

GaRID General Member Business Meeting Agenda
October 16, 2015 Helen, GA

- I. Call to Order – Erin Salmon, GaRID President, called the meeting to order at 12:49 pm. Erin announced that Jimmy Peterson will serve as Parliamentarian during the meeting.
Erin introduced the GaRID Board of directors: Amy Peterson, Vice President; Anna McDuffie, Treasurer; Donna Davis, Secretary; Jeffrey Bigger, Donna Flanders and LaVerne Lowe, Members at Large.
- II. Approval of Minutes – Secretary, Donna Davis and Members
Minutes from GaRID General Member Business Meeting, May, 2015 (*in conjunction with Free Member Appreciation Workshop, Warner Robins, GA*) were displayed. Donna Davis explained that the minutes have been on the GaRID website since early June.
Marcie Harper motioned for the membership to accept the minutes as presented, Laura Byers seconded; minutes were approved unanimously.
- III. Reports from Board

President – Erin Salmon

- GaRID has again received the RID Silver Scribe Award for the quarterly newsletter, *FACES*, created and edited by Holly Jackson.
- GaRID and GAD have entered into a historic agreement: a Memorandum of Understanding (MOU). The agreement was signed at the GAD conference in July 2015 by Erin Salmon, GaRID President, and Frank Lala, GAD President. The MOU states that:

GAD and GaRID boards support and commit to the following goals:

- Actively exchange information that is of common interest and/or might have an effect on both organizations and members.
- To provide expertise and support for the establishment of joint collaboration between our organizations for the greater good of the Deaf Community.
- Publicly recognize the importance of and encourage the involvement of Deaf people in GaRID and sign language interpreters in GAD.
- GAD and GaRID will develop a collaborative platform in which both can develop and share ideas of how to benefit each other. The platform can be in form of conferences, workshops, trainings, etc.

GAD and GaRID boards support and commit to the following actions:

- Provide complimentary organizational membership as well as individual memberships for GAD and GaRID board members in each other's organizations.
- Support and attend each other's annual or biennial conferences by providing one (1) complimentary booth space and two (2) complimentary registrations to board members.

Treasurer – Anna McDuffie

Anna reviewed the following three items with the membership: (*All three items are addendums to these minutes.*)

- **Fiscal Budget**
It is advisable that a membership organization of GaRID's size maintain a reserve of at least \$30,000. GaRID's reserve has recently increased to close to \$50,000. Members may communicate with the Board via e-mail regarding expenditure ideas.
- **Interim Income Statement**
Several payments to cover conference expenses have not been processed. Once those are processed, reserves will decline.
-Ruth Dubin asked if the conference would end with a profit or loss. Anna McDuffie said that we were not expecting a loss, rather a \$2,000 - \$3,000 profit.

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- **Audit Letter**

On August 30th, 2015, in accordance with GaRID ByLaws, two members of the GaRID Board, Donna Davis and Jeffrey Bigger, performed a thorough review of the financial records of GaRID. Donna Davis and Jeffrey Bigger attest that the financial records of GaRID are in order.

IV. Committee Reports (given by Board Officer Liaisons)

1. Erin Salmon

- **Membership Committee - Kelly Spell, Chair**

Erin Reports that GaRID's membership rolls have increased from 158 in May 2015 to 175 as of October 10th, 2015. GaRID normally experiences growth during conference season as people renew memberships to attend. However, this year, GaRID has maintained high membership numbers throughout the year.

2. Anna McDuffie

- **CMP Committee - Diane Lynch, Chair**

Anna McDuffie reports that Diane Lynch continues to volunteer and efficiently process CEU's for members and non-members. Her work is very much appreciated.

- **PD Committee - Diane Lynch, Chair**

Anna reports that besides conference, GaRID continues to provide workshops throughout the year. The goal of the PD Committee is to hold four trainings per year. Donna Davis added that the next training will take place in Kennesaw on January 4, 2016. The training is not exclusively for educational interpreters, but the topic focuses on those working in an educational setting.

3. Donna Davis

- **Editor - Holly Jackson**

Donna reports that the next issue of the newsletter will be out in December. Attendees are encouraged to respond to Holly Jackson's request for submissions.

Additionally, Holly Jackson has requested to train a replacement for her position as editor. Please contact a board member with interest.

