

Present: Erin Salmon, President; Amy Peterson, Vice President; Anna McDuffie, Treasurer; Donna Davis, Secretary; Jeffrey Bigger, Member at Large (Not present this evening: Donna Flanders and Ramon Norrod)

I. Call to Order and Review of Agenda:

- A. Meeting called to order at 8:11 pm on Friday, January 23rd, 2015.
- B. Roberts Rules of Order were suspended for the duration of the three-day retreat.
- C. No vote was required to approve the minutes from the last board meeting that occurred on November 15, 2015 as these minutes were approved by (Survey Monkey) Board vote on November 24, 2014.
- D. The agenda was reviewed; there were no changes.

II. Review and Discuss 2014 Goals: This item was tabled until tomorrow when the full board will be present.

III. General Reports from Board:

A. President – Erin Salmon

1. As the Board is aware from previous e-mail communication, Ramon Norrod submitted a resignation letter on January 19, 2015, resignation effective on February 18, 2015. By-laws state that the Board may nominate a replacement to serve out the remainder of Ramon's term. Discussion was tabled until full board is present.
2. To ask for resources to support a review of GaRID's vision during a Board work session, Erin Salmon contacted Randy Chappell-Region II Representative, who has been a great resource.
3. Erin suggested a GaRID general leadership workshop.
4. Region II presidents meeting will take place on this Monday.

B. Treasurer – Anna McDuffie

1. Interim Income Statement was presented to the Board.
2. Yet to be expended in this fiscal year (FY) - approximately \$10,000, including the RID conference in New Orleans in August.
3. Conference profit was approximately \$7000.00.
4. The recent educational interpreting workshop on January 5th generated \$3,000.
5. RID recommends that conference funds be separated from general GaRID funds; two separate accounts are therefore maintained.
6. The accountant advises that an organization of GaRID's size maintain a "cushion" of \$25,000-\$30,000. GaRID's surplus is currently \$10,000-\$15,000 above this recommendation.
7. Anna McDuffie recommends that the Board consider a five-year plan to make use of these funds, discussion to take place during the "New Business" portion of the retreat.

Board members were asked who would be interested in attending the RID conference in New Orleans, August 8-12th. With the approved budget, two Board members can attend, three if the hotel is not reimbursed. Donna Davis and Erin Salmon expressed interested.

Attendance at NAD/GAD may also be considered for reimbursement; however, the line item currently is titled "RID Conference". The Board will consider changing this line item to "Professional Conferences" when the new budget is created. Discussion was tabled until "New Business".

C. Secretary – Donna Davis

1. Archive Report

- a. Written by Tom Lawrie, a history of GaRID's early years was edited by Pam Hill with assistance from Becky Sills. The final product is now posted on the website. Donna Davis will continue to add additional archives to the website to preserve GaRID's history.
- b. The box of secretarial files has been reviewed. Donna Davis contacted Becky Sills to see if older files-from the time when GaRID received state funding-could be purged, and Becky approved. Documents of historical and record-keeping value remain and will be maintained by the secretary.

2. The secretary worked with the PDC to plan an educational interpreter workshop that occurred on January 5, 2015 in Kennesaw, Georgia. 83 people attended; feedback was extremely positive.

Adjournment – Day one -10:00 pm

Saturday, January 24, 2015 - Day two – Meeting convened at 9:17 am

Present: Erin Salmon, President; Amy Peterson, Vice President; Anna McDuffie, Treasurer; Donna Davis, Secretary; Jeffrey Bigger and Donna Flanders, Members at Large. (Not present for retreat: Ramon Norrod.)

Erin Salmon provided an update of discussion from the previous day.

Donna Flanders expressed interested in attending RID in New Orleans in August.

Donna Flanders does not have a report for the board, but has questions.

- II. Review and Discuss 2014 Goals: (Tabled item from yesterday.)

GaRID 2014 GOALS – in blue

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 Collaborate with Deaf Organizations

- A GaRID board members will meet with leadership of Deaf organizations to identify opportunities for partnership.

