

NMRID Board of Directors Quarterly Meeting
January 6, 2012
Official Minutes

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Aimee Rivera, Amanda Lujan, Co-Presidents	X	
Helen Arenholz, Vice President	X	
Risa Roybal, Secretary	X	
Vicki Rael, Treasurer	X*	
Linda Carroll, Member at Large	X	
Brian Montoya, Member at Large	X	
Julie Frenzel, Member at Large	X	

- * Joined Late
- ** Left for Part of the Meeting
- *** Left Meeting Early
- **** Resigned from Office

Interpreters: Caryl Williams, Monica Sower
 Guests: James DeBee
 Member Attendees: Cara Balestrieri

- I. Presidents Rivera and Lujan called the meeting to order at 6:01pm
- II. The RID Region IV Vision Statement was read by Vice-President Arenholz
 - Please note that we are asking people to let the board discuss items first and then open it up to the floor
- III. 2011-2013 Term Goals: Read by President Lujan
 - a. Increase Membership
 - b. Develop a Policies and Procedures Manual
 - c. Electronically Archive all of NMRID Documents
- IV. Board Reports
 - Co-President- Aimee Rivera
 - Attended the Region IV Retreat in Colorado.
 - Met with several committee chairs to initiate a PPM and will continue to meet with the chairs.

- Bernice (Social)
 - Cara (Scholarship)
 - Barb (Pro-Action)
 - DCC will attend the next meeting on January 14, 2012
 - Fireside chat
 - NMRID Retreat
- Co-President- Amanda Lujan

Amanda Lujan: January 6, 2012 Co-President's Report
Updates

- Submitted the Annual Report to RID's National Office on October 1, 2011
 - No problems reported
- Amanda attended New Mexico Mentoring Advisory Board Meeting on October 14, 2011 as representative of NMRID
 - Assigned to Evaluation Committee as new member of the Advisory Board
 - Will look specifically at how to improve overall program and consider outreach strategies to rural interpreters and/or those who would benefit from this program
 - Next Meeting: March 9, 2012
- Manage, respond, and organize email interactions with members, national office, and other Affiliate Chapter Boards
- Continually review Bylaws and ensure NMRID Board is in compliance
- Met via phone conference with various folks related to clarifications needed by the board to understand the operations of specific areas of NMRID
 - Barb Shaffer – Pro Action Committee Chair (November 7, 2011)
 - Discussion related to requirement for Pro-Action Committee Members to be members of NMRID
 - Vicki Rael – NMRID Treasurer (November 10, 2011)
 - Discussion related to the collection and record keeping of waived costs to NMM mentees attending December Workshop and May State Conference
 - Jennie McDonough– NMRID Website (January 3, 2012)
 - Discussion related to the processes involved with website and better understanding by the new board on everyone's role, who gets reimbursed, and how we can better support website production. We also discussed new ideas and how to better utilize our website.
- Contacted James DeBee, new NMAD President
 - Informed him of our January 6, 2012 Board Meeting and inquired if they had a designated representative to act as a liaison to the NMRID Board from the NMAD Membership according to our Bylaws.

- Mr. DeBee will attend January 6th meeting as a start to NMRID and NMAD reestablishing a relationship

Coming Up

- Schedule for all Board Members to be clear and organized with all upcoming dates
 - As a group, we will discuss dates that work for all and I will disseminate the final dates that we decide on. From now to June 30th (the end of the fiscal year)
- Assist in Facilitating Website Liaison
 - Will oversee updates made to the website and work with Webmaster and Liaison in keeping the website fresh and up-to-date
- Working with our Region IV Representative, Connie Herndon, to attend our state conference in May
 - Will collect information needed to send formal invitation and ensure her stay with us is smooth and memorable.
- Amanda will participate in the next New Mexico Mentoring Advisory Meeting on March 9, 2012 2:00-4:00 pm via conference phone
- Work with Aimee to plan and organize Policies and Procedures Workday/Retreat
 - Vice-President- Helen Arenholz
 - On the COPD advisory board. Meeting in November 2011. They set an ad hoc interpreter advisory committee. Meeting again next week January 2012.
 - Also, helping Vicki while she is out in the spring.
 - Secretary- Risa Roybal

NMRID Board Secretary Report January 6, 2012:

I contacted Verizon, Virgin Mobile, T-Mobile, and Cricket regarding broadband internet plans. All told me the device that would be ideal would be a MiFi and they run from 50\$-150\$. This device is a mobile hotspot that would allow up to 6 other devices to connect to it.

