

**GVERRID General Meeting  
June 3rd 2017  
RIT/NTID SDC #1300  
Start time - 10:03am**

*Board Members Present*

Sarah Cannon - President  
Lauren Dearman - Vice President (left early)  
Alyssa Vaisey - Treasurer and acting as secretary  
Kat Daviton-Burland - Member at Large  
Erin Ireland - Student Representative

*Members Present - (sign in sheet on file)*

***Approval of Agenda***

***MOTION to approve the agenda***

*Moved by Alyssa*

*Seconded*

*No Discussion*

*Vote - Unanimous*

***MOTION PASSED***

***MOTION to conduct Roll Call***

*Moved by Carmen Sciandra*

*Seconded*

*No Discussion*

***Vote - 7Yes / 0 No / 0 Abstained***

***Point of Order by Carmen***

***Alyssa Vaisey is acting as replacement Secretary due to Anthony's Absence***

***Approval of Minutes (from 2/4/17)***

***MOTION to approve the minutes as revised***

*Moved by Alyssa*

*Seconded*

*No discussion*

*Vote - Unanimous*

***MOTION PASSED***

#### President's Report - Sarah Cannon

- SPIN end of year celebration sponsored by GVERRID
- GVR will sponsor two people for \$250 each to attend the RID national conference in July.
  - Applications due June 12th to [president@gvrrid.org](mailto:president@gvrrid.org)
- GVR not sending any board members to National Conference
- GVR doesn't have enough people involved to keep going. Please get involved!
  - Chapters all over the country having the same issues.
- Town hall meeting gave many ideas but still have nobody to do them.

#### Treasurer's Report - Alyssa Vaisey (see attached at end of minutes)

#### PD Report - Carmen Sciandra

- Medical Immersion and NIC Prep workshops currently registering
- Investigating many potential future workshops
- Hoping to plan a mini-conference / 40th anniversary celebration in November

#### Ad-Hoc Website Committee Report - Sarah Cannon

- Minor changes made to website - main image, non-discrimination policy, meeting minutes
- **MOTION to post unapproved meeting minutes and title as DRAFT and then once approved, change to final version.**
- Moved by Lola Johnston
- Seconded
- Vote: 12 YES / 0 NO / 0 ABSTAINED
- **MOTION PASSED**
- Concern that main image on mobile version not changed - Sarah will contact website person.
- Committee has only 3 members. Call for more volunteers.

#### Membership Committee Report - Donald Heinz

- In need of a new Membership Chair
- 135 members currently, which is low. We had about 200 a few years ago, but RIT stopped paying for staff's dues
- 354 RID members live within a 100 mile radius
- Membership tends to increase when RID has a national conference so people can vote at a conference, also around the time of a mini-conference
- **MOTION to only send out flyers and announcements in the eNews for member organizations.**
- *Moved by Alyssa Vaisey*
- *Seconded*
- *Discussion - Could be a turn-off to organizations, hurt our relationship with them, could hurt members by them not seeing events that could benefit them.*

- **MOTION to AMEND - If an organization becomes a member or donates something of equal or greater value, GVR will give free membership.**
- Moved by Lola Johnston
- POINT OF ORDER by John Dunleavy - this is not an amendment, but totally separate issue
- **MOTION To AMEND Withdrawn**
- **MOTION WITHDRAWN**

Old Business - Sarah Cannon

- President to appoint new PD Chair
  - Lisa Zalar has been appointed
- Audit of Treasurer processes (report attached at end of minutes)
- Ad-Hoc website committee formed (committee report already given)

New Business

**MOTION that any organization wishing to publicize workshops or business with the GVERRID ENews must be an organizational member in good standing with GVERRID. Or, if that organizations donates goods or services worth the fee of that organization's membership, the membership fee is waived.**

Moved by Lola Johnston

POINT OF ORDER - this is two separate motions.

