unions is the only one with incentive for a non-profit
 - (1) Needs a minimum 2,500 in the account and earns .1%
 - (2) Free checks can be ordered once per year, and free safety deposit box
 - (3) Treasurer will do more research in fees
- D. Interpreting credentials on website
- 1. Right now we only have demographical information
 - 2. Will add a column for credentials
 - 3. Would like to sit down with member at large, Lin Marksbury, Vice president, treasurer and Webmaster to revamp website and create new form.
 - a) Treasurer can draft and email to make sure members from July 1 2013 have updated emails, credentials, contact information, and city location.
 - b) Once the form is revamped it will have options for these things
 - c) Jennie would like to see the membership form become interactive
- E. K-12 Committee
- 1. Buddy system so rural interpreters can contact throughout the state
 - a) One suggestion is a Facebook or a closed chat group
 - (1) Will not be limited to only members
 - (i) People can volunteer to join
 - (ii) We will help to monitor it
 - (2) This can help for times when workshops are not provided

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- (3) Tim will set up a group for Facebook
- b) Conference planning committee can become professional development to tag along with trips to rural areas and provide a CEU opportunity
 - (1) We had a decrease of about 20-25 members and hopefully a professional development committee will help
 - (2) Will discuss the name change of the committee at a new time

IV. New Business

A. E-votes Passed

- 1. **Motion # 2013.10** Approval of Sept Minutes
- 2. **Motion # 2013.11** Approval of a \$275 stipend to support a repressive to attend the 2013 leadership retreat.
- 3. **Motion # 2013.12** Approval of Fiscal Year Budget

B. EIPA Workshop

- 1. Board has approved for the secretary to go ahead and start making plans
- 2. The Co-Author of the EIPA will be presenting
- 3. A location will be picked outside of Albuquerque: suggestions are
 - (1) Socorro, Bernalillo , Los Lunas

C. Clarification of bylaws

- 1. Membership and Voting
 - a) Associate members can vote, but they must have a degree and be a working interpreter
 - b) Student members cannot vote
- 2. We should work to make sure our bylaws match the RID bylaw language
 - (1) Will need to have a 2/3 vote to get changes approved
 - (2) Can be done electronically from a survey
 - (3) President and secretary will work together to wordsmith bylaws to match RID and sent it for a vote

D. Website updates Dates

- 1. Related to interpreter credentials, Paypal, and membership form
 - a) Vice president will set up a meeting

E. Licensure VLOG

- 1. Vice president will contact Lin Marksbury to set up an signed explanation of licensure
 - a) This may be shared with the NMCDHH website
 - b) Will be put on Facebook page as well
 - (1) The RLD website will not have it

F. YahooGroups

- 1. Explanation will be sent to member list
 - a) NL committee will make the clarification on how to join and update information

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- b) Treasurer will update the email list for the NL chair will send out the email
- G. Annual Conference
- 1. Venue
 - a) Embassy Suite and Hilton
 - (1) Cannot bring in our own food,
 - (2) \$260 per AV equipment
 - b) Rio Grande Inn Best Western (Friday/Saturday)
 - (1) \$800 for location
 - (2) \$16/person food
 - c) Convention Center (Saturday/ Sunday)
 - (1) \$653 for room rental fees
 - (i) Plenary room and breakout rooms
 - (2) Lunch \$22 per person sit down meal of four courses
 - (i) Most expensive options
 - (ii) Can do something cheaper
 - (3) AV is not quoted yet
 - (i) Convention center will work with us as a non-profit
 - (ii) Will also approach the NMCDHH for sponsorship
 - (4) Total cost: \$2,393.50
 - (5) Parking will need to be followed up on
 - d) Board along with conference committee chair has agreed to go ahead to book the Convention Center
 - e) Hotel and boarding option
 - (1) Most hotels need at least a block of 10 rooms reserved which may not be feasible
 - (2) Will have to provide information about hotel, food, and parking options
 - (3) Having a local person host someone from out of town
 - 2. Social committee kick off Friday night
 - a) Chelsea, treasurer and member of the social committee will discuss with committee chair
 - 3. Presenter options
 - a) Carol William and Austin Welborn to discuss educational interpreting ethics
 - (1) Will have both interpreter and deaf perspective
 - b) Will contact region IV rep
 - c) Sorenson's professional development person may be able to provide a presenter who is deaf as their form of sponsorship
 - d) I CAN interpreter coordinator group
 - e) Yoga stretches for Sunday Morning
 - 4. Will circulate the sponsorship and call for presenters on Monday

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- 5. a) Will contact: NMCDHH, Sorenson, Z, COPD, RGC, WIN, NMSD, and more CEUs
 - a) Time line will be used for our CMP sponsor
 - b) Registration fee will be based on CEUs
- 6. Interpreters
 - a) Can get interpreters in lieu of free registration
 - (1) They can get CEUs for the workshops they are not interpreting
 - (i) Has been done previously and successfully
 - (2) This will be decided at our next meeting

H. Redefining scholarships

- 1. Provide for the EIPA performance
- 2. Traveling stipend for interpreters going to professional development opportunity
- 3. Scholarship would like to add another member
 - a) Someone who can represent post-secondary interpreters
- 4. The committee will draft up changes for the board to vote on by the end of January

V. Public Comment- No public comments made

VI. Executive Session- ended executive session at 1:56

Meeting Summary

Documentation of motions passed by e-vote since Sept 22nd 2013

- 1. **Motion # 2013.10** Approval of Sept Minutes
 - a) E-vote passed by majority vote
- 2. **Motion # 2013.11** Approval of a \$275 stipend to support a repressive to attend the 2013 leadership retreat.
 - a) E-vote passed unanimously
- 3. **Motion # 2013.12** Approval of Fiscal Year Budget
 - CMP: \$50
 - Fundraising: \$100
 - Outreach: \$300
 - Newsletter: 0
 - Pro-action: 0
 - Scholarship: \$1,850
 - Conference: \$4,000
 - Social: \$300

National conference: \$500 of each year's budget will be set aside for president's attendance at the national conference.

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Retreat and Region IV conference: \$500 each year will be set aside for the Region IV retreat and conference

a) Passed by majority vote

ACTION ITEMS

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