- Verizon
 - Not pay as you go but intend to set that service up soon
 - 5Gig plan for 50\$/mo. and a 10Gig plan for 80\$/mo. (2yr contract required as of now)
 - Mifi device for 19.99 with the plan
 - Can set the account name under NMRID with an account manager
- Virgin Mobile
 - Pay as you go/no contract required
 - 10\$ plan with 100mb (for 10 days), 20\$ plan with 500mb/mo., 20\$ Wal-Mart plan with 1Gig for 1month, and a 50\$ plan with unlimited service
 - Mifi device for 149.99

- Can set the account name under NMRID with an account manager
- T-Mobile
 - Prepaid/No contract is 3Gigs of data for approximately 50\$/mo.
 - 10Gig High Speed plan is 80\$/mo.
 - Small business benefits. Would use NMRID and out business tax ID.
 - Can set the account name under NMRID with an account manager
- Cricket
 - No contracts/month-to-month/ pay as you go
 - 45\$ plan has 5 (10 1/2hr uploads) upload/download hours
 - 55\$ plan has 10 (20 1/2hr uploads) upload/download hours
 - 65\$ plan has 15 (30 1/2hr uploads) upload/download hours
 - Can set the account name under NMRID with an account manager

Aimee and I have been sharing the responsibility of representing NMRID on the DCC council of representatives. At the DCC meeting on December 2nd, the decision was made to move the DCC meetings and events to St. Marks on the Mesa Episcopal Church. It is large enough to hold various events that can be hosted by different organizations in our community as well as smaller events. It does have a “hall” that could fit up to approximately 200 people. There is a large industrial-size kitchen and a day care room. Also, the DCC will assist in sharing the space to any other interested parties, as it will be our temporary home for the next 3 to 5 years. The three places still stand as to where the DCC office could be located. They are as follows:

- 1) COPD’s new location (possibly at the Midtown Center on the first floor)
- 2) St. Marks on the Mesa (If an office becomes available)
- 3) St. Michael and All Angels Episcopal Church (by 4th and Montano)

1. Audience comments- Live streaming verses recording and uploading. Considering the internet speeds in more rural areas.
2. Considering pilot programs in SF, ABQ., and Las Cruces because of 4G
3. Continue to research and add as agenda item for next meeting

- Treasurer- Vicki Rael: Currently have \$10,825.13 in our account. \$300 more than we started with. Passed out a detailed spreadsheet with the numbers.
 - Getting ready to transition Helen to take over duties while Vicki is on maternity leave.
 - Eva and compass bank possibly presenting at the May conference- add as agenda item for next meeting.
- Members at Large-
 - Linda Carroll- Nothing to report.
 - Brian Montoya- No report.
 - Julie Frenzel- No report.

V. Committee Reports- (Committee reports were accepted as written or presented.)

- Professional Development- Lisa Dignan

Professional Development Committee Report: 29 December 2011

Committee: Lisa Dignan, Chair
Aundi Ginn
Risa Roybal

The PDC is planning NMRID 2012 Conference:

Friday, May 4 and Saturday, May 5, 2012

Marriott Uptown, Albuquerque

Three of the presenters have been confirmed, and we are working on confirming the fourth.

The schedule thus far is as follows:

Friday, May 4

12:30 – registration

1-3 – plenary – Topic TBD

3:15-5:15 – membership meeting

5:30-7:30 – social - Pavilion

Saturday, May 5

8:00 – registration

8:30-9 – welcome and announcements

9-12 – plenary – Diabetes Education

12-1:15 – lunch - Pavilion

1:30-4:30 – breakouts – *Secondary Trauma & Interpreting in a Special Education Classroom*

The December 2011 workshop was successful with approximately 40 people in attendance. Caryl Williams did a great job with her highly interactive workshop.

The PDC has decided to discontinue the December workshop and focus our time, energy, and budget on the annual Conference. Weather concerns make it too difficult for interpreters from outside the Albuquerque area to attend in December. Additionally, several other entities are now offering workshops, so the interpreting community is no longer dependent on just NMRID for professional development opportunities.

-Lisa

- We need to thank Dana for her work on the committee and with the board

- CMP- Rhiannon Sykes-Chavez/ Monica Sower

Our report:

We've processed two workshops and two independent studies since last meeting.

Currently in the works: We've taken over the NMM CEU's from Amanda Butrum at

UNM and will do those starting with the spring session. We're working on updating our policies and procedures to be included with the NMRID policy and procedures manual.