This goal is **completed and ongoing**. The president met with the GAD board and has received a draft of an MOU-"*memorandum of understanding*"- from GAD. More collaboration is desired.

- B Publicize Deaf self-advocacy information on the GaRID website.

Not Completed.

Donna Flanders informed the Board that the Office of State Schools at the Dept of Education has implemented Deaf Self-Advocacy Training (DSAT) at both AASD and GSD. This is in collaboration

with GaCHI and is completely led by Deaf training teams. There are plans to expand DSAT to reach students in mainstream programs in the very near future.

II Streamline Administrative Processes

- A Draft a Policies and Procedure Manual (PPM) by June 30, 2014.

Not Completed.

The Board discussed the necessity for this document to serve as a guide, with flexibility, for those transitioning into GaRID. The secretary has some files with which to begin the process. Numerous model PPM's exist, including RID's Affiliate Chapter Handbook. Amy Peterson and Donna Davis expressed an interest in working on the manual.

- B Clarify documentation of voting/non-voting member status by March 1, 2014.

a Modify membership form and website application. **Completed.**

b Change membership list to include voting and non-voting categories. **Completed.**

- C Review and digitalize GaRID archives by December 31, 2014. **Completed and ongoing.**

- D Assess effectiveness of committee restructuring during each board meeting.

Completed--The Board feels that the restructure has effectively streamlined the organization as a whole.

III Promote Member Communication

- A Communicate goals and restructuring of committees through website, e-mail, Facebook and newsletter by March 30, 2014. **Completed**

- B Update committee pamphlet by March 30, 2014. **Not Completed.** This will be included in PPM.

- C Board will send committee reports directly to members electronically prior to each general membership meeting. **Completed.** This will be included in PPM.

- D The board will initiate announcements of board meeting details (date, time, location) 30 days prior to every meeting. **Completed.** This will be included in PPM.

- E Host at least one board meeting/workshop outside of metro Atlanta area during 2014. **Completed.**

IV. Committee Reports:

The board discussed the committee structure of the organization in order to determine if changes need to be made. Is the current structure effective; does it meet the needs of GaRID's membership?

- A. **CMP Committee:** Diane Lynch, Liaison—Anna McDuffie - remains with the treasurer

- B. **Conference Planning:** Liaisons—Donna Flanders, Jeffrey Bigger and, Anna McDuffie - This is not currently a committee. Rather in 2014 the three Members at Large planned the conference. The current Members at Large are willing to plan the 2015 conference.

Board discussion regarding whether conference planning should take place within the board, rather than separate from the board (in committee), will occur during "New Business".

- C. **Membership Committee:** Kelly Spell, Liaison--Erin Salmon - remains with the president

- D. **Professional Development Committee:** Diane Lynch Liaison—Anna McDuffie - remains with the treasurer

E. Communications:

1. **FACES EDITOR**—Holly Jackson, Liaison - Jeffrey Bigger and Donna Davis (assist with editing of newsletter)
2. **PR**--Donna Davis (includes display and general interpreting information sharing)
3. **Webmaster**—Jackie Anthony - Donna Flanders

The board discussed current and potential website options as follows:

GaRID currently pays \$455.67 annually for the “Community Plan” through Wild Apricot in addition to \$44.58/quarter to “1&1” for website domain. There may be less expensive options for site hosting, which the board and Webmaster will research.

(The Board added the following two categories under **Communications**.)

4. Social Media – Jeffrey Bigger

Former Vice President, Hijrah Hamid, performed this function during her term of service. Jeffrey Bigger is interested in expanding GaRID’s presence on social media including Facebook, Instagram, Glide, etc.

5. Archives - short term project – Donna Davis

This project included Pam Hill, Tom Lawrie, and Becky Sills. Additional work remains to be accomplished.

F. Mentorship Committee: Liaison—Jeffrey Bigger

Jon Shive reports that there are currently three pairs working together.

