

## **Minutes of GaRID Board Retreat 2012**

February 3, 2012

In attendance: Erin Salmon, Jackie Anthony, Diana Jarvis, Erin Kitchens, Wendy Sullivan, Donna Davis

Friday night, meeting commenced at 9:15 pm

Minutes recorded and submitted by Donna Davis, secretary

### Region Two Presidents Council Meeting report by Erin Salmon:

Meeting took place on January 24, 7-9 pm. Philosophy, mission, goals, and diversity statement were reviewed. Committee for affiliate chapter handbook (ACHB) updates is being formed. Suggestion of Diane Lynch for this committee. RID is working toward building a stronger bridge with affiliate chapters. Region 2 Conference is in Fort Lauderdale, Aug 2 – 5 (Th-Sun) Registration cost is \$225.

### Emergency management update:

Florida is working with Rick Pope to set up a support network for the state. A GaRID Board representative will attend the upcoming Gemini meeting next Wednesday, February 7 with government entities.

Reviewed GaRID 2011 GOALS: – Underlined items have not been completed.

#### I. Align the composition of the GaRID board with the recommendations of RID.

##### **Completed**

A. Amend bylaws to take Editor and PDC from board positions to committee chairs.

##### **Completed**

B. VP conference responsibilities will be removed from this position into separate committee. **Completed**

C. Committee changes:

i. Create Website **Completed**

ii. Editor will be split into two positions:

1. Publications (Newsletter) Hjrah

2. Website. Jackie **Completed**

iii. Create Conference **Completed**

iv. Eliminated Social Committee **Completed**

v. Create CMP **Completed**

1. Establish CMP fee schedule **Completed**

vi. Create Nominating Committee **Completed**

vii. Outreach Committee has been changed to Public Relations. **Completed**

viii. An ad hoc committee for Policies and Procedure Manual: No Committee Members and have not started this task

#### II. Engage our membership to become more actively involved in the organization (**This goal is not measurable; We have increased involvement with workshops**)

A. Fill committee vacant chair positions

B. Establish committees with at least three (3) voting members

C. Committees will formulate goals for the year to be presented to the board.

D. Committees provide a proposed budget for the upcoming fiscal year. **Partially accomplished**

E. Each committee will provide quarterly report of their activities.

F. Assign student liaison to member at large roles

i. Foster stronger relationship between statewide interpreting students. We have a liaison for students/**Work in progress**

ii. Include student sections in future issues of the FACES newsletter.

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- G. Encourage more member involvement through providing recognition and gratification from the board via the newsletter and website/ ongoing
- H. Board Member need to provide the example by attending events, encouraging the membership, and other duties as assigned. ongoing
- I. Include a component of FUN in every activity!!! (Non-measurable)

III. Foster positive relationships with organizations supporting the Deaf community and the interpreting profession in the entire state.

- A. Support the efforts of the GEMINI project and their mission. **Completed**
- B. Collaborating this years annual conference with NAOBI-Atlanta. **Completed**
- C. Consider co-hosting professional development opportunities with regional interpreting entities. CDI, Trix MGID, SEISG **Completed/Processed** CEU's for/ advertising/ongoing

IV. Leadership development within our board members and membership.

- A. Annual state conference will have emphasis on leadership. **Completed**
- B. Maximizing the opportunity of the National conference being held in Atlanta in 2011 by sponsoring all seven (7) board members to the RID conference by reducing traditional fees. **Completed**
- C. Board members will conduct a workshop for the membership free of charge, regarding best practices learned at the conference. The membership will receive CEU's for this workshop. This was replaced with a VLOG for increased accessibility
- D. Board members will provide quarterly written reports of activities and attend all board meetings. By Laws provide guidelines for absences from meetings.

New ideas were discussed for the newsletter, "Faces":

- Make the newsletter open and/or add it as a webpage
- Attach a counter to know how many people are viewing it
- Expand the newsletter committee

These ideas will be explored further during goal writing.

