**Interpreters of Colour Network (IOCN)**

**Meeting Minutes**

**Monday 7th September 2020 at 7pm – 8.30 pm**

**Attendees:**

**Chair**: Nikki Harris (NH) called to order the **IOCN All Members Meeting** conducted online via Zoom.

**Co-chair**: Akbar Sikder (AkS)

**Interpreter**: Audrey Simmons (AS)

**Minutes**: Grace Peddie (GP)

**Number of members present**: 24 online (AkS)

**Members Registered to attend**: 33

Mitchel, P; Gorman, B; Harris, S; Lanie, M; Ekufu, N; Ani, E; Igbintade, T; Kang, T; Buckle, G; Powell, H; Jarrett, D; Evans, S; Pottinger, A; Nana Gassa Gonga, A; Abdul Ghani, A; Hart, S; Kothari, B; Slattery, Vicki Wan; McLeod, D; Beckford, J; Jacques, J; Squires, L; Francis, A; Pratt, S; Mitcham, L; Whitter, W; Ramji, N; Brant, V; Patterson, L; Lewis, J; Goldson, S; Gregory, L; Adedeji, S.

**Apologies:**

Charles Hampton II, Wales; Rachel Jones, London; Yazz Al-Kalmanchi, London; Sandy Deo, London; Pauline Edie, London; Marzia Sharma, E. Midlands; Siddika Kargi, London; Lauren Lister, Leeds; Mindy Laine, Herts; Ali Gordon, London.

**Agenda Items**:

1. **Chair’s Opening Remarks - NH**
* Thanks expressed for the work and input of all members of the Working Group (WG) as they have been working with the Steering Group (SG). We are working towards establishing the foundation of IOCN so that the Network’s processes and operations become more formalised.
* Thanks to the WhatsApp group chat moderators who are doing an excellent job.
* Thanks to Selina Jacques (SJ) and Angie Dawe (AD) for the Social Media output.
* IOCN has the support of the Deaf community. Interest in the Network has grown and there other groups and organisations are interested in working with us such as, NRCDP, VLP, ASLI, EFSLI who also would like ICON input into a piece of work developing their Memo of Understanding.
* A number of jobs for IOCN members have been directed to the Work WhatsApp chat.
* IOCN is here to stay as part of the interpreting community, so it is important that we diversity in terms of what we do and the people we work with.
* IOCN current has 97 members
1. **Approval of the Minutes of the previous meeting - NH**
* Screen shared and read out by Nikki. The minutes were approved as read. Minutes of last meeting 13/7/20 to be emailed out.
* IOCN Handbook almost complete. AS has been working on the policies and guidelines. The final touches to the Equality and Diversity Statement is all that is left to be done.
* AkS working on the Blue-print Presentation. Others are encouraged to be involved by engaging with the Google Docs and providing ideas and feedback.
1. **Winning Logo Design Announcement - NH for AAG**
* Winning design no: 2020V by Grace Peddie, W.Midlands

 Runner up design no: 2020S1 by Siddika Kargi (SK), London

It was agreed by the winners that the two designs would be combined to create the official IOCN logo. GP and SK will work together on this task and present to the Steering Group (SG).

