

NMRID Board of Directors Quarterly Meeting  
September 16, 2011  
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: Leah Ekrut, Monica Sower

Guests: Barb Shaffer

Member Attendees: Dana Sumrow, Cara Balestrieri, Cat Maenzo, Stefan Easterly, Adam Romero, BJ Woods

- I. Presidents Rivera and Lujan called the meeting to order at 6:00pm
- II. The RID Region IV Vision Statement was read by MaL Brian Montoya
- III. Board Reports
  - A. Co-President- Amanda Lujan:
    - Amanda attended the 2011 RID Conference in Atlanta, GA.
    - MARIE Center Sponsored Amanda's attendance with \$1000, which was used for lodging and meals. Amanda's employer paid for registration and airfare, so no reimbursement from NMRID was necessary. A reflection paper was submitted by Amanda after the conference as a requirement to receive the funds from MARIE. (SEE ATTACHED LINK <https://docs.google.com/viewer?a=v&pid=gmail&attid=0.1&thid=13299f8174c43224&mt=application/vnd.openxmlformats-officedocument.wordprocessingml.document&url=https://mail.google.com/mail/?ui%3D2%26ik%3D6b4f5aed34%26view%3Datt%26th%3D13299f8174c43224%26attid>)

[%3D0.1%26disp%3Dsafe%26realattid%3Df\\_gsy6e0ep0%26zw&sig=AHIEtbSZappWAhn1ZlbCPdoPyvB1sRVQyQ\).](#)

- Other Important Information regarding the RID Conference: A Trilingual track was introduced in collaboration with Mano a Mano for the first time, Changes to the NIC examination and the process of evaluation and rating, New President of RID is Brenda Prudhom, New Region IV representative is Connie Herndon, There were 20 NM interpreters registered to attend the conference this year, A review of the motions and action taken at the business meeting was discussed at the Board Gathering on July 30, 2011, Affiliate Chapter Presidents' Breakfast was a good networking opportunity to meet and greet other AC Presidents, Attended the Communication and Compliance Affiliate Chapter Leadership Meeting for Presidents' and Treasures. Amanda met with Aimee Rivera – Co-President, Helen Arenholz – Vice-President, and Vicki Rael – Treasurer on July 30, 2011 to review information about board responsibilities and directors' responsibilities, and attended a Logistics and Leadership Workshop for Affiliate Chapter Board Members and gained insight to further responsibilities of Affiliate Chapters.
- Amanda attended the New Mexico Signed Language Licensing Board Meeting on July 7, 2011. Aimee Rivera will be the ongoing contact person and Liaison for NMRID, but due to being out of town, Amanda filled in. Traditionally, Barb Shaffer has typically attended and represented NMRID at these meetings. Next Meeting is scheduled for October 28, 2011 10:00 am in Santa Fe
- Amanda moved to Washington, DC on August 6, 2011. She is fulfilling her duties as Co-President from a far. Both Aimee and Amanda meet regularly through Skype or Phone Conference and have open communication via email.
- Managing and attending to correspondence from the National Office as well as Affiliate Chapters
- Annual Report Due October 1st. Amanda and Aimee will work together to collect the necessary information and will submit on time to the National Office.
- Newsletter Article Submission: Amanda and Aimee will submit a welcome letter/article for the next NMRID newsletter
- Region IV Retreat: Most likely Amanda will not be able to Attend. Aimee will represent NMRID. We are also waiting to see if it is possible for another member of our board to attend. ACs will cover the travel expenses for the attendee(s). Lodging and meals will be covered by RID and Region IV.
- Amanda will participate in the next New Mexico Mentoring Advisory Meeting on October 14, 2011 at 2:00-4:00 pm

Co-President- Aimee Rivera:

- During the last DCC Bylaws meeting the name of “Board” was changed to” Council of Representatives”. Lisa McNiven described what the roles are. She wants community involvement and monthly meetings. Aimee Rivera and Risa Roybal will share this responsibility and keep others informed. Next meeting will be on Sept. 23, 2011. Possibly another meeting on September 20, 2011.
- Attended Legal Task-force meeting on August 15, 2011. Discussing mentoring opportunities for those who want to pursue Legal Interpreting. Sept 30, Oct 1, Oct 2 is the Legal Interpreters Conference.
- Colorado Conference retreat- Aimee will attend. NMRID will cover travel expenses. RID and Region IV will cover accommodations and meals.

B. Vice-President- Helen Arenholz

- a. Attended 2 COPD NM Community Advisory Board meetings. First was history of COPD. There were many questions about funding and services. Second meeting did not have a quorum. We are still working on the Bylaws. Next meeting is November 16, 2011 6:30-8:30pm and is open with an executive session.

