

**CIT Board Meeting
Phone Conference
February 16, 2001**

Meeting called to order: 8PM Eastern

Present:

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

Attending: Cathy Cogen (8:00-8:30)

IA. AGENDA (ITEMS COVERED)

1. ACCREDITATION/SSR DISCUSSION

Discussion: report on the discussion with the web master about making the accreditation materials more user-friendly and interactive; Cathy Cogen can work with Winston and webmaster to post the accreditation materials in a more user-friendly manner.

Cathy Cogen described the types of documents needing to be added to the website and responded to informational questions from the Board about the previous work of the ESC.

Her major concerns:

- How does this work, i.e. web posting and request for input, fit into the Task Force's mission?
- What is the commitment of CIT to move forward with this information?
- Is this group part of the Standards committee?
- Who/how will this information be disseminated with the stakeholder?

Response:

TF Mission:

* As liaison to the CIT-ASLTA TF, the CIT President provided a copy of the motion to the CIT Co-Chair who accepted the charge of the motion.

* Clarification: Board will determine how to move forward based on input (from Task Force, from Accreditation manual discussion, etc.); the input from the Task Force will be reported to the members and a decision will be made by the membership which direction the accreditation will take.

CIT Commitment to acting on input regarding accreditation and SSR process:

* Want members to see as much of this information as possible and have an opportunity to comment on the various documents

* Want the information to go to the CIT-ASLTA TF

* The CIT-ASLTA TF will review the current documents and related input that will be generated as part of their charge.

Preparation of Accreditation/SSR Materials for the Web

* This work is a Standards Committee activity.

Dissemination

* A list of suggested stakeholders that was generated at the '96 Charlotte, NC CIT Convention will be reviewed and communication with stakeholders will need to be done.

During the two years that the Task Force is meeting, the Board will be receiving information from and responding to input from the Task Force.

Action/Deadline:

1. Ball (March 9, 2001): gather information from Task Force about the meeting, their goals, and how they will work with the information gathered by Cathy Cogen's sub-committee.
2. C. Cogen (by request from Board, March 9, 2001): Contact people to work with the accreditation documents to make them more user friendly
3. Ball (March 9, 2001) find list of stakeholders originally produced in Charlotte
4. Unassigned: advertisement of this work to stakeholders-after stakeholders are identified

2. SSR PROCESS

A. Board commitment to SSR process

Discussion: Discussion of the commitment to continue the SSR process. Major factor is budget.

Action/Deadline

Moore (March 9, 2001): Analyze costs (one-time, start-up, and ongoing for continuing the SSR process) and report to the Board.

B. Contract Position update

Discussion: All people originally contacted were re-contacted by Winston. All are willing to continue as reviewers; one may be available to take on the training or coordination.

Action/Deadline

None taken

C. Finishing current programs

Discussion: additional actions needed to complete the SSR's in progress (contacting current programs, recruiting new reviewers, etc.)

Action/Deadline

1. Wells (Feb. 16, 2001) Appointed Board Liaison to those working on the SSR process
2. Wells (Feb. 23, 2001) Contact the programs
3. Wells, Winston (March 5, 2001) Inform the membership of current efforts and status of SSR process with an article in the April newsletter
4. Ball, Schreyer (March 9, 2001) Recruit the deaf reviewers from membership list
5. Wells (Feb. 23, 2001) Contact 3 potential deaf reviewers already identified
6. Tourville (Feb. 17, 2001) Contact Barbara O'Brian: to ship materials related to SSR to Wells by March 1

D. Request from one program to withdraw from SSR process

Discussion: Due to changes in program status, one current SSR participant has asked to withdraw from process and have the deposit refunded. Due to current status of SSR process, Board agreed, but was clear that this was not a precedent for the future.

Action/Deadline

Moore, Maroney (March 9, 2001) Write letter to this program and send refund check.

3. MINUTES

A. Previous Minutes

Discussion: Previous Minutes are being revised and will be ready and posted to the website; will not be printed in the Newsletter in order to save printing and mailing costs.

Action/Deadline:

Tourville (March 5) preparing revised minutes

B. Minutes of Convention

Discussion: These are being reviewed by Convention appointed reviewers.

Action/Deadline

Miner (March 5, 2001) Convention minutes will be sent to CIT newsletter for publication in April edition, and to Winston for posting on website.

C. Board Minute Approval Process

Discussion: New process for approving minutes.