The Board noted that spring appears to be busier than fall. Last year a few refunds were granted. Anna McDuffie stated that in her experience mentorship is a relationship and is difficult to create when people are matched together as strangers. The Board wants to clarify policies regarding level of commitment from participants and enhance advertisement, focusing on ITP programs (VSU, GPC & Troy) and recruitment of additional Deaf mentors.

G. Member Sections: Liaison - Donna Davis

1. Religious Member Section: *Elisheva Robbins*
2. Freelance Member Section: *vacant*
3. Education Member Section: *Amanda and Fran & Region Reps*
4. Deaf-Blind Member Section: *Anne Zimmerman*

This reflects a change in that ONE Board member, Donna Davis, will liaison all member sections. The amount of work involved in being a liaison to a member section depends on how much activity each member section plans. Recently, there has been a decline in activity for member sections. The Board is hopeful that a leader can be identified for the Freelance Member Section.

V. New Business:

A. “Big Picture” for GaRID – Mission, Vision, Goals, Bylaws:

The Board discussed the ways in which GaRID changes with each election cycle, as new Board members are added. Donna Flanders expressed that connection with working professional certified interpreters is an area that needs improvement. She shared that the perception from some certified interpreters is that GaRID is student-focused, and this may prevent working professionals from taking part in the organization.

One way to reach out to working professionals and the Deaf Community has been to provide ASL events, such as this year’s conference. Providing advanced level trainings may also be effective. The Board agreed that providing national level, Deaf presenters to share current Deaf Community topics, such as “Deafhood,” “Deaf Heart” and Audism will be an area of focus this year.

As GaRID focuses on professional working interpreters, it is important that students (GPC, VSU and Troy) do not perceive exclusion. The Board discussed that at one time, GPC students were the only volunteers seen at the conference; now VSU students and GPC students volunteer side by side. The Board is in agreement that Anna McDuffie (PDC liaison) will communicate with Diane Lynch to coordinate workshop ideas this year.

B. GAD – GaRID “Memorandum of Understanding”:

The Board reviewed the Memorandum of Understanding (MOU) that has been presented to the president by GAD. The wording in the document does not specify whether each organization would mutually honor member rates for attendance at events/workshops.

The Board wants to explore options and discuss the MOU option face to face with the GAD board. This item was tabled until the Board can meet with the GAD board, anticipated during the GAD conference this summer.

C. Conference Committee Separate from Board:

This year’s “mini”-conference, planned within the Board by the Members at Large was a transition for the conference. In previous years, a committee outside of the Board planned the conference. Executive committee members would not have time to plan the conference, in conjunction with regular executive Board duties. Is it too much for Board members, such as the Members at Large, to plan and execute the annual conference?

It was decided that since the current Members at Large are willing to plan the conference, this function is to remain within the Board for this year. The Board did not make this change permanent.

D. Membership Appreciation Day – Planning Session:

1. Preliminary Discussion:

Budget line item - \$1000.00; if we are able to hire a more well-known presenter, a larger crowd will attend; South of Atlanta is preferred (conference will be North of Atlanta); should the event be free only to members versus free to all?; the event could be discounted rather than free in order to cover the additional cost of a more expensive presenter; Board meeting should include time for member discussion.

2. Decisions by Board:

a. South of Atlanta - Warner Robins area

- Erin will contact Middle Georgia Technical College in Warner Robins
- Using the auditorium, even though more costly, is preferred over a classroom
- Lunch in the cafeteria works well (no food is allowed in the auditorium)

b. All participants will need to register

c. Unless bringing lunch, registrants will choose lunch options online; and Donna Davis will coordinate lunch options.

d. Workshop 9-12:00/Lunch and General Membership Meeting 12:00-2:30/Workshop 2:30 – 4:30 for .5 CEU's in Professional Studies

e. Presenter ideas were discussed - Donna Flanders will talk with Gill Sheats and Candace Jones

