

CIT Board meeting: Nov. 8, 2000

Conference call began: 9PM Eastern

Present:

Carolyn Ball
Annette Miner
Julie Moore
Lynda Rimmel
Elisa Maroney
Paul Schreyer
Todd Tourville
Jeanne Wells
Betsy Winston

I. Topics Discussed

1. Wrap up of convention and other business

- Purpose of meeting: this is the first meeting of the new Board; new members need to be brought up to speed (existence of a "New Members notebook" was mentioned).
- Mary Stotler award: Board wants to insure that all past recipients have received appropriate plaques and monetary awards:

Decision:

- Rimmel is checking on plaques; Ball on monetary contributions from RID (Timeline: as soon as possible)
- Announcement of MSA to be sent to CIT and RID newsletters: Rimmel (Timeline: Dec. 1 newsletter deadline for CIT, Dec. 5 for RID)

2. Past Board meeting minutes:

- Minutes for April --approved at Convention
- Minutes for meetings in May, June, August, and September have not been approved
- Some are incomplete or not appropriately formatted.

Decision:

- Get all minutes and attempt to complete, then approve via email. This can be done by the continuing Board members, who constitute a quorum of the former Board.
- Maroney will send copies to Wells (not present at convention) and new members (Miner, Moore, Winston)
- Timeline: approved and ready for printing in the Jan. newsletter (Dec. 1 deadline) if possible

3. Convention minutes: These are due 30 days after the convention (convention dates: October 18-21, 2000). These will be sent to people appointed at convention: Janet Dobecki, JoAnn Shopbell, and a third person for approval. (ASAP)

4. Letter of Sympathy to Janet Dobecki and JoAnn Shopbell: CIT was late in this; Maroney will prepare letter. (ASAP)

5. Discussion of Committee structure, Board liaison roles, and other committees as determined at the convention; President appoints chairs during each convention, chairs appoint members.

Board supported a collaborative approach of continuing with current structures as much as possible instead of replacing and restructuring; using the membership forms to find out who expressed an interest in serving.

Current committees:

- Bylaws: VP is chair of this committee
- Standards: no chair for several years-needs a chair
- Editorial: Lynn Finton is chair; Board liaison is Sec'y.
- Technology: discussion centered around whether this was a sub-committee of Editorial: technology is being used to support information dissemination; Barbara O'Brian expressed interest to President that she would like to chair this group
- Membership: Kellie Mills Stewart is chair
- Professional Development and other committees: there is a need to develop a list of committees, chairs, and people interested in serving on these committees.
- New committee-CIT/ASLTA Task Force: This committee was mandated at the convention. Former Pres. (C. Smith) appointed Betty Colonomos to chair this committee at convention. There was discussion about the nature of the Task Force; we need a copy of the motions passed at the convention; Ball will be liaison

New positions discussed:

- Historian: Jona Maiorano is interested in becoming the CIT historian.
- Records Manager: Bylaws provide for possibility of records manager who might provide continuity in the ongoing financial and record keeping needs of the organization.

Decision:

- Schreyer: compile a list of current committees; contact all existing chairs to find out if they are interested in continuing (Time: ASAP)
- Schreyer: contact Membership chair for information from membership forms (ASAP)
- Tourville: contact convention Sec'y to get wording on motion re: Task Force. (ASAP)
- Continue discussion of committee structure, chairs at face-to-face. Make sure we are following Bylaws structures and guidelines. (Jan. f2f)

6. CIT Handbook of Collective Wisdom

This is a valuable resource that has the policies and procedures for the organization. It was last printed in 1992 and needs updating and revision.

Decision:

- Winston: appointed to do this work (liaison to committee or committee chair undetermined) (as soon as possible)
- Maroney: will send copy to Wells and new committee members (ASAP)

7. Self-Study Review Process

Past President and Board developed a proposal for someone to continue the work of SSR for programs already in the process. Barbara O'Brian accepted this position (coordinating the remaining SSR's).

Discussion centered on getting an actual contract developed from the proposal, setting end dates for completion, reviewer training, and future needs. These include possibility of accepting new programs, setting fees, etc.

Decision:

- Maroney will send everyone a copy of the proposal. (Done)
- Miner will develop a contract
- Winston will consult with O'Brian on SSR process (ASAP)
- Board will discuss at f2f. (Jan. 2001)

8. Conflict of Interest Policies

There is a strong consensus that we need clearly defined Conflict of Interest policies. These will be developed by the Board and included in the Handbook.

Decision:

- Tourville and Winston: investigate Conflict of Interest policies of other organizations and bring to f2f for discussion. (Jan.2001)
- Topic will be on January f2f agenda, with the goal of developing and finalizing these policies. (Jan. 2001)

9. Meeting Schedule

- Next phone meeting: Thurs Dec. 21, 7PM Eastern, 6 Central, 5 Mountain, 4 Pacific; (all will pay own phone bill and be reimbursed at f2f).

Decision: Winston will schedule and inform access information early that week via email.

- Face to Face Board Meeting: Salt Lake City, Jan 12-15 (arrive evening of the 12th, meet Sat, Sun, Mon till noon, then leave, find cheap fares and make before 30 days)

Decision: Board members will make own arrangements and be reimbursed at meeting.

- Future meetings: dates will be set at f2f for next 6 months

10. Other topics:

**Each new Board member needs to write an introductory article to the CIT newsletter (due December 1, 2000); others write own regional reports

11. Agenda topics not addressed:

- Videotaping Board meetings (and issues of open meetings/confidentiality)
- Accreditation Manual-availability in electronic form for disseminating to membership

II. Motions

No motions were raised at this meeting.

Meeting ended: 10:59 PM Eastern

Minutes respectfully submitted by Betsy Winston, Sec'y