

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

- I. Call to Order/Presentation of Agenda – President, Erin Salmon called the meeting to order at 8:54 PM on Friday, January 17, 2014.
 - A. Rules of order were suspended.
 - B. Corrections were made to the agenda.
- II. Approval of Minutes
 - A. Minutes from the GaRID Board Meeting, Aug 27, 2013 were presented by Donna Davis.
 - B. Minutes were approved by the board.
- III. The board reviewed and determined completion of the GaRID 2013 goals as follows:

GaRID 2013 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. Improve clarity, guidance, and oversight of committees
 - A. Committee chairs provide to the board liaison proposed annual budget 45 days before the 1st general membership meeting. **Completed. Budgeting process, prompted by the treasurer, was improved significantly this year. (PPM)**
 - B. Committee chair will provide quarterly reports of their activities two weeks before board meetings to the board liaison. **Completed, prompted by secretary. This improved organization for meetings. (PPM)**
 - C. Establish ad hoc committee for GEMINI **Completed; committee was dissolved. GEMINI is now an independent incorporated entity.**
 - D. Policies and Procedure Manual committee will create a pamphlet describing duties and responsibilities of committees and member sections by February 28, 2013. **Completed-- pamphlet was created by Marcie Harper, former vice president**
 - E. Policies and Procedure committee will create a manual for the organization by November 1, 2013. **Not completed. Items in minutes marked with blue (PPM) indicated that these items will be included in the upcoming Policies and Procedure Manual.**
 - F. Expand committees to 3-5 members each focusing on the CMP, PDC, PR, Website, Fundraising. **Not completed**
 - G. Strengthen board liaison connection with the committees by contacting each committee chair monthly. **Completed, ongoing**
 - H. At least 3 FACES article submissions quarterly 7 days prior to publication. **Not completed**
 - I. One board member will submit one article per quarter. **Completed, ongoing**
- II. Record-keeping and Archives
 - A. Board electronic voting
 - i. Secretary will evaluate 2 or more methods for electronic voting by February 28, 2013. **Completed**
 - ii. Board will determine and implement the most effective method by March 15, 2013. **Completed**
 - B. Membership categories
 - i. Develop a document to indicate member categories: voting (certified and associate) and non-voting (student and supporting). Completed by May 1, 2013. **Not completed; however, voting categories were verified prior to every vote**
 - ii. Modifying membership application form (printable and online) by March 1, 2013 to reflect membership categories as noted above. **Completed**
 - iii. Board liaisons contact website and membership committee chairs to enhance data collection during membership registration including: contact information, participation in committees/ member sections, and freelance status. **Completed**

GarID Board Retreat 2014 January 17-19, Atlanta, GA

- C. GarID Archives
 - i. Provide a summary of GarID history for the membership via the webpage and publications committees by November 1, 2013. **Not completed, ongoing**
 - ii. Communicate with former board members to determine location of archives. To be completed by May 1, 2013. **Completed, archives located and in possession of secretary**

III. Outreach

- A. Explore opportunities to collaborate with NAD to support their annual conference in summer of 2014. **Completed**
- B. Explore opportunities to collaborate with RID Region II conference in summer of 2014. **Completed**
- C. At least one board meeting outside of metro Atlanta area during 2013. **Completed**
- D. At least one workshop outside of metro Atlanta area during 2013. **Completed**
- E. The President will explore opportunities for collaborating with neighboring state affiliate chapters during 2013. **Completed, ongoing**
- F. Encourage collaboration between students from Georgia Perimeter College and Valdosta State University through one event during 2013. **No event completed; however, volunteers at conference included both programs.**
- G. At least one board member will be present at each GarID event during 2013. **Improved, ongoing**

IV. Improve member communication

- A. Post 2013 Board goals on the website by March 1, 2013. **Completed**
- B. The Board will write a draft of a communication access policy for the GarID workshops and events to be presented for public comment from the membership at the 1st general assembly meeting. **No draft written, member feedback directed efforts away from a formal policy**
- C. Board meeting efficiency
 - i. For general assembly meetings the board will provide condensed committee reports. **Completed**
 - ii. Full committee reports will be made available to the membership in the minutes. **Completed**
 - iii. All board members will become familiar with parliamentary procedures. **Improved, procedures reviewed**
 - iv. The board will appoint a parliamentarian to facilitate general assembly meetings. **Completed, Keith Smith served, ongoing**
- D. The secretary will initiate announcements of board meeting details (date, time, location) 30 days prior to meeting. **Not completed for all meetings (PPM)**
- E. The board will contact website and publications committee chairs to keep sponsorship and donation recognitions current on the website and the FACES newsletter. **Completed on website, not completed in newsletter**
- F. The board will discuss modifying the name, duties, and scope of the website committee to include all forms of social media that represent GarID by June 1, 2013. **Not completed**

