

CIT Board meeting June 22, 2001

Attending: Julie Moore, Todd Tourville, Carolyn Ball, Elisa Maroney, Jeanne Wells, Betsy Winston, Paul Schreyer, Lynda Remmel

Absent: Annette Minor

Meeting called to order: 10:00 AM EDT

I. AGENDA

1. Membership Committee Proposal (Maroney)

Discussion: Membership Chair Kelly Stewart submitted a proposal to the Board outlining a variety of changes in the responsibilities and duties of the Membership committee as currently delineated in the CIT ByLaws. The Board discussed the issues raised and thought the changes and input were valuable. A motion was made and passed to direct the committee to continue in the general direction of the proposal. (See Motion: 01-16 below.)

One concern was raised about the need to change committee structure, making it different from the other CIT committees.

Action/Deadline: Maroney (July 11, 2001): Inform Membership committee of Board's discussion and of the motion that was passed. The proposal should be brought to the membership at the next convention because it requires a ByLaws change. Additional information will subsequently be placed in the PPM as it becomes available.

2. CONFLICT OF INTEREST POLICY

Discussion: Ad Hoc committee submitted a draft of a Conflict of interest policy for CIT. The Board began the review online, and then continued the discussion during the conference call. The Board appreciates the great effort and input of the committee and provided feedback for revision. These revisions were related to the wording, approach, and format. The final version will be submitted to the membership on the listserv for discussion and input once the revisions are completed. The decision on the policy will be determined after membership discussion and input on the list.

Feedback included:

1. Principles need to be more clear and to include the spirit of the examples provided at the end of each principle;
2. Examples should be eliminated or put in a separate document to make this policy itself shorter;
3. Policy needs to reflect positive approach to problem solving;
4. Policy needs to reflect the responsibility of Board for reviewing potential conflicts;
5. Policy needs to include a procedure for presenting potential conflicts to the Board;
6. Policy needs to include a procedure for discussing/determining if a conflict exists, how it may be resolved, or if it can be resolved.

Other discussion: CIT needs to establish a Grievance committee

Action/Deadline: Ball (September 1, 2001): Take revisions back to Ad Hoc committee for changes to be submitted to the Board by September 1, 2001. Board will provide any further feedback. Final Draft will be submitted to the membership for discussion of content, and vote for approval.

Action/Deadline: Winston (when approved by membership): Include policy and procedures in the PPM.

3. SSR REVIEW COORDINATOR AND REVIEWS

A. SSR Coordinator Position

Discussion: To date there have been no applicants; those approached have not accepted. There is an ad in the newsletter, and some people have expressed a potential interest.

If no one accepts the position, the Board may be able to do the logistical part, and hire someone just for the training of reviewers.

If no trainer can be found, the Board will need to consider alternatives to conducting the final 2 reviews. One alternative is to return the fees and not do the last two reviews in the process.

Advantage: we have no one willing to train reviewers.

Disadvantage: 2 programs have spent time and effort preparing their SSR's; CIT made a commitment to review them.

Action/Deadline: Board (Deadline listed in new advertisement): Wait for responses from newest ad, and contact the few people who have expressed a possible interest.

B. Potential Reviewers

Discussion: past reviewers have already been contacted to learn who is available to review again; new raters have been contacted, and Wells proposed a further list of Deaf reviewers for possible contact. These potential reviewers will be contacted; all reviewers will need to have experience with teaching interpreting

Action/Deadline Wells (July 11, 2001): Send a letter of invitation to become a reviewer for SSR to those identified as potential Deaf reviewers.

4. RID CONVENTION NEEDS:

A. Brochure

Discussion: Winston collected changes and revisions via Board discussion list; Ball will implement.

Suggested revisions:

- Add Ball as contact person;
- Add to benefits: opportunity to serve on professional committees;
- Add a section on Organizational benefits;
- Remove: CIT journal as a benefit; remove the SSR benefit;
- Add web site address;
- Add full text of Mission statement;
- Remove color behind printing because it makes it too difficult to copy and disseminate

Action/Deadline: Ball (for RID convention): implement changes in brochure and have printed.

B. CIT Umbrellas

Discussion: CIT has left-over umbrella's from CIT; these need to be sent to RID for sale at our booth.

Action/Deadline: Maroney (by RID convention) send umbrellas to Ball at convention site.

C. CIT Banner

Discussion: we need to have a banner at the CIT booth; discussion centered on cost and reusability.

Action/Deadline: Ball (by RID convention): will purchase a banner as per Motion 01-17 (See below).

D. Schedule of volunteers

Discussion: We need to find volunteers to sit at the CIT booth at RID; some Board members have signed up.

Action/Deadline: Maroney (ASAP) Send a schedule to the CIT listserv and ask members to volunteer.

5. REGION REPRESENTATIVES

Discussion: To date, we have a nomination from Region 4, some possible interest from Region 5, and no nominations from Regions 1, 2, and 3. The Board will continue to accept nominations until the deadline.

Action/Deadline: Board (July 11, 2001) Discuss consequences and possible actions if no nominations are made by the deadline; discussion to be held at next CIT Board meeting.

6. CONVENTION COMMITTEE

Discussion: Committee is finalizing budget; will report at next Board meeting.

Action/Deadline: Board (July 11, 2001) Discuss at next Board meeting.

7. RECOGNITION OF LOU FANT

Discussion: CIT wants to recognize the valuable and tremendous contributions of Lou Fant to our field by contributing \$200.00 to the memorial fund. See motion passed below, #01-18.

Action/Deadline: Moore (ASAP) Send check to fund.

8. NEXT MEETING: July 11, 2001; 10AM EDT.

Discussion: Tourville can't attend; Minutes will not be ready until end of July.

Action/Deadline: Moore (before July 11, 2001) Set up conference call.

Meeting adjourned: 12:05 AM EDT

II. MOTIONS

01-16 (Tourville, Schreyer) Move that the CIT Board direct the membership committee to develop a proposal that would re-define the duties of said committee and present it to the Bylaws committee to present to the membership for voting at the 2002 convention. MSP

01-17 (Rommel, Wells) Move that CIT purchase a banner of sufficient quality, at a cost of no more than \$500, that can be used numerous times. MSP

01-18 (Rommel, Wells) Move that CIT contribute \$200 to the Lou Fant Memorial Fund in recognition of his valuable and tremendous contributions to our field. MSP

III. REPORTS

1. CIT Treasurer's Report

5/14/01 - 6/22/01

CHECKING ACCOUNT

Beginning Balance \$ 31,149.57

Income

Memberships 400.00

Total Income \$ 400.00

Expenses

Mail Boxes, Etc. (Postage) 2.44

RID (Bronze Sponsorship) 500.00

RID (Full Page Advertisement)	247.50
Jim Brinkman, CPA (Taxes, Review, etc.)	1,490.00
Secretary of State Kansas (Annual Report)	20.00
Total Expenses	\$ 2,259.94
Ending Balance	\$ 29,289.63
MONEY MARKET ACCOUNT	
Beginning Balance	\$ 85,470.20
<u>Income</u>	
Interest earned	250.44
<u>Expenses</u>	
	0.00
Ending Balance	\$ 85,720.64
TOTAL FUNDS ON HAND, ALL ACCOUNTS	\$ 115,010.27

Action Taken Since Last Meeting

1. Met with Accountant: Accountant Jim Brinkman, CPA, who was recommended to me by the state accountants' board, prepared CIT's taxes, and performed a "review" of our books for the past year. His bill was higher than we have paid in previous years, and, I believe, requires some explanation. First, the taxes could not be done on a short form, as in previous years, because we took in over \$100,000. Second, in addition to preparing the taxes, he did a review of our records. Some time ago, the board expressed a desire to have an audit done. Due to our method of accounting, the CPA felt that he could not do an audit because of lack of appropriate documentation of some convention transactions, in particular, cash transactions. A review is different from an audit. An audit is more thorough, more expensive, and is often done when there is suspicion of mishandling of funds. He felt that an audit wasn't really that necessary at this point. Instead he did a modified review in the course of preparing the taxes, and provided us with valuable information, as well as several recommendations. Here are his recommendations:

1. Establish internal controls and put them in writing.
2. An officer or several officers should be responsible for monitoring the internal control system on an ongoing basis.
3. Establish controls for cash receipts. And if cash must be disbursed, which he recommends against, it should not be disbursed without supporting documentation retained by the organization.
4. Record the value of donated goods, for example goods given for the auction. The total value would be included as a contribution on the tax return.
5. Make the tax return (Form 990) available on request. (For most corporations, the IRS requires disclosure, and suggests posting the 990 on a website, as well as providing copies on request.)
6. Include a statement with dues notices and fund-raising requests to the effect that the dues and other payments are not tax deductible as charitable contributions.

In addition, he made the following recommendations for changes in the by-laws: Article 1, Section 1.0, add "Inc." to the name of the organization. Article 6, Section 6.2, he felt was not clear. Article 10, section 10.3 needs to be clear about whether it means a percentage of the membership or of ballots returned.

He also emphasized that raffles are not deductible either by buyers or sellers, and are illegal in some states. Because we are not a charity, we need to be sure we are within the law. We also need to be aware that if we were to have paid staff, some income, e.g. income from advertising sold, would be counted as "unrelated business income" and be taxable.

I plan to take his recommendations to the finance committee to give us a basis for developing some policies. The biggest area of confusion seemed to center around the convention, so one goal would be to develop guidelines for convention committees to ensure more complete documentation.

2. Filed Federal Tax Return and Kansas Annual Report.

2. PDC Report

Lynne Eighinger has the PDC in place with the following members: Trix Bruce, Dale Dyal, Suzette Garay, Aaron Gorelick, Christine Smith, and Melissa Smith. Betsy Winston has also been contacted as an advisor regarding distance education opportunities.

The PDC has had some discussion on email and plans a meeting via an on-line chat room hopefully in July.

Minutes respectfully submitted Betsy Winston, Secretary