

KCD Board of Directors Meeting

Zoom Meeting

December 8th, 2022

Attendees:

April Haggard, James Smith, Anna Austin, Christy Vorreyer-Davis, Susanna Bourgeois, Angela Simmons, Jennifer Dean, David Moore, Lindsey Lee, Justine Hardin, Kristina Willicheva, Albert Owens

The Meeting started at 6:34 pm EST.

Silent Invocation: a few minutes of silence.

Minutes: Meeting Notes were accepted as is without any corrections, and the next meeting will be edited and more accurate.

Public Comments:

Mary Carver wanted to make comments on three things:

- Conversed with Jennifer and Christy regarding the not-organized well with the meeting last Saturday (December 3rd, 2022). She also shared the feedback with them and did not feel enough to be included in discussing the voting on the nomination.
- Gave two ideas on fundraising: 1) Chili Cook-Off, 2) Valentine: Love for All.

President's Report:

- Chrissy began working part-time on Dec. 1st
- KCD Building's heat is still out
- Board training with Neil McDevitt on Feb. 11, 2023
- Watch for the email with a poll to determine the future board meetings
- Members' Meeting was held on Dec. 3, 2022
 - Thanked the outgoing board members
 - Bylaws passed a few items
- New Board Directors
 - Gay Baker, Maneesha McLwain, and Daniel Maxwell
 - Begins Jan. 1, 2023

Vice President's Report: there is no report so far.

Executive Director's report and budget report: Today marks the 80th day of her first 100 days as Executive Director:

- **Events & Workshops:** shared the pictures on the PowerPoint to show different events/workshops to the KCD members.

- **Budget:** discussed non-profit, paycheck to paycheck, the 6-month worth of money in checking needed, USB and Checking. Chrissy explained the gas pile repairs and will use money from the checking account.
- The current budget explained the high to low hours and money based on billable hours, revenues, expenditures, and net income from July to November 2022.
- **KCD Team:** explained cutting the working hours on KCD Team from December 2022 to May 2023. Based on reducing the working hours, Executive Director will work 20 hours a week, a staff interpreter/scheduler will work 40 hours a week, an Accountant will work 20 hours a week, an office receptionist/business office assistant will work 40 hours a week and ASL instructor/DeafBlind Program Coordinator will work 16 hours a week.

The team agreed to increase the interpreting rate from \$60 to \$85 to help the revenues build up and decrease the salaries on two positions (Executive Director and Accountant) to oversee if they can increase to receive more. It will take time to oversee the budget between February and March 2023.

Interpreting Services Updates

Problem: interpreter shortage, low revenues, the old policy

New Plan: new policy, new rates, monitor revenues, reduce staff work hours (we're in this stage.)

Outcome: higher revenues, increase in the quality of services (March-May 2023)

Between January 2023 and May 2023: The interns are coming from the University of Tennessee and Maryville College to do their internship at KCD. 1 will intern as a scheduler, 1 will intern as a DeafBlind interpreter/SSP, and 1 will intern as an assistant.

Outlook in March-May 2023

Outcome: higher revenues, increase in the quality of services (March-May 2023)

Ongoing Plan: continue monitoring revenues, hire staff (TBD)

Move Forward: update policy annually, monitor revenues, hire staff (TBD)

Grants: explained five different grants (Lawrence Foundation, CSD Unities Foundation, AmeriCorps, Tennessee Disability Coalition, and CODA/KODA). Those grants are under review and pending to see if we will receive them.

Programs: ASL classes, ASL Coffee Chat, Townhall, Outreach, Deaf Senior Citizens, Youth Leadership Night, Pro Bono Interpreting Services, Advocacy, Social Media, Events, Workshops, CASLI, BEI, Office Space Sharing, and KODA Camp.

Events in 2023: CPR Training, SSDI & SSI Workshop, Property Tax Workshop, Advocacy Workshop, ASL Coffee Chat, Townhall, Meet/Greet, Caregiver workshop, interpreter-related workshops, Deafhood 101 and 201, and more!

Partnerships: since her first day as Executive Director, she started working to develop a rapport with many partnerships and even more!