C. Secretary- Risa Roybal

- a. No Report

D. Treasurer- Vicki Rael

- a. We have \$10,537.11 A 10\$ difference from where we started in July

E. Members at Large-

- a. Linda Carroll- People approached with concerns as to why the meeting was closed and I attended to it right away.
- b. Brian Montoya- No report
- c. Julie Frenzel- Will take over managing our NMRID Facebook account. Amanda Montoya was responsible. Dana and Cara are still administrators and need to be removed

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

A. Workshop (Professional Development Committee, PDC) - Report sent in by Committee Chair Lisa Dignan and read by Risa Roybal: “Updates for upcoming events and conferences. Professional Development Committee Report. 15 September 2011. The PDC is planning two events:

The Winter Workshop (Extracting Meaning)  
 Saturday, December 10, 2011 1pm – 4pm  
 Presenter: Caryl Williams  
 Title is still being fine-tuned  
 Clubhouse Inn and Suites, Albuquerque

NMRID 2012 Conference  
 Saturday, May 5, 2012 in Albuquerque

We are contemplating expanding the conference to 1.5 or 2 days in response to member requests.”

B. Certification Maintenance Program (CMP) - Report sent in by Co-Committee Chair Monica Sower and read by Risa Roybal: “Both Rhiannon Sykes-Chavez and Monica Sower are back from maternity leave and are continuing with processing CEUs. The website has been updated.”

C. Pro-Action (Licensure) - Presented by Committee Chair Barb Shaffer. There are three members from NMRID and three from NMAD. Barb Shaffer, Lisa Dignan, Leslie Siegel, Linda Carroll, Christine Buchholtz, and Dom Bonura. There is some confusion as to what ‘licenses’ are/mean. It was suggested to clarify this on the website and maybe adding a FAQ as well. More information is needed for CDI’s and credentials for Tri-lingual interpreters. Suggesting to have an NMRID Representative on the Commission Board because they make a lot of legislative, credential, and centralized decisions and are an information hub. We should contact NMDCHH to approach the committee with this idea and I believe this would be a part of the Pro-action committee. Barb will update us at the next meeting regarding this. All the Board supports these ideas.

D. Fundraising- Report given by Committee Chair Julie Frenzel: No report

E. Scholarship- Report sent in by Committee Chair Cara Balestrieri and read by Risa Roybal: “No new news. I will send out a reminder for the performance exam scholarship deadline next month.” Audience comments - What does the scholarship pay for and what are the qualifications? It pays for any RID test and the requirement is the person must be a current NMRID member.

F. Social- Report sent in by Committee Chair Bernice McCormack and read by Risa Roybal: “The social committee just had our 2nd annual summer social event. It was definitely a success. We’re happy with these yearly events and so we will be planning for another next year, but we’ve also toyed with other ideas for smaller events throughout the event. We’re thinking of doing a meet and greet sort of thing to get the new graduates from the program to get to know the interpreters in the community and vice versa.”

G. Newsletter- Report sent in by Committee Chair Shyla Huntley and presented by Risa Roybal: No Report

H. Membership- Presented by Committee Chair Vicki Rael. We have 95 members. Audience comments- Members are curious if the board is doing outreach? This a goal of the current board. We have discussed a traveling board and streaming the meetings and are open to ideas. The previous board did some outreach. They found that communication was not always consistent and clear. This brought up the idea of streaming to avoid gas and travel. There was a suggestion to possibly waive the registration fees if the interpreter traveled so many miles or maybe including a stipend or scholarship to encourage people to travel.

I. Website- No report sent.

V. Unfinished Business-

- Approval of 6/10/11 BOD Meeting Minutes (See Motion #2011.04 below)

VI. Motion #2011.04 To accept the minutes, as revised, of the June 10, 2011 Meeting of the NMRID Board of Directors

Roybal/Frenzel

Passed Unanimously

VII. *New Business (Action Items 1-15)-*

1. President Lujan's logistics in Washington DC- RID Board decisions - President Lujan: Is in DC. Contacted the National Office and Region IV Representative. Appropriate documentation provided upon request. The Board will run as usual.

2. Compass Bank Account- removing/adding names to the account guidelines- Vicki Rael: The process of changing names on the Bank account is not simple. Dana needed to submit a formal letter with the New Board Member names. If you want to be added to the account all people who are already on the account must be present.

3. Individuals supporting NMRID through Compass- Non-profit organizations- Vicki Rael: Eva at Compass informed us of a program for non-profits. If someone has an account and is in affiliation with NMRID money will go into our NMRID account. We can advertise or ask Eva could present at our conference in May or December or both.

4. NMRID Budget? - Vicki Rael: NMRID needs to have a yearly budget. The Social committee didn't get approval for funds before they were reimbursed for the social event which was because the committee chair changed the new chair was not informed. Audience comments- Many things changed for the budget this year because of website and other technical things. It was suggested to submit monthly budgets, which makes it easier when we have to send the yearly budget. There is more paperwork involved because of the new tax laws. It was suggested to ask current and past committee chairs to discuss passed budgets.

5. PayPal Account update- Vicki Rael: This no longer requires the person's SSN but it seems they are still not sufficient for our needs. They would require information from the Bank.

