

OCRID Board Meeting September 14, 2021  
Virtual Meeting Minutes  
Approved 10/12/2021

As of July 1, 2021	7/13/21	8/10/2021	9/14/2021	10/12/2021
<b>OCRID Board of Directors' Roll-Call</b>	Virtual Mtg	Virtual Mtg	Virtual Mtg	Virtual Mtg
<b>President, Chelsea Sudar</b>	P	P	P	
Director of <b>Programming</b> , David Shanahan	P	P	A	
Director of <b>Finance</b> , Janna Chadwell	P	P	P	
Director of <b>Meetings</b> , Vicky Emerson	P	P	P	
Director of <b>Membership</b> , Amanda Gallof	P	A	P	
Director of <b>Communications</b> , Chelsey Ingalls	P	A	A	
Director of <b>Community Relations</b> , Julia Finocchi	P	P	P	
<b>Committees</b>				
CMP BoD Liaison: Kara Bull	P	A	A	
CMP Committee: Shalene Germani, Sara Yurkovic	-	A	A	
PPM Chair/committee	-	-	-	
Awards Chair: -	-	-	-	
Awards Committee: -	-	-	-	
Conf. Planning BoD Liaison: David Shanahan	P	P	P	
Ed. Interpreter BoD Liaison: Julia Finocchi	P	P	P	
Ed. Interpreter Committee: Phyllis Adams, Kelli Henery, Chelsey Ingalls, Colleen Ticherich	-	-	-	
Bylaws Chair: Pam Brodie	-	-	-	
Bylaws BoD Liaison: Vicky Emerson	P	P	P	
Bylaws Committee: Arriana Bedgood, <b>Sara Bianco</b> , Jordan Reusser, Jean Parmir	-	-	Sara B.	
Mentorship BoD Liaison: <b>Vicky Emerson</b> Mentorship Committee: Kara Bull, Dru Gentner	P	-	P	
Licensure/Standards BoD Liaison: <b>David Shanahan</b>	P	P	P	
Licensure/Standards Chair: Jay Gates & Anne Donnelly Linda Adams, Rebecca Conrad Adams, Arriana Bedgood, Sara Bianco, Priscilla Doudt, Jean Mendis, David Shanahan	-	-	P	
<b>Visitors</b>				
Sara Bianco – By Laws Committee Member			P	

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Jean Parmir – By Laws Committee Member			P	
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Called to Order: 7:15 PM. **Chair verified quorum. Officer Reports**

❖ **President, Chelsea Sudar** (*present*)

1. Biggest focus is conference planning-a lot of behind the scenes things David Shanahan and I are handling; next large group meeting is Oct 7, 2021 at 7:15p.
2. Presidents' Council (PC) meetings are on hold for now because we don't have a regional Rep. Still in communication with the other presidents, though.
3. Chelsey Ingalls, Director of Communications, has not responded to any of my communication since July, 2021. As of two weeks ago, she hadn't logged into the OCRID email for 3 weeks. I have changed the password and David Shanahan and I will be taking over Communications duties for now. We aren't officially looking for a new Director of Communications because I'm hoping to hear from Chelsey soon, even if it's a resignation. If anyone knows how to get a-hold of her, please tell her to reach out to me!
4. FY 2021 report is due to RID. I need membership info and finance info. I will email the appropriate directors if I can't find the info myself.
5. Received a \$2,500 check for double payment from DSC (Deaf Services Center) and it has been deposited into the account.

➤ Action Items

ACTION ITEM# A2021.06.08.13 (Chelsea Sudar, President) Due: 7/13/2021 – complete 8/10/2021: *defer to committee*

Email your decision to Educational Interpreter Committee members regarding the possible addition of a new committee member.

**I trust the Educational Interpreter Committee to make this decision.**

**ACTION ITEM# A2021.09.14.01** (Chelsea Sudar, David Shanahan) Due: 10/12/21

Create and Advertise for Upcoming Town Hall Meetings.

❖ **Programming, David Shanahan** (*ABSENT*) reported by *Chesley Sudar, R3 Co-Chair*

➤ Region III Conference Updates

- a. Dates: July 16-19, 2022
- b. Location: Columbus Convention Center
- c. Theme: "Own the Past, Become the Change": Collaboration, Cohesion & Commitment
- d. Presenters: one from each Affiliate Chapter (AC) one from each affiliate chapter- OCRID: Royce Carpenter is willing to present or we can inquire if CAABIC is interested.
- e. Pricing: depends on #CEUs offered
- f. Entertainment: i.e. "Deafies in Drag" & Cash bar.
- g. Registration/Program Book: (Vicky Emerson/Julia Finocchi)
- h. Next meeting: October 7, 2021 at 7:15 PM via Zoom

➤ Action Items

**ACTION ITEM# A2021.07.13.24** (David Shanahan, Director of Programming) Due: 8/10/2021

Contact CMP, Kara Bull for a complete list of revised presenters' contracts.

