

NCRID BOARD MEETING

October 28, 2006

Greensboro, NC

BOARD MEMBERS PRESENT:

Mike Whisenant (President)	Tzena Keyes (LSRID Pres)
Jennifer Boyd (1 st Vice President)	Mary Crump (Midstate Pres)
Sandy Tomlinson (2 nd Vice President)	Leah A. Noe (TRID Pres)
Kelly Hodgins (Secretary)	Danette Steelman-Bridges (Foothills Pres)
Kim Barden (Treasurer)	Connie Jo Lewis (Past NCRID Pres/Region II Rep)
Catherine Johnson (BML-Historian)	Visitor: Rachael Ragin (NCDPI)
Susan Lanier (BML-Editor/Coastal Pres)	
Mary High (BML-Conference Liaison)	

- I. **Call to order at 10:10, welcome and introductions**
- II. **Reading of RID Philosophy, Mission & Goal Statements by Catherine Johnson.**
- III. **Approval of Minutes from August 26, 2006 Board Meeting. Passed.**
- IV. **Changes to agenda**
- V. **Reports**
 - A. President
 1. Meeting with Rachael Ragin: minutes were passed out from the meeting
 - a. about 85 Local Education Agencies out of 115 have reported interpreter training hours to Rachael.
 - b. the EIPA will be offered again the end of November
 - c. working on Language Facilitators being required to pass the SCPI at an Advance Plus level
 - d. Pat Stivland is still working on the ASL bill
 2. Positive feedback on the past presidents' forum from Anna Wittier-Merithew who is returning from Colorado to North Carolina.
 3. Region II – there is no specific percentage split between the chapter that hosts Region II and the convention. The money that is used to run the Region II convention comes from the Region II fund and then the money returns to the fund. Then the presidents' council decides how profits are divided, if any. **MOTION 10:28:06:01:** I move we host the 2008 Region II Conference. (M) Mary High (S) Jennifer Boyd **PASSED**
 4. E-Terp Yahoo group – there are 114 members in the AOL group and 284 are on the E-terp
 5. Website is up-to-date, the contact information is correct as well
 - B. 1st VP:
 1. received the handbook and would like to create a helpful book for each of the chapter presidents as well as others who we process CEU's for because not everyone includes all the required information
 2. **Action Item:** Jennifer will create a checklist for what is required on the fliers as well as what must be submitted for the workshop. A time line will be included as well.
 - C. 2nd VP:
 1. 253 members plus 23 lifetime members equals 276 members. There are 83 members in NCEditor.
 2. the dual membership applications from 5-points are confusing and need to be clarified. Sandy will contact the member and clarify the dual membership.

D. Secretary: please give me contact information (phone number) for the board to contact each other as needed.

E. Treasurer:

1. presented treasurer report with assets/liabilities and savings account.
2. \$500 donation was for the Helen Keller participant, the \$1123.49 under secretary expenses was for the laptop (there is a \$100 rebate coming in the mail)
3. the deposits were not on the report because there was some confusion regarding the paperwork from individuals.
4. the digital camera and printer are not on the report. The cost was \$500 because a zoom feature was added, a large memory card, batteries and warranty.
5. Region II conference call with the treasurers. Everyone is concerned about funds, and how to report it to the IRS. Because we are a 501-c3 we handle our chapters differently. However, the end of year expenditures have to be reported to NCRID so it can be included on the 990 report.
6. There are two CPAs in Charlotte willing to work with us. The audit committee will be involved in choosing which CPA to use.
7. NCEditor is a SIG not an affiliate chapter so we are not sure how to incorporate it. NCRID still reports their money just like the chapters but some things are different.
8. RID is writing a job description for their treasurer. We will see how that applies to NCRID.
9. the board expense of \$896.84 was for travel reimbursement from the last board meeting. Chapter presidents will ask their chapters to reimburse for travel expenses to the board. If they can't, then the board will reimburse at 12 cents a mile.

F. Board Members at Large

1. Conference Liaison-Mary High: committees are set up and running. Things look good.
2. Historian-Catherine: started looking through the material and is organizing. Will discuss plans with Mark about placing the information on the website
3. NCEditor-Susan: will send out hard copies this week. Articles are due buy Dec 15th.