- f. Video will be created to announce Save-the-Date
- E. RID 2015/Conference Attendance:
- 1. The Board determined that Erin Salmon and Donna Davis would represent GaRID at the RID conference in New Orleans, August 8-12, 2015.
 - 2. Budgeted is \$3100. Estimated total expenses are \$3000, \$1500 of which will come out of this year's budget, much less if Erin and Donna D carpool.
 - 3. GAD attendance for 4 Board members with lodging would cost approximately \$1100 leaving around \$500 in this FY for other Board conference attendance.
- F. Conference 2015 Planning Session:
- 1. Preliminary discussion:
The Board discussed the possibility of having two Membership Appreciation Days in different locations or the idea of one mini-conference "sandwiched" around a membership appreciation event such as a wine and cheese social, free to the community.
 - 2. Decisions by Board:
 - a. North Georgia location
 - b. Social event open and free to the community on Saturday night
 - c. October 24 – 26, 2015
 - d. Several North Georgia venues are currently being explored and national level Deaf presenters will be sought
- A. Plan for Best Use of Funds:
- 1. Wendy Sullivan has proposed adding to the Deaf Interpreter Scholarship Program by funding testing for members working toward certification. Amy Peterson pointed out that Alabama has a program that supports Deaf and hearing candidates for certification testing. The Board decided that CDI testing is a significantly greater area of need at this point in Georgia.
 - 2. The Board then discussed ways in which funds could be utilized to enhance professional development in both PDC-planned and Board-planned events, such as Membership Appreciation and conference.
 - a. National level Deaf presenters
 - b. Topics of interest to certified interpreters
 - c. Higher quality venues
 - d. Discounted pricing for trainings
 - 3. Other possibilities discussed include provision of diagnostic sessions and training for Deaf interpreters.
 - 4. The Board decided to perform strategic planning by collecting member input regarding these ideas using Survey Monkey and conversations with members.
 - 5. This will be an ongoing conversation for the Board as we approach the budgeting process. Budgets from committees are due in early March to Treasurer, Anna McDuffie.

B. Board Structure – Specifically Transitions Between Board Positions:

1. Under current elections cycles, Vice President (VP) and President are never elected in the same year, meaning that the VP has to ‘vacate’ the office of VP in order to run for President, leaving the term of service uncompleted. The same is true for Members at Large (MAL) transitioning into executive positions. Ideally, an elected VP would serve out a full two-year term before becoming President, and a MAL would serve an entire two-year term before moving into an executive position.
2. It is difficult when a nominee from the floor is elected directly into an executive board position, as there is a learning period of at least a year before executive Board work can be performed effectively.
3. A solution to remedy transitions and avoid vacated positions is to alter elections cycles to occur bi-annually. With this proposal, there is a potential that ALL positions could be voted out at the same election resulting in a completely new Board, novice in all procedural matters. However, most executive positions have been served uncontested by the same person for two terms.
4. To alter election cycles, a by-laws change is required, which can be approved through member voting either via Survey Monkey or at the upcoming Membership Appreciation Day (MAD) in Warner Robins.
5. If a change is approved, in order to bring cycles in sync, positions would need to be extended. Extension of terms, specifically Members at Large extending until 2017 (rather than being elected in 2016), would bring all cycles into sync, elections to take place in odd numbered years moving forward. Extension, “suspension of by-laws in relation to term length for six months”, requires membership vote.
6. By-laws modification with rationale will be drafted by Anna McDuffie, Erin Salmon and Donna Flanders.

C. Executive Board Meeting Schedule:

The Board decided that the executive board may meet more frequently than the entire Board this year. Meetings will be called at the president’s discretion.

D. Replacement of MAL # 3 (Ramon Norrod’s position):

The Board discussed replacement of Ramon Norrod, who will complete his term on February 18th, after officially resigning by letter on January 19, 2015. Erin Salmon contacted Laverne Lowe and Laverne accepted the position. The Board welcomes Laverne Lowe to the Board.

