

CIT Board Conference Call June 19, 2000

Present: Elisa Maroney, Lynda Remmel, Paul Schreyer, Christine Smith, Jeanne Wells, Anna Witter-Merithew, joining at 9:30 PM EST: Barbara O'Brian

Not Present: Todd Tourville, Carolyn Ball (due to surgery)

1. Minutes

There are no minutes ready to approve. This will be done shortly over email and hopefully put up on the web, as the next newsletter will not go out until October

2. Nominations for Officers

Anna's term of office as VP is up (one can only serve twice in a row in an office). Barbara and Christine are, regretfully, unable to serve again. The following people have expressed an interest in serving on the board:

- Carolyn: in present position or possibly VP?
- Annette Miner
- Anna - considering secretary, but will let us know for certain by the end of next week.

Paul Schreyer, nominations committee liaison will contact a few people in his area he thinks may do well as chair of the committee.

Lynda Remmel will contact Ann Topliff and ask her to forward any helpful information about the process to Paul.

The announcement and call for nominations will go out in a special mailing with the by-laws changes by July 15th. The announcement should include all confirmed candidates for office.

3. Carolyn Ball Surgery

The board will send a goodie basket with get well wishes. Anna will order and bill CIT for the reimbursement.

4. Convention update

It is the opinion of the board that we need to begin board meetings Monday morning rather than Monday evening. This will require people to fly in Sunday and incur an additional night's hotel expenses. The board agreed to underwrite the convention budget if necessary.

Elisa will investigate whether we can get the meeting room earlier and if we can get the convention rate for rooms on Sunday night.

Elisa is also responsible for keeping track of the expenses that CIT will cover for individual board members. If you have any changes to that information, please notify her ASAP.

5. Proceedings

Matthew Moore has submitted a contract bid to publish the proceedings. It is significantly more than the proposal we approved. The per copy cost would be 26.05-26.50 plus 20% of the profit (the difference between the actual cost and the selling price of \$35. We would have to sell 375-379 copies to break even. The board decided that was too much for them to commit to. They recommended that the editorial committees goes back to Mr. Moore and explain that our budget only allows for \$14 per copy and can anything be done.

At the same time, the committee should re-contact RID about submitting a formal contract. Their bid was \$7000 for 500 copies, making per copy cost \$14. While they may not be able to have the proceedings available for the convention, the board could not justify paying more than double to have the proceedings at the convention.

On a separate note, the editorial committee has prepared a draft contract for presenters with requirements for publication (format, length, content). They will share this with Annette Miner. The board has full confidence in the committee and does not need to see this letter prior to mailing to presenters.

6. Liaisons to Committees

Since Jeanne Wells has been active on the editorial committee, it was agreed that she would take over as liaison to the board for that committee. Todd, who had been liaison, will be asked to take over the Region I liaison position with the ESC.

7. ESC Contract Position

The board has agreed to develop a proposal/contract draft to complete the SSR's for the two programs that are ready to be evaluated. This proposal will be submitted to individuals deemed qualified to do this work.

Anna and Lynda have agreed to create this proposal by June 26th, to be shared with the board for comment the last week in June. A final draft should go to these people by the beginning of the month (from the President, on behalf of the board).

The position responsibilities should include

- Contacting the programs to offer assistance and inquire about their date of submission
- Determining if the programs are interested and committed to an on-site visit costing approximately \$3000,
- Contacting previously trained raters to determine if they are available for SSR on one or both programs.
- Overseeing the successful completion of the SSR for these two programs in a timely fashion.

It should be made clear that this is not a commitment to any future action toward establishing accreditation or completing future program SSR's. The purpose is ONLY to complete the current programs that have already paid for the SSR and done the self-assessment and report.

8. Website

Consultant directory. Christine will send Barbara a previously used consultant form. Barbara will draft a consultant form to be posted on the web. When the form is on the web site, we will announce it over the listserv.

9. Contract Position

We need someone to contact all programs currently in the SSR process to see if they are still committed to site review.

We are still waiting to hear from the three individuals we have contacted about bidding for the contract. If they all turn it down, the Board really needs to consider who to approach.

10. Website

Editorial Committee will consider making a recommendation to Board for putting the proceedings on line.

11. Next Meeting

August 28'2000 8 PM EST

Meeting Adjourned at 10 PM EST