G. Chapter Presidents/Region II Representative

1. Foothills: Code of Professional conduct workshop is coming combined with photo IDs on Nov 13
2. LSRID: soft skills workshop on Nov 30th
3. TRID: 54 members, 13 people attended a Mystery Dinner, membership year has changed to match RID's. Wake Tech is working with TRID to offer workshops on campus, possibly for college credit. Having problems with the AOL users and the TRID group email. Sept TRID board meeting, 11 people showed up that were not on the board.
4. Coastal: received 2 more members and are in the double digits now.
5. Midstate: about 44 members. CPA will come talk to the members in the next two weeks about taxes and incorporating. Dec 12th is the annual Christmas Secret Santa Party/CEU event. Some members were concerned about the EIPA's validity. We may have a round table discussion regarding this topic.
6. 5-Points: 2 workshops planned - Nov 11th Keith Cagle "Constructing Classifiers" and Dec 4th Language Gab regarding signing medical terminology. Convention: planning is going well. Board meeting is June 21st the Thursday night prior to the convention. Please donate money and baskets for the convention. Theme "Signs in the City."
7. ENCRID (Catherine reported): Delia has resigned and Amy Smith is the new president. The 1st VP position will be left vacant. Currently have 99 members. The last workshop was attended by 30 people.
8. Region II/Connie Jo expressed thanks for the kind thoughts in the recent NCRID newsletter. The next face-to-face meeting is in New York City. EIPA contract with RID has been signed because it is a psychometrically sound test. The EIPA will be administered by Boys Town and if

someone passes it at a level 4 or 5 and has taken the written then that person will be recognized by RID as a certified member.

H. Visitors:

1. Rachael Ragin/DPI: Mentor Workshop March 9-11 in Charlotte. Francis Beurivage is coming from Boys Town regarding receptive interpreting. It is Feb 24-25 at the DPI building in Raleigh. Rachael is happy to advertise any workshops we want to send to her. Working on revising the handbook. Mentees can receive up to 5 hours of their training requirements in direct mentor time.
2. NC Editor: still one board member position open, want to see a cued member position, concerned about using language facilitators as interpreters in the school system, things are changing at the national level with EdITOR and we are watching that. Would like to work with chapters to offer workshops. Next meeting is Nov 4th in Fayetteville.
3. DSDHH (written report from Pat Stivland): working on helping ITP graduates pass the RID certification. Pat is interested in presenting more information at the next board meeting. Is working with Pam Morris at CPCC on creating a series of ASL conversations for interpreter training programs.
4. National Task Force: The large group is done. Rachael's work has begun. There is a special education legislative group that the task force would like to go before to ask for support. The profile will start in early intervention and be passed on in each grade and reviewed each year. NC does not have the PepNet funds anymore. It goes to the region. You access funds through the region now.

VI. Lunch

VII. Old Business

A. Action Items

1. per member fee program- continue
2. update the website with current info – complete
3. ask DSDHH to add NCRID to their website – complete but NCAD has not been added to our website yet-continue with website committee
4. Talk with Arthur regarding Amazon.com- continue
5. RID still give credit for chapter members signing up - continue
6. contact representatives to board about attending meetings- continue
7. send financial reports to Kim - completed
8. contact representatives to the board about attending meetings - continue
9. talk to Earl about bringing info from NCRID to the council - continue
10. write a check for Mark to get software he needs - delete
11. webmaster for our website: Arthur is still willing to work on our website for us and we do owe him for his years of service. Kim, Mark, Jennifer will be on a committee to design the website and present a proposal to Arthur with requests. - complete
12. Hosting region II conference - complete
13. write letter of appreciation to Pat Hauser - continue
14. D&O professional liability policy: Mary got the info and passed it to Mark - completed **Action Item:** Mark will fill out the D&O form and send it in to receive an estimate.
15. poll other regions to see how they split region profits- continue
16. research corporate books – transferred to the audit committee. **Action Item:** Kim will add GAAP/GASS and conflict of interest policy questions with her CPA search.
17. purchase camera and printer – complete
18. purchase laptop – complete
19. dual membership of NCRID and local chapters in 2008 – handling in the forums – complete
20. making a policy and procedure manual – continue

21. call for applications to replace Pat Hauser on the NCITLB- complete
22. put together history of NCRID and put on website – delete because it is already the duty of the historian to do this, no action item needed
23. blurb on website about resources/jobs in NC – give to committee
24. per membership motion appointee, send out an e-terp – completed
25. contact Ashley re: man attending Helen Keller – completed
26. work with Jan in regards to Deaf/Blind training in NC – continue
27. group discount to National convention - continue

B. Other Old Business

1. Deaf Blind Donation – covered under action items

VIII. New Business

A. NCITLB NCRID Rep- Connie Jo Lewis was recommended and has gotten the paperwork

B. NCITLB per motion 08:05:06:03 Valerie McMillian has agreed to take on the representative position

1. responsibilities to be outlined by individuals on the yahoo group
2. financial reimbursement at 12 cents/mile will be given
3. we will ask Valerie to find an alternate if she is unavailable to attend any meetings

C. EIPA Position Paper: **Action Item:** Jennifer will put together our thoughts and feelings and write a position paper from NCRID. Send your thoughts by November 13th.

