



**ARID General Membership
Little Rock, AR
December 6, 2014**

I. ROLE CALL

Board Present: Cheryl Thomas, Anna Litchfield, Katelyn Wilson, Alvin Haas (Virtual), Glenn Anderson

Voting Members Present: Betty Abrams, Clint Brockway, Val Deen, Becky Hartley, Jami Hollingsworth, Zania Musteen, Debbie Pearce, Janet Surratt, Myra Taff-Watson, John West

Supporting Members Present: Scotty Adams, Demetra Brown

Guests Present: Hailey Herring

Quorum Present

Meeting called to Order at 11:33 am.

II. Board Reports

A. President:

See New Business

B. Vice President:

See Biennial Report

C. Secretary:

No minutes to approve

D. Treasurer:

1. Finance Reports

Arkansas Registry of Interpreters for the Deaf 8:49 PM

Balance Sheet 12/05/2014

As of December 5, 2014 Cash

Basis

Dec 5, 14

ASSETS

Current Assets



Checking/Savings	
Bank of America	21,866.66
Total Checking/Savings	<u>21,866.66</u>
Total Current Assets	<u>21,866.66</u>
TOTAL ASSETS	<u>21,866.66</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Robert Steed Memorial Fund	3,894.96
Scholarship Fund	20.50
Shirley T. Herald Memorial Fund	<u>600.00</u>
Total Long Term Liabilities	<u>4,515.46</u>
Total Liabilities	4,515.46
Equity	
Opening Balance Equity	15,282.12
Unrestricted Net Assets	-713.49
Net Income	<u>2,782.57</u>
Total Equity	<u>17,351.20</u>
TOTAL LIABILITIES & EQUITY	<u>21,866.66</u>

Arkansas Registry of Interpreters for the Deaf

8:47 PM

Profit & Loss Budget vs. Actual

12/05/201

July 2014 through June 2015

4

Cash

Basis

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
CMP Sponsored Activity Fees	0.00	250.00	-250.00



ARID General Membership Meeting 2014

Donations	0.00	0.00	0.00
Fundraising	0.00	170.00	-170.00
Membership Dues			
Student	120.00	150.00	-30.00
Supporting	425.00	750.00	-325.00
		1,575.0	
Voting	770.00	0	-805.00
		2,475.0	
Total Membership Dues	1,315.00	0	-1,160.00
Workshops			
Miscellaneous	0.00	0.00	0.00
		5,000.0	
Registration	2,425.00	0	-2,575.00
Sponsorship Fees	0.00	850.00	-850.00
		5,850.0	
Total Workshops	2,425.00	0	-3,425.00
		8,745.0	
Total Income	3,740.00	0	-5,005.00
		8,745.0	
Gross Profit	3,740.00	0	-5,005.00
Expense			
Board Expenses			
Conference Registration			
Region IV Conference	0.00	0.00	0.00
RID National Conference	0.00	500.00	-500.00
Total Conference Registration	0.00	500.00	-500.00
Lodging			
Region IV Conference	0.00	0.00	0.00
RID National Conference	0.00	800.00	-800.00
Total Lodging	0.00	800.00	-800.00
Plaques/Gifts	0.00	0.00	0.00
Supplies	0.00	50.00	-50.00
Travel			
President's Retreat	0.00	500.00	-500.00
Region IV Conference	0.00	0.00	0.00
RID National Conference	0.00	1,000.0	-1,000.00



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	0		
	1,500.0		
Total Travel	0.00	0	-1,500.00
	2,850.0		
Total Board Expenses	0.00	0	-2,850.00
CM			
P			
Annual Fee	0.00	150.00	-150.00
Total CMP	0.00	150.00	-150.00
Donations Made	0.00	0.00	0.00
Fundraising Costs			
Activities	0.00	0.00	0.00
Total Fundraising Costs	0.00	0.00	0.00
Member-at-Large Outreach			
District I	0.00	46.00	-46.00
District II	0.00	46.00	-46.00
District III	0.00	46.00	-46.00
Total Member-at-Large Outreach	0.00	138.00	-138.00
Membership Committee			
Membership Cards	0.00	40.00	-40.00
Postage	0.00	30.00	-30.00
Printing	0.00	0.00	0.00
Total Membership Committee	0.00	70.00	-70.00
Operations			
Advertising	100.00	200.00	-100.00
Financial Record Keeping	0.00	100.00	-100.00
LRID Interpreter Travel	0.00	500.00	-500.00
PayPal	24.12	150.00	-125.88
Supplies	0.00	0.00	0.00
Total Operations	124.12	950.00	-825.88
Postage			
Newsletter	0.00	0.00	0.00
PO Box Rental Fees	0.00	62.00	-62.00
Treasurer Postage	0.00	35.00	-35.00