-Monica

- Pro-Action- Barb Shaffer

Pro-Action committee:

During the holiday months I met with several of our new members (Dom Bonura and CB Buchholz) to get them up to speed on the issues we will be addressing.

I also attended the last Licensure meeting in Santa Fe.

I worked with Lisa Dignan on two short articles for the newsletter on licensure (On the Bachelor's degree requirement, and on ACETS).

Tomorrow January 5, At Dom's request, and with the our presidents' blessing, I'll be doing an hour long informational presentation on licensure to the monthly meeting of the Deaf Seniors of Metro group.

Next up: Getting the licensure FAQ done in ASL and in English.

-Barb

- Fundraising- Julie Frenzel

Will be meeting with Aimee soon. May conference is coming up and working on the silent auction and seeing how we can combine the Social and Fundraising committees.

- Scholarship- Cara Balestrieri

Not a lot of people are applying or scholarships right now so we are trying to come up with new scholarships. One requirement is the recipient must right a reflection letter to the Newsletter

- Social- Bernice McCormack

Social Committee Report:

The Social Committee has been working hard on the upcoming member appreciation party in the spring. We have the time, day and place set up and have decided on a theme. It's at the Marriott, Friday the 4th of May, from 5:30-7:30, and the theme is Flavors of New Mexico. Now we will be working on donations, the food menu and a general itinerary for the event. We have also been in contact with Barb Shaffer and have decided to do a meet and greet for the new practicum class next year at the event. That's everything so far.

-Bernice

- Newsletter- Shyla Huntley

Newsletter committee is continuing/operating as normal; next publishing will be Jan 2012. The committee now has two new members that are assisting the chair gathering submissions, Sarah Cady Sartorius and Rebecca De Santis. They are already busy at work on the committee.

The chair and two new members met to discuss the newsletter and in particular the newsletter being for members only. The board in place when the chair took over this committee wanted the newsletter to be restricted to current NMRID members, in the hopes that it would encourage or provide an incentive for people to become NMRID members. Since the chair took over this committee in 2008, she hasn't noticed "new" people becoming members; it's basically the same people joining NMRID. The only exception is when people move here or interpreting students. The chair would like for the board to discuss/reconsider opening the newsletter to none members and send out the newsletter on the NMRID yahoo list serv. Getting the current list of members, checking to make sure their names are included in the group, and adding the new members takes a tremendous amount of time, at minimum, one day. Then there is the issue of members not getting the newsletter because their names were not on the list I received or it was sent out right before they joined. Or what happens during each publishing, the email addresses are not current so they never get the newsletter, or many times they bounce back. Then there is also the issue, at least two members that I know of, do not have an email address listed so they of course do not get the newsletter. If the board could discuss a solution to this, either opening the newsletter to the yahoo list serve or having some way the newsletter is on the NMRID website as a PDF...These are just two idea's that come to mind. Whatever the board decides I will of course follow.

Thank you, Shyla Huntley

- Website- Jennie McDonough
No report sent, not a committee.
- Outreach- Vacant

VI. Unfinished Business-

a. Approval of 9/16/11 NMRID BOD Meeting Minutes: see Motion #2012.01 below

b. Follow-up regarding NMRID representative on the CDHH Board- Aimee

- Barb has mentioned the need for a representative on the NMCDHH Board; do we still feel a need for one? The process is quite lengthy and has to be taken to the governor. Yes, we would like one.
- We would actually be creating a position maybe that means the process is more complicated

- We should look into what it would require and report back. Add as agenda item.
 - James DeBee volunteered to voice our concerns and get information for us.
 - Last meeting was in December 2011. Next meeting will be in February or March of this year. Aimee will attend the next NMCDHH meeting.
- b. Follow-up regarding Annual Membership Meeting falling outside of 13 month By-Laws requirement- Amanda
- Bylaws currently say our annual membership meeting must fall inside a 13 month period. Our last annual membership meeting was in February. We want to have the next one in conjunction with the May conference. We contacted the National Board and there was no response. We will continue with our decision to have the annual membership meeting even though it will fall outside the 13 month guideline. Everything will resume as normal next year.
 - Audience comments- James DeBee is recommending a lifetime membership. Maybe 75\$ and have benefits for those who take advantage of the lifetime membership and will be easier for people to keep and raise membership. Great idea!! We want to discuss this more in depth at our next meeting. Suggesting an email discussion before our next meeting regarding price, options, discounts, benefits. Add as an agenda item.

