

Old and New Board Meeting
4/19/97 Casa Grande, AZ

Present: Lynne, Donna, Andrea, Marian, Holly, Denise.

Lynne informed us of her resignation from U of A. The last day that she may be contacted by e-mail at the University will be May 16, 1997. Faxes may be sent to her husband's E-mail with HIS name on the face sheet, with a note to pass it on. The number is: 520-741-2848.

Picking up where we left off at the last meeting, Silent Auction donations are being sought. Holly is making several ceramic items. Donations from a Deaf women's craft group have been accepted. AZRID is collecting donations from several varied sources. Donations will be brought to the convention by several members; hopefully we will not have to ship stuff.

Bylaws discussion continues...We have a re-typed set of bylaws. Unfortunately, a few typographical errors occurred, omitting a few lines here and there. These will be corrected.

Andrea would like us to have a mission statement. National RID would like the affiliate chapters to standardize, if possible. RID's Philosophy statement reads: The philosophy of RID is that excellence in the delivery of interpretation/transliteration services among people who are Deaf and Hard of Hearing and people who are hearing will ensure effective communication. As the professional association for interpreters and transliterators, RID serves as an essential arena for its members in their pursuit of excellence. The Mission Statement: It is the mission of RID to provide international, national, regional, state and local forums and an organizational structure for the continued growth and development of the profession of interpretation and transliteration of American Sign Language and English. Goal Statement: It is the goal of RID to promote the profession of interpreting and transliterating American Sign Language and English. After some discussion of the contents among the Board, minor changes were suggested: to include "Deaf persons" in the mission and goal statements. After discussing if this should be worked on by a committee or the Board, a decision was made that Donna and Denise will rework the information into a Mission Statement and a Goal Statement.

Duties of board members as stated in the bylaws (art IV, sec 5c4): "Vice President shall act as a liaison from the Board to the standing committees." in d1, "The Secretary shall keep a full and accurate record of all proceedings of the Board of Directors and of the general membership meetings." Currently Jamie is working on a project to create Procedure Manuals/Notebooks for each position on the board, which will contain a history of the last four years. This is a project that Denise may be able to assist with. Lynne has memorabilia to pass on to our new President.

Andrea requested that a "TO DO" list be attached to the minutes so that members will have a record of what they have committed to do. These need to be sent to each member of the Board along with the minutes.

A question was raised as to the Vice President's responsibilities as stated in the bylaws: is this position responsible for the newsletter? The bylaws do not state this as a responsibility; however, the VP may be asked to ensure that the publications committee is on track and on time with the newsletter. During discussion, it was agreed that one person needs to have this delegated as a primary responsibility. April Welch expressed willingness to assume that responsibility. The Vice President will be more of a 'reminder' person working with the committees to make sure they have submitted information needed for the newsletter. All the Board members present agreed that this issue needs clarification. We have a standing committee for the publication of the newsletter. The chair of the Publications committee is currently Jim Merrill. There are other members in this committee, but unfortunately that information was lost when Lynne's backpack was stolen a few weeks ago.

correction to March's minutes should reflect the fact that the Vice President is not responsible for the publication of the newsletter; only to ensure that the Publications committee is doing its job. The importance of regular meetings and discussion among the members of the Publications committee needs to be conveyed to them. Standards and time lines for the newsletter need to be set and adhered to. The Vice President will double-check that they are on schedule. It is critical that the newsletter be regularly and punctually mailed out.

Secretary's duties were discussed. The Secretary and the Chair of the membership Committee need to work together, as well as the Secretary and the Treasurer, to coordinate activities. The membership list, for example, needs to include information from the Treasurer's records of dues paid as well as those on the Membership chair's list. These lists do not always concur. A suggestion was made that we need a 'logo' for AzRID. A Logo Contest was suggested. Denise will be in contact with Marie Tavormina and Jamie Carpenter to get their respective current lists, and check for discrepancies.

Treasurer's duties are as outlined in the bylaws. One thing that this position is also responsible for is sending a membership list of those current on dues payment to the National office. Dual membership (State/National) is a requirement for Certified interpreters. Many of these interpreters are not currently members of AzRID. This is not currently pursued for compliance. It was agreed that long term budget planning is necessary. RID now offers Trial memberships and Affiliate memberships - and this is at the National level! This was in the Views recent edition. At AzRID membership renewal time, a reminder notice of some sort needs to be sent to members and advertised in our newsletter. This will be the responsibility of the Treasurer. Monitoring receipt of membership dues is not specifically in the bylaws, but is an item suitable for inclusion in the Procedure Manual for the Treasurer's position. As with all positions, policy needs to be set and documented in each position's Procedure Manual. A suggestion was made that we pick one person to draft policy. Jamie has not been able to attend recent Board meetings. All agreed his presence is vital to the meetings.

Members-at-large do not have specific duties other than liaison to general membership. Andrea suggested they be responsible for ad hoc committees, or assigned to Membership, Publications (policy), or Professional Development. Having the members-at-large assigned to the most important committees would be a profitable use of their time.

The Board of Directors need to meet at least quarterly. Lynne suggested that the Board meetings be approximately 2 weeks before the general membership meetings and then 2 more times in addition.

In general, the president has usually been the one to set the agenda for meetings. (Art V, sec 1A). The Standing committees are set up but not all are active currently. It was suggested that the Committees and Chairs be printed in the newsletter, along with contact information. A possible Board project might be to evaluate standing committees to review them and set structure. Another possibility is to invite the current Chair of each committee to attend a Board meeting and give a report on their committee. The bylaws also clearly states that "With the exception of the president, each member of the Board of Directors shall be a member of a minimum of one standing committee and shall be a member of no more than three standing committees."

We currently have 9 standing committees listed in the bylaws. Evaluation/Certification has been combined with Professional Development, thus reducing our actual number of standing committees to 8.

Andrea expressed the National office's desire for all local (affiliate) chapters to be involved in QA's and in legislative matters. **This was an official announcement from National RID.** She was concerned that we may put a lot of work into the current QA to find out that the joint NAD-RID test will be created and make current

Current records show these committees and these Chairpersons:

- Bylaws - Cindy Volk
- Fundraising - Mary Jane (will need new chair - she is member-at-large now)
- Grievance - ?
- Membership - Marie Tavormina
- Professional Development - Helen Young
- Nominations - Dawn Schoenberger
- Publications - Jim Merrill
- Legislative - Annette Long (has not attended any functions in a long time)

It was suggested that the committees and Chairs should be listed on paper, and sent around at the next meeting for members to sign up for the committee of their choice at the June 7th general meeting. It is possible that many members do not know which committees they signed up for a year or two ago, and this be a chance for all to pick a committee or two that they are interested in being actively involved in. It is possible that Jamie may have this information in his files.

There is no workshop currently planned for the June 7, 1997 meeting. It is hoped that this will be more of a working meeting for all members. Something in the newsletter advertising this meeting and encouraging attendance and participation might attract a larger crowd. Andrea strongly emphasized that 2 to 4 weeks' advance notice be given for meetings/workshops, and possibly a 'gimmick' of sorts to draw interest.

Article VI - Elections and voting, mail referendum, proxies, meetings, fees and dues to be discussed later. For a quorum, 25% of voting members must be present. We discussed the possibility of setting up a 'calling tree' to ensure all members are contacted and urged to attend. Each Board member would have five to six calls in the area (no long distance) to make. Hopefully, calling will encourage more participation. Donna will take the list and divide into a Phoenix list and a Tucson list.

Amendments are simple to do. In case of dissolution of AzRID, the remaining funds would be sent to the National office. **AND THAT'S IT FOR BYLAWS!!**

Treasurer's Report: Feb 15, 1997 workshop expenses: \$3328.00, Income \$1600.00, ending balance \$2400.43.