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Total Postage	0.00	97.00	-97.00
Sunshine Committee	131.82	50.00	81.82
Web Site		1,500.0	
Maintenance	0.00	0	-1,500.00
Web Hosting Fee	12.49	140.00	-127.51
		1,640.0	
Total Web Site	12.49	0	-1,627.51
Workshop Costs			
Food	29.25	200.00	-170.75
		1,500.0	
Honorarium	1,100.00	0	-400.00
Meals/Lodging	316.75	200.00	116.75
Miscellaneous	0.00	0.00	0.00
Supplies	0.00	100.00	-100.00
Travel	273.00	800.00	-527.00
		2,800.0	
Total Workshop Costs	1,719.00	0	-1,081.00
		8,745.0	
Total Expense	1,987.43	0	-6,757.57
Net Ordinary Income	1,752.57	0.00	1,752.57
Net Income	1,752.57	0.00	1,752.57

- a. Question about the line item for Awards – It usually comes out of the Biennial Budget.
- b. Question about allocating money to RID for the National Conference Silent Auction – Not currently included in the budget.

GM 14.08 Move that ARID allocated up to \$100 to the RID Silent Auction, (Taff-Watson, Litchfield) Passed.

E. Members at Large:

1. District 1 – Glenn Anderson – See other
2. District 2 – Vacant
3. District 3 – Tironica Hamilton – no report

III. Committee Reports



A. Biennial:

1. Alvin Haas and Ashley Beaty are working on the Registration Schedule that should roll out in January.
2. Our Interpreter Coordinator stepped down, so we need someone to fill that position on the Biennial Planning Committee. Contact Meagan Shepherd if you are interested in filling this position.
3. We are always looking for new committee members, so if you are interested, contact Anna Litchfield, Meagan Shepherd, or Ashley Beaty.
4. If you want to sponsor, you can get an ad in the program book – see AnnMarie Fowler.
5. We need people to donate items for ditty bags, etc.
6. We need to send sponsor letters out soon and we need everyone working on sponsorship (send out to listserv).
7. The presenters are lined up.
8. The program committee sent a survey to see member preferences.
9. There are three tracks: Mental Health, ASL Linguistics, Legal, and Educational.
10. There will be a Preconference at the Clinton Presidential Library lead by Ray James.
11. Questions about HIPAA Certification.
12. Entertainment is more of social time and games.
13. Preconference and Conference CEUs total to about 18 hours.

B. Bylaws:

No report

C. Certification Maintenance Program:

1. We want to get a bar code scanner for CEU records.
2. Once the data is logged in to the database, it will not change unless requested.
3. No more missing CEUs, etc.
4. The scan gun cost a good bit of money.
5. The laser scanner is the cheapest, but we want member cards to be electronic so it wouldn't be sufficient.
6. The code would be on your phone or on a card.
7. Clint Brockway is researching how much it costs for electronic scanning.
8. Workshop evaluations would no longer be printed; instead you would get an email to submit an evaluation form.
9. Once the evaluations are completed, you would get the CEUs.
10. We are trying to figure out how to make it anonymous.
11. Cheryl Thomas suggested using the NEIC program.



12. If we move to this, we would save a lot of time before, during, and after workshops.
13. It would also save us money on printing, paper, etc.
14. In the beginning, there may be both paper and electronic until we iron out any kinks.
15. Questions about the money – We can afford it because in the end it will save us money.
16. We are looking at 3 models.
17. Clint Brockway is researching this and will have more information at the next General Membership Meeting.

D. Editorial:

1. Myra Taff-Watson has been struggling to get the newsletters out on time.
2. The June newsletter came out in September.
3. The December newsletter is extended to December 5th.
4. We still need stuff for the December newsletter.
5. The newsletter holds history since we do not have a historian.
6. Question about the ARID storage unit – We had a storage unit with AAD, but they gave it up, so now things are being stored at the IEP Library at UALR.
7. Suggestion to store the newsletters on the website.

E. Fundraising:

1. Send a reminder about Amazon and Kroger.
2. We need Alvin Haas to set up the Amazon Smile program.
3. The problem with Amazon Smile is it uses your bank account instead of a card – Suggestion to get a card that has a routing number.
4. Alvin Haas will get this set up.