- **Webmaster - Jackie Anthony**

Jackie Anthony has been Webmaster for five years for GaRID. Donna Davis will be training to transition into this role after the conference.

4. Jeffrey Bigger

- **Mentorship Committee - Jon Shive, Chair**

Jon Shive reports that GaRID's mentorship program will continue to modify and enhance its program to keep pace with changes within RID.

-An attendee asked: "Do your goals mirror RID?"

Jeffrey answered that the GaRID Mentorship Program is separate from RID with its own processes and goals, which can be viewed on the GaRID website.

5. **Conference Report - Donna Flanders & Jeffrey Bigger**

Donna and Jeffrey report that the conference is ongoing and that tonight there will be storytelling by campfire. The venue does not allow guests to bring their own food/beverages.

Donna and Jeffrey recognized GaRID's 2015 conference sponsors: **AQI Interpreting Services, DBHDD Deaf Services, Georgia Interpreting Services Network, Sign Language Interpreting Specialists, and Sorenson Communication.**

V. Old Business

Outgoing Board members completing terms of service are recognized: Erin Salmon, Donna Davis, Jeffrey Bigger and LaVerne Lowe

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VI. New Business

1. Proposed By-Laws change:

Amy Peterson presented the proposed by-laws change that was sent (English and ASL version) to membership for consideration on September 2, 2015. The proposal is:

GaRID By-Laws currently read:

Article IV, Section 7. Terms of Office:

- A. Members of the Board will be elected to two-year terms and may hold the same office for no more than three (3) consecutive terms.
- B. Elections for the offices of the President, and Secretary, Member at Large position number 1, and Member at Large position number 3 will be held during odd numbered years.
- C. Elections for the offices of Vice President, Treasurer, and Member at Large position number 2 will be held during even numbered years.

Proposed Modification to By-Laws:

Leave A. unchanged, combine B & C to read as follows:

- B. **Elections for all Board positions will be held during odd numbered years.**

Amy Peterson explained that current By-Laws require an election every year, after which the Board inducts new members. Changing GaRID's By-Laws to hold elections on odd numbered years for all positions will allow the same Board members to work together for a full two years, fostering cohesion among Board members. This will provide greater opportunity for the Board to make progress toward organizational goals. In addition, the change will allow for a natural progression of Board members who desire to move from one Board position into an alternate Board position, i.e. Vice President desires to run for President position; Member at Large desires to run for Secretary position.

Note: There is currently a By-Law under Article IV, Section 1 that encourages an out-going President to serve as President ex-officio for one year, thus alleviating the possibility of the entire Board turning over simultaneously.

Discussion:

-Ramona Strait asks if this means that there is a possibility of all positions being vacated and new people elected in all positions resulting in a completely new Board.

Erin Salmon: Yes, that is a possibility. The goal is to have a sustained two year period with the same elected team.

Amy Peterson: That is correct; however, people tend to serve at least two consecutive terms so a complete turnover is unlikely.

-Ramona Strait asks for clarification; the turnover could be complete resulting in an entirely new Board?

Erin Salmon: Yes, that could occur. This is a member decision. The cohesiveness that the Board would gain from this change would be worth the small chance of turnover.

Anna McDuffie: If all Board members were to leave all together, that would indicate a much larger problem. In the unlikely event that the entire Board would vacate their positions, having a completely new Board may be best for the organization in the long run.

-Ramona Strait asks for clarification of when all elections would occur.

Amy Peterson: If this proposed change passes, we will be voting for ALL Board positions today and biannually moving forward.

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-Ruth Dubin states that she has seen that most GaRID Board members stay on for more than one term, so it is unlikely that all positions would be vacated at once.

-Erika Munro asks if the Board has researched to discover if other Boards have elections that follow this model – all positions elected biannually.

Amy Peterson: Most organizations that I know of do elect all Board positions at one time.

Erin Salmon: The RID Board is elected all at the same time except for region representatives, which are biannually elected on the alternate years.

-Amanda Tate expressed concern about losing all the experienced Board members at once and the impact that would have on the organization. Without experience members, it may be difficult for the organization to function.

-Persis Bristol stated that while it is great to get new ideas from freshly elected Board members, it is also understandable that having to take time to explain how the organization functions after every annual election can slow down progress. Explanation to new Board may feel like a lot of unnecessary rehashing.