Newsletter for May: Check with other affiliates, pull pertinent articles from the Views. Each newsletter should have regular columns/items printed. For this one, Lynne will have a short column and Andrea a bit longer, with a short introduction of herself to members. Each new board member will have a short bio/background sketch and goals for this issue. It should also include how to contact each person. It is possible that Jamie will not be able to do the newsletter at this time. AzRID does own a copy of Microsoft Publishing, but it requires a lot of RAM. Andrea will work with April and contact Jim Merrill to work on this edition. Various options were discussed on whether it should be printed in Phoenix or Tucson, where and for what price, and if we have access to Bulk Mail via VCD or not. This newsletter needs to be ready in 2 weeks. For now, everything needs to be copy ready and sent to Lynne by April 30 or May 1. It needs to be mailed out the week of May 5, 1997.

The next Board meeting will be 5/03/97 11:00 am to 2:00 pm.

TO DO LIST
FROM 4/19/97

Holly Wilson: check with Annette at VCD for permission to use VCD's copy machine; investigate the possibility of using their bulk mail permit.

April to check on resources available in the Phoenix area for production of the newsletter in the future.

Andrea to contact Jim Merrill and determine his availability to work on the newsletter.

All Board members to have a short bio prepared (for insertion into the newsletter) by Wednesday, 4/23/97. Make calls to assigned members to remind them of the next meeting.

Denise to check with Conni at ASU to see if she can use Professional Development time to work on AzRID tasks such as the newsletter; make sure ALL members receive a copy of the minutes from the last meeting as well as prior meetings if they do not already have them; to work with Donna on reworking the Mission and Goal statements; acquire membership lists from Marie Tavormina and Jamie Carpenter and compare for the purpose of ensuring a complete list.

Donna to work with Denise to rework the Mission and Goal statements; acquire membership list (with phone numbers) and divide up for calling by Board members.

Lynne to give Andrea the standard layout for the newsletter.

Marie Tavormina to give Andrea one or two sets of labels for mailings.

Jamie to continue working on Policy notebooks.

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4/19/97 - Andrea Deranian - Report from President's Training

The Presidents attending the training met with the staff from the National Office. Andrea was very impressed with the staff there. Staff explained how the organization is run. There is an emphasis on recruiting Deaf persons to be involved in RID again, as was the case in the past. Another goal is diversity in RID; minority groups are being targeted for membership. NAD has some very good contacts in the legislative arena, and these can be used to RID's benefit. Information of the history of the RID-NAD relationship and subsequent split was also shared with those in attendance.

Andrea was very impressed with RID and especially Clay Nettles. The office is understaffed but very enthusiastic. The staff maintain a good working relationship with each other. The bulk of the budget is committed to the testing process, and this is an area that NAD may assist us.

Andrea gave us several handouts: a list of the RID Presidents Leadership training detailing which state/chapter is represented, the person's name, address and contact numbers, including chapters in Canada. The National Board members had similar information included in the handout. An affiliate chapter handbook, though out of date, was handed out to the Board and is good material to archive. A sheet containing information on State Credentialing was next. The Midwest states seem to be fairly solid; the East coast is a bit more political than the West.

Kate Volta, the Region V representative, gave a presentation to the group about the Long Beach convention. One of the things that she is soliciting from interpreters is "advertisements" videos that are pro RID, and 'tongue in cheek' spots are encouraged. She asked all the affiliate chapters to bring about 1,000 'token items' representing their state, to be included in the packets handed out at the convention.

In the list of QA's in other states, the test is run by that particular state. Arizona is the only QA test not run by the state. Some of the QA's are very strong; others are not. There are many effective systems out there. Ours in Arizona is not well set up. Some states lease out their QA test to other states.

All in all, Andrea received lots of resources that will be beneficial to AzRID. On another note, she is hoping to meet with Michael Ubowski about the IQAS retreat. Lynne then informed us that IQAS will hold two more tests (one in Phoenix, one in Tucson) and then will suspend testing for eight months to make changes to the Board as well as the test. One goal is to separate the Board from Test Administration. Evaluators may be paid in the future, but as yet there is no word on approval or funding for this. Lynne also reminded us that IQAS is completely autonomous - AzRID has no control over them. Their Board, however, is open to suggestions and support from AzRID.

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