Long Term Goals

- Implement committee succession plan. **Not completed**
- Implement parliamentary procedure. **Completed**

IV. General Reports from Board

A. President – Erin Salmon

Erin Salmon reported that she has been communicating with Dr. Frank Lala, GAD president, and Kelly Faust, GAD vice president, regarding a GAD/GarID collaborative event. The board discussed a possible “alliance conference” or community forum.

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

Amy Peterson added that dual membership would enhance partnership between GAD and GaRID.

B. Treasurer – Wendy Sullivan

1. Interim Income Statement from January 5, 2014 (addendum #2) was reviewed.
 - a. Erin Salmon inquired about the conference line item.
 - Wendy Sullivan stated that she is coordinating with Becky Harris to collect a few outstanding payments from the conference PO Box.
 - After collection of these, PO Box will be closed.
 - All bills related to conference have been paid and the conference generated a profit.
 - b. Erin Salmon asked for more information regarding differences in budgeted conference expenses and actual expenses for presenters and interpreters.
 - Wendy Sullivan explained that compensation for presenters and interpreters was negotiated at lower than expected rates.
2. According to the balance statement dated January 5, 2013 (addendum #1), combined bank account balances are \$40,088.39. Several expenses are pending, such as retreat expenses.
3. Wendy Sullivan explained the GaRID budget process. This process will be outlined in a GaRID Policies and Procedures Manual. ([PPM](#))

GaRID Budget Process

The GaRID fiscal year is July 1 – June 30 (so it will be July 1, 2014 – June 30, 2015 for the next fiscal year).

- 1) **Each board liaison contacts their committee chair people to ask for budget requests for the upcoming fiscal year.**
 - a) Look at the most current budget – what is the projected income or expense for that committee line item as well as the actual income/expense.
 - b) Plan the goals for that committee for the upcoming year. How will those revised plans affect the budget? Will the committee generate more/less income? Will the committee need more/less money to fund the line item?
 - c) The Board liaison provides the committee’s projections to the Treasurer.
 - d) Remind the committee chairperson that their request/projections are not approved at this time. The board needs to create and approve an overall budget for the organization. Then at the spring General Membership Meeting, the proposed budget is presented to the membership for approval. At this time, the budget is finalized, and the committee chair is then expected to work within that guideline (work to generate the projected income or control the committee’s expenses within that limit).
- 2) **Once the Treasurer receives all of the committee input from the board liaisons, he/she will create a draft budget for the organization.** The Board can then review the proposed budget and make any adjustments necessary based on the goals of the organization.
- 3) **The Board votes to approve the proposed budget.**
- 4) **At the spring General Membership meeting, the membership votes to approve the budget for the upcoming fiscal year.** A quorum is required.

The proposed budget must be provided to the membership 30 days in advance of the meeting, so our timeline is roughly:

- 1) March 20 – all budget requests from committees
- 2) March 30 – Treasurer will present a proposed budget to the Board (10 day turnaround)
- 3) March 30-mid April – Board adjusts and approves the proposed budget (2 week turnaround)
- 4) Mid-April 2014 – Distribution of budget to members (30 days in advance of meeting)

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

- 5) Mid-May 2014 – General Membership Meeting
4. Wendy Sullivan went over treasurer functions that she performs. This year is Wendy's final year as treasurer. (PPM)

GaRID Treasurer Controls

- Monthly bank statements and reconciliations are reviewed by the President each time we meet.
- Copies of cancelled checks (front and back) are printed out each month. CPA and President can review these to confirm the payee matches the invoice and confirm that the proper payee endorsed the back of the check.
- Copies of all supporting documents for deposits and checks are maintained. CPA and President review these, as well.
- Treasurer doesn't directly handle funds mailed to GaRID (Committee chairmen in charge of the PO Boxes receive incoming checks, log them in and deposit them, and give an accounting to the Treasurer (this prevents one person from having complete control over the funds).
- Treasurer processes payments made via paypal.
- Large checks are co-signed by the President (usually this pertains to the conference).
- The president and treasurer do not sign checks made payable to themselves. The alternate bank "signer" does this for the other officer (ie, Erin Salmon signs checks payable to Wendy Sullivan).
- Any board member (or member) is welcome to review any of the financial information upon request. The goal is transparency in order to ensure trust in the financial integrity and strength of our organization.