* Thanks to all the other members who submitted logo designs.
1. **Expenditure Update – NH**
	* No bank account as yet. This is still being looked into.
	* The members of the SG has funded the initial set costs of ICON themselves. Breakdown of expenditure:
		+ Solicitor for CIC application - £300 (AkS, NH, JB, AAG, AS £60 each)
		+ IOCN Email - £26.78 (NH)
		+ Online voting tool - £15 (AkS)
		+ Zoom subscription – (AkS)
		+ Total spend - £341
	* Number and value of time given freely for the setting up of the Network.
		+ 10 hrs per week over 12 weeks
		+ 120 hrs = £4,800 (conservative estimate)
	* Going forward there needs to be a discussion on how the Network will be funded in the near future and in the long-term. Consider options. Fundraisers, membership fees etc.
2. **Community Interest Company (CIC) – Application Update - NH**
	* NH had a consultation with a solicitor experienced in the legal framework of CICs.
	* IOCN must not be political.
	* ICON needs to have a registered address for all correspondence. (NH address is being used at the moment).
	* In order for the IOCN to be official, it is a legal requirement that IOCN forms a Board of Directors
	* The Board Members are to be voted in by the membership.
	* The names of the Board members will be a part of the details of the IOCN and will be added to its paperwork.
	* The voting process documents for the new Board of Directors was emailed to members this morning (7/9/20). Please read through this document and **note the** **key dates** for the opening and closing of nominations, also the key dates for voting. Nominations are now open. **Closing date for nominations is the 14/9/20 at 5pm**.
	* AkS went through the election rules showing document via screen share. An official online election tool will be used to ensure that the process is fair and robust.
	* The Board Members will be announced on the 28th September 2020 by email.
	* Role description will be provided. Any questions/concerns contact the SG.
		+ Time commitment of approx. 2 hrs per month
		+ Members can nominate themselves but this must be countersigned by two other members who can vouch for the candidate.
3. **IOCN Website Update - AkS**
	* The SG does not have an estimated cost for the construction of an IOCN website from scratch. AkS has produced basic version that could be used on a temporary basis. This was shown to members via screen share.
	* Dionne Thomas (DT) is working on content for the Home Page including a BSL translation.
	* The aim is to have a website with a search facility that shows the profiles, languages, bios and contact information, a directory, map etc.
	* A Deaf website developer has estimated a cost of £3,000 for the creation of a website interface that meets our needs.
	* What AkS has produced (for free) so far is basic website that gives IOCN an online presence which enables people to find IOCN online and get some basic information.
	* It costs £60 per year to host a website. The new Board can decide how funds will be raised to maintain this.
	* IOCN is unable to fundraise or accept donations at this point as we do not have a bank account.
	* AkS would welcome further discussions and feedback about what we would like for the website. **Question:** Are we happy to make live, the basic version that AkS has created on a temporary basis until we can raise funds for an official website?
4. **A.O.B - All**
	* Further comments on the Board elections and roles – ICON members are supportive of each other. The Board will be supportive in the same way that the SG support each other. They have formal and informal meetings. Whatever is achieved for the Network will be through team effort for the benefit of the entire membership.
	* The size of the SG needs to be increased to share the workload. Need to take advantage to the skills identified in the members’ skills audit. Involvement in the Network is good for personal, professional and new skills development.
	* **AAG –** If anyone has experience or skills in banking and finance, please step forward.
	* Specific working groups are required for specific things that can work on tasks autonomously. More members needed to help out. Currently:
		+ Newsletter is produced by AD with AkS as Editor.
		+ WhatsApp moderators cover the Work email on rotation
		+ Social Media -Twitter by SJ
	* **Inclusive Training – AAG**
		+ AAG working on an Inclusive Training Programme for CPD providing monthly one hour webinars delivered by IOCN members.
		+ AkS and NH to deliver training for IOCN members on dates tbc.
		+ Members can team up (buddy up) to produce training, give constructive feedback and provide support. Be a “critical friend” to a member who needs support.
		+ AAG will be sending out a survey to find out what members’ training needs are and who can deliver them from within the Network.
		+ **NH – Buddy System** spoke from personal experience. A is a good idea. Her buddy was a sounding board that helped her to put her training course together and supported as she delivered the training.
	* **Social Media – SJ** – keeps an eye on the Twitter account, checks through the day. Makes a note of who is following us and follows them back. Other social media platforms like Facebook, LinkedIn and Instagram can be tied into the website. Organisations are tagging the ToCs on Twitter, also other interpreters. The calendar of events can be linked to Twitter. SJ happy to provide social media training.
	* **Creating links with the Black/Asian/Deaf Community - NH**
		+ Virtual Deaf Club. A social, meet and greet online so that IOCN and our Deaf community can know each other.
	* **Mental Health and Wellbeing – GP** – Thanked WGs and SG for their hard work but to be mindful of the pace at which they are working and workload they are undertaking. The Network appreciates all that they have done and continue to do. Please take care of yourselves.
	* **Future meetings** discuss membership categories, research other areas of interest to the membership. Any ideas or want to get involved email admin and a WG could be formed for any projects. Further WG meetings tbc after the Board elections.
5. **Close 8.30 pm**

Meeting closed 20 mins early all items and discussions being completed.

**Next all members meeting**:

**Minutes submitted by**: Grace Peddie, W. Midlands

**Minutes approved by**: