

Board Meeting Agenda/Minutes

2/6/16

10am-12pm

Location: Rochester Central Library in the Rundel Memorial Building

115 South Ave. Downtown Rochester

Attendees: Jim Brown, Alanna Palardy, Matt Salerno, Kathleen Holcombe, Don Heinz, Kelly Matthews, Ruthie Moore

Review minutes from last board meeting.

- Motion to accept: Don
- 2nd: Matt

President's Report (JB)

- Recap Mini Conference
 - Flyers sent out, changes added much later. Causes confusion.
 - No sponsorship levels for Corporate Sponsors this year.
 - Maybe a good idea in the future.
 - Offer free conference registration for sponsors.
 - Very few students- maybe not January????
 - Not a good time because of school break. Kathleen and Matt will work on figuring out a good time to have a workshop/event for students in the future.
- Nominations & Elections
 - Board Members can nominate people. (Use the link)
 - Nominations close Feb. 28th
- Meeting with CNYRID, See email below.
 - Suggested to respond asking about a date/time. Invite them to join our next board meeting.

Hi Jim -

I hope this finds you doing well.

As VP of CNYRID, one of my duties is to set up meetings and workshops for our membership.

*Our board met last week and we thought it might be a good idea for our membership and GVERRID's membership to get together to discuss the situation, **or situations rather**, that are hovering over our national board and national office, including all that is being discussed with the setting up of a LLC to handle all of the tests for all of the certifications.*

I am writing to you to see if GVRRID would be interested in holding a meeting together with CNYRID regarding all of this.

We were thinking that maybe we could all meet in Geneva, New York - which seems to be central for both of us - at either FCC (Fingerlakes Community College) or Hobart/Smith College.

Or another option is for our organizations to have separate membership meetings and then have just our boards meet to discuss these matters, again some place in Geneva, NY.

Now I do realize GVRRID is in the midst of transitioning to a new board during this time of year so please feel free to share this with whom ever you feel are the appropriate people to discuss this request if you are not.

Thank you for your attention to this matter.

I look forward to hearing from you or someone else from the GVRRID board in the near future.

Sincerely,

Joanne Jackowski

CNYRID - Vice President

- Moving Forward

- Who does what?

- Shannon Tracy is the calendar guru person.

- GVR Website

- RID news and NIC info on website. Lots of old and outdated info.

- Groups added to GVR FB?

- asl that, discover interpreting, etc. HOW?

- Contract with Matt?

- **Alanna will meet with Matt to discuss her role/responsibilities. Then email the board know if she is accepting, and what her role will look like.**

- Alanna's Role?

- She thought initially her role was purely LIAISON, passing information to and from the board/Matt,

- then he works on the website. Her understanding

- now is that Matt expects her to actually do the work on the website. Currently still learning!

- *Matt Salerno*: Could add role and responsibilities for this position on the By Laws.

- **Alanna will email the board with her acceptance.**

- *Jim Brown:* There is a file on Google Drive called "Policy and Procedures Manual 10/2014." Anyone can access that and add more about their role/responsibilities.
- Wednesday April 6 12-5pm Career Fair (booth requested)
 - Focus will be oriented toward interpreting majors.
 - *Kathleen:* Could ask board members (then potentially other GVR members) to take an hour - share the responsibility.
 - **Jim will follow up with Matt about setting it up.**

Vice President's Report

Secretary's Report (RM)

Treasurer's Report (DH)

- Regular report

GVERRID Treasurer's Report 7/1/145 - 2/2/16

Current Membership Totals		Current Balances	
Total Members	145	Total Balance	\$ 20,008.32
Certified	87	Capital One	\$ 14,892.39
Associate	43	Key Bank	\$ 5,115.93
Student	10	Paypal	\$ -
Supporting	4		
Organization	1		