GaRID has three bank accounts at Bank of America:

- Checking – for our operating funds – \$3,000 required minimum balance
- Savings for non-conference funds - \$2,500 required minimum balance
- Savings for conference funds (per RID Affiliate Chapter Handbook) - \$2,500 required minimum balance

C. Secretary – Donna Davis

1. Stock e-mail responses:
 - a. Donna Davis drafted and the board approved pre-formatted responses to typical questions that people ask of GaRID such as, "How do I obtain and interpreter?" and "What qualifications are required to work in K-12 settings in Georgia". Requests for this type of information can now be forwarded to the secretary and she will respond, or board members can use the formatted responses.
 - b. Donna will upload them up to the Google Groups document section.
2. Donna Davis reported that she currently has 3 boxes of GaRID files, including historical documents and *RID Views* issues, in her home office.
3. Because the current display board is old and difficult to transport, the display board will be retired. New "display" will be a power point that Donna Davis will create and maintain that will highlight the work of GaRID, can be more easily updated and transported to any volunteer available to attend an event.
4. GEMINI has a training February 22, 2014. Information will be posted on the GaRID website.

The board decided to resume the meeting the following day at 9:30 AM.; Adjournment-11:05 PM

GarID Board Retreat 2014 January 17-19, Atlanta, GA

Meeting called to order, 9:57, AM, Saturday, January 18, 2014

D. Member at Large--Anna McDuffie

Anna has submitted a proposal with Heather Schmidt, Clinical Assistant Professor at Mercer University, and Adrienne Clegg to provide training at the Georgia Association of Physicians Assistants (GAPA) conference. A proposal will also be submitted to present at the RID Region II conference.

V. Committee Reports--each committee report was reviewed with the intention of assigning liaisons. During this process a complete restructuring of the committees took place.

A. Bylaws Committee: Board Liaison-Secretary, Donna Davis, Chair: Vacant, Purpose: recommends bylaws changes/assures adherence to bylaws.

1. Committee has not met for several years/has no members. Secretary and vice president have been handling bylaw modifications and adherence.
2. Board discussed modifying the bylaws to place this function under vice president as a permanent duty. (PPM)

B. Conference/Committees: Board Liaison-Secretary/Treasurer, Donna Davis/Wendy Sullivan, Chair: vacant, Purpose: coordinates annual statewide conference/fundraises for the conference.

1. The board discussed formal recognition of outgoing chairs, Jean Plant and Becky Harris.
 - a. Wendy Sullivan wrote an article for the recent newsletter.
 - b. Certificates and letters of appreciation had been drafted, reviewed, signed by the board, and will be mailed by the secretary.
2. Wendy Sullivan said that two liaisons are better than one since this committee is very active. Anna McDuffie expressed interest in becoming a liaison.
3. Discussion of provision of conference for this year:
 - a. RID Region II will take place in Atlanta in July to meet local training needs.
 - b. The board agreed it is critical that the board reach out to members to form a new conference committee to plan the 2015 conference.
 - c. Three members at large, Anna McDuffie, Ramon Norrod, and Amy Peterson, volunteered to coordinate a training to coincide with the typical conference time period. This is a temporary arrangement-this year only. Ideas for events this year were discussed as follows:
 - One or two day training event without hotel expenses
 - Coordinating with AASD festival on the first Saturday in November
 - Community forum with NAD/GAD during July NAD/Region II conferences
 - Topic of advocacy in collaboration with Deaf organization
 - Emergency management interpreting (collaborate with GEMA/FRID/Northern California has a prepared training)
 - If collaborative event, GAD and GarID could hold board meetings simultaneously.
 - Removal of committee reports from board meeting would further condense time needed. However, board agrees that two hours is optimal due to the importance of member discussion.
4. Potential people who may be interested in planning future conferences: Laura Bingham, Donna Reeder, Amanda Tate, LaToya Childs.

C. CMP Committee: Board Liaison-Treasurer, Wendy Sullivan, Chair: Diane Lynch, Purpose: in accordance with RID mandates, coordinates certification maintenance program. Wendy Sullivan reports that this committee operates seamlessly. Linda Ogletree assists Diane Lynch.

