

WSRID Regular Board Meeting Minutes

May 10, 2023, 6:00pm, zoom

Attending: Anna Mansell-Karagiannis, Mark Hoshi, Claudia Kienholz, Krystal Sanders, Gabby Hopkinson, Kristin Deverin, Rogan Shannon, Rhesa Durgin

Absent: none

Guests: Drew Pidkemeny - member; Paula Bazinet - Budget/Finance Committee Coordinator

Meeting called to order: 6:35 pm

Community Agreements reviewed and accepted

Agenda

Approved without additions; will reopen at end of meeting if time allows

Consent Agenda

Board Meeting Minutes: 2.08.2023

Committee Reports Summary: View reports ([Addendum A](#))

President's Report ([Addendum B](#))

YTD Financial Reports ([Addendum C](#))

Motion to approve Consent Agenda as submitted: m/s/p 8:8

Reports

Treasurer's Report (Mark H, Treasurer)

Balances: checking = \$5,635.33 , savings = \$27,134.78

Recent Expenses >\$200

1. \$245 RID - CMP Processing annual fee
2. \$216 PO box annual fee

Note: Will not run for 2nd term

Budget/Finance Committee Report (Paula B, Committee Coordinator)

3 meetings, online and in person:

- reconciled YTD on QuickBooks;
- ran P&L reports;
- recorded YTD budget/actual income and expenses
- drafted proposed FY24 budget
- Question re: budgeted/actual/projected income for Membership Dues - With no hosted events this FY, new and renewal memberships were lower than budgeted. Additional loss of some members who have moved out of state.

Community Outreach (Rogan/Gabby)

- no meetings yet
- recently connected with Drew P & Patty L about future event planning

Conference (Krystal)

- Planning to postpone the conference to 2025. Will need to recruit Conference Committee Coordinator to begin the task of planning conference (minimum 2 year planning process)
- Will still have WSRID business meeting at CWU in Ellensburg on Sat, Nov 4, during WSAD conference). Social and potential CEU opportunities with in-person meeting during WSAD conference
- Planning to host a 1-day Symposium, hopefully during the long weekend Oct 7-9; Will invite Deaf/DB/HH community orgs, with the goal of gathering input about how we can work to meet community needs. Seeking presenter and location.
- This work could be merged into Community Outreach Committee

Scholarship (Rhesa)

- One application received; committee recommending Board approval
- Looking for board member/ s to make a short video announcement about scholarships for posting in Spring and Fall
- Note: selection process includes ranking to prioritize Deaf and BIPOC interpreters; should also be included in scholarship application announcements to encourage Deaf and BIPOC interpreters to apply

Old business

Committee descriptions for website (Anna)

Reminder to please submit current information so that website can be updated

New Business

FY24 DRAFT Budget (Paula, Claudia) ([Addendum D](#))

- rough estimates based on past revenue and expenses (some recent, some pre-Covid as we anticipate more in-person events)
- added funds for zoom membership; 3rd scholarship in fall (only one this spring), funding for scholarship video
- committee will review in July after the close of FY23 and present any revisions for board approval in August
- *Please consider any funds that your committees might need from July 23-June24*
This will help increase accuracy of budget projections based on *current* plans, rather than past averages

Motion to approve draft budget for FY24 - m/s/p 8:8 ([Addendum E](#))

Scholarship recommendation (Rhesa)

Motion to approve scholarship as recommended by Committee - m/s/p 8:8

Regional Representation on WSRID Board (Drew Pidkameny, member)

Discussion - Massachusetts RID Board includes regional representatives from five state regions. Many advantages: maintain relationships with members in all areas of the state, host regional events, gather input to share with the board; increased member involvement and experience. Kansas RID has three districts; quarterly board meetings are held in each district on rotation to foster member involvement. Governance and Membership Committees will continue to explore

WSAD Conference Sponsorship (Anna)

Tabled until August - will have more information from WSAD and our budget

Annual Membership Meeting (Anna)

Reminder: November 4, 2023 at Central Washington University in Ellensburg

WA State Interpreter Survey (Anna)

Working with Patty Liang to develop survey of all interpreters around the state.