6. PayPal vs. Compass Bank checkout system- Vicki Rael: Compass has something called AuthorizeNet. We are getting more information about our SSN being linked to the account. This is an issue across the country. It was suggested to contact other board treasurers, which was done, but the feedback was inconclusive and not consistent. We are not sure where to go from here.

7. Names of conferences- Vicki Rael: Member approached me and saying names of conferences are very similar. Because a lot of conferences happen around the same time, it seems there is no distinction. It generally always says New Mexico Conference. The point is to always clarify or add the date to the subject.

8. Members joining the Yahoo Group- Helen Arenholz/Risa Roybal- People are confused how to join. Please inform people they can join through our NMRID Website and do not need an invitation.

9. Utilizing the Gmail Calendar- Aimee Rivera: Recommending using the Gmail Calendar because of many meetings and planning committees. I believe it will help everyone in case people need a sub for a meeting we all can see the calendar. I would send out an email asking for a sub in addition to the calendar. If you need a sub for any meeting please let us know.

10. Joining forces for Community Events- Aimee Rivera: People willing to help out with this.

11. Thank You card/electronic messages- Amanda Lujan: We should send out Thank You cards and show our appreciation. Brian has volunteered to be in charge of this.

12. Streaming our meetings online- Risa Roybal: I found a website called justin.tv.com which is a live broadcasting website. We would set up a free account and each time we log-in to stream our meeting, the website provides a link which we could post on the NMRID website. We could add a "tab" on the NMRID website and this is where members could find the link to watch the meeting. There is no interaction between what is being streamed and what is being viewed. We could even opt to save each "stream". Again, this is live so there no going back for people who "link-up" late and no guarantee that the meeting will go for the full time scheduled. This would require extremely high speed internet. I found some information on NMRID possibly purchasing our own "router" which we would pay a monthly fee but we would have internet and streaming capabilities almost anywhere. Now, because we don't have monthly meetings, I don't know how cost effective this would be. I am also trying to research Technical Companies who could provide professional tech services and other ideas.

13. Board liaisons for each Committee- Amanda Lujan: Following up and continuing the idea of a board member liaison for each committee. I did contact each committee and there are some changes to be made.

- Fundraising- Julie Frenzel (board member)
- CMP- Rhi/Monica (liaison not needed)
- Membership Committee- Vicki- I think the roles of this committee would fall under the treasurer's duties. It has been recommended to start an Outreach Committee instead of Membership. Treasurer keeps track of members and if they are up to date and the Outreach Committee would be responsible for outreach. Audience comments- Is it the MaL's role to do outreach? It is proposed that the three MaL's be members of this new committee. We will send out a call for an Outreach Committee chair
- Newsletter- Helen Arenholz (board member) Shyla Huntley is chair and wanted more people on this committee. We will send out a call for more members and also in the upcoming newsletter. It was recommended to maybe consider a practicum student.
- Pro-Action Committee- Linda Carroll (board member) Barb Shaffer is chair and already presented.
- Scholarship & Professional Stipends- Brian Montoya (board member) Cara Balestrieri is chair.
- Social- Julie Frenzel (board member) Bernice McCormack is the chair.
- Professional Development Committee- Lisa Dignan is the Chair and Lisa feels 3 people is sufficient. It seems the Board agrees and wants a Board liaison. Risa Roybal will be the Board liaison. Audience comments- A lot of CEU's are knowledge based and not skill based. It seems in NM there are not enough linguistic/language/voicing skills. Could we provide CEU's in that area? Dana- will propose this to the committee.

- Proposing to create a Policies and Procedures Committee in conjunction with our P&Ps- Amanda Lujan- Helen Arenholz previously volunteered to read and clarify our bylaws.

14. Annual Membership Meeting- Amanda Lujan/Aimee Rivera: Update: The Professional Development Committee asked us if we wanted to pair our annual membership meeting with the December workshop. Because our bylaws say we must have an Annual Membership meeting every 13 months means we would need to have it in February of next year. December seems quick for us as a new Board. We believe we would get more response if we did it in conjunction with the May conference. Co-Presidents contacted our region representative. We might need to amend our Bylaws which are not clear. Either we will have to have the meeting in February or amend this portion and then set this Membership meeting to happen with the Annual conference. We will wait to hear from Connie.

15. Members utilizing the Members at Large- Risa Roybal: MaL are liaisons. We need to clarify if it is open discussion or closed discussion. Board meeting and Membership meetings are different. Audience comments- It was suggested to follow Roberts Rules of Order or appoint a Sergeant at Arms. Our Bylaws require we follow Robert's Rules of Order at least once a year. Every one is in agreement we like the flow and openness of this meeting.

VIII. Executive Session- No executive session

IX. Meeting Adjourned at 8:05

#### MEETING SUMMARY

#### MOTIONS

- Motion #2011.04 To accept the minutes, as revised, of the June 10, 2011 Meeting of the NMRID Board of Directors

Roybal/Frenzel  
Passed Unanimously

#### ACTION ITEMS

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