E. Individual Board Member Local Forums – The Face of GaRID:

The Board discussed the possibility of holding local forums to interface with our membership. Holding an “ASK” forum/sharing current topics in person would work for Amy Peterson, as well as involving more members of the Deaf Community. Several Board members stated that turn out would be low at such events and that discussing with individual interpreters that we know is preferred. The Board will add this to the agenda of our next meeting so that Board members can discuss member feedback received.

F. Event/Workshop Scholarship:

One application for scholarship was received for the January 5th workshop; however, it was several days after the deadline for submissions. The application will be reviewed and rewarded for the next paid event. This is evidence that the scholarship application process works and this will continue to be advertised for every event that GaRID provides.

G. Board Announcements in ASL:

Amy Peterson is willing to sign announcements that GaRID sends out. Donna Flanders suggested that AASD AMP Productions may be available to assist in creating more professional looking videos. The first ASL announcement will be a brief summary of the retreat and a "Save the Date" for the Membership Appreciation Day event in Warner Robins.

Adjournment – Day two -10:15 pm

Sunday, January 25, 2015 - Day three – Meeting convened at 9:11 am

*Present: **Erin Salmon**, President; **Amy Peterson**, Vice President; **Anna McDuffie**, Treasurer; **Donna Davis**, Secretary; **Jeffrey Bigger** and **Donna Flanders**, Members at Large. (Not present for the retreat: Ramon Norrod.)*

H. Board Policies and Procedural Manual (PPM):

Amy Peterson and Donna Davis will begin a draft of a PPM.

I. Draft of Election Cycle By-laws Modification:

1. Erin Salmon and Anna McDuffie presented a draft of the proposed by laws change regarding election cycles. The Board finalized the draft collectively.
2. Anna and Donna Flanders will draft a rationale explanation so that voting can take place via Survey Monkey.

J. Berkmar HS Letter, Request for Donation:

Jim Roberson has submitted a request, and the Board approved a donation of \$350.00 to Berkmar High School to pay for a student field trip to see the interpreted play, "James and the Giant Peach". The line item for donations has now been spent; no more donation money is available for the remainder of this FY.

K. General State Licensure:

GaRID Board decided not to initiate efforts toward licensure, as the majority of Board members are not in support of creating a law to regulate sign language interpreting general practitioners in the state of Georgia at this time.

II. Set Board Meeting Schedule:

- A. Retreat: January 23-25th
- B. MAD: May 2, 2015, Warner Robins, Georgia
- C. Board Meeting: (if possible) during GAD June 17-21, Jekyll Island (If not possible, meeting will take place via video/phone conference.)
- D. General Membership Meeting at Conference: Oct 24 – 25, 2015

III. Goals for This Year:

The Board drafted a set of goals, which reflect the discussion of the retreat, as follows:

GaRID Goals 2015**I GaRID members**

- A Collect member input to evaluate organizational direction
- B Improve Mentorship Program
 - 1 Revise/enhance policies
 - 2 Deaf Mentors
 - 3 Enhance publicity
- C Recognize Business Members
- D Increase social media presence
- E Provide information in ASL
- F Host at least one board meeting/workshop outside of metro Atlanta area during 2015
- G Focus professional development
 - 1 Deaf national level presenters
 - 2 Modify topics to reach certified interpreters
 - 3 Vary workshop/conference venues

II Deaf Community

- A Meet with leadership of GAD to identify opportunities for partnership
- B Increase Deaf attendance at workshops/events

III Board

- A Draft Policies and Procedures Manual
- B Continue to develop archives
- C Refine board structure
 - 1 Modify elections cycles to enhance transitions within the Board
 - 2 Evaluate conference planning process remaining within the Board

Day three was adjourned at 12:40 pm

First draft duly submitted to Board for review by Donna Davis, Board Secretary, on Sunday, February 1, 2015; Final draft, submitted to the Board for approval vote on February, 4, 2015; unanimously approved by Board on February 9, 2015.