Never seconded

**MOTION DEAD**

**MOTION that every Treasurer Report shall be audit before the next GVERRID General meeting. (sic)**

Moved by Carmen Sciandra

Seconded

Discussion:

- Clarification - Motion means that the treasurer's report during the general meeting will be audited before it is presented. What does EVERY mean.
- Supporting opinions - there has been a lot of board turnover and we have a lot of money.
- Opposition is that this is time consuming, will cause the report numbers to be older, we've never done this before, and a yearly audit should be sufficient.

MOTION to CLOSE DISCUSSION

MOTION PASSED

Vote: 0 YES / 10 NO / 0 ABSTAIN

**MOTION FAILS**

**MOTION that CMP Coordinator be a part of the PD Committee.**

Moved by Robert Tawney

Seconded

Discussion

- Clarification - Motion means that the CMP Coordinator will be an official member of the PD committee.
- Supporting opinions - There has been miscommunication between the PD Chair and CMP Coordinator, this will ensure that the CMP coordinator is aware of all meetings, will ensure communication between PD members and the CMP Coordinator without going through the chair.
- Opposition - PD Chair has already been communicating with CMP Coordinator, there is also a PD Liaison to contact if communication is a problem, Board was concerned about conflict of interest, and not being a committee member doesn't mean you can't show up to a meeting,

*MOTION to CLOSE DISCUSSION - unanimous*

*Vote: 2 YES / 8 NO / 1 ABSTAIN*

**MOTION FAILS**

***MOTION that Organizational membership be granted for an organization that either pays appropriate membership fee OR makes a donation to GVERRID equal to or greater than that membership fee.***

*Moved by Lola Johnston*

*Seconded*

*Discussion - Doesn't violate bylaws*

*Vote: 11 YES / 0 NO / 0 ABSTAIN*

**MOTION PASSED**

***MOTION that any organization wishing to advertise through GVERRID must be a recognized Organizational member.***

*Moved by Lola Johnston*

*Seconded*

*Discussion*

- Supporting opinions - helps build membership base, advertising in eNews becomes a perk of membership, maybe only apply it to local organizations.
- Opposing opinions - not fair to out of state organizations, hurts our relationship with local organizations who already sponsor many of our events, hurts members by not being able to see job postings and other workshops that could benefit them

*MOTION to CLOSE DISCUSSION - Unanimous*

*Vote: 2 YES / 9 NO / 0 ABSTAIN*

**MOTION FAILS**

***MOTION to Adjourn***

*Motioned by Alyssa Vaisey*

*Seconded*

*Vote Unanimous*

**MOTION PASSED**

**Meeting adjourned 11:59am**

GVERRID Treasurer's Report  
5/31/17

**Current Membership Totals**

(Down 16 from 150 in June 2016)

Total Members	134
Certified	72
Associate	35
Student	19
Supporting	7
Organization	1

**Current Balances**

Total Balance	\$17,071.27
Capital One Savings	\$ 12,865.74
Key Bank	\$ 4,030.33
Paypal	\$ 175.20

**Year to Date Income**

Total	\$ 4,972.14
Memberships	\$ 4,045.00
Awards	\$ 300.00
Sponsorships	\$ 258.34
CMP Income	\$ 240.00
Workshop Income	\$ 80.00
Interest Income	\$ 48.80

**Year to Date Expenses**

Total	\$ 8,390.35
Website	\$ 3,081.45
Insurance	\$ 1,881.00
Storage Unit	\$ 759.00
CMP Fees	\$ 565.00
Sponsorships	\$ 557.33
Workshop Expenses	\$ 520.07
Email Services	\$ 313.25
Taxes	\$ 300.00
General Meeting Expenses	\$ 110.96
Postal Fees	\$ 77.57
Paypal Fees (Memberships)	\$ 64.73
Incentives	\$ 50.00
Accounting Software	\$ 42.00
Elections Software	\$ 29.00
Board Meeting Expenses	\$ 28.99
Bank Fees	\$ 10.00

**Year to Date Workshop Breakdown**

Workshop	Income	Expenses	Profit/Loss
NIC Prep Workshop <sup>2</sup>	\$75.00	\$2.55	NA
Medical Immersion 2.0 <sup>2</sup>	\$660.00	\$16.92	NA
HI/DI Practical (Cancelled)	\$0.00	\$0.60	<b>-\$0.60</b>
International Signs <sup>1</sup>	N/A	\$500.00	N/A

<sup>1</sup> Workshop happened during last fiscal year, paid presenter this fiscal year

<sup>2</sup> Workshop hasn't happened yet.

