



Re: 3<sup>rd</sup> Quarter Board Meeting Minutes

Date: September 19, 2015

Location: Remote join

Recorded by: Lisa Bolding Ballenger

Status: Pre-approved

- I. Call to order - 9:24am
- II. Introduction of board members
  - a. Present
    - i. President Tara Mavis
    - ii. Treasurer Daniel Walker
    - iii. Northwest region representative Lisa Bolding Ballenger
  - b. Absent
    - i. Secretary Peggy Belt
  - c. Unfilled positions
    - i. Vice president
    - ii. Central region representative
    - iii. Southwest region representative
    - iv. Eastern region representative
    - v. Southeast region representative
    - vi. Member at large
  - d. Other attendees
    - i. Betsy Pendergraft, Media Committee
    - ii. Jennifer McCombs, Membership Committee
    - iii. Mary Alice Gardner, past board member
    - iv. Lauren, student
- III. Approval of agenda
  - a. Motion to approve made by Lisa Bolding Ballenger
  - b. Second by Daniel Walker
  - c. Motion carried unanimously
- IV. Approval of 2<sup>nd</sup> quarter meeting minutes
  - a. Motion to approve made by Lisa Bolding Ballenger
  - b. Second by Daniel Walker
  - c. Motion carried unanimously
- V. Officer reports
  - a. President
    - i. Attended June's business meeting
    - ii. Established contact with board members, learned more about their duties and roles, and emailed deadline reminders.

- iii. Spoke with the northwestern region rep and Thomas Horejcs about him becoming a board member.
- iv. Replied to emails about past CEUs that were not received and forwarded that communication to the treasurer.
- v. Followed up on emails from people who'd previously expressed interest in board service but received no replies.
- vi. Spoke at length with past president and current northwestern region rep Lisa Bolding Ballenger about presidential duties and the history of MO-RID.
- vii. Emailed immediate past president Stacie Bickel to receive the president box with no reply.
- viii. Prepared for the third quarter board meeting
  - 1. Secured remote site in the southwestern region
  - 2. Tested Fuze program with the treasurer
- b. Secretary
  - i. Attempted without success to access MO-RID email from devices other than phone
  - ii. Forwarded 2<sup>nd</sup> quarter minutes and secretary's report to the president
- c. Treasurer
  - i. Reconciled accounts to 8/31/15
  - ii. Cash assets: \$5,771.95.
  - iii. Year to date income: \$235.00
  - iv. Year to date expenses: \$304.60
  - v. Year to date net income: - \$69.60
- d. Northwestern region representative
  - i. Represented MO-RID at the 2015 national conference in New Orleans
  - ii. Worked with president Mavis on eastern region representative appointment
  - iii. Assisted with website cleanup
  - iv. Researched current membership within the northwestern region (of 130+ licensed interpreters, 39+ are RID members, and only 8 are MO-RID members)
  - v. Outreach
    - 1. Wrote letter to Truman Medical Center regarding a medical interpreter recruitment job advertisement with inappropriate minimum certification level
    - 2. Contacted Able Hands and DEAF, Inc. to let them know we added their community events to our calendar
    - 3. Emailed local contacts to encourage them to renew their MO-RID memberships and join the 3<sup>rd</sup> quarter board meeting.
    - 4. Contacted KAI-RID's northeastern regional rep about future collaboration

## VI. Committee reports

- a. Media
  - i. Created newsletters and sent e-blasts to the membership
  - ii. Updated the membership list in Constant Contact
  - iii. In Constant Contact, posted to Facebook and built flyer for the webinar

- iv. Assisted with various technology issues, including email support
    - v. Made updates to the website and am seeking a photo of the secretary and suggestions for updates.
  - b. Membership
- VII. Unfinished business
  - a. Webinar update/action plan
    - i. Daniel Walker reported that there was no one able to provide a web-based workshop to members until spring.
    - ii. An alternative plan to provide a more convenient educational benefit to members with the advantage of a conducting a simultaneous membership drive was discussed.
    - iii. It was decided MO-RID will provide one free subscription of Online Focus, an online continuing education program with CEUs, to new or rejoining memberships effective immediately until the end of the Missouri Interpreters Conference on October 25, 2015.
      - 1. This is up to a \$60 value in exchange for a \$30 membership and will help members complete the new requirement by the state for 2.0 CEUs.
      - 2. The subscriptions will be donated by Interprettek.
      - 3. A plan was determined for publicizing the offer via e-blast and at the exhibit booth at the conference, with encouragement to other organizations to donate goods or services to MO-RID in exchange for public goodwill.
      - 4. An ongoing benefit of 20% off Online Focus
    - iv. An affirmation of continuing the webinar plan in the spring was made.
  - b. Vice president position vacancy
    - i. No progress on this issue has been made.
- VIII. New business
  - a. Communication protocol for board and committee members
    - i. Texts
      - 1. Check for texts several times per day and respond with at least an acknowledgment of receipt asap after reading
    - ii. Emails
      - 1. Make every effort to set up their MO-RID email on a device in which they can receive messages immediately and without the need to log into a website.
      - 2. Check for emails at least once per day and respond with at least an acknowledgment of receipt asap after reading
  - b. Missouri Interpreters Conference booth
    - i. President Tara Mavis will
      - 1. Contact Peggy Belt to obtain our trifold display board
      - 2. Provide a headshot for the display
      - 3. Make any updates and improvements to the display as needed
    - ii. Treasurer Daniel Walker will
      - 1. Reserve a booth no later than 9/26/15.
      - 2. Obtain Sonic fundraising cards to provide to members who join or sign up at the booth.

- iii. Representative Lisa Bolding Ballenger will
  - 1. Ask Johnson County Community College practicum students to help man the booth.
  - 2. Submit a schedule for booth volunteers via "signupgenius.com".
  - 3. Scan an old conference schedule and submit to Tara Mavis for reference.
  - 4. Update the membership form, make color copies for distribution at the booth, and make sure it is correctly linked on the website.
- c. Organizational materials to the president
  - i. President Mavis will continue to make contact with past president Stacie Bickel to get organizational materials and data
- d. Filling vacant regional representative positions
  - i. No potential candidates have been identified for the southwestern, central, southeastern, and member at large positions.
  - ii. Thomas Horejes of St. Louis has offered to accept appointment for the eastern region representative position. At present time, he does not hold an individual membership of MO-RID, but is eligible to become an associate member.
    - 1. Daniel Walker moved that upon obtaining MO-RID membership, he becomes appointed as MO-RID's eastern region representative.
    - 2. Lisa Bolding Ballenger seconded
    - 3. Motion carried unanimously
    - 4. President Mavis will contact Mr. Horejes
- e. Gratis memberships owed by the organization
  - i. Lisa Bolding Ballenger will contact Debra Lakebrink, who is owed a free membership in 2010 for submitting the winning artwork that became the MO-RID logo.
  - ii. Tara Mavis and Daniel Walker will contact Peggy Gray, who is owed a free 2-year membership in 2014 in exchange for a free presentation.
- f. Next meeting
  - i. The fourth quarter board meeting will be November 7, 2015 by remote join.

IX. Adjournment

- a. Lisa Bolding Ballenger moved to adjourn the meeting
- b. Daniel Walker seconded
- c. Motion carried unanimously at 11:45am