

Jul 6, 2025 | PCRID July Board Meeting

Invited Attendees: Shelby Abdilah, Savannah Moore, William Mendez-Gallardo, Emily Dittmer, Carolyn Boykins, Ciara Santos, Avril Brandon, Erika Hush, Renee Gordon

Meeting Began: 11:00 AM EST	Meeting Adjourned: 12:15 AM EST
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Attendees Present: Emily Dittmer, Carolyn Boykins, Shelby Abdilah, Renee Gordon, Ciara Santos

Agenda

1. Board Check-in
2. Board Extension Notification Email
3. ODHH Meeting Share Out
4. Website Meeting Minutes
5. Board Retreat - STRONG MAYBE
 - a. Goals for Cleanup
 - b. Position SOPs
 - c. Policy and Procedure Manual
 - d. Scanning Project
6. Website Transition - CB
7. 2 Factor Authentication

Meeting Minutes - AI Recap

Quick recap

The meeting covered a range of administrative and organizational topics for PCRID, including technical issues, board operations, and future planning. Discussions focused on email access, board representation, antitrust concerns, and the implementation of two-factor authentication for accounts. The board also addressed website transitions, the use of AI tools, document organization, and scheduling future events and retreats.

Next steps

- President & CB: Develop SOPs and policy/procedure manual for executive board positions
- CB: Research and compile website platform options with pricing comparisons
- President: Create and send out a poll within 2 days for September board retreat availability
- Shelby: Email Jacob to schedule a meeting about technical changes to the SBSLI bill
- Emily: Record and send out a 2-3 minute video about board activities and call for volunteers
- President: Continue scanning remaining 2-3 boxes of PCRID physical files
- CB: Continue transitioning email accounts to pcrid.org domain
- Ciara & President: Schedule a working day after next meeting to organize and clean up Ciara's drive
- Emily: Send password reset link to Renee
- Shelby: Follow up with Juliana about renewing her PCRID membership and coordinate email to Australia
- All Board Members: Test logging in with new pcrid.org email addresses and report any issues to CB
- Board Members: Notify President about any archived documents in their drives that need to be consolidated
- Emily: Continue consolidating archived documents into shared drive
- Renee: Enable and verify 2-step verification when next logging into the account
- Renee: Confirm access to Google Drive and Gemini using the new profile
- President: Send future calendar invites, zoom links, and agendas to Renee's new email account

Summary

Team Updates and Meeting Preparations

The meeting began with President and Renee discussing Renee's recent family moves and email access issues. President agreed to resend a link to access meeting documents after the meeting. Renee offered to take meeting minutes since William was absent. The group briefly discussed their weekend activities, with Ciara expressing mixed feelings about home ownership due to ongoing maintenance. The meeting was about to start, with Shelby joining near the end of the transcript.

Six-Month Plan and Board Updates

The meeting began with technical issues regarding Shelby's access to PCRID emails, which CB resolved by resetting her passwords. President outlined a plan for the next six months focused on cleanup and stability, deciding against a rigid board extension timeline to remain flexible. President mentioned recording a video to outline key tasks and call for volunteers, aiming to send it out soon. Shelby shared updates from a meeting with ODHH, where they requested interpreter services for meetings, which CB determined was not within their capacity as they are not an agency. Shelby also

discussed potential board nominations, including Juliana, and noted that Jacob had suggested some candidates, with Cheyenne being a pending consideration.

Bill Language Clarification for Interpreters

The group discussed clarifying language in a bill regarding board representation, emphasizing that the interpreter member is not a representative for PCRID but a community member with interpreting experience. They considered writing a letter to SPSLI about technical changes, including correcting a certification requirement that affects educational interpreters. The conversation also explored alternative language for the bill to ensure an interpreter is appointed without being limited to PCRID membership.

Board Meeting Challenges and Decisions

The board discussed the challenges of meeting with all members due to Maryland Open Meetings Act restrictions, deciding to start with a conversation involving Jacob and potentially sending a letter. They addressed antitrust concerns regarding PCRID's involvement in interpreting services, with CB explaining that competing against members would be illegal and against fair market practices. The board also reviewed the status of meeting minutes, noting that William will organize past minutes for public posting on the website by the end of July, and discussed the requirement to notify members 30-48 hours in advance of board meetings, though they expressed concerns about the practicality of this requirement given the current closed nature of their meetings.

Two-Factor Authentication Setup Instructions

The meeting focused on setting up and managing two-factor authentication for various accounts. CB explained that Google had recently implemented this requirement, and anyone who hadn't set it up would be locked out of their account. CB offered to open a grace period for Renee to ensure she could set up her account. The group discussed the process of setting up two-factor authentication, with CB providing specific instructions. They also addressed the need to set up backup information and the importance of completing the setup before being locked out.

Prioritizing Cleanup and SOP Updates

The board discussed prioritizing cleanup efforts over planning a social event during the Rad Conference in July. They reviewed progress on scanning historical PCRID files, with about 6 boxes remaining to be processed. The president outlined plans to review and update Standard Operating Procedures (SOPs) and policy manuals, particularly for executive board positions. The board also discussed a new streamlined CMP form developed by Ciara that automatically generates activity numbers and organizes data. Finally, they considered organizing an in-person board retreat in August to work on SOPs and team building.

Website Transition and Event Planning

The group discussed scheduling a weekend event in August or September, with Shelby noting August was problematic due to school starting and the group agreeing September would be better. Carolyn provided an update on the website transition, explaining that pcrid.org was complete but

they needed to decide between keeping Wild Apricot (described as "all in one pile of garbage that you can afford") or exploring alternatives like Memberly (\$9,000 upfront) which offered better functionality but a higher learning curve.

AI Tools and Email Transition

Carolyn discussed her experiences with various AI tools, including Gemini, ChatGPT, and Jim, highlighting their limitations and potential uses. She advised using these tools within the PCRID account to ensure data privacy. The president suggested utilizing AI tools for SOPs and PVM documentation to reduce manual labor. They also discussed transitioning to PCRID.org email addresses, with Carolyn confirming that users can log in using their existing passwords without the dash. The president proposed testing the new email system by sending test emails and gradually transitioning to the new format.

Document Consolidation and Archiving Initiative

The President discussed ongoing efforts to consolidate and organize email accounts and historical documents. They have been working with Ciara to create a shared drive containing archives from 2009 to 2025 operations, with the goal of centralizing information that was previously spread across multiple drives. The President invited board members to share any relevant archives from their drives, and Ciara offered to assist with the organization process after their next meeting.

Board Break and Membership Renewal

The board decided to take a break for the rest of July, with plans to potentially schedule a board retreat in August or September depending on availability. They discussed the renewal process for Wild Apricot memberships, with Carolyn and Shelby providing guidance on how to properly renew accounts to avoid payment issues. Ciara inquired about resetting passwords in Wild Apricot, and the process was explained. The conversation ended with Carolyn staying on to address any email issues that might arise.

Google Chrome Profile Setup Assistance

Renee received assistance from CB and the President to set up a new Google Chrome profile, including enabling two-step verification. They successfully configured the account and confirmed that Renee's emails and Google Drive would be accessible through the new profile. The President noted that Renee was the first person to log in without a dash, and they discussed the benefits of using separate profiles for work and personal accounts.