**Total Workshop Loss: -\$0.60**

**Total Organization Loss: -\$3,418.21**



**INDEPENDENT AUDIT REPORT ON THE INCOME STATEMENT AND ACCOUNTS  
OF GENESEE VALLEY REGION REGISTRY OF INTERPRETERS FOR THE DEAF (GVERRID)**

**To: The Board of Directors of GVERRID and Esteemed Colleagues**

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***Executive Summary***

On May 9<sup>th</sup> 2017 I audited GVERRID's four online systems with Treasurer, Alyssa Vaisey and Membership Chair and former Treasurer, Don Heinz. The scope of examination included two bank accounts, a PayPal account and an online organizational checkbook. The audit encompassed transactions and supporting source documents from 1 January 2016—30 April 2017.

I am not a CPA and do not audit by practice. I hold an MBA in Finance, RID Certification, a working knowledge of bookkeeping and an intermittent history of auditing the GVERRID books. I was charged by Alyssa and Don to provide an opinion that the board of directors would have reasonable assurance about whether the systems are free of material misstatements due to fraud or error as well as for the purpose of expressing an opinion on the effectiveness of the organization's internal controls.

An audit requires the application of procedures to obtain audit evidence on the amounts and disclosures provided in the systems. The selected procedures depend on the auditor's opinion, including the assessment of the risks of material misstatements in the systems, due to fraud or error. In making such risk assessments, the auditor considers internal controls relevant for the drawing-up of the system by the organization, in order to design audit procedures that are appropriate to the circumstances.

I believe that the evidence obtained pursuant to the audit provides a sufficient and reasonable basis for the opinion as follows:

The organizational systems, in all significant aspects, reveal a true picture of the assets and financial situation of GVERRID on May 9, 2017, in accordance with general financial reporting standards. Income and expenses as reported are reasonable and relevant.

Allyson Martel  
15 May 2017

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***Emphasis of Matter***

1. I draw attention to a high-level look at the four online systems; two bank accounts, a PayPal account and an online organizational checkbook. The two bank accounts and PayPal account are reconciled transaction-by-transaction into the online checkbook. The online systems do not feed the checkbook automatically. The manual entry of transactions creates a 'forced check'—not a balancing, necessarily. It allows the administrator to keep a close eye on deposits and withdrawals, to create descriptions of revenues and expenses and to ensure that cash inflows and outflows are in balance. The system is effective. The system could be given over to another Treasurer with ease and clarity. This matter does not alter my opinion.
2. I draw attention to food/supplies purchased for GVERRID events/workshops. Transactions could readily be traced back to source documents/receipts. This matter does not alter my opinion.
3. I draw attention to each non-recurring transaction examined for relevance and traced back to source documentation. There were otherwise no extraneous expenses to impertinent people, organizations or outlets.
4. I draw attention to banks transfers from the long-term account to the short-term account so as not to dip below the threshold whereby the organization would incur a fee. While the administrator has been diligent in keeping the bulk of long-term monies in the higher interest-bearing account (prudent), the trouble to transfer may not be worth the nominal interest saved per annum. For the future, therefore, having a larger 'cushion' in the short-term account will not result in a material loss in interest and is otherwise not imprudent.
5. I draw attention to the use of the online checkbook. This is an effective and reasonable use of organizational funds.
6. I draw attention to the annual CPA work, review and filing. This external administrator with an eye toward state and federal compliance amid changing GVERRID administrative members is an effective and reasonable use of organizational funds.

Allyson Martel  
15 May 2017