



NYC Metro RID Board Meeting Agenda
August 25th, 2010 – 6:00-8:00pm
Cosi – 700 Ave. of the Americas

Chris Tester called meeting to order at 6:10pm. Board members present: Chris Tester, Jennifer Ward, Mandy Heinbaugh, Sarah Brandenburg, Mara Stephens, Dori Griffiths, Jana Owen, Janice Quiles, Kathy Walley participating via phone conference with Regina Flanigan interpreting. Member present: Michael Anthony.

Chris: the first order of business to be discussed is liaisons. Right now the roles and responsibilities seem to be confusing and unclear so we need to clean that up. Outline and specify the liaisons role, responsibilities and their goals. Last year there was a recent committee(s) for advocacy and Deaf interpreters. There was not much activity with either committee – Melissa March and Whitney Chessner, who oversaw those committees, have been contacted and those committees have been dissolved so there is no longer a need for a liaison for them. Amy Greenwood will clean up the website to make sure non-existent committees/liaisons are removed and that the website is up to date.

Many committees were established a long time ago and there is no reason to expect any more committees will be dissolved; however, there may be a want or need to add committees. If we want to do this how do we move forward? What are the rules and proper steps to create a new committee?

Committees operate “independently”; however, they are required to contact the board for approval for certain things such as budget. Any time money is involved or there is an impact to the budget, committees need to report to the board for approval.

Committees can change chair people and/or members if they are no longer able to fulfill duties as long as there are other people to step in and make sure there are no loose ends.

Some updates that need to be approved or aware of: regarding committees and liaisons – one of the major goals is to have more clear communication. We need to know WHO is responsible for WHAT. Also, there needs to be ONE point person so that information isn't coming from multiple sources as that adds to the confusion. For example – we don't want emails coming from the website, plus from Metro Ridbits. Information needs to be streamlined and come from one place.

Kathy said she wouldn't mind continuing to be the liaison with Sam Tallerico regarding interpreters and the PDC. It was agreed that she will continue this and it makes sense that these to committees have the same liaison because they are somewhat connected (one of the main reasons Sam contact interpreters is for PDC workshops). We need to decide if Kathy should also be the liaison for the CMP. There is some confusion regarding the specific duties of the CMP committee. Why is Debbie Swamback being contacted?

Should CMP and PDC go together? We need clarification on CMP responsibility. Is there a separation based on CEUs? Does it depend on what it is (e.g. independent study vs. workshop)? This needs to be figured out.

Jen said she can liaise with Emergency Fund because she is treasurer, it was agreed that this makes sense.

Janice Q. said she will liaise with Amy Greenwood for website and Janice Rimler for ridbits. It was agreed that the liaison be the same for these 2 committees, but liaison for the Newsletter should be separate.

Chris: regarding nominations – Kat Dudina wanted to set up electric nominations and voting but it was too late to set the up by end of last year’s term. We need to talk to the person that takes this over as well as speak to Kat to further investigate if we want to switch to that. Kat has looked into options and hopefully we can discuss those at the 9/16 general meeting. We hope to propose switching to electronic and then perhaps have something in the works by January. We need to think about if we want to pursue this and work with Kat. A brief proposal will need to be written BEFORE the general meeting. We need to see if Kat is still interested/willing to be involved and Chris will ask her to write the proposal if need be.

Our office administrator, Jeff Jaech is concerned that he has fallen out of touch with community interpreting because of being mainly at TC at Columbia. People often email him at info@... asking him for agency information, which agency is the best match for them (maybe they are new to the field, maybe new to New York, etc.) and Jeff isn’t sure how to answer or who to refer people to. He feels he needs updated community/agency information.

Last year Dori brought up the idea of a “Welcome Committee”. This would be a place that interpreters new to the field, new to NYC or on vacation could access information.

Jana suggested that maybe we don’t need a full on committee, but maybe we draft something with relevant information that gets updated yearly or as information changes.

Chris agreed and liked the idea of not forming a full committee. He said there may be an existing NYC document and we can focus on revising and updating that and then it can be uploaded to Google groups. Is this something we are able to “just do” or does it require a membership vote? This is a BIG and recurring question, the answer to which may be in “the box” which Chris has not yet received from CQ. He would like to get that first, read through the information inside and hopefully become clear on the process.

