



**Secretary Report
26 October 2018**

Secretary: Stephanie Webb

- Minutes (Draft)
 - September online board meeting: shared with leadership 25 September 2018
- Review of Minutes received from:

Board Mtg	
✓	President - Peggy Huber
	Vice President - Cynthia Herbst
	Treasurer - Anne Jackson
✓	Secretary - Stephanie Webb
	Member at Large (Deaf) - Jerrin George
	Member at Large (IDP) - Paola Morales
x	Member at Large (Div) - Vacant

- Approved Minutes submitted to RID
 - August 2018 Minutes: approved by SCRID BoD 14 September 2018; emailed to Neal Tucker, NTucker@rid.org, cc to Peggy Huber, president@scrid.org, 25 September 2018.
- Added several reports to the September 2018 Meeting Docs page of scrid.org that had not been posted to the site.
- **Request:** In the interest of universal compatibility and accessibility for leadership and members, please upload all reports in PDF format.

- Created and shared with leadership a google drive folder to house PPM research and revisions as they are made on a variety of topics.

- Member-benefit workshop completed successfully! Created ASL workshop announcement that Jerrin was able to convert into compatible online formats. Sent PDF and mp4 announcements to all leadership to be used in promotion. Communicated with registrants and leadership in securing tactile interpretation, mirror interpretation, and volunteer services. Communicated with Cindy in planning lunch and snacks. Tactile interpreters cancelled. Notification received just under 24-hr mark so payment still made in full. Checks delivered to presenter and all interpreters. Thanks Peggy for the help in emailing the powerpoint slides to participants!
 - Registered: 92 (SCRID Members 86, Deaf Community Members 6)
 - Attendees: 60
 - New Member Registrations 8/18 - 10/13 (advertising period): 49
 - New Student Memberships 24
 - New Associate Memberships 9
 - New Certified Memberships 16
 - Budget: \$117.44 Remaining

BUDGET		
Allotted Budget		\$ 2,500.00
Presenter Fees	\$ 700.00	
Refreshments	\$ 429.53	
Interpreters		
2 Tactile at \$50*7hr	\$ 700.00	
2 Mirror at \$40*7hr	\$ 560.00	
Adj (late arrival)	\$ (20.00)	
Total:	\$ 1,240.00	
Misc Expenses*	\$ 13.03	
Total	\$ 2,382.56	
Remaining Budget		\$ 117.44

- Following email discussion, returned to creating solely minutes rather than process notes and minutes to report on board meetings. Action items will be included in the minutes and additional details will be maintained as needed by individual board members.

- Supporting Cindy in the development and revisions of SCRID's PPM. Reviewed the first draft section received.

- Continuing to clear out pages of old emails in the secretary inbox.