

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

Meeting called to order: 10 AM Eastern

Present:

Carolyn Ball, Annette Miner, Julie Moore, Betsy Winston, Jeanne Wells, Elisa Maroney, Todd Tourville

Absent:

Paul Schreyer, Lynda Rimmel

I. AGENDA

1. REVIEW OF EMAIL PROCESS

Discussion: People are satisfied with the results of the new system.

Action/Deadline:

All (ongoing): Each Board member will continue to use the process, posting questions, then summarizing the email discussion to the Board 1 week before next meeting.

2. CHATROOM

Discussion: We need to use this and decide whether the current one works well, or if we need more features; we need to make use of this instead of conference calls.

Action/Deadline:

All (May 21, 2001): Each Board member commits to finding a back-up system for accessing the chatroom for Board meetings.

3. MOTIONS ON EMAIL

Discussion: The discussion process works well, but there are concerns about full access and time to respond to actual motions.

Action/Deadline:

All (ongoing): Board member will post a "draft" motion for discussion on email, with actual motions, seconds, final discussions and votes conducted at Board meetings only.

Discussion: Some members have asked that the vote, with names and reasons, be recorded.

Action/Deadline:

Ball (May 14-summary to Board): Facilitate this discussion on listserv.

5. SSR PROCESS

Discussion: There is still confusion about whether and when the SSR process will continue. We want to be clear that we are investigating the costs and this will be the determining factor for continuing the SSR process until the Task Force report in 2002.

Action/Deadline:

Moore (May 14-summary to Board): Investigate costs and facilitate this discussion on the listserv.

Discussion: Materials in boxes-those needed for SSR be passed on to contract person; other materials should be held until a staff person is available; progress on organizing materials can continue without Board discussion.

Action/Deadline:

Wells (May 14, 2001): Report progress on hiring of contract person.

Discussion: Question raised re:eligibility of programs for SSR: do they need to be institutional members? No discussion held.

Action/Deadline:

None

6. LONG-TERM STRATEGIC PLANNING

Discussion: We need to determine short, mid, and long range goals in support of the organization's mission statement. This is essential for preparing a budget and for planning. It is also important to get member input on this by writing an article to the newsletter and to the CIT list.

Action/Deadline:

Maroney (May 14, 2001)-summary to Board): facilitate this discussion on the listserv.

All (before May 14, 2001): Post or send 3-5 goals to be considered.

7. SPONSORSHIP AT RID

Discussion: We want to sponsor educational activities at the RID convention. Several motions were made (see II. Motions below). This includes placing an ad in the convention book (motion passed), sponsoring a workshop, sponsoring a track, and being a Bronze sponsor.

Action/Deadline:

Ball (May 14, 2001-summary to Board): Investigate the advantages of each type of sponsorship.

Wells, Miner (May 21, 2001): Prepare the advertisement for the convention Program book, congratulating RID on the convention. Invoice CIT at Moore.

8. PROCEEDINGS AVAILABILITY

Discussion: Discussion centered around how to make past Proceedings available. RID is handling most recent Proceedings. Can they help us with others? Also pursue web posting availability.

Action/Deadline:

Wells (May 14, 2001-summary to Board): Investigate the options with RID.

Winston (May 14, 2001-summary to Board): Investigate options with Editorial committee.

9. NEWSLETTER SUBSCRIPTIONS FOR LIBRARIES

Discussion: Many libraries might carry our Newsletter if we had a special subscription rate. Editorial committee needs to investigate further. Advantage: more access to our organization; Disadvantage: might discourage programs becoming institutional members. Motion (01-14) was made and passed to offer subscriptions for college, university, or public libraries.

Action/Deadline:

Winston (May 14, 2001-summary to Board): Take this to the Editorial committee. Ask Editorial committee chair to determine a fair rate to be publicized on the web, in the CIT news and via the CIT listserv.

10. LISTSERVS

Discussion: Committee listservs need to be set up; we had an email discussion with consensus about how to do this.

Action/Deadline:

Wells (April 26, 2001): Summarize discussion and submit report for next minutes.

11. MEMBERSHIP REPORT

Discussion: Kellie Mills Stewart wants to share her vision for the Membership committee with the Board. We want to invite her to attend the next meeting, submitting her report one week before the meeting..

Action/Deadline:

Maroney (ASAP): invite Stewart to attend next Board meeting, and to submit her report one week prior to Maroney, to be passed on to the Board.

Discussion: Stewart wants to add links to our web site to make it easier for members to reach other organizations. Board determined that sister organizations were appropriate for links; programs are provided links as perq of institutional membership.

Action/Deadline:

Maroney (ASAP): Inform Stewart of Board's decision and direct her to proceed with adding links.

Discussion: Questions raised re: who can serve on a committee. No discussion held.

Action/Deadline:Discuss later.

12. OFFICE SPACE/STAFF

Discussion: We need to find out what options are available and what costs will be involved with both RID and ASLTA. We will have direct discussion with each organization, keeping in mind that we need to keep costs down. Discussions at RID will be minimal because members are already attending; costs at ASLTA will be minimal because all expenses except plane fare are provided by others. Plane fare will be less than \$100.00. We are not committing to any collaboration at this time.

Action/Deadline:

Ball (June, 2001): Attend ASLTA meeting to learn options and support our relationship with ASLTA.

Ball (August, 2001): Attend RID for same reason (see previous minutes for this decision.)

13. NCI REPRESENTATION

Discussion: CIT representation needs to be consistent at these meetings.

Action/Deadline:

Miner (on-going): Represent CIT at NCI.

Wells (June 2001): Represent Miner at June meeting because Miner is unable to attend.

14. CIT REPRESENTATION ON RID PDC

Discussion: This discussion was held via email. Will be summarized for discussion.

Action/Deadline:

Ball (ASAP): Contact Remmel to get summary of this email discussion.

Remmel: Summarize email discussion for Board.

15. ROLE OF HISTORIAN

Discussion: We need to clarify our goals for the historian. We began a discussion about this and also want the Historian's suggestions.

Action/Deadline:

Winston (May 14, 2001-summary to Board): Discuss further with Maiorano (Historian) and facilitate this discussion on the listserv.

16. NEWSLETTER COPIES

Discussion: Board members receive 10 copies of the Newsletter. We discussed effective ways of distributing them and whether we needed this many.

Action/Deadline:

All (on-going): Continue receiving 10 copies

Maroney (May 14, 2001-summary to Board): investigate Membership committee needs for more copies.

17. ACCREDITATION MATERIALS

Discussion: Wells has sent each Board member a packet of the accreditation materials to help us understand what is being posted on the web. This was helpful in increasing understanding and the effort was highly appreciated. The Board supports the current group in their task of posting these to the web for discussion.

Action/Deadline:

None

18. FOLLOW-UP REPORTS FOR MINUTES

Discussion: Reports submitted prior to this meeting may need review/revision after our discussions today.

Action/Deadline:

All (April 26, 2001): Board members will review reports, revise and submit for inclusion in final minutes if they wish. Unrevised reports will be included as submitted prior to meeting.

II. MOTIONS

01-11 (Wells, Winston) Move that CIT place a full page ad for \$275 in the RID convention book. MSP

01-12 (Wells, Maroney) Move that CIT sponsor one individual workshop for \$200 at the RID convention

Motion tabled pending further investigation on options available.

01-13 (Wells, Miner) Move that a member of the editorial committee be responsible for keeping the proceedings and sending them out when requested.

Motion failed: Unanimous

01-14 (Wells, Tourville) Move that CIT offer a subscription for college, university or public libraries and that the Editorial committee chair determine a fair rate to be publicized on the web, in the CIT news and via the CIT listserv. MSP

01-15 (Wells, Maroney) Move that Board Liaisons be responsible for setting up listservs for their respective committees

Motion Moot

III. REPORTS

1. TASK FORCE

Carolyn Ball, Liaison to Task Force
CIT Board
ASLTA Board

Our first Task Force meeting will be held in Orlando right before the RID convention begins. At this first meeting we will focus on the following: develop a year-plan of Task Force activities, agendas for several meetings, and create a time frame for scheduled meetings prior to CIT in 2002.

In the meantime, we will continue to communicate electronically to plan for our meeting in Florida. We would like to request your assistance. To help us prepare for the first meeting, could you please contact the appropriate people at RID and make arrangements for a room with meeting supplies for Monday, August 6, 2001, from 1 p.m. to 6 p.m. If possible, perhaps you could persuade them to contribute this space (with recognition from CIT/ASLTA), as our budget is too tight to pay for room rental. We will also want to meet during the week at RID, but will wait until we see the program to decide on the best possible time to meet.