It may be worthwhile exploring the idea of having a person responsible for information related to how a board operates. What are the rules, be familiar with bylaws, who votes on ideas and when, etc. Chris thinks we can go ahead and set this up as long as there is no financial impact.

There was a question and some confusion as to whether or not the bylaws were on the website as people were having trouble accessing them. Michael pulled them up and we discovered they are there, there is just a lot of “dead” space and you need to scroll down to access them. Chris will have Amy fix that on the website.

Regarding rules, voting, how a board operates - Chris said perhaps he can bring this up as part of the Region I President’s council. Rather than go to National first, this would be a way to connect with other Region I reps and get their responses and feelings.

We think that it should be okay to get the process started on the document but that the final document would require board approval. Dori will head this up and announce at the general meeting on September 16th. Jana said she will also help (since Jana and Dori are both fairly new to NYC).

Jen said it would be a really good idea to have a bylaws committee and Chris said someone needs to write up the proposal so that we can make the motion. Again, there is probably a set process for this that we need to be familiar with and follow. This bylaws committee should also become familiar with Roberts Rules of Order. We don’t want to devote an entire general meeting to discussing RRO but the bylaws committee can designate a few people they can make sure one of them always attends a general meeting and they will need to have frequent contact with the board.

Chris would like the chair of each committee to develop something about their respective committee; however, not until after he receives “the box” as we don’t want people “reinventing the wheel”.

Check the box, website, affiliate chapter and see what is there to get a better understanding of bylaws, rules, etc.

Chris would like as many committees chairs (or rep) at the next general meeting as possible. Each chair will give a brief report - discuss what’s been going on, what their committee does and if what the committee is doing or is expected to do is realistic.

Chris would like there to be a better focus on community outreach where our members attend the functions/events of other organizations and show support (ex: Metropolitan Asian Deaf Association, MADA, annual gathering).

Janice would like to reach out to LaGuardia CC IEP students to hopefully motivate more of them to join Metro. Perhaps offer one year free to students.

Chris said even if it’s once a year it’s good to reach out and get some “face time” – get some info give some info!

Many organizations don’t have money so we need to take initiative and reach out, be more aggressive. NAOBI meets every month – send someone to one of their meetings to see what’s up.

Chris would like to see more representation from trilingual interpreters – we have SO many, but where are they? Maybe we could have a workshop?

Other organizations for outreach – courts, cops, NY Lawyers for public interest. Outreach is not required but strongly recommended.

Jen asked what is the difference between a committee and a task force? A committee is under Metro with only members as part of the committee. A task force is not under Metro but can contain Metro members as well as members from other chapters and organizations all over. Our goal is to have a rep on each task force. Task forces sometimes require money so that would require approval from membership.

Jen suggested having people from different task forces or different organizations (MADA, NAOBI, etc.) come to our meetings and give a brief explanation of their organization and goals. Jana agreed that is a great idea, but if we've never gone to any of theirs how can we expect them to come? Perhaps we make an appearance at other events first.

Chris said this was attempted before at one time but there was no continuation. If a president sets this up as a goal it needs to be clear that there needs to be continuation. Things seem to start and stop often because our terms went from 2 years to 1 year and 2 year terms may be better but we don't want to focus on that now.

In any case, Chris will let Jeff know that Dori will begin a document that will hopefully be helpful to him.

Chris would like 2-3 people to be “on call” for reach out purposes and to attend events – let people know we are here, explain who we are and our roles. Let organizations know what interpreters do and what people can do and where they can go to file a complaint.

Chris and Jana both had experiences attending meetings where deaf or deaf/blind people needed access but either weren't getting it or didn't understand the role of an interpreter. There is a lot of misinformation or missing information out there and people need to be educated. Chris wants people to know we are here and have a task force and can be contacted if need be.

Doris asked if this idea was similar to something Melissa March and Mary Kay Adams had set up in the past. Chris was not exactly sure what their goal was, but he thinks it was more focused on educating Deaf people on how to use interpreters and was too broad. This idea is more about contacting organizations or agencies that we may impact or that may impact us. Ex: OCA – Chris wants that relationship to continue to foster.

We need to set what the structure looks like. Similar to GAP and Beth Prevor has expressed interest in heading this up. This may be a very big undertaking and Chris wants to be sure no one person is overwhelmed.

That GAP (Government Affairs Program) is under RID and it was discussed at the Region I conference. GAP ensures that everyone has a voice in government programs (such as the FCC). A few years ago they looked into how to raise the standards of interpreters. It was a place where people could go and ask questions. Our committee will be similar to GAP although will not be a paid position. Depending on the amount of work this position may require a stipend in the future but we need to see what it looks like first.

Jana suggested that if a committee is having a meeting they let the board liaison know so that the board knows. She also wanted to be sure that personal emails aren't on the site. Chris said everyone's personal email should be linked to theirposition@metrorid.com and no one sees personal emails. He will find that from Amy and send again.

Chris asked if all were in agreement with setting up something similar to GAP? All were in agreement, Chris will write a proposal.

BUDGET – Jen said everything is the same with one mistake – the Education Committee (previously mentioned) has been dissolved, but there is a line item listed for that committee with \$1,000.00 in the budget. Jen read the bylaws and the treasurer cannot create or remove a line item without a membership vote. That committee no longer exists – what do we do? Where does that money go? There is also a line item for the directory and money, but how is that possible when this is an expense and doesn't bring in revenue? So if we want to add a new committee, for example GAP, how do we add that and remove non-existent? Average budget is 13-17K. Final report is 21K spent and about \$13,600.00 left which is plenty of money. There are line items that need to be revised and we need to be careful – anything over 25K we must report to the government. Thought we spent 21K but really only spent 13K.

Kathy would like to increase the budget for the PDC because their budget was cut last year. Jen said PDC has been increased to 5K and she can take a closer look at proposed budget. Jen, Chris and Kathy and discuss further and approve.

Sarah asked if the Emergency Fund can be increased. Jen said no because that comes from the increase in dues and can't come from anywhere else. Chris said some committees don't traditionally spend money but it needs to be there just in case. We can discuss committees who have had a budget for a long time but never use. Again, because this impacts budget it requires a membership vote. Jen said a good idea to increase for workshops (PDC), emergency fund and directory.

Dori asked if we could put the directory online instead of spending the time and resources on paper copies. Chris will contact Bram to get a feel for if that can be done. Possibly we could print every other year or do both and people have the option which will likely significantly cut down on hard copies. Again, Chris will talk to Bram. This may be another motion that needs to be made (online directory).

Chris also wants to work on setting up paypal for membership renewal, workshop registration, etc. Chris will look into that and talk to Bram and Amy. He will also discuss more with Jen as he has to sign for the bank account.

Deadline for the Newsletter is September 1st. Chris will write 2 articles – the President's letter and the "Who's Who" on the board. Jana wrote an article regarding a coalition with PDC/task force. Jana, Janice and Kathy can write about the Region I conference experience. People who got scholarships should write an article OR serve on a committee. Lu and Sam were the other 2 recipients – maybe they are interested in contributing to the article. Chris emphasized to please keep it brief. Any articles for the newsletter should be emailed to Nicole Montagna.

Chris will pick different days/times during a 2 week span for the next meeting and we all vote. Agreed next board meeting should be end of October, general meeting in November. We need to have a minimum of 6 of each meeting.

Chris suggested having a meeting in Westchester as we serve them too. A good idea was to have a Saturday meeting and then an all day workshop at Fanwood as Arlene Rice graciously offered space. Maybe do this in January or February.

How do we get people to the meeting and excited? Advertise: Meet the board! Motions! Maybe Pizza!

Chris would like next board meeting at a more professional space – maybe PS47 or LaGuardia CC.

We would like to discuss mentoring but have run out of time. Jana mentioned NYLPI and an interest in collecting stories regarding interpreters. Jana will discuss with Kathy about PDC/CMP/CEUs. At the 9/16 meeting Jana would like to talk about the possibility of an independent study connected to this and a possible ride along with the police.

Meeting adjourned at 8:10pm