**Synopsis:** Of the four large umbrella goals, the organization completed two; many goals are ongoing; some goals will be modified.

Meeting adjourned at 11:45 pm

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Saturday Feb. 4, 2012

In attendance: Erin Salmon, Jackie Anthony, Diana Jarvis, Erin Kitchens, Wendy Sullivan, Donna Davis

Meeting commenced at 9:56 am

2011 GaRID Mission Statement was reviewed:

Three groups are highlighted in the mission statement: "...alliance of professional interpreters, students of the profession, and consumers of interpreting services."

Membership Ideas:

The board discussed ways to expand outside of the metro Atlanta area. A possibility is to vary the location of the board meetings. (We have 2 membership meetings and the board is required to meet quarterly. Last year we had five meetings including the conference.) Membership ideas include:

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1. Having different areas "host" the meetings, including an open forum or workshop (A concern is that remote meetings may impact board attendance.)
2. May business meeting needs to remain in the Atlanta area because of requirements for a voting quorum. Communicate with Diane Lynch to explore providing a workshop to draw greater membership attendance.
3. The annual conference is out of the metro area this year. (St. Simmons Island)
4. Board will set up one other board meeting outside of the Atlanta area.
5. At workshops, Diane Lynch announces the presence of board members and we will add an opportunity for members to meet with board members after workshops.

Participation increase and increased membership go hand in hand. The board discussed ways to improve member participation.

1. Discount for article submission to newsletter; a coupon good for discount on a GaRID workshop.
2. Announce on membership list about incentives and opportunities.
3. We reviewed the portion of the by-laws that delineates late fee for late renewals.
4. Send out on membership list a reminder to renew. (Jackie Anthony)
5. Announcement(s) reminding members about renewal at the conference this year. (Becky Harris)
6. Board members to carry membership forms in bag at all times.
7. Stacy Tuttle is the recommendation of Board for chair of membership committee and Tekitha Underwood to support.
8. We discussed a lesser fee for student members who cannot vote. Board agreed not to establish membership categories because of concerns about tracking differing categories.
9. Cards with expiration dates for members or membership letters were discussed. It is possible to add an automatic e-mails to those who join online. Membership committee would need to handle mailed membership letters. (Stacy Tuttle)
10. Reciprocity of discounts on workshops in neighboring states for members of neighboring states' affiliate chapters is a possibility.
11. Membership perks: \$5 workshops discount could be increased to \$10. Advertisement: "Do you go to more than two workshops per year?" This would require raising the cost of workshops in general. (discuss with Diane)
12. Membership perks document that will be uploaded to the group by Erin Salmon. Discussion will continue.

It is necessary to change our membership form to accurately reflect voting categories in the by-laws. (Jackie) Non-voting members are not included in the quorum.

According to financial reports, we are currently at 88% of our goal with membership dues. The website shows the number of members as 200, not all are renewed. Currently there are roughly 82 members. That is around half who have renewed.

MOST membership renewals occur during the annual conference.

### Budget Report by Wendy Sullivan, Treasurer:

The Board reviewed the budget line by line, comparing the goals budgeted to the actual numbers.

Accounting fees are more expensive than what were budgeted. The added fees result from RID "strongly encouraging" the "long form" for IRS reporting. Our CPA, who has

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volunteered her time, has advised that there is no need for the long form with the IRS. If GaRID followed RID's suggestion to submit the IRS long form, accounting fees would be significantly more expensive than what was budgeted. Therefore, this year GaRID submitted the post card/short form.

The board expressed appreciation to Wendy Sullivan for her diligence with these decisions, as well as her organization of the books of the organization. We are committed to protecting the member organization by using professional services when needed.

1099's are required for presenters and interpreters who were paid over \$600 (Last year this was the case for only one person) The CPA has volunteered to do this ONE form for us. We discussed how to express our appreciation-card/basket? The conference committee and Diane Lynch need to be informed that 1099's must to be requested of presenters UP FRONT so that tax requirements can be met.