- Gather demographic data: background, training, experience, barriers
- Goal to reach out, identify needs, fill gaps (ITP? post-ITP training/mentorship? alternative professional pathways?). Long term goal - meet the needs of WA communities by providing supportive environment for diverse interpreters to work
- Need to gather data first to identify who is here and what is needed - so we can meet actual needs and also potentially secure funding
- Will send from WSRID and share widely through community partners and any organizations and businesses that can share with their interpreter lists
- Initial survey to identify the needs of interpreters. Potential future surveys to identify needs for Deaf Community and possibly also businesses and organizations responsible for hiring interpreters

WSRID endorse and send survey of Washington State interpreters - approved by consent

Extend meeting time by 2 minutes - approved by consent

Board minutes by committee (Claudia)

- Minutes drafted will be sent to all board members for review
- Final revised minutes will be approved by committee of board members
- Rationale: to improve timeliness and transparency of communication with members

Motion to delegate approval of Board Meeting Minutes to a committee of board members - m/s/p 8:8

Announcement

Email signature reminder (Rogan)

Reminder to update your email signature if you have not yet done so

Meeting Adjourned at 8:36pm

Addenda:

- A - Committee Reports
- B - President's Report
- C - FY23 Year to Date Profit and Loss Report
- D - FY24 Proposed Budget
- E - FY24 Approved Budget

Minutes Prepared by: Claudia Kienholz, Secretary

Reviewed by board and approved by committee on 5/25/23

ADDENDUM A - Committee Reports

CMP:

Ashley Cavellero-Administrator, Kristin Deverin and Anna Mansell- Board Liaisons.

Currently researching and reviewing RID's CMP Drive to learn about the program and develop the next course of action.

Conference:

Activities: WSRID began working with WSAD to plan a conference that we would host together. Eventually we realized that at this time it's best to have separate conferences. We would love to collaborate in the future and are discussing how we can still support WSAD's 2023 conference.

As for WSRID's conference, we are looking at doing a symposium in early October. We are in the early stages of planning.

Membership:

Claudia Kienholz/Rhesa Durgin

Priority is to identify a Committee Coordinator to provide outreach and additional linkage with members (position announcement drafted). Considering ways to better engage with members, including: quarterly outreach to new members; outreach to various categories of members; survey members interests, needs; hosting local/regional events with social and professional development opportunities

Budget/Finance:

Mark Hoshi - Treasurer, Paula Bazinet - coordinator, Claudia Kienholz - liaison

Caught up on account reconciliation and Profit/Loss statements. Compiled current year budget/actual income and expenses; drafted 2023-2024 (FY24) Budget

Governance:

Anna Rogan Claudia

Activities/Projects/Tasks:

Establish work group to consider sociocracy as governance model and report to the board (ck - pending);

Compile new Policy & Procedures Manual (amk- in progress);

Engage members in process to draft Mission, Vision and Values statements (rs - pending)

Annual Member Meeting - date set; timeline for required steps established

Call for nominations - for vacancy and Annual meeting will be sent to members in May and July

Needs from the board: Committees/Individuals to coordinate other related activities (potentially with WSAD or WSRID only):

- Sat CEU opportunity (morning, if possible)

- Sat night social with WSAD

- possible accommodations for members staying Friday &/or Sat night

Communcations

Elizabeth Bass- Coordinator, Anna Mansell Karagiannis- Board Liaison

Current Project: updating committee pages

Upcoming: Annual Membership Meeting

Needs from the board: Committee info, updated pictures (please do not crop images/leave space around your head :-), any info/logos related to the upcoming AMM and any workshops

Other: Hugs to you all! :)

ADDENDUM B

President's Report 5.10.2023
Submitted by Anna Mansell Karagiannis

Hello fellow board members,

As you all know, the Board has been focusing on the work required of us as a non-profit, as well as on internal organizational work to better support the longevity of WSRID. While essential, these functions leave little to no additional time to do the front facing, community serving work we are all passionate about. As we think about the second half of the year, I encourage all board members to work on recruitment for your committees, to think about what YOU want from WSRID as a member, and how we can all work together throughout the next 6 months to achieve some of our goals.