F. Membership Development:

No report

G. Nominations:

See New Business

H. Policies and Procedures Manual:

See New Business

I. Program:

1. The March workshop is joined with AAD.
2. It will be held March 7, 2015 in the Tornado Shelter on the ASD Campus.
3. Molly Wilson will come in on Friday.



4. The workshop will be Saturday beginning at 8:00 am.
5. If you want four CEUs, it will cost \$40.
6. If you just want to hang out, it's free.
7. We will split the Saturday events with AAD.
8. The topic for Saturday is Deaf and Interpreter Interaction.
9. The General Membership Meeting will be in the afternoon.

J. Scholarship:

1. No new applications.
2. Only two people have ever applied.

K. Student Relations:

No report

L. Sunshine:

No Report

M. Technology:

See Unfinished Business

No Report

IV. Unfinished Business

A. Policies and Procedures Manual:

1. The Board has been working on the PPM.
2. Thanks to Karin Binko and Jami Hollingsworth for working on this with us.
3. The updated PPM will be posted on the website.
4. When it is finished, it will be a hyperlink PDF file, but the Board will have a Word Document so it can be edited.
5. We can have it set up as a draft on the website so people can talk about it.
6. We can get it on the membership email.
7. The highlighted marks are where the Board has questions.
8. The liaisons are for people to be able to reach out to them if they have questions.
9. The MALs should be reaching about to members.
10. Question – What are the Sunshine Committee's Duties/Responsibilities? – Contact Carolyn Jolley.
11. Question – What are the Fundraising Duties/Responsibilities?



12. Recommended to send this to membership for feedback.
13. Once these questions are answered, we will be able to send the final document to membership.

B. Website:

1. The Board put out a request for bids for a new website and got only one response – from HnH.
2. They will do a total website redesign.
3. They would be contracted to:
 - a. Redesign the website.
 - b. Google task email design
 - c. Host the website/support services in the background
 - d. Make it mobile responsive
 - e. Apply content implementation (we can upload our own content)
 - f. Use graphic implementations
 - g. Flywheel hosting website (Wordpress based)
 - h. Google Analytics (who is visiting, how many people, etc.)
 - i. The board will have total access to information
 - j. HnH will upload the initial content the board will have access to uploads
4. The redesign will cost \$2,200.
5. The Google ap set up fee is \$200.
6. The monthly hosting fee is \$75.
7. There is up to 4 gb of storage, malware monitoring, 250 gb bandwidth, and nightly backup.
8. Google support will be \$5.
9. Total monthly cost is \$80.
10. The redesign is 50% down = \$1225.
11. After primary development = \$735.
12. Balance upon completion = \$490.



13. Comparison Chart –

<u>Current</u>	<u>Proposed</u>
\$1200/year – currently not under contract	Initial Launch: \$2450
<ul style="list-style-type: none">• Annual: \$1200 @ \$100/month• 3 hours/month (average 45 minutes/week)• Time over 3 hours billed at \$35/hour• Rush jobs - \$45/hour	<ul style="list-style-type: none">• Annual: \$900 @ 75/month.• Billing to begin after site is established• 1 hour /month for non-profit. Time used for background work that we don't see. Does not include additional functionality

14. From the Treasurer –

- a. ARID now has \$1500 allocated for the year and a new contract has not been signed
- b. Expected completion is end of February/beginning of March
- c. Those payments need to be added to the budget
- d. Membership has asked for things related to the website that the Board cannot fulfill.
- e. Currently there is only one board member that is the contact person for the webmaster.

GM 14.09 Move to terminate the current ARID Website contract and enter into a new contract with HnH Marketing (Taff-Watson, Deen) Passed.

GM 14.10 Move to increase the 2014-2015 fiscal year website budget line (Taff-Watson, Deen) Passed.

GM 14.11 Move to designate \$75 per month to pay for website support beginning 2014-2015 fiscal year (Taff-Watson, Deen) Passed.

Discussion on who decides who can help make the design.

V. New Business

A. Member at Large:

1. Chrystal Honorable has been nominated for the District 2 MAL position.
2. Acclimation new MAL Chrystal Honorable.

B. Call for Nominations:

1. Sent out a call for nominations for the Shirley Herald Life-time Achievement Award



2. Sent out a call for nominations for the Barbara Northup Excellence in Community Involvement Award
3. Katie Becker was the previous recipient of the Barbara Northup Excellence in Community Involvement Award.

VI. Announcements

- A. Don't forget to update your Interpreter License – Due December 31st.
- B. Workshop next Saturday.

Meeting Adjourned at 1:40 pm

Draft