

**CIT Board Meeting
Phone Conference
March 19, 2001**

Meeting called to order: 10 AM Eastern

Present:

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

I. AGENDA

1. MANAGING EMAIL BOARD BUSINESS OVERLOAD

Discussion: Over the past few weeks, Board members have expressed concern about the amount of email, time, and focus CIT business has produced. Discussion also focused on the need to determine adequate turn around time for discussion, requests, and queries.

The main focus of this phone conference was this topic, since it needed to be resolved before other business could be handled.

Action/Deadline:

1. All (March 19, 2001): The Board agreed to try managing CIT business by adopting the following approach:
 - Board members will post questions for discussion to the Board with an end date for discussion. (e.g. a question posted on March 19 would have the date March 28 posted as the date discussion will end on that topic).
 - Email discussions will run on a weekly (7 day) schedule, from Wednesday thru Wednesday noon (each person's time).
 - i. Emails need to be clearly headed
 - ii. Emails need to be concise
 - iii. Emails relevant to all will use the CITBoard list.
 - iv. Emails relevant to only a few will be sent via other means.
 - v. Lack of response to a topic is a default support of the discussion, policies, and actions being discussed.
 - Board member responsible for posting question will include any actions, decisions, motions that result from the discussion as part of the pre-meeting report (see Item below: Managing Meeting Time).
2. Wells, Winston (April 16, 2001): report on possibilities of a website for hosting discussions and meetings with threaded discussions.
3. All (Current email discussion): discuss how to handle motions on email.

2. MANAGING MEETING TIME

Discussion: Meeting time is always short and we need to find a more efficient way of using our time.

Action/Deadline:

1. All (March 21, 2001): Submit current reports for this meeting/Minutes.
2. All (April 9, 2001): Submit report for meeting to all on the listserv for review one week (seven calendar days) before each scheduled business meeting.

3. BOARD GOALS

A. Short term goals

Discussion: We need to be sure that our short-term goals are being accomplished. These are already determined by the Action/Deadlines in the Minutes.

Action/Deadline:

All (April 9, 2001): Report on status of all assigned actions from past Minutes.

B. Long term goals

We need to discuss our role in determining long-term strategic plans and goals for CIT. We discussed some of the current goals we have so far tackled: invigorating committees, improving communication on the Board and with the membership, updating the website, moving on convention business.

Action/Deadline:

1. All (April 16, 2001): Begin considering long term strategic plans.
2. Ball (April 16, 2001): Add this discussion to meeting agenda.

4. SSR QUESTIONS PENDING

A. Organizational Membership requirements for programs in SSR

Discussion: There has been confusion about whether programs going thru the SSR had to be organizational members.

Action/Deadline:

1. Wells (March 19, 2001): Report to current programs that they do not need to be current organizational members.
2. Ball (April 16, 2001): Add discussion of organizational membership to meeting agenda.

B. Continuing SSR

Discussion: Another program has inquired about going thru SSR; discussion centered on possibility and feasibility; past discussions decided to investigate cost/budget and decide based on that criteria. Moore has already collected the amounts and expenditures; needs help determining which are on going and which were one-time expenses.

Action/Deadline

Moore (April 16, 2001): Consult with Maroney and Winston to determine the cost of continuing the SSR.

5. PAST PROCEEDINGS

Discussion: We are continuing to get requests for back copies of Proceedings. An offer to buy all was made and has expired. Proceedings that are out of print will be made available on the web when possible. We need to determine who is and who will take care of responding to these requests; to date it has been A. Witter-Merithew and J. Maiorano; Maiorano probably still has copies of some proceedings.

Action/Deadline:

1. Rimmel (April 16, 2001): Find out if there is an electronic copy of the 1998 Proceedings from Salt Lake City (Joseph Alvarez, editor). If yes, get that sent to M. Griffin, Editorial Committee; send hard copy to Mairoano, Historian.
2. Moore (April 16, 2001): Find out what is available from Maiorano; fill orders as possible and refund rest of money.

6. CIT IN REAL SPACE

Discussion: We need to have a physical space for storing items like past Proceedings, and for using as a permanent mailing address. We have the opportunity to discuss this with RID at the August convention.

Action/Deadline:

1. Ball (April or May meeting): Add to agenda-discussion of what we need in terms of space; how much we can afford.
2. Ball, others available (August 2001): Meet with representatives of RID at the RID convention to discuss the possibilities.

7. POLICIES AND PROCEDURES MANUAL

Discussion: This is a work in progress; we have had several discussion and a few finalized decisions about revising the PPM. Winston is currently preparing it for electronic access and posting to website. Wells is available to help on revisions.

Action/Deadline:

Winston (October 2001): Post PPM to website.