Task Force members are expressing concerns and some confusion about bringing on two committee chairs to our meetings. This was not the agreement made by the two organizations prior to the establishment of the Task force. The rationale for this decision was not made clear to us. If we are correct, the ASLTA Board was not involved either. We do not feel this is appropriate based on the terms of our agreement. If changes are made between the CIT and ASLTA Boards regarding this Task Force, we need to be notified immediately. Please clarify regarding this situation as we are now representing both organizations with three members each on the Task Force. If these two chairs from CIT are to be included, then we are requesting that two chairs from ASLTA Committees that are relevant be included as well.

We are bringing our concerns to you before we become truly active as a committee. We wish to begin our work on the grounds of trust and support from both organizations. Committee work is stressful and intense; people need time together to forge relationships and develop a functioning team. The members of the Task Force are contributing their valuable time and years of expertise to this task; at the very least we should respect and work with this committee. Our first meeting should allow for this to happen.

Betty Colonomos and Carole Lazorisak, Co-chairs
CIT/ASLTA Joint Task Force on Standards

2. TREASURER'S REPORT

CIT Treasurer's Report

3/18/01-4/9/01

CHECKING ACCOUNT

Beginning Balance **\$31,021.44**

Income

Memberships 700.00
Advertising (Newsletter) 130.00

Total Income **\$ 830.00**

Expenses

Reimbursement (Newsletter: Taff-Watson) 522.46
Mary Stotler Award (Shipping) 92.00
Conference Call (Board) 428.00

Total Expenses **\$ 1042.46**

Ending Balance **\$ 30,808.98**

MONEY MARKET ACCOUNT

Beginning Balance **\$84,979.48**

Income

Interest earned 249.01

Expenses

0.00

Ending Balance **\$85,228.49**

TOTAL FUNDS ON HAND, ALL ACCOUNTS **\$115,788.46**

3. STANDARDS COMMITTEE LIAISON REPORT TO BOARD

Jeanne M. Wells

Action taken since the 3/19/01 meeting.

Re: correspondence with SC Chair

- sent complete contact list of potential Standards Committee members & a brief note asking for an activities report
- sent copies of 16 SSR/site visitation documents, past ESC reports & related information to Committee Chair & followed up with email to check if she had received them

Re: SSR activities....

- Replied to the letter of interest for a Self-Study Review for next year & received an acknowledgment regarding the current "hold" on SSR program
- Sent letters to two programs currently engaged in SSR process regarding the need to train deaf raters;
- Opened & examined 4 boxes of SSR materials;
 - recommend that contents of 1/2 box need to be organized systematically in labeled files
- Sent two letters of invitation to receive rater training to two Deaf individuals & requested address for 3rd person;
- Received box of SSR documentation from second interpreter education program;

Re: accreditation documents

- printed out accreditation documents from C. Cogen, made copies and sent to all Board members (4/4/01);
 - received an email from Cogen (3/28/01):
 - reported that working group consists of Laurie Swabey, Robert G. Lee, Nancy Frishberg, & herself
 - asked if I had completed printing out documents & if Board had comments regarding the documents
 - asked about the stakeholder list that I found
- replied to C. Cogen, noting that I sent copies of the documents to Board members last week & that next mtg. will occur 4/16/01

Liaison plan for future action:

- send information regarding site visit fees to SC Chair & Treasurer;
- send letters of invitation to receive rater training for the SSR/site review process to more people.

Items from the 3/19/01 Board Meeting:

1. Cost analysis for SSR Process (startup/ongoing): In process.
I have developed a listing of Ed. Standards/SSR expenses from 1995 to present, and will work with Winston and Maroney to find starting date, and clarify expenses.
2. 501 (c) (3) Tax exempt status; creating subordinate groups: to be discussed at March meeting.
3. Proceedings: Witter-Merithew does not have copies. Maiorano has some copies of 1984, 1986 and 1992, including some that were misprinted. She is unsure of the price for each. I will contact those who have placed orders as soon as I know the price to charge for them.

Finance Committee Report: No action, therefore no report.

4. CONFLICT OF INTEREST COMMITTEE

Carolyn Ball

I gave the conflict of interest policy committee until May 9 to get their report in. This was an oversight on my part from the minutes.

We do not need to get a new committee. I spoke with them last night and they are almost finished and will have it to us by the deadline I gave them.

5. SECRETARY'S REPORT

Betsy Winston

1. Action: search for website hosting (Winston, Wells): Webmaster has established a site for our online meetings.
2. Action: Liaison to Editorial Committee: forwarded request of Board to investigate posting Proceedings online so that people can download them. M. Griffin (Chair) submitted the digitized Proceedings to date, with the Table of Contents for all so that we can post them to the website for member input on order of digitizing. She is also checking information for posting and selling these online.
3. Action: Minutes (3/19/01), submitted, approved, submitted to website for posting

6. CIT MEMBERSHIP COMMITTEE REPORT

Elisa Maroney

1. Membership committee of one-

The Board agrees that the membership chair is doing/has done a great job. The consensus seems to be that the concept of the membership committee should be broadened and membership of the committee should move from one to several. While a single person can handle the database, there are many other things that need doing that can be directed by the chair. There is a desire to encourage a broader range of activities and vision for this committee.

Some of those activities may include:

- a) serving at booths for the CIT, RID, NAD, ASLTA conventions
- b) assisting with designing & reporting on demographics
- c) conducting membership satisfaction surveys to determine what members want to assist the Board in strategic planning
- d) developing recruitment strategies & recruiting; there seems to be general consensus that regional reps assist with recruitment
- e) conducting a recruitment campaign
- f) researching how other similar organizations deal with membership services & issues
- g) monitoring web site to see that information regarding membership services is accurate and comprehensive (for example, that info regarding institutional members be included)
- h) assisting with the compiling of relevant information to include in the annual directory
- i) determining what other information, if any, should be included
- j) setting a policy or policies regarding who serves on committees, who represents the organization of CIT, who gets to be listed on the listserve and in the directory, etc.
- k) developing a section in the By-Laws related to the organizational membership
- l) exploring honorariums, reduced convention registration, and other incentives

There is a concern that the membership chair is the only person who can access and work on the membership database. What if something were to happen (illness, etc.), then we would be stuck without vital information. It was suggested that the Board Liaison to the membership committee know the system and have a copy.

2. Encouraging members to pay their dues-

This is a complex issue. It seems that most members of the Board are not in favor of reduced membership dues for those who work for CIT. Work is a way to give back to the organization. If someone is unable to do so, it is understandable. Our dues, however, are a major source of our revenue at this time. We also have a large number of people serving CIT at this time. Our revenue could be seriously affected. The membership committee could investigate ways of valuing the giving that people. Some on the Board would like to see CIT acting more as a service organization, with the membership as our clientele. If we can answer the question of why people should join, we could run a more effective membership campaign. When CIT is serving the membership in ways that they see as valuable, then members and dues will come in.

3. Suggestions for By-Laws Changes

The Membership Chair should submit motions to the Membership Liaison who then gives them to the Vice President for By-Laws changes.

4. Contents for Directory

There seems to be consensus among the Board members that a copy of the By-Laws and a report of the Demographics should be included in the yearly directory.

5. Institutional membership

There is a typo on the membership benefits notice that was sent to us ('add' instead of 'advertisement').

6. Links to CIT web page

Links to the cit web page will be provided to organizations such as NAOBI, ASLTA, RID, and NAD. One of the perks for organizational members in good standing will be links from the cit web page.

7. Survey

These are some comments regarding the draft of the CIT Demographic Survey.

1. Format: The report is visually clear and readable.

2. Content: One member said that she would like to see the correlation between primary jobs, educational degrees, and certifications.

3. Questions to Ask: For item #8 re: the teaching of interpreting, ASL, or other related subjects, a suggestion was made that these be separated and that a line be provided for the person to identify what the "related subjects" are.

One member would like to see an item with a range of salaries for the person to check to collect that information.

For workshops one member would like to see a range of prices that are charged for workshops based on 2 hours, 1/2 day, and full day.

There was also a suggestion that there be both individual demographic surveys & CIT institutional member demographic surveys to fill out.

END OF REPORTS

Meeting Adjourned 12 Noon Eastern

Respectfully Submitted by Betsy Winston, Secretary