D. Anonymous Donation for Mentoring fund

1. NCRID Match \$500: Clarification of this donation: we are not setting up a mentoring program. Someone donated \$500, requesting that NCRID match the donation for a total of \$1000 to have available specifically for covering expenses relating to those individuals who are providing the mentoring. NCRID must decide:
 - a. if we want to match these funds
 - b. the guidelines for distributing these funds
 - c. how one applies to receive the funds

After this \$1000 is distributed completely, the money is gone unless NCRID decides to vote to create and maintain a line item to continue to fund this reimbursement program. **MOTION 10:28:06:02:** NCRID puts in \$500 to match a \$500 anonymous donation for the express purpose of supporting mentoring in the state. Specific rules and guidelines are to be developed by a sub-committee. Susan Lanier (M), Mary Crump (S). **PASSED.**

2. Establish committee to draft fund rules- Mary Crump, Sandy Tomlinson and Mary High volunteer to be on this committee.

E. Statewide Forums:

1. Local Chapter Presidents are to propose dates and sites for their local forum, including the day of the week and time of day. **Action Item:** Local presidents submit two possible dates for the forums in your area.
2. The target audience is the interpreting community although Deaf attendees are welcome.
3. The local chapter is to be responsible for providing interpreting services (if needed), possibly a note-taker (check with local agencies to see if donated services are possible), and light refreshments.
4. Date proposals and ideas – The goal is to finish all the statewide forums before the conference.
 - a. Mid-January – Wilmington
 - b. Mid-February – ENCRID/Wilson
 - c. Late February/Early March – TRID/Raleigh/Fayetteville
 - d. Mid March – Midstate/Greensboro
 - e. April – Asheville
 - f. April 20th – Charlotte (The Friday before the Board mtg April 21st)

- g. Early May – Morganton
 - h. June 20th – Charlotte (Wednesday before the conference)
5. Format suggestions:
- a. feedback is desired from attendees
 - b. prefer to have CEUs offered
 - c. need agenda/structure (not a free-for-all)
 - d. Mark's Vision to be made clear before anyone attends, answers to audience questions are not guaranteed on the spot. The comments and questions are to be brought back before the Board for discussion and answered at a later date.
 - e. Each Board member attending the forum would explain how they became involved in what they are doing
 - f. Make sure that interpreters attending understand that we are their link or channel to other boards like the licensure board
 - g. Present ourselves as a professional organization that is affiliated with another professional organization
 - h. Structure is crucial to understanding the "family tree" professional link. In depth discussion of the "family tree" analog ensues; members are the roots of the organization, we are "branching out" as a profession, etc.
 - i. Include the history of NCEditor – what they are and what they have accomplished
 - j. Show the membership that we are ordinary people who care about what we do (could be a recruitment technique) and use the forum to show membership what happens with the dues money – where it is spent, how it is used.
6. Theme suggestions: You Are Not Alone, Family Tree **Action Item:** Mark is to compile forum ideas and distribute on the yahoo group for feedback.
7. Invitation ideas: Individual postcard invitations signed by a board member, personal touch. Use past and current membership lists for mailing list, contact Rachael Ragin for educational mailing list ideas. **Action Item:** Jennifer is to design an invitation postcard ASAP.
- F. Other New Business
- 1. NCAD rep to our board is a voting member: NCAD rep to our board is listed as a liaison, but is really a voting member. The Board total is 16 voting members and we have been counting a quorum as 8 members instead of 9. Since our NCAD rep is not very active, we need to meet with NCAD president, Linda Nelson, to request a member who will attend our meetings a bit more regularly.
 - 2. ENCRID support

IX. Announcements

A. Upcoming Events:

- 1. Date conflicts with other activities are discussed. NCDDBA dates for the 2008 conference may come into conflict with 2008 Region II conference. The current NAOBI conference dates are not known. Anthony Downing, our NAOBI rep, will be contacted to see what is coming up with that organization. More cooperation between organizations for setting dates is needed so as not to have conflicting conferences.
- 2. LSRID now has a working website (LSRID.org) and the link is on the NCRID website.
- 3. Upcoming events are listed in the newsletter and on the website. Deaf Awareness at Garner-Webb is in February and will have a Deaf presenter for a music workshop through the Disability Services Office.

B. Miscellaneous

- 1. Lunch was wonderful and we are thankful for the free lunch provided by Heritage Green. We do not feel comfortable using their services every meeting however. Having the local chapters rotate lunch duties is a good idea financially, but not for finding, bringing, and setting up lunch.

It is suggested that we get lunch locally and have the local chapter responsible for payment. January meeting lunch is the responsibility of Foothills and LSRID, who will make arrangements with Mary Crump. **Action Item:** Mary Crump will find local members of Midstate by January 1st who would be willing to be the lunch gofer.

2. Next Board meeting: January 27, 2007 in Greensboro at Heritage Green, 10am – 4 pm.

X. Meeting Adjourned at 3:25 p.m.

Last ¼ of the minutes were submitted by Leah A. Noe, Secretary in absentia