Action/Deadline

Winston (future Minutes) Sec'y will send out for feedback; Board has 10 days to respond. Revised Minutes sent out for final approval; Board has 5 days to approve. If there are no objections, the minutes are accepted as submitted.

D. Publication of Minutes

Discussion: There will be many pages of Minutes ready for dissemination in the April Newsletter; it will be an expensive mailing.

Action/Deadline

1. Miner (March 5, 2001) See above: will submit Convention minutes to newsletter for publication in full
2. Winston (March 5, 2001) Submit Minutes of January 2001 F2F meeting to website (done) and list of topics to be published in Newsletter
3. Tourville (March 5, 2001) See above: previous minutes will be ready and submitted to website for posting.

4. BYLAWS

Discussion: Report by Miner on status of Bylaws changes and referendum.

Action/Deadline

Miner (March 5, 2001) Bylaws report to be published in April CIT Newsletter for membership feedback within 30 days, then mail out bylaws for a vote.

5. BUDGET

Discussion: update on all items from 1/15, including the progress of changing accounts from Missouri to Oregon, expenditures to date, and income, deposit for next convention, Moore now has CIT debit card; Ball and Miner in process of getting them, too.

Status of 501 C 3: CIT can pay a fee to be a parent organization, then subordinate groups within CIT can be established as 501 C 3

Action/Deadline:

1. Moore (March 5, 2001) will send a brief written report to the Sec'y to include in the minutes.
2. Moore (Feb. 19, 2001) Send check for hotel deposit to Tourville.
3. CIT Board will discuss the 501 C3 and creating subordinate groups during the March Board meeting.

6. REQUESTS FOR COPYING ARTICLES FROM CIT PROCEEDINGS

Discussion: There are requests from people to copy articles from the past Proceedings. This issue needs discussion and action by the Editorial committee.

Action/Deadline

1. Winston (March 5, 2001) Prepare interim letter giving one-time permission for copying articles.
2. Editorial Committee (no date assigned) report on ways to disseminate Proceedings effectively

IB. AGENDA ITEMS (NOT COVERED DUE TO TIME LIMITATIONS):

7. COMMITTEE UPDATES

Discussion: Time for the conference call ran out before most of these could happen. It was suggested that each person provide a brief written summary to update the Board; to be included with the minutes.

Action/Deadline

Liaisons will provide brief summary update for inclusion in minutes

1. Membership (Maroney)

I am writing an article (with the help of Annette and Paul, remember? I will send you each a draft tomorrow) for the CIT newsletter on the roles and responsibilities of the Regional Representative and liaison to committees. My understanding was that Paul would contact Kellie about listing the members by region in the next newsletter to start people considering the possibility of becoming a regional representative. (Paul if you haven't done this, please either do it or let me.)

I am also going to ask Kellie to change the membership form to correspond with the By-Laws in terms of the committees that actually exist. I will ask her to list them as follows (unless I hear otherwise from you all):

Membership

Editorial

By-Laws

Nominations

Convention

Standards

Finance

External Liaison (Carolyn, should this be included in the list of committees?)

Ad Hoc: Professional Development (Lynda, is this the right wording?)

Ad Hoc

Educational Standards will be removed. Should Technology be listed? If Educational Standards will be removed. Should Technology be listed? If so, how? I guess I will note the changes somewhere in the newsletter, too, and I can address the fact that "Technology" really falls under at least two other Committees -- the PDC and Editorial Committee, right (it really seems to me like technology should be in all committees....)?

Finally, in regard to number 8 on the meeting agenda ("Contact RSA Regions to make sure they are CIT Members"), did you notice that the ten regional programs are listed in the CIT directory? Why are they listed if they are not members? Are we giving away one of the very few benefits of membership? The two national grants are not listed. Why not? (I have asked Kellie these questions, too.)

2. Editorial (Winston)

- Marie Griffin has expressed an interest in chairing this committee. One goal will be to find out how to post and disseminate them via the web, saving printing and mailing costs. Other goals: setting up a site on the web with a list of the Table of Contents from all the Proceedings and getting input from members about which articles they want available. This will help prioritize the digitizing process.
- Digitizing the Proceedings: the 1982 Proceedings are almost ready; 1981 are being worked on. Marie and Jona will continue working on these.
- Archivist: Jona Maiorano wants to do this, and work with Marie Griffin on the digitizing process. She had the following requests:

A. as past president, she sent several boxes of info to Christine Smith- Jona needs them back and needs CIT to pay for the shipping.

B. she needs to receive copies of all minutes, past and future;

C. she needs copies of all pertinent correspondence for the archives;

D. I suggested that she be added to our distribution list for the Board. We are doing so much business outside of business meetings, and sending copies of letters, responses, etc. to the list. As archivist, Jona would download all pertinent letters, documents, etc that we send around for the archives.

E. Change the title to "historian" rather than "archivist".

- Jona created a CIT brochure that was very nice-I asked her to send me a copy; when I get it I will send it on. Might be a great place to start preparing for the RID booth.

3. PDC (Remmel):

- Check on status of the Interpreter Coordinator Report. No action necessary as report arrived on Feb. 18.
- Professional Development Committee. Contacted Lynne Eighinger to see if she was interested in chairing this committee. Remmel sent her information regarding committee status, the potential direction of the committee and the names of possible committee members based on interest reflected on membership forms. Lynne has accepted to chair this committee so Remmel will be providing liaison support as the committee is formed.
- White Notebooks for New Board Members. Notebooks have been made and information copied. Currently working with Jeanne to get them as complete as possible. Once completed, they will be sent out. Currently planning to send notebooks to: Miner, Winston, Moore, Tourville, Maroney and Schreyer.
- Request for Jona Maiorano to write an ASPA Report for Newsletter. Remmel contacted Jona and left a voice mail message for her to write this report. Remmel has not heard back from her as to whether she is able to do so; followed up with an email.

4. Bylaws (Miner): See report above.

5. Standards (Wells):

Action taken since the Jan. F2F mtg.

Drafted and sent a letter to 21 people from the following groups:

- those who checked the ESC box on their 2000-20001 membership form (unless they also checked other boxes, in which case they were to be contacted by other committees)
- those current members who indicated interest on an old list dated '98
- those current members who are listed on an old ESC listserv list

Contents of letter:

- introduction re: purpose of letter
- role of CIT Board liaison
- status regarding process to appoint a Chairperson for the committee
- request that people acknowledge whether or not they were still interested in joining and/or continuing to serve on the Standards Committee
- copy of sections from the CIT By-Laws pertaining to the operation of standing committees and specifically, the Standards Committee
- copy of sections from the CIT Handbook (Oct. 14, 1992 version) regarding the responsibilities of standing committees and specifically, the Standards Committee
- ideas to consider for committee action from Board liaison to Standards Committee

Responses as of 3/1/01:

- 9 of the 21 people have responded

Questions from respondents (not in any particular order):

- How much time will this involve?

- How many times to meet (how to meet - through e-mail or in person, etc. ?)
- What do you expect the committee to do?
- What do you see as the status and role of the Educational Standards (sub) Committee at this time?
- Is there any further work for the ESC in promoting accreditation or the SSRs?
- Will there be any continuing role for the Standards Committee in the realm of Standards, SSR, and accreditation ?
- What's happening with the CIT-ASLTA Task Force at this point? What is to be its relationship with the Standards Committee?
- Is the committee still functioning on working on SSR's?
- What is the thinking of the Board about the SSR process? Will it continue or not?
- Would the committee be involved in working on accreditation issues, or would that be done (if at all) by another entity?
- What are the other issues of 'standards' that the committee would work on (e.g. what standards are required for someone to call themselves an interpreter educator?)
- What standards would CIT be involved in other than educational standards for interpreter education programs?
- Doesn't the SSR speak to issues of program development, curriculum, faculty and so on?
- How does the CIT-ASLTA TF fit into, next to, around the Standards Committee?

Liaison plan for future action

- send a letter of welcome to the newly appointed Chair of the Standards Committee
- forward responses to newly appointed Standards Committee Chair who will appoint members to the committee

6. Financial/Treasurer (Moore):

A. Please see separate reports sent as attachments previously:

- a. Comparison of spending for 1997 - 2000 (See report at end)
- b. Treasurer's report for 1/1/01-2/16/01 (See report at end)

B. Debit Cards: I have received a debit card for the CIT checking account, and have sent forms to Ball and Miner for cards. These should be returned to me so that I can return them to the bank and order the cards.

C. Finance Committee: Kevin Campbell, who has experience giving workshops on financial issues for interpreters, has joined the committee. Joanne Vandebusch, former CIT treasurer, is also interested in serving, and will decide pending a more complete description of what is expected. If a Fundraising committee is to be formed as a sub-committee of the finance committee, we will need to seek a fundraising chair. It will be easier to do this if we have a clear idea of the sort of fundraising we would like to explore, e.g. a promotional campaign or grant writing.

D. I have checked with the IRS about becoming a 501 (c) (3) organization. Changing the status of the entire organization would require dissolving the organization and beginning the incorporation process again. However, we can fill out a form, write a letter, and pay a \$500 fee and request status as a "parent organization." When that status is granted, we can have groups under the organization which can have 501 (c) (3) status. The board will need to decide whether this should be pursued.

E. I have given a check to Betsy Winston for the Mary Stotler Award.

F. I will send a \$500 check to Todd Tourville for the deposit on the convention hotel.

G. I will send a \$168.49 check to Kellie Stewart for the balance of the Membership Directory costs, bringing the total for the directory to \$668.49.

H. I have checked with all past recipients of the Mary Stotler Award for correct information, and will order their plaques next week.

I. Items which remain from the face-to-face meeting, which I have not completed are checking into investment strategies, having an audit done, and working with Elisa Maroney and the Convention Committee on the proposed change in status of student reps for the convention.

7. Nominations (Schreyer): None submitted.

8. Convention (Tourville): None submitted.

9. External Liaison (Ball): NAD/RID, ASLTA/CIT (Ball): None submitted.

10. AD Hoc: Conflict of Interest (Ball): None submitted.

11. Technology (Tourville-this committee has been split between the PDC and the Editorial committees)

8. PRODUCING LABELS

Discussion: need to determine how to manage this process

Action/Deadline:

Wells: will continue to provide labels as in the past until this discussion happens.

9. RID CONVENTION BOOTH

Discussion: topics to be covered-materials made for booth, who will sit and set up;
A brochure already exists and is being sent to Winston from J. Maiorano.

Action/Deadline

None

10. THANK YOU CARDS SENT TO HOST OF F2F

Discussion: None

Action/Deadline

Jeanne Wells sent thank you notes to people who so graciously hosted us during the January F2F meeting in Utah.

- Annette Miner (provided the site, persuaded many to "cater" to us, & chauffeured us as well!)
- Anita Nelson - Secretary (food orders & planning)
- Jess Julander - Faculty (collected food orders & delivered food)
- Jennifer Storrer - Faculty (collected food orders & delivered food)
- Jennifer Young - ASL Club (provided snacks, food delivery, etc.)
- Danielle Crosby - UT RID President (provided snacks from members)
- Carolyn Ball (put "goodies" in our rooms!)

11. NEW TOPIC: Tracking CIT business

Discussion: there is business going on continually outside the scheduled business meetings. We need to determine

1. How to conduct business outside of scheduled meetings (getting approvals, what needs to come to the Board, etc.)
2. How to track this (official minutes cover the scheduled meetings only)

Action/Deadline

None

Meeting Adjourned: 10:05PM Eastern

Respectfully submitted by Betsy Winston, Secretary

Added reports: Treasurer's Reports: Comparison 1997-2000

<u>INCOME</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Uncategorized	6,321.00	480.00	33.00	0.00
Ads Sold	640.00	680.00	180.00	350.00
Proceedings	312.00	165.00	450.00	3,479.05
Donations			573.11	161.00
Convention Registrations	0.00	10,000.00	250.00	0.00
Earned Interest	95.91	84.63	115.47	215.92
SSR Income	0.00	4,500.00	1,500.00	0.00
Fundraising	123.00	0.00		
Membership	3,025.00	9,680.00	18,720.00	25,676.25
Misc. Income	0.00	10.15		
Savings Transfer	43,066.83	0.00		
From Money Market	500.00	12,356.23	3,000.00	30,000.00
TOTAL INCOME	53,993.74	37,956.01	24,821.58	59,882.22

<u>EXPENSES</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Uncategorized	-----	-----	0.00	231.21
Ads Purchased	-----	-----	250.00	300.00
Bank Charges	23.60	20.90	0.00	59.00
<u>Board</u>				
Conf. Calls	2,245.13	3,200.34	199.84	569.52
Face-to-Face	0.00	2,451.23	4,810.84	5,937.20
Travel	-----	-----	-----	460.72
TOTAL Board	2,245.13	5,651.57	5,010.68	6,967.44
<u>Newsletter</u>				
Newsletter	0.00	243.80	0.00	180.80
Postage	0.00	405.36	353.01	567.83
Printing	0.00	1,374.79	955.61	691.25
TOTAL Newsletter	0.00	2,023.95	1,308.62	1,439.88

<u>EXPENSES (cont'd)</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
<u>Committees</u>				
External Liaison	----	----	0.00	522.76

Stotler Award	0.00	52.18	0.00	1,750.00
Membership	----	----	0.00	1,131.67
Prof. Dev.	0.00	165.00	481.24	0.00
TOTAL Committees	0.00	217.18	481.24	3,404.43
<u>Convention</u>				
Convention Exp.	----	----	0.00	898.68
Audio Visual	----	----	0.00	450.00
Entertainment	0.00	500.00	0.00	250.00
Flowers	----	----	0.00	195.50
Gifts & Awards	----	----	0.00	735.36
Food & Beverage	0.00	480.00		----

<u>Interpreting</u>				
Interp'ing	0.00	769.23	----	----
Coord.	0.00	300.00	0.00	2,294.15
Interp. Svcs.	0.00	9,753.73	0.00	9,146.45
TOTAL Interp.	0.00	10,822.96	0.00	11,440.60
Misc.	0.00	1,591.98	250.00	2,726.76
Parliamentarian	0.00	300.00	0.00	325.00
Program	0.00	230.83	0.00	920.00
<u>Proceedings</u>	----	----	4,220.23	650.26
Editor	----	----	600.00	----
Postage	----	----	877.63	700.00
Printing	----	----	0.00	816.16
TOTAL Proceedings	----	----	5,697.86	2,166.42
Refunds	----	----	0.00	3,287.71
Student Rep. Exp.	----	----	0.00	1,357.45
Registration	0.00	222.36	----	----
Travel	0.00	3,799.48	0.00	400.00
TOTAL Convention	0.00	17,947.61	5,947.86	25,153.48

EXPENSES (cont'd) 1997 1998 1999 2000

ESC Expenses

ASPA	----	----	595.00	0.00
Conf. Calls	----	----	645.28	0.00
Consultant	3,333.32	0.00	1,968.00	0.00
Face to Face Mtg.	----	----	5,328.36	0.00
Postage	----	----	14.50	0.00
Travel	----	----	5,083.77	0.00

Misc.	1 73.49	0.00	----	----
Office Space	888.88	444.44	----	----
TOTAL ESC Expenses	4,395.69	444.44	13,634.91	0.00
Incorp. Fees	20.00	0.00	20.00	20.00
Membership Directory	0.00	420.00	400.00	0.00
Membership Fees	65.00	0.00	130.00	0.00
Misc. Expense	60.09	1,642.03	57.04	0.00
Postage	390.52	93.46	380.90	15.28
Printing	919.20	43.98	0.00	484.34
Recordkeeping	36.94	51.20	----	----
Tax Fee	210.00	255.00	450.00	300.00
Reimburse Membership Fee	----	----	100.00	300.00
<u>Website</u>				
Server Fee	----	----	215.46	0.00
Web Master	----	----	0.00	1,183.00
TOTAL Website	----	----	215.46	1,183.00
TO CIT Money Market	45,000.00	0.00	----	----
TOTAL EXPENSES	53,366.17	9,144.69	28,386.71	39,858.06

Treasurer's Report 1/1/01 - 2/16/01

Checking Account (Portland)

Opening Balance	\$10,000.00
(transferred from convention money market)	
Income	8,473.00
(memberships, convention registrations, misc.)	
Expenses	
Face to Face Board Meeting (reimbursements)	3,460.30
Mary Stotler Award to Betsy Winston	750.00
Membership Directory	500.00
Proceedings	9,000.00
Postage (Silent Auction)	9.36
Ending Balance	\$4,752.85

Convention Money Market Account (Portland)

Opening Balance	(Convention Proceeds)	\$37,694.77
Income		
Memberships, convention registrations		1,780.00
Interest Earned		102.13
Expenses		
Website		204.15
Newsletter Printing		424.50
Transfer to Checking Account (above)		10,000.00
Board Face to Face Lodging		989.02
Ending Balance		\$27,959.23

CIT Checking (Missouri)

Ending Balance as of 1/09/01 **\$27,196.26**

CIT Money Market (Missouri)

Ending Balance as of 1/09/01 **\$56,758.76**

Total Funds on hand, all accounts **\$116,667.10**