Donna Davis: Agreed.

-Marcie Harper proposed that discussion of the proposal be closed.

Amy Peterson asked if there was further discussion regarding the proposal.

-Ruth Dubin asked for clarification. Do the by-laws provide for ex-officio support from former Board members?

Amy Peterson: Yes, GaRID's by-laws specify this option. The immediate past president may serve as an ex-officio for one term. Additionally the Board always expects guidance from any Board member whose term ends.

-Randy Shaw supports the proposal to advance the goals of the organization.

Amy Peterson: Is there further discussion?

-Nancy Kelly Jones proposed to close the discussion.

-Randy Shaw seconded the motion to close discussion.

Erin Salmon explained that in order for the By-Laws change proposal to pass, two-thirds of voting members present must vote in support of the motion.

Donna Davis clarified that voting members of GaRID must be members of BOTH GaRID and RID.

Voting members are counted by Jeffrey Bigger. There were 48 voting members present at time of vote. Therefore, the proposal requires 32 votes in order to pass.

Voting results: 41 votes for the motion, 2 votes in opposition, By-Laws change proposal is approved.

Modified by-laws will be posted to the website.

New Business continues:

2. #GaRIDserves - Anna McDuffie

This new initiative by GaRID is an effort to promote increased service to the community by documenting service hours. The e-mail address is not ready to use; Jackie Anthony is in the process of setting this up. The membership will be notified once they can begin sending service hour totals to garidserves@garid.com.

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GaRID looks forward to watching service hours accumulate and increasing our impact on our communities. The goal of this initiative is to document 1000 hours within a year.

Discussion:

-Erika Munro asks if the initiative is to log 1000 hours collectively? Anna McDuffie answered affirmatively.

-Dot Shaw stated that the idea was interesting and that she believes we can do much more than 1000 in per year moving forward.

-Ruth Dubin expressed love for the idea and stated that the wording “time to give back” may mislead people to think that we have not been giving prior to the start of this initiative. Rather, this is the first time we have tracked those service hours.

3. Voting for board positions

As a result of the recent by-laws change that was voted into effect, ALL six Board positions are currently up for election.

- President

Debbie Lesser was nominated prior to the meeting.

Nominations from the floor are called for; no other nominations were presented.

- Debbie Lesser is elected President of GaRID by acclamation.

- Vice President

Amy Peterson was nominated and accepted the nomination.

Nominations from the floor are called for; no other nominations were presented.

- Amy Peterson is elected Vice President of GaRID by acclamation

- Treasurer

Anna McDuffie was nominated and accepted the nomination.

Nominations from the floor are called for; no other nominations were presented.

- Anna McDuffie is elected Treasurer of GaRID by acclamation.

- Secretary

Donna Flanders was nominated and accepted the nomination.

Nominations from the floor are called for; no other nominations were presented.

- Donna Flanders is elected Secretary of GaRID by acclamation

- Member at Large (three positions)

Nominations prior to meeting:

- Jeffrey Bigger
- LaVerne Lowe
- Kelly Spell

Nomination from floor:

- Erika Munro

-Dot Shaw asked if By-Laws specify qualifications for candidates for Board positions, such as a requirement for a Deaf person to be on the Board.

Amy Peterson: No, the by-laws do not specify this.

-Faith Powell noted that students are not represented on the Board and asked if any students would be willing to serve.

Amy Peterson stated that any person meeting the qualifications in the By-Laws may self-nominate. The candidate must have been a member in good standing of GaRID for one full year previous to Board service.

-Marcie Harper asks if a motion to close nominations was required.

Parliamentarian, Jimmy Peterson, stated that formally closing nominations is not necessary.

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-Lorena Baker stated that she did not know all the candidates.

(Each candidate came to the stage and gave a brief speech.)

-During one of the speeches, Lorena Baker asked a clarifying question -- where a candidate lived.

Amy Peterson stated that since the first candidate was not granted clarifying question, in the interest of fairness, clarifying questions would not be asked of candidates.

Amy Peterson explained the voting procedure, stating that each voting member will write down one name, then corrected the procedure stating that each voting member will write three names on a voting card. After being tallied, the first second and third vote getters will win MAL positions.