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

- D. **Fundraising committee: Board Liaison**-VP, Hijrah Hamid, **Chair:** Mary Beth Morgan, **Purpose:** generates financial support for GaRID. Report-GaRID decals available on the website for \$6.00 and can be sold at events for \$5. Decals were donated so all earnings are profit.
1. The board discussed elimination of fundraising committee. There is a strong connection between “fundraising” and “conference”. One cannot occur without the other. Sponsors donate to conference to receive the benefit of advertising. Conference/conference fundraisers have been generating around \$2000.000 annually. To improve efficiency, conference could be categorized with or under fundraising in a restructure of committees. (result below)
 2. Restructuring to form one fundraising group could result in a change in types of fundraisers with a focus on raising funds from organizations outside of GaRID.
 3. It was agreed that locating a chair and members for fundraising/conference function is critical to the organization.
- E. **Membership Committee: Board Liaison**-Secretary-Donna Davis, **Chair:** Kelly Spell, **Purpose:** Recruits and orients new members/maintains membership list.
1. Report from Kelly Spell:
 - a. Current members--165. Four of the members are lifetime members, an option no longer offered.
 - b. Twelve members have RID numbers on record. (Online PDF application includes collection of RID membership number, but PayPal option does not collect the RID number.)
 - c. Kelly Spell has made progress regarding documentation and analyzing membership trends.
 - Kelly Spell drafted updated receipt and “membership welcome letter” and has communicated with treasurer to clarify expense procedures for mailing letters. These mailing expenses will be added to the next fiscal budget.
 - Kelly reports that renewals are low. In 2012 we had around 82 members not renew their membership for 2013. This reveals that approximately 40 members consistently renew at expiration. Others likely join to receive a discounted rate for specific events.
 2. Wendy Sullivan made suggestions for this committee:
 - a. Board liaison to ask Kelly to create a “prospect list” of those who have not renewed for two years so that the board can reach out to those people.
 - b. Wendy Sullivan also suggested that members who remain with the organization for three years be recognized in the newsletter.
 3. The board suggested that this remain an official committee during restructuring.
- F. **Nominations Committee: Board Liaison**-VP, Hijrah Hamid, **Chair:** Vacant, **Purpose:** generates lists of members who are willing and interested in serving on GaRID board/committees and gathers nominations for GaRID awards.
1. Hijrah reports that this is not currently a committee but a function of a board member.
 2. The board agreed that all board members are responsible to perform this function.
 3. The board determined that one board member could be responsible to coordinate collection of nominations from the board, as well as communicate with the membership chair to check qualifications of candidates. It was decided that this function will be coordinated by the vice president. (PPM)
- G. **Professional Development Committee: Board Liaison**-Treasurer, Wendy Sullivan, **Chair:** Diane Lynch, **Purpose:** develops/plans professional development activities. Wendy Sullivan reported that this committee is functioning seamlessly.

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

- H. **Public Relations Committee: Board Liaison**-MAL, Anna McDuffie, **Chair:** Laura Clark, **Purpose:** communicates with those unfamiliar with the interpreting profession and advocates for the rights of interpreters and Deaf individuals.
1. This committee is not currently active.
 2. Anna McDuffie suggested more clearly defined goals and measurability for this committee.
 3. The board discussed the development of a training to use with external organizations.
 4. This committee could include visibility at events, advocacy for rights of Deaf individuals and educating in collaboration with GAD. An example of an event is the Deaf Awareness Day at KSU, February 3, 2014. Events like these need to be identified.
 5. The board discussed how these visibility “PR” functions are also related to publications and website functions of the organization.
 6. The board suggested creating a broader category to include all “communications” and the suggested specifying “webmaster” rather than “website committee”.
 7. Anna McDuffie expressed interest in remaining as liaison with these efforts.
- I. **Publications Committee: Board Liaison**-VP, Hijrah Hamid, **Chair:** Holly Jackson, **Purpose:** publishes the GaRID newsletter.
1. Hijrah Hamid reported she wants to continue as liaison.
 2. Holly Jackson has agreed to remain chair for this year.
 3. Facebook page will remain with vice president. (PPM)
 4. The board suggested that the role of publications needs redefinition since it is a single person job rather than a committee.
- J. **Website Committee: Board Liaison**-President, Erin Salmon, **Chair:** Jackie Anthony, **Purpose:** develops and maintains GaRID website.
1. The board agreed that this is not a committee because one person is performing this function for GaRID. The board agreed to re-name this role “Webmaster”.
 2. Jackie Anthony reported that website subscription is in need of an update from “starter” level to “community” level with *Wild Apricot* requiring an increase in cost from \$25/month to \$50/month. Benefits to the upgrade include:
 - Multiple administrators with individually adjustable controls for specified portions of the website
 - Larger file uploads
 - Caps and discount codes for events
 - Increased cap for the number of persons on the site
 - Customized donations
 - Recurring payment capability
 - Increased save options
 - Searches for member directoryHijrah Hamid recommended the upgrade; Wendy Sullivan reported that GaRID has funds available for the upgrade. The board agreed to approve the upgrade.
 3. Ramon Norrod and Amy Peterson were asked to send bios and pictures to Jackie Anthony so that the website can be updated.
- K. **Mentorship Committee: Board Liaison**-MAL, Anna McDuffie, **Chair:** Jon Shive, **Purpose:** sustains mentorship program/recruits mentees and mentors.
1. Jon Shive reported that six pairs are meeting Jan 15 – June 15 (5 months), 20 hours for each pair.
 2. AQI, a private interpreter agency, has requested to partner with the GaRID mentorship

GarID Board Retreat 2014 January 17-19, Atlanta, GA

program; board permission is sought. Specific ideas regarding the partnership include:

- Marketing, documentation to show effectiveness of mentorship program, scholarships for mentors, GAD language models, ITP collaboration, addition of Deaf language role models, guidance
 - b. Boards discussion included:
 - Clarity of reasoning for partnership, benefits AQI could receive for partnering, appearance of impropriety when partnering with any private entity, AQI currently has access to the GarID mentorship program and can provide scholarships, any private entity including AQI can sponsor a workshop for mentors/mentees
 - c. The board recommended not partnering with a private company.
3. Jon Shive's goals include:
- a. Workshops for mentors/mentees
 - b. Development of curriculum
4. Wendy Sullivan reported that refunds have been processed for mentees. The board reviewed the contract that mentors and mentees sign.
- a. Board recommends addition of a "no refunds" clause to the contract.
 - b. Board discussed the possibility of reviewing refund requests for approval.
- Anna McDuffie will discuss the possibility of these changes with Jon Shive.
- L. Religious Member Section: **Board Liaison**-VP, Hijrah Hamid, **Leaders**: Sakeena Abdul-Hakeem, with the possible addition of Elisheva Robbins; Kathy Daykin has stepped down. **Purpose**: collaborates communication regarding areas of interest with religious interpreters throughout Georgia
- 1. Discussion at recent conference was productive.
 - 2. There are no meetings between conferences.
- M. Freelance Member Section: **Board Liaison**-MAL, Anna McDuffie, **Leader**: Mariah Vojdack, **Purpose**: collaborates communication regarding areas of interest with freelance interpreters throughout Georgia.
- 1. Anna McDuffie facilitated the meeting at the November conference; Mariah Vojdack was unable to attend.
 - 2. Licensure and formation of a licensure taskforce was a hot topic at the meeting. Licensure item will be discussed under "New Business".
 - 3. Anna McDuffie will follow up with Mariah to see if she will continue as leader.
- N. Education Member Section(IEIS): **Board Liaison**-Secretary, Donna Davis, **Leader**: Richard Brumberg/Jodi Upton, **Purpose**: collaborates communication regarding areas of interest with educational interpreters throughout Georgia
- 1. Donna Davis reported that IEIS is the most active member section, has regionalized leadership throughout the state, and meets and communicates regularly.
 - 2. This group includes Donna Davis, their board liaison, without prompting.
 - 3. Currently this group is in the process of planning workshops in coordination with the PDC, one in North and one in South Georgia.
- O. Deaf-Blind Member Section: **Board Liaison**-MAL, Anna McDuffie, **Leader**: Anne Zimmerman, **Purpose**: collaborates communication regarding areas of interest with Deaf/Blind interpreting and resources throughout Georgia.
- 1. Lengthy report was submitted at time of conference.
 - 2. This group did not officially meet during the conference.
 - 3. Amy Peterson stated that she is willing to become the new liaison for this member section.

GarID Board Retreat 2014 January 17-19, Atlanta, GA

- P. **Policies and procedures Manual Committee: Board Liaison**—President/Vice President, Erin Salmon/Hijrah Hamid, **Purpose:** develops policies manual (PPM) that GaRID board follows and writes procedures on how the board is to follow those policies.
1. This has never been an officially formed committee and appears to be more of a board function.
 2. Creating a draft of a PPM (Policies and Procedures Manual) is a necessary and lengthy process for GaRID. The board discussed which board member could spearhead the draft.
 3. Ramon Norrod stepped up to lead the process. Ramon requested to be sent documents that will apply to a draft.
 4. Donna Davis and Amy Peterson volunteered to support and the entire board agreed to participate in this process as we move forward towards a draft.
- Q. **History and Archives:** Board Liaison—Vice President, Marcie Harper, **Purpose:** document the history of GaRID, converting all documents to digital format.
1. This committee never has had any members beyond the board.
 2. The board recommended dissolution of this committee.
 3. Amy Peterson agreed to review the history that Tom Lawrie has submitted and scan the document for the board to review prior to posting on the website.
 4. Organization of files is required prior to scanning. Donna Davis agreed to go through/organize documents and coordinate member volunteers for scanning.

The following is the result of much discussion regarding efficiency of committee structure in light of the goals of the organization. Here is the result of a complete restructure of committees within GaRID:

RESTRUCTURE

Committees:

1. **CMP Committee:** Liaison--*Wendy Sullivan*
2. **Conference planning committee:** Liaisons—*Ramon Norrod, Amy Peterson, Anna McDuffie*
3. **Membership Committee:** Liaison--*Erin Salmon*
4. **Professional Development Committee:** Liaison--*Wendy Sullivan*
5. **Communications:** Liaisons--*Hijrah Hamid and Donna Davis*
 - FACES EDITOR--*Hijrah Hamid*
 - PR--*Donna Davis*
 - WEBMASTER--*Hijrah Hamid*
6. **Mentorship Committee:** Liaison--*Anna McDuffie*

Member Sections:

- Religious Member Section: *Hijrah Hamid*
- Freelance Member Section: *Ramon Norrod*
- Education Member Section: *Donna Davis*
- Deaf-Blind Member Section: *Amy Peterson*

The following was discussed and agreed upon by the board: Member sections differ from committees. Board members will periodically “check in” with member sections. Member sections are no longer mandated to provide official reports or activities outside of the conference beyond what they desire to

GarID Board Retreat 2014 January 17-19, Atlanta, GA

do.

Donna Davis agreed to obtain template for the committee pamphlet from Marcie Harper so that the board can modify the pamphlet to reflect the new structure of the organization.

VI. Old Business

A. Communication guidelines/best practices-next steps

1. Member discussion was valuable input to the board; the board thanks the members for their input and participation.
2. Board determined that a written policy would be restrictive.
3. Board agreed that GaRID will modify communication, though modeling and collaboration with Deaf organizations to be more inclusive of Deaf members and participants.

B. Region II: Status update not available. The board had not been asked to do anything regarding the conference. Call for presenters had been distributed.

VII. New Business

A. Bylaws

1. The board recommended changes to the bylaws:

- a. Length of time for publication of the retreat minutes (ten days) is not reasonable. It is a three-day meeting and board members must have time to provide feedback to the secretary.
- b. Wendy Sullivan reported that audit timelines are not accurate.
- c. Addition to vice presidential of
 - coordination of bylaws changes and
 - monitoring board adherence to bylaws

2. Changes will be voted upon electronically by the membership. Donna Davis will draft changes and set up voting once draft is approved by the board.

B. Region II conference-Because the conference is in Atlanta, it is affordable to send additional board members. Cost of the conference is not currently available, but can be estimated at \$200 per attendee. Budget line item is \$1442.00. This item was tabled until the next board meeting.

C. Erin Salmon will follow up with Amanda Tate and Donna Reeder to ascertain interest in committee work.

D. "Membership Appreciation Day" will take place in Warner Robins/Macon area on April 26, 2014.

1. Budget for the event is \$1000.

- a. Ideas for presenters: Kristin Grace, Ricky Rose, Brian Leffler. First contact is Ricky Rose-Donna Davis will contact him.
- b. Registrants needing access will need to request services upon registration.
- c. Three board members volunteered to interpret: Anna McDuffie, Erin Salmon, and Ramon Norrod.
- d. Timing of workshop was discussed: 9-12 (lunch and meeting) 2-5:00 pm.
- e. Venue ideas were Middle Georgia College or Goodwill in Macon. Erin Salmon agreed to contact venues.

E. Licensure Task Force-Ramon Norrod and Amy Peterson

1. Ramon and Amy report that state requirements vary significantly.

- a. Some states have limits on the number of out-of-state interpreters who can work within the state.
- b. Some states added provisional licenses because there were not enough interpreters who

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

met the requirements.

- c. State boards charged with oversight have various requirements for board membership.
 - d. Once established, enforcement has been an issue in many states. There is often no complaint process, nor consequence for violations of the law.
 - e. Wording in the law, once passed, is difficult to update.
 - f. The political process, once begun, removes control from those who implement licensure.
2. Are laws already on the books that can be improved through modification?
 3. Deaf Community typically supports licensure
 4. Important question: Does licensure result in higher quality interpretation services for Deaf consumers?
 5. Ramon recommends that GaRID become prepared to respond if a push for licensure moves forward in Georgia.
 6. The board discussed ways to move forward:
 - a. GaRID to collaborate with GAD's appointed task force members?
 - b. Research alternate ways to achieve the intended result-enforcement of standards for service providers? Should efforts for advocacy focus on those who enforce standards in specific service industries such as medical and legal settings? Should efforts be focused on the US Attorney General's office, for example?
 - c. How do Deaf citizens better obtain information about advocating for themselves?
 - Could GaRID participate in a process of sharing/collaborating to create advocacy information?
 - The board discussed the label of "initiative" for advocacy collaboration.
 - Addition of "advocacy tab" to the website was discussed.
- F. The board discussed the effectiveness of current means of board communication.
1. The board currently uses the application "Group Me" to text, as well as Google Groups for e-mail. Some items are better by text and some are better via e-mail
 2. It is agreed that it is more beneficial to discuss lengthy items or handle complex issues via phone conference.
 3. The board discussed the possibility of using a video system where all faces can be seen. Amy Peterson reports that despite attempts, current systems have not been effective. Erin Salmon will ask Josh Pennise if we can access the system that RID uses for face-to-face communication.
- VIII.** GaRID board meeting dates were scheduled for 2014 as follows:
- A. April 26, 2014, Free Membership Event – Warner Robins, Macon area, membership meeting to occur in the middle of the workshop and a 30 minute board meeting will follow the workshop.
 - B. Board Meeting during the NAD/RID Region II (2-3 hours) (date pending schedule) If meeting is not possible during this conference, the board will meet by phone after NAD/RID Region II conference.
 - C. November General Membership Meeting, workshops will be scheduled around the board meeting, November 15 & 16, 2014, board meeting to follow

Meeting adjourned at 11:04 PM

9:05 AM, Sunday January board meeting is called to order

IX. Goals were revised for the upcoming year; goals are listed as follows:

GarID Board Retreat 2014 January 17-19, Atlanta, GA

GarID 2014 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 Collaborate with Deaf Organizations
 - A GaRID board members will meet with leadership of Deaf organizations to identify opportunities for partnership.
 - B Publicize Deaf self-advocacy information on the GaRID website.
- II Streamline Administrative Processes
 - A Draft a Policies and Procedure Manual by June 30, 2014.
 - B Clarify documentation of voting/non-voting member status by March 1, 2014.
 - a Modify membership form and website application
 - b Change membership list to include voting and non-voting categories
 - C Review and digitalize GaRID archives by December 31, 2014
 - D Assess effectiveness of committee restructuring during each board meeting.
- III Promote Member Communication
 - A Communicate goals and restructuring of committees through website, e-mail, Facebook and newsletter by March 30, 2014.
 - B Update committee pamphlet by March 30, 2014.
 - C Board will send committee reports directly to members electronically prior to each general membership meeting.
 - D The board will initiate announcements of board meeting details (date, time, location) 30 days prior to every meeting.
 - E Host at least one board meeting/workshop outside of metro Atlanta area during 2014.

Adjournment at 12:06 pm, Sunday, January 19, 2014

Final draft of minutes, duly submitted to board on February 4, 2014 by Donna Davis, board secretary and approved by unanimous vote of the board on February 7, 2014.