When it comes to recruiting, there are so many ways to do it. We can post on the website, we can do 1:1 outreach, we can host networking events. Please think about what you can commit to for the remaining months of the year, and how we can start bringing more people into this work with us.

Over the past couple of months, I have been checking in with committees, managing email, and trying to stay on top of planning for upcoming events/work. I am also working on overhauling the PPM document and hope to have a first draft proposal ready for the board to review in July. We can take a month to make feedback/suggestions, and then hopefully, we can vote at our meeting in August.

I have a meeting scheduled with another AC president to discuss their org's recent transition to Google for Nonprofits. I started the process, but I am not fully aware of how to transition everyone... Stay tuned for more after we meet later this month.

I was invited to attend Portland Community College's ASL/English Interpreting Program advisory meeting. First meeting is Monday, May 22nd 4:00pm-6:00pm. Let me know if you are interested in joining as well.

WSRID List serve: I attempted to establish a google group/listserv. I will send the invitation out again tonight, and please accept it. Do we want to automatically add all active members, or ask members to register?

Last but not least, I want to thank each and everyone of you for the time and energy you give to WSRID each day/week/month. I know it's not easy, and when our list of obligations grows, WSRID is easily placed on the back burner. I want to help keep us motivated, and to finish the second half of the year strong! I love working with you all. Deep gratitude.

Membership Summary:

Level	Total	Active	Renewal overdue	Lapsed	New
Associate	29	23	6	6	-
Certified	132	128	4	4	-
Hidden (contact us)	27	26	-	1	-
Newsletter Only (Archived)	-	-	-	-	-
Organizational	6	5	-	-	1
Other Affiliate Chapter	5	4	-	-	1
Retired	1	-	-	-	1
Student	5	2	1	1	2
Supporting	2	2	-	-	-
Total	207	190	11	12	5

As of 5/8/23:

Total members: 180 (207-27 hidden)

Notes:

“Hidden” memberships are contact emails only - for board, committee and other contacts

Total “Active” members: 164

ADDENDUM C

Budget Committee - FY23 - Year to Date - Profit and Loss Report

<p>5:03 PM 05/02/23 Cash Basis</p>	<p>WA State Registry of Interpreters for the Deaf Profit & Loss July 2022 through March 2023</p>
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	Jul '22 - Mar 23
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	136.04
Total 43400 · Direct Public Support	136.04
47200 · Program Income	
47230 · Membership Dues	8,670.00
Total 47200 · Program Income	8,670.00
Total Income	8,806.04
Gross Profit	8,806.04
Expense	
60900 · Business Expenses	494.76
62100 · Contract Services	
62110 · Accounting Fees	78.00
Total 62100 · Contract Services	78.00
62800 · Facilities and Equipment	988.07
65000 · Operations	
65050 · Telephone, Telecommunications	1,234.68
Total 65000 · Operations	1,234.68
65100 · Other Types of Expenses	
2022-01 · SCHOLARSHIP	1,000.00
65120 · Insurance - Liability, D and O	393.75
Total 65100 · Other Types of Expenses	1,393.75
68300 · Travel and Meetings	
68320 · Travel	304.05
68300 · Travel and Meetings - Other	386.34
Total 68300 · Travel and Meetings	690.39
Total Expense	4,879.65
Net Ordinary Income	3,926.39
Net Income	3,926.39

Note - the P&L report is generated in Quickbooks, using categories they established based on IRS expense categories. The Approved Budget (last document below) has expenses to date listed by our categories.