**ACTION ITEM# A2021.07.13.25** (David Shanahan, Director of Programming) Due: 8/10/2021

Create a Conference Planning finance folder on Google Drive.

**ACTION ITEM# A2021.07.13.32** (David Shanahan, License & Standards BoD Liaison) Due: 8/10/2021

Read results of the "Ad-Hoc Survey", be ready to discuss changes to the survey and create new survey inquiries to send out again to the membership

**ACTION ITEM# A2021.08.10.10:** (David Shanahan, License & Standards BoD Liaison) Due: 9/14/2021

Create Google Doc from Janelle's notes to share with the Standards and Licensure Committee.

**ACTION ITEM# A2021.08.10.11:** (David Shanahan, License & Standards BoD Liaison) Due: 8/10/2021

Email Linda Ross to request their participation with the K-12 & other Resources that would be helpful to the BoD

**ACTION ITEM# A2021.08.10.12:** (David Shanahan, License & Standards BoD Liaison) Due: 10/14/2021

Create an "Ad Hoc Survey" Google Doc to be shared with the BoD.

**ACTION ITEM# A2021.08.10.18:** (David Shanahan, Director of Programming) Due: 9/14/2021

Create a R3 Sponsorship folder and move items from 2018 planning to that folder.

**ACTION ITEM# A2021.09.14.01** (Chelsea Sudar, David Shanahan) Due: 10/12/21

Create and Advertise for Upcoming Town Hall Meetings.

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**Officer Reports continued...**

❖ **Finance, Janna Chadwell (present)**

- Total balance: \$20,126.25 (not an accurate # due to banking issue)
- OCRID taxes have been filed on time however RID POC has informed us that the previously chosen filing category was incorrectly chosen as a 501C-3 and we now must prove the past 5 years of transactions however the Finance files do not have accurate documentation to support the past 5 years of revenue. Paperwork has exclusively included bank account balances with all other categories left blank. RID informs us that this is incorrect. Documentation has been kept for the past year however prior year documentation is sketchy.
- REQUEST: any BoD who has supporting documentation to email that information to Director of Finance.
- UPDATE: looked everywhere but no written or online tax/financial records are found for past 2 years. These numbers are needed to properly fill-in the tax documents. We will have to file taxes with what we have.
- OhioBusiness.gov filed annual report.
- Action Items

- ACTION ITEM# A2021.08.10.04:** (Janna Chadwell, Director of Finance) Due: 9/14/2021  
Research creating a "PayPal" account so as to automate the Membership Dues to allow automatic payments recurring annually.
- ACTION ITEM# A2021.08.10.06:** (Janna Chadwell, Director of Finance) Due: 9/14/2021  
Research creating a "PayPal" or Venmo account cost and requirements
- ACTION ITEM# A2021.09.14.02:** (Chelsea Sudar, President) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.03:** (David Shanahan, Director of Programming) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.04:** (Vicky Emerson, Director of Meetings) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.05:** (Amanda Gallof, Director of Membership) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.06:** (Chelsey Ingalls, Director of Communications) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.07:** (Julia Finocchi, Director of Community Relations) Due: 10/12/2021  
Search email & files for any financial spending transactions/receipts from the past 5 years (2015-present).  
Email a response to Janna Chadwell, Director of Finance.
- ACTION ITEM# A2021.09.14.09:** (Janna Chadwell, Director of Finance) Due: 10/14/20  
Email and call Fifth Third Bank to track down the past 2 – 5 fiscal year financial statements and records of transactions to aid with filing OCRID's taxes properly.
- ACTION ITEM# A2021.09.14.10:** (Janna Chadwell, Director of Finance) Due: 10/14/20  
Email Chelsea Sudar, President with the OhioBusiness.gov tax filing report and receipt of our Non-Profit filing status which will need to be included in our RID FY 2021 report.

❖ **Membership, Amanda Gallof (present)**

- Membership Totals 2021/2022 = 120

2021	Aug	Delta	Sept
Student	1	=	1
Supporting	6	+1	7
Associate	33	+1	34
Certified	86	+3	89
Organizational	1	=	1
Totals	120	+7	127

- Need to contact RID members in Ohio who have not yet become OCRID members: In-progress

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**Officer Reports continued...**

❖ **Membership, Amanda Gallof** (*present*)

➤ Action Items

**ACTION ITEM# A2021.07.13.07** (Amanda Gallof, Director of Membership) Due: 8/10/2021

Send email blast to all RID members in Ohio who have not yet become OCRID members.