VII. Motion #2012.01 To accept the minutes, as revised, of the September 16, 2011 Meeting of the NMRID Board of Directors
 Roybal/ Frenzel
 Passed Unanimously

VIII. *New Business (Action Items 1-9):*

1. NMRID sponsoring food for NMM Orientations- Amanda and Vicki

I would like NMRID to sponsor food twice a year for the NMM Orientations. Approximately \$400 a year. I would buy food out of pocket and be reimbursed. NMM donates \$800-\$1000 a year and is asking for \$400 back.

- Talking about NMM and waiving fees for mentees and mentors and how that works with the December conference being cancelled and the May conference being \$60. This fee would be waived for mentees and mentors.
- We need to look at the numbers as far as donations and participation before we decide. The board wants to take time to look and compare numbers. Maybe we can ask Lisa to attend the next board meeting. We will ask Lisa for some more numbers. We will add this as an agenda item for the next meeting.
- Suggesting buying some kind of QuickBooks or Quicken for fast balancing and budgeting. Treasurer will look into that further and bring a proposal to the board.

2. Appoint Outreach Committee Chair and discuss first task- Amanda and Aimee

- We like people who are interested in becoming a committee chair needs to be a member in good standing and a letter of interest.

- Brian Montoya has volunteered to be the chair of this committee and we will be in contact with Shyla Huntley and Cat Maenzo about joining as members.
3. Facebook Update and Ideas- Julie Frenzel
 - Currently has all of the passwords.
 - What do we want to be put on Facebook? I want to maintain neutrality. My goal is to post something once a week.
 4. Website Update and Ideas- Amanda and Julie
 - Julie will be the liaison between the board and Jennie
 - Amanda talked with Jennie and is now responding better. Jennie is open to new ideas
 - Website is not a committee. Our webmaster is Kitty Cooper and she guides Jennie. Kitty is the host and we pay her once a year.
 - James DeBee is suggesting “wordpress” where you don’t need a webmaster
 - Amanda and Julie will be in contact with Jennie for the website and for Facebook. If there are anything you see please let us know.
 5. Summarize Board Meeting dates and obligations for remainder of year- Amanda
 - January 6, 2012- Quarterly Board Meeting
 - March 23, 2012- Quarterly Board Meeting
 - May 4, 2012- Annual Membership Meeting
 - June ?, 2012- Day and a half of Policies and Procedures Workday/Retreat
 - June ?, 2012- Quarterly Board Meeting
 6. Policies and Procedures Kick Off - Set date for work day and retreat -Amanda and Aimee
 - Set up a retreat to get things done or to have a starting point and to show that the board is appreciated
 - Aimee having some help
 - Reason is to document what the board and the committees are doing
 7. Hearing Loss Conference in April- NMRID Booth and a \$200 donation- Helen/Vicki
 - The past board donated \$200 to the conference
 - We did have a booth with brochures and such
 - Vicki will find out more information and will send out a motion to the board
 - If we decide to continue to support this, the second step is to send out a schedule
 8. Mentoring Scholarships for opportunities out of state- Leah Ekrut
 - The board is in favor of this. Adding some general professional development or mentoring scholarships. Maybe asking around \$250.
 - Performance
 - Conference stipend
 - NMMP

Motion #2012.02 For NMRID to establish a professional development scholarship and allocate \$250 annually to be used with something other than New Mexico Mentoring

Frenzel/Arenholz
Passed Unanimously

- Will take this to the Scholarship committee for further discussion about requirements and details

9. Newsletter utilizing YahooGroups- Shyla Huntley

- Currently the NL goes out to only current members.
- Suggesting to use GoogleDocs and share with Vicki for updated member lists
- Suggesting to use PDF to make it easier
- The newsletter is incentive and a benefit for members
- Maybe send it out one time and let people see it.
- Wanting to consider and discuss it further at our next meeting
- Vicki- How can I help and make it easier for her?
- Audience is saying Newsletter is for all people to see what we are doing not just our small community of members
- Will discuss again at the next meeting. Add as an agenda item.

*Audience comment- James DeBee wants to combine NMRID and NMAD and work together for town hall meetings. James DeBee, Helen Arenholz, and Linda Carroll will work together on this.

IX. Executive Session- No executive session

X. Meeting Adjourned at 8:26pm.

MEETING SUMMARY

MOTIONS

- Motion #2012.01 to accept the minutes, as revised, of the September 16, 2011 Meeting of the NMRID Board of Directors.
Roybal/Frenzel
Passed Unanimously
- Motion #2012.02 For NMRID to establish a professional development scholarship and allocate \$250 annually to be used with something other than New Mexico Mentoring
Frenzel/Arenholz
Passed Unanimously

ACTION ITEMS

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