ADDENDUM D

WSRID FY24 - Proposed Budget

WSRID FY24 Budget - DRAFT

	FY24	FY23 Actual	FY23 Year End	FY23 Budget
		[9 mos July - Mar]	Projections	
REVENUE				
Bank Interest Income	100.00	79	110	10.00
Donations	3,000.00	16	20	2,500.00
Membership Dues	9,500.00	8670	8750	9,500.00
Registration Fee	1,000.00	0	0	1,500.00
Sales	20.00	0	0	-
	13,620.00	8765		
Carryover (from Savings)	5,000.00	1014	1014	1014
Total Revenue	18,620.00	9779	9894	13,510.00
FY23 Income \$3,600 less than projected - limited donations and registration fees for workshops/events				
EXPENDITURES				
Annual Meeting of Members	100.00			100.00
Award/Gift	700.00			-
*Bank Fees	750.00	311	340	1,000.00
*Business License	20.00		20	10.00
Donation (outgoing)	1,500.00			-
Facilities fees	200.00			100.00
Food	1,000.00	277	340	200.00
*Insurance	1,550.00	394	525	481.00
Mileage	1,500.00		350	-
Office Supplies	100.00			100.00
*Post Office Box Rental	230.00		210	202.00
Postage	25.00			25.00
Professional Fees	5,500.00	100	500	6,000.00
Purchases	25.00	1069	1069	1,000.00
Sponsorship	3,000.00	1000	3500	3,500.00
Telephone/Internet	120.00			120.00
Travel	1,000.00	1412	1412	500.00
*Website	1,300.00	1235	1235	1,200.00
to be categorized		413		
Total Expenditures	18,620.00	6211	9501	14,538.00
FY23 Expenses \$5,037 less than budgeted. No professional fees associated with workshops/ events				
NET OPERATING REVENUE	0		393	(1,028.00)
	Budgeted deficit = (\$1,028)			
	Current projection surplus = \$393			

5/8/2023

ADDENDUM E

WSRID FY24 - Approved Budget

WSRID FY24 Budget - Approved Working Draft

	FY24	FY23 Actual	FY23 Year End	FY23 Budget
		[9 mos July - Mar]	Projections	
REVENUE				
Bank Interest Income	100.00	79.00	110.00	10.00
Donations	3,000.00	16.00	20.00	2,500.00
Membership Dues	9,500.00	8,670.00	8,750.00	9,500.00
Registration Fee	1,000.00	0.00	0.00	1,500.00
Sales	50.00	0.00	0.00	0.00
Carryover (+ Savings)	5,000.00	1,014.00	1,014.00	1,014.00
Total Revenue	18,650.00	9,779.00	9,894.00	14,524.00
EXPENDITURES				
Annual Meeting of Members	100.00			100.00
Award/Gift	700.00			0.00
*Bank Fees	750.00	311.00	311.00	1,000.00
*Business License	20.00		20.00	10.00
Donation (outgoing)	1,500.00			0.00
Facilities fees	200.00			100.00
Food	1,000.00	322.00	322.00	200.00
*Insurance	1,550.00	394.00	525.00	481.00
Mileage	1,500.00	234.00	350.00	0.00
Office Supplies	100.00			100.00
*Post Office Box Rental	230.00		210.00	202.00
Postage	25.00			25.00
Professional Fees	5,800.00	100.00	500.00	6,000.00
Purchases	25.00	1,069.00	1,069.00	1,000.00
Scholarships	2,500.00	1,000.00	1,500.00	3,500.00
Telephone/Internet	350.00			120.00
Travel	1,000.00	1,412.00	1,412.00	500.00
*Website	1,300.00	1,235.00	1,235.00	1,200.00
Total Expenditures	18,650.00	6,077.00	7,454.00	14,538.00
NET OPERATING REVENUE	\$0.00		2,440.00	(14.00)
		Projected FY23 expenses corrected 5/24/23		