**ACTION ITEM# A2021.07.13.08** (Vicky Emerson, Director of Meetings) Due: 8/10/2021- completed 9/14/21

Create a Google sheet with a list of past organizational members for Amanda Gallof to compare to the most current list.

❖ **Meetings, Vicky Emerson** (*present*)

➤ Meeting minutes from 8/10/2021 have not yet been edited.

➤ Emerson will email each BoD with Action Items to be completed and add those items to the following meetings agenda to be reported upon in order to aid in tracking completed and not-yet completed items.

➤ Board Meeting minutes to be approved and some need to be uploaded to the public membership Google drive.

➤ Action Items

**ACTION ITEM# A2021.06.08.09** (Vicky Emerson, Director of Meetings) Due: 7/13/2021

Record approved meeting minutes 4/13/2021 Motion# 2021.06.08.01

**ACTION ITEM# A2021.06.08.10** (Vicky Emerson, Director of Meetings) Due: 7/13/2021

Record approved meeting minutes from 3/9/2021 Motion# 2021.06.08.02

**ACTION ITEM# A2021.07.13.09** (Vicky Emerson, Director of Meetings) Due: 8/10/2021

Correct the meeting minutes from 6/8/2021 and post to the shared Google Drive.

**ACTION ITEM# A2021.08.10.05:** (Vicky Emerson/Julia Finocchi) Due: 9/14/2021

Review the 2022 R3 Registration folder and 2018 folder from Sara Yurkovic's work from the last conference that was cancelled.

**ACTION ITEM# A2021.08.10.15:** (Vicky Emerson, Dir. of Meetings) Due: 10/14/2021

Make corrections & post the OCRID Board of Directors Meeting minutes for the following aforementioned dates listed in the minutes of the 7/13/2021 (Minutes 2021.07.13) items: a-mm. with a file naming convention: YYYY.MM.DD OCRID Board Meeting Minutes Approved 8/10/2021."

**ACTION ITEM# A2021.09.14.08** (Vicky Emerson, Dir. of Meetings) Due: 10/14/2021

Review and edit the meeting minutes from 8/10/2021.

**ACTION ITEM# A2021.09.14.09** (Vicky Emerson, Dir. of Meetings) Due: 10/14/20

Email BoD their monthly Action Items to report on during the next BoD meeting.

**ACTION ITEM# A2021.09.14.19** (Vicky Emerson, Dir. of Meetings) Due: 10/14/20

Take down and organize the Minutes folder that is available to the membership on our website, being careful to re-link each document.

**ACTION ITEM# A2021.09.14.20** (Vicky Emerson, Dir. of Meetings) Due: 10/14/20

Re-load each OCRID BoD Business meeting minutes file with attached file links to the newly organized filing structure.

❖ **Communications, Chelsey Ingalls** (*ABSENT*) (no report) Update given by Chelsea Sudar, President

➤ Current active advertisements – no report

➤ Need to get passwords for social media accounts: Facebook, Twitter, Instagram, Constant Contact, etc.

➤ Discussion: Consider using #OCRID for events and happenings of interest on social media.

➤ Action Items

**ACTION ITEM# A2021.07.13.23** (Chelsey Ingalls, Director of Communications) Due: 8/10/2021 – **President completed 8/10/21**

Post a "Call for volunteers for the Awards/Scholarship" Committee on social media & webpage.

**ACTION ITEM# A2021.07.13.34** (Chelsey Ingalls) Due: 8/10/2021

Create a "SurveyMonkey" account to add the new "Ad-Hoc Survey" when it is revised.

❖ **Community Relations, Julia Finocchi** (*present*)

➤ ITP communications stand unchanged with no communications.

➤ Contact Heidi Gerlosky at Sorenson

Discussion: Ask ITP/IEP instructors to add an OCRID discussion to their syllabi

➤ Action Items

**ACTION ITEM# A2021.07.13.22** (Julia Finocchi, Director of Community Relations) Due: 8/10/2021

Contact Heidi Gerlosky at Sorenson.

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**Standing Committees Reports**

❖ **Awards/Scholarships Standing Committee** – report by Chelsea Sudar, President

Chair: *none yet*

Co-Chair: *none yet*

Member(s): *none yet*

➤ *(not presently active, since Bylaws require minimum of 3 members)*

➤ Next Meeting: *none scheduled*

➤ Action Items

**ACTION ITEM# A2021.07.13.23** (Chelsey Ingalls, Director of Communications) Due: 8/10/2021 - **President completed 8/10/21**  
Post a “Call for volunteers for the Awards/Scholarship” Committee on social media & webpage.