Votes were collected and counted by student volunteers with the supervision of Board members. Winners were announced after the following announcements.

Erin Salmon asked if there is other new business. None was presented.

VII. Announcements

1. Opportunities for participation (committees open to new participants) Erin Salmon stated that GaRID welcomes member involvement at the committee member. If you are interested in assisting, please contact a Board member.
2. Announcements from floor

-Bob Green encouraged all members of GaRID to become GAD members. Membership in GAD is very inexpensive at ten dollars per person.

-Donna Flanders announced an interpreted Sleepy Hollow production south of Atlanta. She will hand out flyers during storytelling.

-Liane Fain announced that she is collecting soda bottle tops used to buy magazines for hospital patients.

-David Turner: Georgia School for the Deaf has two job openings: Interpreter (for Deaf staff) and ASL Specialist.

-Atlanta Black Deaf Advocates (ABDA) has a newly elected Board that will start on January 1st. On February 26th ABDA has scheduled a Town Hall Meeting at GACHI focusing on parliamentary procedures. The National Black Deaf Advocates Southern Representative will be in attendance. Membership is \$25/year.

Election results were announced as follows:

Newly Elected Members at Large are:

- Jeffrey Bigger
- Erika Munro
- LaVerne Lowe

Amy Peterson: Flowery Branch DBDHH is hiring; positions are posted online

Persons who have served on the Board in the past were recognized.

Erin Salmon and Donna Davis were again thanked for their service to GaRID.

3. Adjournment: 2:24 pm

See three addendums next pages

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Addendum # 1: Audit Letter

GEORGIA REGISTRY OF INTERPRETERS FOR THE DEAF



GaRID
 PO Box 4341
 Valdosta, GA 31604

September 27, 2015

To Whom It May Concern:

On Sunday, August 30, 2015, Donna Davis, Board Secretary, and Jeffrey Bigger, Member at Large reviewed the financial statements and documents of the Georgia Registry of Interpreters for the Deaf in the presence of Wendy Sullivan, former Treasurer and Anna McDuffie, current Treasurer.

The review included:

- A thorough review of the general ledger
- Bank accounts reconciled
- A review of every check and deposit for accuracy

We certify that the Georgia Registry of Interpreters for the Deaf books have been maintained with detailed accuracy.

Sincerely,

Donna Davis, GaRID Board Secretary & *Jeffrey Bigger*, GaRID Member at Large

Addendum # 2: Budget

11:37 AM
 10/12/15
 Accrual Basis

Georgia Registry of Interpreters for the Deaf, Inc
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Income				
CMP - CEU payments	602.00	600.00	2.00	100.3%
Conference				
Registrations	8,974.73	8,100.00	874.73	110.8%
Sponsorships	2,100.00	1,900.00	200.00	110.5%
Total Conference	11,074.73	10,000.00	1,074.73	110.7%
Fundraisers	27.85	100.00	-72.15	27.8%
Interest	8.92	25.00	-16.08	35.7%
Member Dues	7,433.15	3,750.00	3,683.15	198.2%
Mentorship	1,800.00	1,200.00	600.00	150.0%
Miscellaneous Income	1,028.50			
Workshop Registrations	6,079.04	3,000.00	3,079.04	202.6%
Total Income	28,054.19	18,675.00	9,379.19	150.2%
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	19.98	250.00	-230.02	8.0%
Bank Fees	0.00	25.00	-25.00	0.0%
Board Business	546.89	1,000.00	-453.11	54.7%
CMP Fee to RID	150.00	150.00	0.00	100.0%
Conference Exp				
Hotel Charges Misc	0.00	800.00	-800.00	0.0%
Interpreters	700.00	1,400.00	-700.00	50.0%
Other Conf related fees	1,908.23	1,890.00	18.23	101.0%
Presenter Honorariums	500.00	1,150.00	-650.00	43.5%
Total Conference Exp	3,108.23	5,240.00	-2,131.77	59.3%
Donations (to other orgs)	350.00	200.00	150.00	175.0%
Member Event	1,282.14	1,000.00	282.14	128.2%
Membership Committee	0.00	75.00	-75.00	0.0%
Mentor Fees	1,200.00	1,100.00	100.00	109.1%
Post Office Boxes (2)	62.00	120.00	-58.00	51.7%
Public Relations Com	0.00	50.00	-50.00	0.0%
RID Conference	1,849.68	3,500.00	-1,650.32	52.8%
Sec of States Fees	60.00	50.00	10.00	120.0%
Website Charges	2,316.26	900.00	1,416.26	257.4%
Workshops				
Workshop Fees - Other	2,886.42	2,500.00	386.42	115.5%
Total Workshops	2,886.42	2,500.00	386.42	115.5%
Workshops-Unplanned Terp Fees	0.00	1,000.00	-1,000.00	0.0%
Total Expense	13,831.60	17,460.00	-3,628.40	79.2%
Net Income	14,222.59	1,215.00	13,007.59	1,170.6%