Year to Date Income		Year to Date Expenses	
Total	\$ 8,064.97	Total	\$ 8,500.64
CMP Processing	\$ 450.00	Computer - Website	\$ 661.49
Interest	\$ 34.97	Insurance	\$ 1,310.10
Memberships	\$ 3,200.00	Novelty gifts	\$ 393.08
Workshop Registration	\$ 3,080.00	Office Supplies	\$ 137.67
Workshop Sponsors	\$ 1,300.00	PayPal Fee's	\$ 164.25
		Post Office Box Rental	\$ -
		RID Conference	\$ 400.00
		Shirts - GVERRID logo	\$ -
		Sponsor Donations	\$ 745.72
		Storage Rental	\$ 114.78
		Tax - CPA - Paperwork	\$ 300.00
		Workshop - CMP CEU Paperwork	\$ -
		Workshop - Hotel	\$ 200.00
		Workshop - Interpreting	\$ 840.00
		Workshop - Presenters Food	\$ -
		Workshop - Presenter Travel	\$ -
		Workshop - Food	\$ 611.57
		Workshop - Presenters	\$ 2,575.00
		Workshop - Supplies	\$ 46.98

Year to Date Workshop Breakdown					
Date	Workshop	#s Participants	Income	Expenses	Profit / Loss
1/9 - 1/10	2016 Mini Conference		\$4,285.00	\$5,193.66	-\$908.66

Total Workshop Profit / Loss: -\$908.66
Total Organization Profit / Loss: -\$435.67

- Budget proposal for GVERRID
 - Review and can discuss in more detail at the next meeting.

- *Kathleen*: PD needs some type of flexible spending budget/amount, because of the many variables involved in planning and running events.
- Treasurer Guide Book (for next Treasurer)

Member at Large Report (KH)

Member at Large Report (AP)

Deaf Member at Large Report (KM)

Student Interpreter Representative's report (MS)

- Student rate change not reflected on website
 - Now corrected! Changed to \$15.
 - Possible NIC Prep workshop collaboration with GVR...?
- SIA's first Interpreter Career Fair

Professional Development Committee's Report (KH/MD)

- Audit: 2/5/16
 - The PDC has reviewed your submission and determined you passed the Academic Coursework audit. Thank you for your attention to the administration of this program. The PDC made no findings in your submission. Great work!
- From RID PDC
 - Mini-Conference: Great success and Kudos!! Right # of volunteers, and fabulous job!!! Deborah Makowski expressed she and Rico look forward to continued collaboration with GVERRID next year. (The number of sponsors was down to 2.)
 - February 27th-GM 11:-12:30 C/DI workshop 1-3:00: 17 registered; please Register any board members/volunteers
 - March-I worked with Robyn as POC for workshop, unfortunately due to recent medical issue and pending surgery she regrettably requested to reschedule
 - Matt D.: Do you have ideas of who would be good person to do English/ASL Idioms workshop? I would like to find a local due to nature of timing. It's about 45-50 days now if we will have one between mid-March to end of March.

- **Jim will contact Evy and Lisa about doing a workshop either on March 12th, possibly on April 2nd.**
- April-pending approval of Robert Lee (confirming fees) could the GM be 4/16 per his availability.
- April-May- With a focus on student interests (SIA)
- Questions: ASLIE students & community?
 - SIA contributing to costs?
 - *Matt: Yes!*
 - Students' registration fee?
 - Which dates (to see presenter availability) ?
 - For consideration: Joshua Pennise
 - [Next Saturday 2-4pm Matt S. available for PD meeting]
- Storage – YES! Working out very well for POCs and inventory is on Drive (thank you Matt D.)
- In the interest of avoiding confusion and accomplishing tasks, I am requesting clarification between Board members (possibly consider as revisions to PDC policy and procedures):
 - Communication related to PD (with attendees, volunteers, presenters, are best done through the PD committee/if you have a question, liaison is available
 - For consideration to be added to P&P: W-4 or W-9 forms for presenters; Are POC for workshops restricted to particular stores, etc. – do they have discretion to make those decisions?

CMP's Report (KH/MD)

- Processing CEUs for online supervision.
- **Kathleen will contact Matt to negotiate rates, then bring it to the board for approval.**

Old Business

New Business

- March/April Meeting dates TBD, depending on potential new dates for workshops.
- **Don: Proposal to increase the amount paid to workshop presenters at general meetings (for 2hours) from \$75 to \$150. Will email Kathleen.**

Motion to close: Don Heinz

2nd: Alanna Palardy

Meeting ends at 12:04pm