

ArizonaRID Executive Board Meeting
February 8, 2011
Chevy's Restaurant, Mesa, AZ

President Robin Dragoo called the meeting to order at 6:56 pm with Deb Stone, secretary recorded the meeting.

From 9/17 Board Meeting

- Shirts-Victor
The Professional Development Committee has developed a new logo and ordered shirts. The executive board agreed to order more same shirts through PDC. In addition, two shirts will be used for raffle prizes at March 26 Community and Connect Exhibit Booth.

- Quick Books-Lauren
Lauren Greenberg learned that Quick Book was not in need of updating.

- Retreat/Team-building Forum co-host AzAD-Deb
The liaison from AzAD is Larry DeVenny. Deb Stone has spoken to Beca Bailey of ACDHH. Deb will send Beca note and see if they would join on committee.

- Liaisons to Committees-Board
Jennifer Hensley: Professional Development Committee: Bob Cacioppo, chair
Lauren Greenberg: K-12 Interpreter Committee: Vacant
Jack Van Rixel: Fundraising Committee: Jennifer Jorlmon, chair
Jennifer Hensley: Mentoring Committee: Juliann Wasisco, co-chair
Leann Smith: Tucson Committee
Victor Brown and PDC: Website
The Executive Board and PDC: Facebook
Lauren Greenberg and Jennifer Hensley: Audit Committee: Michelle Caplette-Boyle, chair
Deb Stone: Membership Committee: Caroline Wrothen, chair
Jennifer Hensley: Nomination/Election
Deb Stone: By-Laws
State Conference Committee: Vacant
Deaf Caucus/Deaf Interpreter Committee: Vacant

- Sponsorship application-Board

The Executive Board reviewed and edited.

- Membership card-Deb informs Caroline
Deb Stone has informed Caroline Wrothen, membership chair about issuing members the membership card. Caroline declined to design the membership card. Deb Stone researched and found a company that produces a letter with a punch out card. Deb Stone will contact the company for price.
- Calendars as gift-Deb
Deb Stone researched and found a few companies that offer planners without date. Deb will contact to get samples.
- Endorsement letters-Robin
This item was no longer needed.
- Marvin Herbold, web host-Robin--
There were some changes or improvements needed on Website:
 1. The message on the front page should always be the same. Add more tabs for Calendar, Forum, Job Postings (remove all those current jobs)
 2. Online Membership form, click the next page, it should be automatically send to membership chair and to PayPal page.
 3. Online Workshop-general (person will fill in the name of workshop and price) registration, click the next page, it should be automatically send to PDC chair and to PayPal page
 4. Secretary email was forwarded to wrong email address. Deb Stone entered debstonesecy@gmail.com but it was forwarded to different email address. This needs to be corrected.
 5. Update and insert organization membership logo and link to their website
 6. Forum should be open to public and posted by members only
 7. Any events or announcements other than PDC, agenda & minutes posts on the website will be approved by President. If the President is not available, The Vice-President will approve it.
 8. All board members' email addresses need to be tested because some emails did not go through.

Assignments as of Jan 29 board meeting

- Contact Tamara on status of Deaf Caucus/Deaf Interpreter Committee
Tamara Henner has emailed a letter of resignation via website email address.
It never reached the board.

- Reserved PDCC for April 30
Deb Stone has reserved the hall at PDCC.
- Mail reservation form and payment to PAD (Lauren)
Lauren Greenberg has sent the check.

- Mail reservation form and payment to PDSB for March 26 (Lauren)
Lauren Greenberg has sent the check.

- Find previous minutes regarding # of auditors
There will be three auditors and two auditors will need to audit and sign the financial report.

- Communication Policy
The Executive Board agreed to create the communication policy as follows:
 1. The ArizonaRID officers, members-at-large, and members shall respect the ArizonaRID officers, members-at-large, and members.
 2. Any message, letter, flyer, or public comments has to be approved by the Executive Board by sending public message to secretary.
 3. The committee can send any public message to their liaisons who will get approval.
 4. Members-at-Large will send any public message or action to the Executive Board for an approval.
 5. The font and font size shall be the same for all social network and public comments, such as letter or flyer.

- Bio to Robin---everybody sent your bio to Robin asap
Reminder: send biography to Robin

Additional items

- It will be nice if we can find a program to offer ArizonaRID members discount on restaurant or other services
- Offer Provisional C interpreters and others NIC Test workshop twice a year. This will refer to PDC.

- “How to earn CEU's” should be posted on website. This is referring to Jack.
- There is a group of Provisional C interpreters meeting up are meeting regularly. ArizonaRID Board is giving them the support and let them runs independently.
- Deb Stone suggested that ArizonaRID help with SLPI scholarship for students who apply for IPP. Deb Stone will find out more information from Kay Hilder how it will work.

The meeting is adjourned at 8:18 pm.

Deb Stone, Secretary