8. MEMBERSHIP COMMITTEE

Discussion: Kellie Mills-Stuart has submitted suggestions for changes and revisions in the committee and in membership approaches. Maroney (Liaison) requested that we discuss these by March 28 via our email approach.

Action /Deadline:

All (March 19, 2001): Agreed

9. NEXT MEETING FORMAT

Discussion: We want to try computer meetings. IM is a possibility, as is a website chatroom.

Action/Deadline:

1. All (April 16, 2001): Prepare for meeting on IM or website.
2. Schreyer (April 9, 2001): Inform Board which approach will be used.

II. MOTIONS

Motion 01-10 (Ball/Schreyer)

Move to budget \$5000.00 to support the initial Task Force operations, matching the \$5000.00 provided by ASLTA.

MSP

III. REPORTS SUBMITTED FOR BOARD CONSIDERATION

1. Membership Committee (Liaison: Maroney)

Membership services contribute in a huge way to the success of an organization. We, the Board, have been referring to the Membership Committee as though it were a group of people, when, in fact, it is and has been a committee of one. Perhaps "membership committee" is a misnomer.

Kellie Stewart, membership chair, has thought long and hard about what a membership committee comprised of a group of people would look like. She feels that her job as membership chair would only be impeded by delegating work to others at this time. Because of the program she uses, sending out renewal letters with membership forms to those members, both institutional and individual, whose memberships have lapsed is simple. She can also easily send out membership recruitment letters and membership forms to institutions, such as the RSA grant funded programs, and individuals referred to her by the Board. She is the only person who can access and work on the membership data base.

There may be some tasks that committee members may be able to do, if anyone shows interest in this area or we are able to recruit members. Some are short term. For example, organizing and staffing the CIT booth at the RID convention. Neither the membership chair nor I will be able to do this. A more long term task would be handling the demographics of our organization. The membership chair says that once she has collated and analyzed the results of the first demographic survey, this is a task that could be delegated.

The membership chair believes that CIT's problem is not recruitment of new members, but retention of former and current members. Only 2/3 of the membership have renewed. This year there are 10 institutional members that have not renewed. This happens for a number of reasons, including varying institutional fiscal cycles and staff turn-over. The membership chair can and does send these institutions renewal reminders.

She has already sent out reminders to those individual members whose memberships have lapsed. I know that coming up with the \$100 can be difficult and that even I (and some others of us on the Board) have been known to pay our dues late. Some individuals feel that because of the work they do for CIT, they should not have to pay membership dues, and, therefore, do not re-new their membership. How can we handle this problem? We do not need a membership committee to become enforcers. Whose job is it to make sure that individuals continue their membership in the organization?

Perhaps policy should be set by CIT saying that members who do X amount of work get a dues abatement, reduction, or convention registration. Board members and those doing a GREAT DEAL of work (i.e., the Newsletter editors and the membership chair) could get some reduction in their dues or convention fees, but that should be made policy. This could also encourage members to be more active in CIT. If CIT does not set policy in this regard, then it is not fair for people to claim hardship when others struggle to pay membership dues AND do a lot of work for CIT. Another policy that could be set could say that to be eligible to serve CIT, one must be a current member of the organization. The downside to this policy is that CIT may lose some very active members.

QUESTION:

Where is a current directory of interpreter education programs being kept? If the membership chair can access this list, she can send institutional recruitment letters and membership forms to all of those listed that are not currently members.

POSSIBLE ACTION ITEMS:

1. Policy will be set in regard to the membership dues and service to the organization to deal with those individuals who are doing extensive work for the organization and are not paying their membership dues. I would like to see this on the April agenda.

2. The membership chair will send the membership liaison motions relevant to membership services that will then be passed on to Annette Miner, liaison to the By-Laws committee. In-progress.
3. Regional representatives and other Board members will take an active role in recruitment and retention by sending personal requests to those members whose memberships have lapsed or to individuals new to the field. The membership chair can send us a list of those members who have not renewed in our regions.
4. The Board will decide what should go into the directory. How can we make and keep the directory the most accurate and useful? I propose that the demographic survey results be included in the directory, as well as the By-Laws. If the By-Laws are not included in the directory, then a similar booklet containing the By-Laws can be created and sent with the directory. This should be decided by late November or early December so that by the end of December, the membership chair will know what direction to take in developing the 2001-2002 directory.

2. Financial/Treasurer (Liaison: Moore)

CIT Treasurer's Report 2/16/01-3/18/01

Beginning Balance	(Checking, Portland)	\$4,752.85
<u>Income</u>		
Deposit (1/29 adjustment)		\$504.00
Transfer of funds from Missouri Account		\$26,461.70
Memberships		1,887.50
Convention Proceeds		315.00
RID (for Mary Stotler Award)		500.00
Advertising sold		200.00
Proceedings		112.00
Total Income		\$29,980.20
<u>Expenses</u>		
Reimbursement (Membership Directory)		\$ 168.49
Hilton-Airport (Convention Deposit)		500.00
The College of St. Catherine		1,500.00
Reimbursement (Board Expenses: Witter-Merithew)		863.85
Mary Stotler Award (Plaques)		254.25
Reimbursement (Shipping: Smith)		76.07
Refund (Convention: Beardslee)		300.00
Check Printing Charges		48.95
Total Expenses		\$3711.61
Ending Balance		\$31,021.44
Beginning Balance	(Convention Money Market, Portland)	\$27,959.23
<u>Income</u>		
Transfer of funds from Missouri Account		\$56,929.04
Interest earned		91.25
<u>Expenses</u>		
		0.00
Ending Balance		\$84,979.52
<u>CIT Checking (Missouri)</u>	Ending Balance as of 3/18/01	0.00
<u>CIT Money Market (Missouri)</u>	Ending Balance as of 3/28/01	0.00
Total Funds on hand, all accounts		\$116,000.96

Items from the 2/16/01 Board Meeting:

1. Cost analysis for SSR Process (startup/ongoing): In process.

In order to complete the analysis, I need information on the following:

How far back should the analysis go? When was the development of the process begun?

What activities took place when and where?

Which would need to be ongoing, and which are no longer necessary now that the process has been developed?

I have developed a listing of Ed. Standards/SSR expenses from 1995 to present, but am unable to proceed without the above information. I'd appreciate any guidance the board can offer.

2. Refund with letter to The College of St. Catherine: Done
3. Report to secretary for inclusion with minutes: Done
4. Send \$500 check to Tourville for Convention hotel deposit: Done
5. 501 (c) (3) Tax exempt status; creating subordinate groups: to be discussed at March meeting.

Finance Committee Report:

Joanne Vandebusch decided not to join the committee. Therefore, we have three current members: Jeanne Wells, Kevin Campbell and the treasurer. We can continue with the current committee, or advertise in the newsletter for members with financial experience.

In order to develop a budget, the committee needs to know what the Board's priorities for the budget period will be. The Board also needs to set a timeline for production of a draft and a final budget. The board needs to set goals/priorities for the current two-year period, as well as long term goals, in order to guide the finance committee in developing a budget.

3. Editorial/Secretary (Liaison: Winston)

IA. Summary of business between meetings

1. BUSINESS BETWEEN MEETINGS

Discussion: how to manage online business between meetings; we need to develop a policy for tracking and officially reporting business that is conducted between official business meetings.

Action/deadline:

All (for next business meeting):

Consensus was reached that each Board member would track discussions that they introduce and provide a summary of decisions/any motions, or other actions taken as a result of the online discussion to the next official business meeting.

2. APPOINTMENT OF EDITORIAL COMMITTEE CHAIR AND HISTORIAN

Discussion: the question of whether these people had officially been appointed so that they could be announced in the newsletter

Action/Deadline:

Ball (March 5-Newsletter deadline) People had been called (message left) but not contacted. We should still go ahead and announce them in the April newsletter.

3. PAST MINUTES

Discussion: All past Minutes have been posted to the website.

Action/Deadline: None needed

4. REQUEST FOR COPYING ARTICLES

Discussion: continued from the Feb. 16 meeting, a form was proposed, sent to the newsletter for publication, and will be posted on the web site. We are currently using the Portland, OR CIT registration address on this form.

Action/Deadline:

Winston (no date): forward this form to Editorial committee when established.

5. CIT LISTSERVS

Discussion: Listserv for the Board has been set up and others can be set up at any time. We need to decide who will be responsible for this and how it will be done (individual Board members, committee chairs, or thru a single person).

Action/Deadline

All (March 15, 2001): Board will begin to shift business discussions to the CITBoard listserv.

IB. Business at meeting

5. POLICIES AND PROCEDURE MANUAL

Discussion: this is a work in progress and has not been high on the agenda; how to work on this was discussed and prioritized.

Action/Deadline:

Winston, Wells (October 2001): Post PPM to the web site.

4. Professional Development (Liaison: Rimmel)

Lynne Eighinger has accepted to serve as the PDC chair. In our initial communications, I have given Lynne the following information:

- The names of those people who indicated interest in the PDC include: Melissa Smith, CA; Dale Dyal, CA; and Christine Smith, GA. Others indicating interest specific to technology in addition to Lynne include Suzette Garay, WI and Aaron Gorelick, NY. There may be others who have participated on the PDC in the past who may still be interested. (NOTE: The PDC committee does not include the sub-committee people working on the next convention.)
- The direction of the PDC will be developed as the goals, guidelines and responsibilities for this committee are formulated.
- PDC is responsible for the Mary Stotler Award process. Guidelines have been created for this process and will be forwarded to Lynne.
- The board would like to see the PDC consider expanding opportunities for professional development beyond the national convention. Options, particularly due to technological advances should be explored. Information regarding possibilities have been forwarded to Lynne for the PDC to consider.
- It has been recommended that a consultant directory be considered through our website. This directory should be discussed by the PDC.
- As a board, we would like to see increased support for interpreting educators who are not full time faculty within a program. We also want to develop greater opportunities for deaf educators within our organization. This is also a topic for the PDC to discuss.
- The current structure is that the PDC is an ad hoc committee. However, the intent is for the PDC to become a standing committee with the convention committee becoming a sub-committee of the PDC. HOWEVER, there is no intent for the convention committee process, which is already in place, to change. The convention committee will work on its own basically as it has in the past. It is only at the philosophical level that we see the convention as simply one of hopefully many professional development opportunities for members. THEREFORE, the intent is not to have the PDC chair take on one of the key positions in the convention planning process.
- A listserv can be established through our website to allow for PDC committee communication.

5. Standards (Liaison: Wells)

Action taken since the 2/16/01 meeting.

Re: new Chairperson - Cynthia Roy

- * contacted the new Chair (3/3/01) and reported liaison action taken thus far;
- * forwarded 9 responses of people who are interested in serving on the SC to the new Chair (3/4/01);
- * sent a note introducing Cynthia Roy as the new Chair and a copy of her bio to all people I originally contacted regarding serving on the SC (3/4/01);

Re: "familiarizing myself with the history & issues re: the SC, ESC, SSR, accreditation, etc.

- * assembled and reviewed ESC committee reports from past CIT newsletters and Board communications;
- * am still looking for a copy of the info that was collected for the CIT 2000 convention;

Re: SSR activities....

- * revised and submitted an announcement for a CIT SSR Process Coordinator to the April CIT News (3/5/01);
- * received a letter of interest for a Self-Study Review for next year;
- * drafted a letter to send to two programs currently engaged in SSR process;
- * received 4 boxes of SSR materials from Barbara O'Brien;
- * received information regarding site visit fees of some non-interpreting programs

Re: Standards Committee (SC) Liaison activities.....

- * wrote & submitted Standards Comm. Liaison Report to CIT News (3/6/01);
- * received an email note & replied re: requests for information about program standards, accreditation, and how interpreting education programs are following the standards (sent copies of reply to Cynthia Roy and Carolyn);
- * received info about a program in NY state that has requested approval for an "interpreting education" program that has almost nothing to do with interpreting... forwarded it to Cynthia Roy with a note suggesting that the SC consider accepting the responsibility of responding to these kinds of notes... suggested that we (CIT) ought to be proactive about this by contacting interpreting programs, informing them about the CIT and our standards, and encouraging them to become organizational members (also sent a similar note to CIT Board for their comment) (3/13/01);

Re: accreditation

- * received several emails with attachments of accreditation documents from Cathy Cogen (3/1/01);
 - * am in the process of printing out the documents;
- * received an email from Cathy Cogen (3/8/01):
 - * she asked about communication protocol now that Cynthia is the new chair;
 - * Laurie Swabey & Robert Lee have agreed to help Cathy & she is waiting to hear from 2 other people;
 - * She also plans to send a copy of the documents to Cynthia;
 - * She will let us know when a full group is ready & how long it will take to determine how to best post documents for feedback.;
 - * After the group completes the task she plans to work w/ Betsy & the web host;
 - * She had questions for the Board:
 - * What is the status of the Board's outreach efforts?
 - * Did anyone find a list of stakeholders?
 - * Did the Board have any clearer determinations of the relationship between the SC & the CIT-ASLTA TF?
- * Responded to Cathy's email (3/9/01)(cc: to Cynthia Carolyn):
 - * Explained that I am printing out the documents & plan to send hard copies to the Board & would send her input re: how to proceed;
 - * Asked her to wait for any input that the Board might have before she proceeds to post the documents on the website;
 - * Explained that Cynthia will now be the communication link to the Board;
 - * Explained that I had found a list of suggested stakeholders & included it as part of the

CITNews report;

- * Explained that Carolyn as the liaison to the CIT-ASLTA TF is the one to respond to TF questions & that the Board has not completely discussed this topic.

Liaison plan for future action:

- * send letters to 2 programs in SSR process with update regarding status of needing to hire a person to coordinate a rater training to include Deaf raters as per a 2000 CIT convention motion;
- * send letters of invitation to receive rater training for the SSR/site review process;
- * send copies of ESC committee reports from past CIT newsletters and Board communications to Cynthia;
- * send response to interested program regarding status of the SSR process.

Meeting adjourned: 12:00 noon, Eastern Time

Respectfully submitted April 3, 2001

Betsy Winston, Secretary