

Arizona Registry of Interpreters of the Deaf
Board of Directors Meeting
Saturday, August 23, 2008 10:00 AM
Deb's Residence

Call to Order: President Robin Dragoo called to the board of directors meeting at 10:40 am; Deb Stone, Secretary.

Board of Directors in attendance: President Robin Dragoo, Secretary Deb Stone, Lauren Greenberg, Treasurer, Mary Jane Moore, Member-at-Large, and Becky Craig, Member-at-Large.

Absent: Vice-President Ander Bolduc, Shelley Herbold, Member-at-Large, and Patty Meyer, Past President

Executive Board of Directors Minutes was approved as read.

I. President Robin Dragoo

President Dragoo had met with all chairpersons of all committees except two. Dragoo would shared of what issues he discussed with chairpersons under agenda item number 7 and other issues under appropriate categories.

II. Officers Duties

The Board of Directors(the board) reviewed the board of directors' duties based on ArizonaRID By-Laws. The board has agreed that ArizonaRID secretary will post the minutes on the website after every board and membership meeting.

According to the By-Laws, the President has the authorization of the withdrawal of organization funds with the Treasurer; therefore, Treasurer Lauren Greenberg will add President Dragoo's name to the PayPal account.

Treasurer Greenberg will follow up with RID if ArizonaRID has submitted treasurer report for the fiscal year of 2007-2008. In addition, Greenberg will find out what a certified copy of the organization's financial statement is.

The board were satisfied with the officers' duties based on the ArizonaRID By-Laws without any additional duties.

III. Minutes

The February 21, 2008 minutes will be presented to membership meeting for an approval on September 20, 2008.

The minutes will be posted two weeks after every meeting in PDF format. When the meeting has not met the quorum, the meeting will be canceled and post "Meeting Canceled".

The board agreed to buy a software, PDF.

IV. Budget

The budget for the fiscal year 2008-2009 will be submitted at the next membership meeting for

an approval.

The board will research and find right electronic vote program that will be used as a back up when the membership meeting canceled due to quorum not met.

V. Yahoo Group Guidelines

Yahoo Group will remain moderated by the board.

Postings are acceptable as follows:

- Workshops (Any and All)
- Blogs when appropriate (link to interpreter, culture, or subjects related to professional)
- Vlogs when appropriate (link to interpreter, culture, or subjects related to professional)
- Meetings
- Job Listings

Postings are not acceptable as follows:

- Announcements/policies without links
- Links with aggressive opinions
- Posts of attacks against the board or other individuals
- Replies to previously posted comments, reply to the person who posted not the yahoo group

The board will write a disclaimer for the website and Yahoo Group email.

President Drago called for a break at 11:35 am. The meeting resumed at 12:30 pm.

VI. Website

President Drago had a meeting with Adam Russell, chairperson.

Russell will update e-mail list, add members-at-large to email contacts, and remove membership list. He will modify, add, or delete on the board of directors' submission.

The board has agreed to make some changes:

- ArizonaRID mission statement and the board of directors list will be on the home page
- PDC will spell out in full
- The membership page will list categories and click to its own page-membership due, yahoo sign up, handbook guidelines, committees, and others that are for membership's benefit.
- All minutes and agenda will be in PDF format. The past minutes will be placed under archives while the current minutes will be displayed.
- Add more resources to the resource page
- Merchandise page: badge, President Drago will follow up with Dawn Bolduc. It may placed under construction.
- Licensure page will be updated with more current information and link to ACDHH. Secretary Stone will work on it.
- PDI page will change to Member Section and will list all different member sections and their links to local and national websites.
- State Conference page will set up once it is all confirmed.

VII. Committee Chairpersons

President Dragoo has met with 5 chairpersons and went over their goals and objectives and concern. He has mentioned Adam Russell, chairperson in section VI.

Professional Development Committee

Jennifer Scarboro, chairperson and her committee members set goals.

- 2 large workshops this Fiscal Year
- 2 small workshops this Fiscal Year
- Work on cancellation policy
- Work on FAQ's on Website
- Work on Mentoring Program
- Work on CEU's Sponsorship
- Other Plans: Medical Workshop, Legal "For Dummies", Trilingual, Educational, VRS, and VRI

The Board has approved the committee members on Professional Development Committee: Heidi Gerlosky, Rob Francom, Bob Cacioppo, and Jill Williams. Becky Craig is the board liaison.

The board had accepted Jennifer's report.