The 2011 annual conference generated a profit: Because the conference committee works during the entire conference, conference committee members receive hotel rooms and do not pay registration. This year's conference is in a more expensive location; this may need to be modified to balance the conference budget.

The two primary income items for GaRID are:

- membership dues, and
- profit on conference

Everything else is budgeted to "break-even" by line item.

GaRID carries no liabilities.

Minimum amounts of funds are kept in accounts to avoid service charges, there are 2 CD's, a checking, and two savings accounts (earns a small amount of interest). Currently \$23,025.91 is the total assets. We need a cushion of retained earnings (\$14,991.98) in the event of a loss for a conference.

Budgeting for Region Two conference discussion: Aug 2 – 5(because of distance this involves Wed-Sun with travel). The board recommendation is to send two members because this will be under budget. Three could go with partial funding. Board discussed detailed costs with room and travel sharing. Early bird registration is \$225 until March 18, the banquet is \$50, 5 nights at \$200/room, plus parking fees. Erin Salmon and Becky Harris were recommended as primaries and alternates were Erin Kitchens and Diana Jarvis. Reimbursement is based on which is cheapest-flights or mileage for driving.

Working LUNCH

Continued update from Wendy Sullivan, Treasurer:

Fundraising chair: Mary Beth Morgan approached Wendy and is interested in fundraising committee or chair. Fundraising goal is \$100 for general funds (separate from conference funds). We currently have \$48, so if the committee raises \$52, the goal has been met. Mary Beth has some great ideas for small fundraisers. Wendy will continue to guide as liaison.

Further Discussion of Board:

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Discussion of optional t-shirts orders connected to the membership form. The board could promote t-shirts during the fall conference. Erin Kitchens will follow up with Triple Thread to continue discussion about the shirts on the yahoo group.

### **GISN Donation:**

GISN granted a one time holiday donation of \$2000.00 to GaRID at the end of 2011. This significant budget modification should directly benefit the membership. Ideas included:

- A free workshop for members, which would also increase membership as people will join to attend.
- Testing scholarship: A committee investigated this last year. The board discussed concerns about criteria fairness issues in determining who would receive scholarships; another potential issue is if persons receiving scholarships did not pass the test while those being denied the scholarship pass. The decision was made to not pursue testing scholarships. The committee that investigated this needs to be informed of this decision.
- Scholarship for members to attend Region 2 conference.
- Interpreting for last minute volunteer situations, such as board meetings, community meetings such as the RFP meeting or business meetings.

The board decided to allocate the GISN donation to provide a free workshop to the membership. The treasurer and president will follow up with Diane Lynch regarding specifics of this workshop provided during the May business meeting. Whatever amount is left of this donation will cover interpreter honorariums for last minute situations.

Since it is necessary for the PDC(GaRID workshops), mentorship, and conference committees to plan and submit budgets that include all interpreting needs, the GISN donation will not be used to pay interpreters needed by these committees nor events planned by these committees. This will be communicated with Jon Shive, Diane Lynch and Becky Harris.

### **GAD sponsorship of the Literacy Gala. May 26,2012:**

Christopher Patterson sent an email requesting sponsorship from GaRID for the Literacy Gala. Details include advertising options--1/4 page is \$40, 1/2 page is \$75 for black and white. There is also a book drive. The board decided to participate by:

- Collecting books for the book drive at the next (The Guild) workshop.
- Collecting books to support the event at the May business meeting and free workshop.
- Purchasing one ticket (\$130) for Donna Davis to represent GaRID at the event.

### **Committees:**

Thank you letters will be sent to those who have completed service to committees. Erin Salmon will send appointment/welcome letters to all committee chairs. Letters will include information about submission of budgets. Thank you to Muffy Cave, especially for all her service. Jackie Anthony has transitioned and is now handling the website and the e-mails to the membership.

Updated Committee list is as follows:

GaRID 2012  
Committees

#### **1) Bylaws Committee**

**Board Liaison:** Secretary

**Chair:** **Vacant** – no need right now

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**Purpose:** To recommend bylaws changes and to assure current bylaws are adhered to.

### **2) Conference Committees**

**Board Liaison:** Vice president

**Chair:** Kai Stenson

**Purpose:** Planning of the annual statewide conference.

### **3) CMP Committee**

**Board Liaison:** Secretary

**Chair:** Diane Lynch

**Purpose:** Keeping abreast of the procedures for acquiring certification and any maintenance programs developed for certified members.

### **4) Fundraising committee**

**Board Liaison:** Treasurer

**Chair:** Mary Beth Morgan

**Purpose:** To generate financial support for the organization's activities.

### **5) Membership Committee**

**Board Liaison:** Vice President

**Chair:** Stacy Tuttle

**Purpose:** Recruitment and orientation of new chapter members, plus the maintenance of membership lists.

### **6) Nominations Committee**

**Board Liaison:** Member at Large – LaToya Childs

**CHAIR:** Vacant - do we need

**Purpose:** To generate lists of names of members who are willing and interested in serving on the GaRID board and various committees. Also in charge of gathering nominations for awards given by GaRID members (i.e. Interpreter of the Year)

### **7) Professional Development Committee**

**Board Liaison:** Treasurer

**Chair:** Diane Lynch

**Purpose:** Developing and planning workshops and other professional development activities.

### **8) Public Relations Committee**

**Board Liaison:** Member at Large – LaToya Childs

**Chair:** VACANT

**Purpose:** Networking and communication between the organization and those not familiar with the interpreting profession. This committee is also responsible for the advocacy of the rights of interpreters and deaf individuals.

### **9) Publications Committee**

**Board Liaison:** President

**CHAIR:** Hijrah Himad

**Purpose:** Developing and continuing the organization's newsletter.

### **10) Website Committee**

**Board Liaison:** President

**Chair:** Jackie Anthony

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**Purpose:** Developing and keeping the GaRID website up to date.

### **11) Mentorship Committee**

**Board Liaison:** Member at Large – Diana Jarvis

**Chair:** Jon Shive

**Purpose:** Sustaining the mentorship program and recruiting mentees and mentors.

### **12) Religious Member Section**

**Board Liaison:** Member at Large – Erin Kitchens

**Chair:** Franklin Eaves

**Purpose:** Collaborating with religious interpreters throughout Georgia. Staying abreast of what the needs are in the state and to foster a community of religious interpreters.

### **13) Freelance Member Section**

**Board Liaison:** Member at Large – Erin Kitchens

**CHAIR:** VACANT

**Purpose:** Collaborating with freelance interpreters throughout Georgia. Staying abreast of what the needs are in the state and to foster a community of freelance interpreters.

### **14) Education Member Section**

**Board Liaison:** Member at Large – Erin Kitchens

**CHAIR:** Richard Brumberg/Cherie Wren

**Purpose:** Collaborating with educational interpreters throughout Georgia. Staying abreast of what the needs are in the state and to foster a community of educational interpreters.

### **15) Ad Hoc Committees**

#### **-Policies and procedures manual**

**Board Liaison:** President

**CHAIR:** Diane Lynch

**Purpose:** Developing a manual of policies the GaRID board follows and then the procedures on how the board is to follow those policies.

#### **NEWSLETTER:**

The quarterly newsletter is to become public as an attachment and a URL. Done by Jackie Anthony.

Jackie: \$5 discount for article submission; additional idea from Diane Lynch for coupon to be printed IN the newsletter with the submitters name.

Diana: idea of polls or trivia question to encourage interest in the next edition, or interpreter stories and student submissions.

Diana and Erin Salmon will collaborate on an article about the board retreat. One idea is to highlight some of the goals for the year.

Hijrah can also pull the new postings from the website to include in the newsletter.

#### **WEBSITE:**

Appreciation was posted on the website to GISN and SLIS for their recent donations to our organization.

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We pay \$40/quarter for the site we currently have.

Donna Davis to follow up with a start to a chain on Yahoo/Google groups of all the things GaRID has done for the membership so that those will be highlighted on the site.

Only GaRID sponsored workshops will be posted.

Board meeting dates and locations will be posted on site.

Meeting minutes will be sent to our group, edited by the group then sent to Jackie to post on the website. When minutes are posted to website, membership will be notified via e-mail.

Sponsorship from the most recent conference will be sent to Jackie so that Jackie can post those on the website. (Becky)

### Other communications/groups:

Jackie received information from the Potomac Chapter about their switch to google groups for electronic communication among the board. If we change to a google group we have to manually upload some things but we can maintain yahoo addresses. Erin Salmon wants to look at google groups before we switch permanently. Diana's brother teaches non-profits how to use google.

In regards to the possibility of switching to a google website, keeping the option of paying online (PayPal) is critical. Jackie will meet with Diana's brother to investigate options. The board will receive her report via conference call.

Google groups: We viewed a video explanation of google groups. We will transition to google groups, leaving yahoo open until the transition is complete. Jackie created the group during our retreat and sent the invitations to board members.

Erin Salmon will purchase a hard drive for GaRID to be kept with the secretary and transfer all files to that drive for Donna to house. The complete files will also be backed up in multiple locations.

### Becky Harris via phone conference:

- Becky cannot attend Region 2.
- Stacy Tuttle will be membership chair. Teiki Underwood can be a member of the committee, if she is interested.
- Membership cards and letter are to be sent by the membership chair and can be set up to be sent automatically when a person pays for membership online.
- We informed Becky that we are changing the membership form to reflect the four levels of membership in the by-laws.
- Conference chair is now Kai Stenson, Becky is co-sponsor, and Jean is the program director. Other members are Marilyn Teague, Bonnie Sparkman, Jason Dean, Jackie Strauss. The conference committee will visit the hotel during the last week in Feb. The conference will be the second week of November, Friday, Saturday and Sunday and will be more expensive this year because of the location. After the hotel visit, Kai and Becky will create the budget for the conference. Plan includes different tracks for full CEU's. Wendel Smith, Jr., may come. Saturday lunch and business meeting will be combined. Saturday night is "choice night" to enjoy the town.

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- Feb 13th fundraiser is Trivia Night, a portion donated to Danny B's school to help them with a field trip to the aquarium.
- March 31st is the second big fund raiser: The Spring Fling.
- Board asked Becky if we will have a membership table at the conference and Becky agreed.
- Board asks if the conference committee can share hotel rooms this year to save expenses. Becky says she cannot answer at this time because of the different levels of work being done by the committee members. Board suggests that if there is a two room suite, this could serve as a "hub".
- Wendy explains to Becky that each presenter or interpreter paid must have a W-9 filled out **prior** to being paid. Our chapter must send a 1099 and 1096 to the IRS every year.
- Informed Becky about the possible switch to google groups rather and the potential change in the website.
- Also updated Becky regarding the gift from GISN-free workshop for MEMBERS during May business meeting, and honorarium for interpreters when needed.

We will send Becky a copy of all the minutes.

### **Conference discussion:**

Because certificates are standard practice, the conference committee needs to ensure that certificates provided to participants.

After the hotel visit, more information will be provided to the board. The contract for the hotel will be uploaded to yahoo/google groups for board to access. The conference is the biggest expense and money-maker for the membership; the board is responsible to the membership for expenditures and will continue to monitor conference expenses.