Goals for 2023:

- What KCD means to the Board of Directors, KCD Employees, and the Community
- Deaf Community Engagement
- Engage with the digital generation
- Training for the Board of Directors and Community on “Board of Directors and the Community”
- Team Building opportunity for the Board of Directors and KCD Employees (together)

Hiring Staff Interpreting in February 2023:

- Independent Contractors vs. Staff Interpreters
- Pay Rate – KCD pay scale increased from \$21 to \$37
- November 2022: KCD paid the independent contractors about \$10,989.49

Executive Director’s Goals:

- Interpreter Services Manager: \$53,603 annually
- New Hire Staff Interpreter: \$23 per hour (approximately \$47,000/\$3,680 per month)
- New Hire Scheduler: \$18 per hour (approximately \$2,880 monthly/\$34,560 annually)
- VRI – very few due to anyone who DO NOT WANT TO USE. Executive Director’s thoughts based on providing the training on how to use VRI, repeat, and invest their time.

Treasurer’s Report:

James Smith explained that the statements were checked and matched what Christy explained in the Executive Director’s report.

Committee Reports:

Finance:

In the recent Executive Director's report, Anna Austin explained what Christy explained about the gas pipe repairs.

Personnel:

Angela Simmons stated that there is no report so far.

Bylaws:

Susanna Bourgeois stated that Jennifer Dean, Pat Rittenhouse, and they have occasionally been meeting through FaceTime or videophone to work on editing the bylaws. It was difficult to make the corrections to make it reader-friendly and wanted to commend the team's hard work.

Fundraising:

Meme Kerr was not present at the meeting. There is a short discussion on who takes over.

Nominating:

Jennifer Dean, Nominating Chair, explained the Board of Directors list for 2023, 2024, and 2025. She gave introductions to each candidate through PowerPoint, and the in-person candidate gave their short bio and then explained how to vote.

Nominations for Board of Directors Election:

Gay Baker, Barbara Berry, Ella Dean, April Haggard, MaNeesha McIlwain, and Daniel Maxwell

New Board of Directors for the 2025 term and one term for the 2023 term:

Gay Baker, MaNeesha McIlwain, April Haggard, and Daniel Maxwell

Building: Bryan Bowen was not present at the meeting and did share with April Haggard that there is none to report except the wiring for the internet. The president explained that the building committee would be removed from the bylaws and selected as an Adhoc committee when necessary.

Old Business:

Motion #1: Kristina Willicheva made the progress significantly but got stuck on another phase regarding the ownership of the website domain. She have been drowning in my schoolwork, so she hopes to get back to it when my semester concludes next week.

Motion #2: Kristina Willicheva stated: contingent on #1, too.

Motion #3: Kristina Willicheva didn't achieve the task of finding availability, but would like to try again in March when new board members arrive...

Motion #4: Kristina Willicheva stated: contingent on #1, too.

Kristina Willicheva stated: Yes—so when I tried to link the google drive with kcdtn.org, it says it has been taken by someone, but we don't have google drive, so who is it? Need to find out how we can transfer the ownership to us.

Jennifer Dean explained the planning of the retreat and discussed with Christy waiting on Alliance for a better non-profit organization (ABN). Christy explained three things: the role of the Board Director, learning about the budget, and the boundaries between the ED, board directors, and KCD staff.

April Haggard wanted to add one thing related to creating a community member database. We started with one from last Saturday (December 3rd, 2022). It is an interesting experience to try electronically due to TSD Wi-Fi sucks, but it is suggested to have both (electronic and paper) in case the Wi-Fi goes down or someone forgets their devices.

Anna Austin explained the ideas that She and Meme Kerr discussed regarding the rebranding for KCD and gave the list of ideas to April Haggard. However, Anna and Meme are resigning from this committee and need to find a replacement to carry on with the ideas from there.

New Business:

Jennifer Dean moved to have the individual community members select the role of running meeting themselves. The motion is dead.

The Meeting was adjourned at 8:49 pm EST.

Sincerely,

Justine Hardin, KCD Board Secretary