❖ **CMP (Certification Maintenance Program) Committee** – report by Kara Bull

Chair: *none yet*

Co-Chair: *none yet*

Member(s): Kara Bull, Shalene Germani, Sara Yurkovic

➤ Audit for PINRA’s July 12 had 3 audits- results pending

➤ Processing IS (Independent Study) is now open for business as well as all other aspects of CMP.

➤ Next Meeting: *TBD*

❖ **PPM (Policies & Procedures Manual) Committee** – report by Chelsea Sudar, President

Chair: *none yet*

Co-Chair: *none yet*

Member(s): *none yet*

➤ President desires for the Bylaws committee to first complete their evaluation and recommendation before starting on revision for the PPM.

➤ Next Meeting: *none scheduled*

**Ad-Hoc Committees**

❖ **Annual Conference Committee** – *(not presently active, until next State conf.)*

Chair: *none yet*

Co-Chair: *none yet*

Member(s): *none yet*

➤ Next Meeting: *none scheduled*

Discussion: President desires for the Director of Programming to re-constitute the Conference Planning committee for the Fall 2021 Mini-Conference planning needs. Also, there is a need to have a minimum of 30 days advance notice of workshop details for CMP to attain approval for CEUs as well as for participants to get pre-approval from their workplaces who’d like to sponsor the participant.

➤ Action Items

**ACTION ITEM# A2021.07.13.24** (David Shanahan, Director of Programming) Due: 8/10/2021  
Contact CMP, Kara Bull for a complete list of revised presenters’ contracts.

**ACTION ITEM# A2021.07.13.25** (David Shanahan, Director of Programming) Due: 8/10/2021  
Create a Conference Planning finance folder on Google Drive.

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**Ad-Hoc Committees** continued...

❖ **Educational Interpreter Committee** – reported by Julia Finocchi, BoD Liaison

Chair: \_\_\_\_\_

Co-Chair: \_\_\_\_\_

Member(s): Phyllis Adams, Julia Finocchi, Kelli Henery, Chelsey Ingalls, Colleen Ticherich

- Ohio Dept of Education (ODE) some codes regarding interpreters and Deaf education will soon begin to expire.
- Continuing discussions with Julie Stewart at the Ohio School for the Deaf (OSD) to hold a workshop
- Meeting was not held this week/month due to conflicts in schedules.
- Need to discuss further the Educational Interpreter's licensure.

Discussion: App used to schedule meetings – “WhenIsGood.Net” or “Doodle”

➤ Next Meeting: August 2021

➤ Action Items

**ACTION ITEM# A2021.07.13.31** (Julia Finocchi, EIC Liaison to BoD) Due: 8/10/2021

Read results of the “Ad-Hoc Survey”, be ready to discuss changes to the survey and create new survey inquiries to send out again to the membership

**ACTION ITEM# A2021.08.10.09:** (Julia Finocchi, EIC Liaison to BoD) - Due: 9/14/2021

Email EIC to ask the committee to consider how out of state interpreters can transfer their Educational Interpreters license from their state to Ohio.

**ACTION ITEM# A2021.09.14.11** (Julia Finocchi, EIC Liaison to BoD) Due: 9/24/2021

Upload the EICs letter to the OHDOE for the BoD to review and provide editing suggestions.

**ACTION ITEM# A2021.09.14.12** (Chelsea Sudar, President) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

**ACTION ITEM# A2021.09.14.13** (David Shanahan, Director of Programming) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

**ACTION ITEM# A2021.09.14.14** (Janna Chadwell, Director of Finance) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

**ACTION ITEM# A2021.09.14.15** (Vicky Emerson, Dir. of Meetings) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

**ACTION ITEM# A2021.09.14.16** (Amanda Gallof, Director of Membership) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

**ACTION ITEM# A2021.09.14.17** (Chelsey Ingalls, Director of Communications) Due: 9/24/2021

Review and provide editing suggestions to the shared EICs letter to the OHDOE.