By-Laws Committee

Windy Kellems has resigned. Deb Stone is the board liaison.

Stone has gone through all minutes and made a list of motion passed for policy and procedures manual.

Goals:

- Address membership concerns over the By-Laws
- Revise By-Laws

Membership Committee

Caroline Worthen, chairperson has a concern that she does not have consistent information with PayPal and renewal/new membership on line. Some members paid via PayPal without fill out the renewal form. Some members filled out the renewal form without paying via PayPal. This issue will be resolved with Adam Russell, website chairperson.

Caroline has separated two lists into active and inactive membership. She will maintain the number of membership and demographics information for website.

State Conference Committee

Dawn Bolduc, chairperson stated that the contract is in the work between ACDHH and University of Arizona. She is looking for more people on the committee.

The board has approved Dawn Bolduc's recommendations. In additional, the board had accepted Dawn's report.

The board agreed to add a new committee, Facilities Committee. The chairperson and committee members will find all different facilities that ArizonaRID can use for meeting, workshop, or other purpose.

VIII. Meeting Schedule

The membership meeting will be held in September, January, and the business meeting in May. The board of directors meeting will be held in August, December, April, and June.

The next board of directors meeting will be December 4 at 4:30pm. The location is to be determined.

IX. Members Comments

Some comments were made to the board and those issues are in the work now. Some are out of the board's control and the board will move forward.

X. ACDHH Board Meeting

The board agreed that one or more board directors will attend every ACDHH Commission Meeting. The next Commission Meeting will be September 11 in Phoenix.

XI. ACDHH Collaborative

The board agreed to set up a short meeting to develop our goals and objectives before set an appointment with ACDHH.

XII. Region Conference

President Drago will not be able to attend Region V Conference. The Region V is giving ArizonaRID a stipend of \$200 for a representative to attend Region V Conference.

The board has agreed to add \$500 to the next budget year for the president attend Region Conference and \$1000 for the national conference.

The board has agreed when the president is unable to attend conference, the alternative board of director will attend.

The board agreed to donate \$75 to Region V Conference Silent Auction.

XIII. Outreach

September 27, 2008-Deaf Festival, Phoenix
October 11, 2008-Deaf Expo, Flagstaff

The board has agreed that each Member-at-Large will represent three different regions in Arizona, Northern, Central, and Southern.

Becky Craig, Member-at-Large volunteered to represent Southern. Mary Jane Moore, Member-at-Large will represent Northern, and Shelley Herbold, Member-at-Large will represent Phoenix.

Mary Jane will coordinate the booth at Deaf Expo, Flagstaff. Shelley will coordinate the booth at Deaf Festival, Phoenix.

XIV. TAP

TAP is the organization that helps non-profit in running organization effective at no cost. Representatives from different organizations meet and discuss many things and share resources. The board agreed to apply for this program.

XV. Committee Handbook

Deb Stone, AD-HOC Committee Guideline Handbook chairperson submitted the final handbook for the board's approval.

The board made some editing in wording and added one policy that each committee will need to submit the public comment for an approval from the board.

The board accepted Committee Handbook with revision.

The board agreed to do the procedures of selecting committee chairperson according to ArizonaRID By-Laws and Committee Handbook policy.

XVI. Members-at-Large Craig, Herbold, & Moore

Craig has submitted Professional Development Committee's report.

Moore has shared member's comment regarding the Licensure Committee and hope to select a chairperson.

XVII. Vice-President Bolduc

Vice-President Bolduc was absent.

XVIII. Secretary Stone

Secretary Stone asked the board what the procedures are for members to submit comment card for the Forum and new business slip, and other protocols.

The board has agreed that the Forum will be 30 minutes and allowed each member 5-minute making public comments. If there are more members and the 30-minute runs out, the Forum may resume after new business closed when time is remaining.

President Drago will announce about how to submit new business and public comment before the meeting begins after the minutes approval.

The members will receive a free ticket to the workshop following the membership meeting on Saturday, September 20, 2008 upon their arrival before the break at 10 am.

XIX. Treasurer Greenberg

Treasurer Greenberg has contacted the liability insurance regarding change officers' names. The insurance agent stated the liability covers the organization and no concern with changing names until it renews.

The board agreed to buy the hard drive memory for secretary and treasurer as a back up storage for \$100 or under.

XX. Adjournment

President Dragoo adjourned at 3:36 pm.

Deb Stone
Deb Stone, Secretary

12/4/2008
Approved Date