### **Mentorship:**

Jon Shive provided an update--10 mentors and 7 mentees are signed up, so there currently are 7 pairs. Fantastic!! Wendy and Diana informed Jon that we have only received money from 3 of the mentees. These may be still in the mail. Suggestion was made that Laura Bingham could help Jon with this work on the mentorship committee.

### **RFP-Interpreters as Professionals:**

Ruth Dubin sent an e-mail to the GaRID board. The old RFP has been dropped but it is still necessary to change legislation SOMEWHERE to identify sign language interpreters as "professionals" because professionals, by law, are not subject to a bidding (RFP) process. We expressed appreciation for Ruth's idea. Erin will reply to Ruth to ask what specifically Ruth wants from the Board. The board desires a conference call with Ruth about her idea.

### **Licensure:**

Does GaRID as a membership organization want to begin discussion regarding licensure? What does the membership want? Should poll our membership? Donna Davis will send her pro/con ideas (a document she created) to the group. Discussion will continue on yahoo or google.

Dinner

### **Latoya via phone conference:**

PR goals this year are to get a Deaf perspective/feedback from the Deaf Community. She has reached out to four different people and received a positive response. She will update us about meeting time. Since time is short, we decide to give Latoya updates through the minutes later.

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Goals discussion commences 10:15 pm

These are the GaRID Board goals for 2012

### **GaRID 2012 GOALS**

GaRID Purpose:

The principal objective of this corporation is to initiate, sponsor, promote and execute policies and activities that will further the profession of sign language interpreting.

- I. Increase membership participation
  - A. Fill committee vacant chair positions
  - B. Increase committees memberships
  - C. Strengthen relationship with students of the profession
    - i. Identify one student representative from each of the state interpreting programs to work with one member at large
    - ii. Include student sections in future issues of the FACES newsletter.
  - D. Provide recognition via the newsletter and website of contributors to the organization
  - E. Board Members provide the example by attending events, encouraging the membership, and other duties as assigned
  - F. Better communicate GaRID's accomplishments and benefits to the membership
  - G. Connect with areas outside of Metro Atlanta
  - H. Promote membership renewal
    - I. \$10 discount for members to GaRID workshops
    - J. Make FACES newsletter available to non-members
    - K. Increase newsletter submission by offering a \$5 GaRID workshop coupon
    - L. Post meeting minutes to the website
    - M. Email the membership when meeting minutes are added to the website
    - N. GaRID will provide a free professional development workshop for the membership
- II. Foster positive relationships with organizations supporting the Deaf community and the interpreting profession in the state.
  - A. Pursue opportunities to co-host professional development events with regional entities
  - B. Send GaRID representative to first annual GAD Gala
  - C. Support GAD literacy book drive by collecting children's books at the May business meeting/workshop
  - D. Support MGID and SEISG with advertising and CEU processing
  - E. Increase Deaf perspective through the Public Relations committee
- III. Leadership development within our board members and membership.
  - A. Increase board member attendance at all board meetings and conferences
  - B. Establish committees with at least three (3) voting members
  - C. Board Liaisons mentor the committee chairs in leadership skills
  - D. Committee chairs mentor the committee members in leadership skills
- IV. Provide direction for committees
  - A. Committees provide a proposed budget for the upcoming fiscal year
  - B. Each committee will provide quarterly reports of their activities
  - C. Establish ad hoc committee for Policies and Procedure Manual
    - i. Define committee role and responsibilities

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### Board Meeting Dates for this year are as follows:

- May 19: Business meeting/free workshop for mentorship.
- Sept 8: Board Meeting in Macon/Erin Kitchens to plan location/lunch then meeting
- Nov 10: Annual Conference

### Region 2 revisited:

Revisited discussion about who will attend Region 2. Becky and Latoya cannot attend. One of the alternates will attend. (Diana or Erin Kitchens will communicate availability on the group.)

### Reminder to board:

Standardization of communication with committee chairs is a priority. All committees are charged with submitting a proposed budget.

12:32 Meeting Concluded/Retreat Adjourned