Addendum #1

10:10 AM
01/05/14
Accrual Basis

Georgia Registry of Interpreters for the Deaf, Inc Balance Sheet As of January 5, 2014

	<u>Jan 5, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
CD ING matures 01/08/14	1,000.00
Conference Savings	19,134.73
GaRID Checking	8,913.62
GaRID Savings	13,040.04
Total Checking/Savings	<u>40,088.39</u>
Total Current Assets	<u>40,088.39</u>
TOTAL ASSETS	<u>40,088.39</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	-4,000.00
Retained Earnings	22,912.57
Unrestricted Net Assets	8,455.79
Net Income	12,720.03
Total Equity	<u>40,088.39</u>
TOTAL LIABILITIES & EQUITY	<u>40,088.39</u>

GaRID Board Retreat 2014 January 17-19, Atlanta, GA

Addendum #2

10:09 AM

01/05/14

Accrual Basis

Georgia Registry of Interpreters for the Deaf, Inc Profit & Loss Budget vs. Actual 010514 July 1, 2013 through January 5, 2014

	Jul 1, '13 - Jan 5, 14	Budget	\$ Over Budget	% of Budget
Income				
CMP - CEU payments	490.00	400.00	90.00	122.5%
Conference				
Draw on Reserves -for terp fees	1,000.00	1,000.00	0.00	100.0%
Fundraisers	4,537.05	4,000.00	537.05	113.4%
Registrations	17,552.70	14,875.00	2,677.70	118.0%
Sponsorships	2,900.00	3,400.00	-500.00	85.3%
Conference - Other	0.00	0.00	0.00	0.0%
Total Conference	25,989.75	23,275.00	2,714.75	111.7%
Draw on RE-Member Event	1,000.00	1,000.00	0.00	100.0%
Draw on RE-to bal budget	2,000.00	2,000.00	0.00	100.0%
Fundraisers	120.00	200.00	-80.00	60.0%
Interest	2.63	100.00	-97.37	2.6%
Member Dues	4,290.41	3,750.00	540.41	114.4%
Mentorship	900.00	1,200.00	-300.00	75.0%
Workshop Registrations	6.55	3,000.00	-2,993.45	0.2%
Total Income	34,799.34	34,925.00	-125.66	99.6%
Expense				
Accounting Fees	0.00	250.00	-250.00	0.0%
Admin Supplies-Workshops	0.00	50.00	-50.00	0.0%
Admin Supplies - Board	100.71	250.00	-149.29	40.3%
Bank Fees	0.00	25.00	-25.00	0.0%
Board Business	0.00	1,000.00	-1,000.00	0.0%
Board Retreat	0.00	0.00	0.00	0.0%
CMP Fee to RID	0.00	150.00	-150.00	0.0%
Conference Exp				
Hotel Charges Misc	10,262.69	10,485.00	-222.31	97.9%
Interpreters	1,000.00	2,000.00	-1,000.00	50.0%
Lodging Fees	955.93	1,929.00	-973.07	49.6%
Other Conf related fees	135.31	0.00	135.31	100.0%
Presenter Honorariums	4,000.00	7,000.00	-3,000.00	57.1%
Travel	2,555.40	1,500.00	1,055.40	170.4%
Conference Exp - Other	0.00	0.00	0.00	0.0%
Total Conference Exp	18,909.33	22,914.00	-4,004.67	82.5%
Donations (to other orgs)	25.00	300.00	-275.00	8.3%
Member Event	50.00	1,000.00	-950.00	5.0%
Member Sections	0.00	75.00	-75.00	0.0%
Mentor Fees	800.00	1,100.00	-300.00	72.7%
Payroll Expenses	0.00	0.00	0.00	0.0%
Post Office Boxes (2)	98.00	120.00	-22.00	81.7%
Public Relations Com	0.00	100.00	-100.00	0.0%
RID Conference	2,057.30	3,500.00	-1,442.70	58.8%
Sec of States Fees	0.00	50.00	-50.00	0.0%
Website Charges	38.97	500.00	-461.03	7.8%
Workshops				
Custodial Fees	0.00	0.00	0.00	0.0%
Food/Snacks	0.00	0.00	0.00	0.0%
Hotel Room/Presenter	0.00	0.00	0.00	0.0%
Interpreting Fees	0.00	0.00	0.00	0.0%
Presenter Fees	0.00	0.00	0.00	0.0%
Workshop Fees - Other	0.00	0.00	0.00	0.0%
Workshops - Other	0.00	2,500.00	-2,500.00	0.0%
Total Workshops	0.00	2,500.00	-2,500.00	0.0%
Workshops-Unplanned Terp Fees	0.00	1,000.00	-1,000.00	0.0%
Total Expense	22,079.31	34,884.00	-12,804.69	63.3%
Net Income	12,720.03	41.00	12,679.03	31,024.5%