❖ **Bylaws Ad-Hoc Committee** - Reported by Vicky Emerson, BoD Liaison (present)

Chair: Pam Brodie

Co-Chair: –

Member(s): Arriana Bedgood, Jordan Reusser, Sara Bianco, Jean Parmir

- Need to know when BoD will host a Town Hall meeting in light of the cancellation of the 2021 Fall Mini-Conference.  
Virtual Town Hall Meeting Scheduled: Oct 24 @ 3-5 PM & Nov 13 @ 10AM-12PM via Zoom. Flyers have been created and posted on our website.
- Next committee meeting: Sept 25, 2021 @ 6:30 PM virtual

❖ **Licensure/Standards Committee** - Report by David Shanahan, BoD Liaison

Chair: Jay Gates has accepted

Co-Chair: Anne Donnelley (K-12 focus)

Member(s): Linda Adams, Rebecca Conrad Adams, Arriana Bedgood, Sara Bianco, Priscilla Doudt, Anne Donnelly, Jay Gates, Jean Mendis, David Shanahan

- Community member requested the committee add K-12 Licensure to the original motion – cannot change the wording or call to task of the committee.
- Next Scheduled Meeting: TBD

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**Ad-Hoc Committees** continued...

❖ **Licensure/Standards Committee - Report by David Shanahan, BoD Liaison**

➤ Action Items

**ACTION ITEM# A2021.06.08.15** (Chelsea Sudar, President) Due: 7/13/2021

Email Board & Licensure/Standards Committee the "Ad-Hoc Survey" results to review & discuss.

**ACTION ITEM# A2021.07.13.32** (David Shanahan, License & Standards BoD Liaison) Due: 8/10/2021

Read results of the "Ad-Hoc Survey", be ready to discuss changes to the survey and create new survey inquiries to send out again to the membership

**ACTION ITEM# A2021.07.13.33** (David Shanahan, License & Standards BoD Liaison) Due: 8/10/2021

Email Linda Ross and Ben Hall to request their participation with the Licensure and Standards committee.

**ACTION ITEM# A2021.06.08.16** (David Shanahan, Director of Programming) Due: 7/13/21

Email Licensure/Standards Committee to schedule the next meeting to discuss survey results.

**ACTION ITEM# A2021.08.10.19** (David Shanahan, License & Standards BoD Liaison) Due: 9/14/21

President requests for David Shanahan and Julia Finocchi to discuss collaboration between Educational Interpreting (K-12) and Licensure & Standards Committee regarding potential overlap in efforts.

**ACTION ITEM# A2021.08.10.20** (Julia Finocchi, EIC Liaison to BoD) Due: 9/14/21

President requests for David Shanahan and Julia Finocchi to discuss collaboration between Educational Interpreting (K-12) and Licensure & Standards Committee regarding potential overlap in efforts.

**ACTION ITEM# A2021.09.14.18** (Chelsea Sudar, President) Due: 9/14/2021 – **Completed 9/14/21**

Email David Shanahan, BoD Liaison to contact Jay Gates about the Standards & Licensure Committee.

❖ **Mentorship Committee – Report by Vicky Emerson, BoD Liaison**

Chair: --

Co-Chair: --

Member(s): Kara Bull, Vicky Emerson, Dru Gentner

➤ **Mission:** Research whether or not OCRID should provided a mentorship program for the recent ASL interpreting graduates, emerging professionals interpreters as well as working professionals within the state of Ohio or if other states have outside providers who can fulfill this need.

➤ **Discussion:** Consider adding previous mentorship committee members from the 2016-2017 committees to participate or advise the committee on their findings. Stephanie Moeller may have information in her Google Drive. There is a definite need to "fill in the gaps" from formal theoretical training and best practices of empirical application.

**ACTION ITEM# A2021.07.13.35** (Vicky Emerson, Mentorship BoD Liaison) Due: 8/10/2021

Email Stephanie Moeller to request any information regarding her participation with the previous mentorship committee/program.

**ACTION ITEM# A2021.07.13.36** (Vicky Emerson, Mentorship BoD Liaison) Due: 8/10/2021

Email an invitation to all previously involved membership committee members, mentors, & participants to participate in this re-constituted committee.

**Table action item A2021.07.13.37** until BoD can review their records for 2014-2016 mentorship committee members and program participants from the 2016 OCRID Mentorship Program that was beta tested with the original 6 participants & their mentors and report to the Director of Meetings with more information.

**A2021.07.13.37:** Email a "Doodle" calendar form to the Mentorship committee members and interested parties requesting their availability to establish the committee's inaugural meeting.

➤ **Next Meeting:** *none scheduled*

**Old Business**

➤ Ad-Hoc Survey is tabled until after the Town Hall meetings.

**New Business**

➤ None

**Adjournment**

➤ ADJOURNED Time: **8:00 PM**

**Next Meeting: October 12, 2021 at 7:15 PM, virtual** (see OCRID.org for link)

Up-Coming Planned virtual meetings: November 9, 2021 at 7:15 PM