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Addendum # 3: Year to Date – October 12, 2015

11:35 AM
 10/12/15
 Accrual Basis

Georgia Registry of Interpreters for the Deaf, Inc
Profit & Loss Budget vs. Actual
July 1 through October 12, 2015

	Jul 1 - Oct 12, 15	Budget	\$ Over Budget
Income			
CMP - CEU payments	145.00	600.00	-455.00
Conference			
Fundraisers	0.00	0.00	0.00
Registrations	8,744.57	12,000.00	-3,255.43
Sponsorships	500.00	2,800.00	-2,300.00
Conference - Other	0.00	0.00	0.00
Total Conference	<u>9,244.57</u>	<u>14,800.00</u>	<u>-5,555.43</u>
Fundraisers	0.00	0.00	0.00
Interest	2.46	25.00	-22.54
Member Dues	2,532.44	3,750.00	-1,217.56
Mentorship	500.00	1,200.00	-700.00
Miscellaneous Income	9.48	0.00	9.48
Workshop Registrations	166.35	3,000.00	-2,833.65
Total Income	<u>12,600.30</u>	<u>23,375.00</u>	<u>-10,774.70</u>
Expense			
Accounting Fees	0.00	250.00	-250.00
Admin Supplies-Workshops	0.00	50.00	-50.00
Admin Supplies - Board	0.00	250.00	-250.00
Bank Fees	0.00	25.00	-25.00
Board Business	0.00	1,000.00	-1,000.00
Board Retreat	0.00	0.00	0.00
CMP Fee to RID	0.00	150.00	-150.00
Conference Exp			
Hotel Charges Misc	0.00	0.00	0.00
Interpreters	0.00	0.00	0.00
Lodging Fees	0.00	0.00	0.00
Other Conf related fees	0.00	0.00	0.00
Presenter Honorariums	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Conference Exp - Other	85.28	14,650.00	-14,564.72
Total Conference Exp	<u>85.28</u>	<u>14,650.00</u>	<u>-14,564.72</u>
Donations (to other orgs)	100.00	400.00	-300.00
Member Event	0.00	1,000.00	-1,000.00
Member Sections	0.00	0.00	0.00
Membership Committee	0.00	75.00	-75.00
Mentor Fees	250.00	1,100.00	-850.00
Payroll Expenses	0.00	0.00	0.00
Post Office Boxes (2)	66.00	120.00	-54.00
Public Relations Com	0.00	150.00	-150.00
RID Conference	2,267.87	3,500.00	-1,232.13
Sec of States Fees	0.00	30.00	-30.00
Website Charges	44.58	900.00	-855.42
Workshops			
Custodial Fees	0.00	0.00	0.00
Food/Snacks	0.00	0.00	0.00
Hotel Room/Presenter	0.00	0.00	0.00
Interpreting Fees	0.00	0.00	0.00
Presenter Fees	0.00	0.00	0.00
Workshop Fees - Other	0.00	0.00	0.00
Workshops - Other	0.00	2,500.00	-2,500.00
Total Workshops	<u>0.00</u>	<u>2,500.00</u>	<u>-2,500.00</u>
Workshops-Unplanned Terp Fees	0.00	1,000.00	-1,000.00
Total Expense	<u>2,813.73</u>	<u>27,150.00</u>	<u>-24,336.27</u>
Net Income	<u>9,786.57</u>	<u>-3,775.00</u>	<u>13,561.57</u>

This final draft was submitted to the GaRID Board for a vote of approval on November 1, 2015.

Approved by the Board on November 3, 2015.

--Donna Davis, outgoing Board Secretary.