

CIT Board meeting
August 23, 2001

Present: Ball, Rimmel, Moore, Maroney, Tourville, Winston, Wells, Miner

Absent: Schreyer

Called to order: 10AM Eastern Time

I. AGENDA

1. REPORT OF RID CONVENTION

Discussion:

Miner: New booth display was very attractive, we need to get some pictures; sold 3 umbrellas; the rest will be sent to Minneapolis for CIT convention; many people showed interest in joining CIT; many volunteers helped sit at the CIT table.

Action/Deadline: (ASAP) Pictures from last convention: Maroney will contact Anna Witter-Merithew to see if she has the rolls of film from the last CIT convention.

Discussion:

Ball: Report on events at RID convention

a. RID invited CIT to be on panels, recognized us as an organization; Ball reported on CIT to the VIP panel in ASL; the panel included NAD, AVLIC ASLTA, etc.

b. NAD expressed their appreciation for the presentation in ASL.

c. NAD members who are also involved in NCI expressed an urgent need for CIT to be on NCI; they are very excited to have Miner at the next meeting, and want both Miner and Ball to attend the following meeting.

d. Office sharing: NAD proposed that we could share an office with ASLTA for \$120/month (in Virginia); RID has also offered to share an office with CIT. We need to base our decision on an office on facts, costs, etc.

e. Eighinger met with RID about the Mary Stotler award

Action/Deadline: (ASAP) Ball will contact Clay Nettles for administrative information, including cost of sharing an office, staffing, etc. at RID.

Action/Deadline: (ASAP) Ball will get a report about this meeting to the Board.

2. CIT/ASLTA TASK FORCE

Discussion: Task Force met on Monday, August 6, 1-6 PM, met again on Wed. AM for 2 hrs; will write an article for the next newsletter about their work.

Ball will send final report from Carol Lazorisak for the minutes. They have

planned the next 4 meetings (October: Denver; March: DC; July at NAD Deaf Way; October before CIT)

Action/Deadline: (September 5, 2001) Lazorisak will submit article to newsletter.

Action/Deadline: (September 1, 2001) Ball will get a written report from the Task Force to the Board

3. CIT BECOMING A 501(C)3

Discussion: Jes Julander has volunteered to do the paperwork for this. This will require investigation of legal requirements for CIT in changing. We will need to spend money to get this done. Motion 01-21 was passed to move forward on this action.

Action/Deadline: (ASAP) Miner will discuss the motion with Julander.

4. REGIONAL REPRESENTATIVE ELECTIONS

Discussion: The list of nominations for the election needs to be in the October newsletter; we need to clarify what positions had nominees by the closing deadline. Elections need to take place in October (as per Bylaws). This will determine whether we need elections (if any positions are contested), if the Board needs to appoint by acclamation those nominations that are uncontested; and if the Board needs to appoint Representatives for any vacancies existing after the nomination deadline.

Action/Deadline: (September 1, 2001) Tourville will follow up with Schreyer about who was on the slate at the 60 day deadline in order to determine the following(as per Bylaws 4.0.1):

-for any Region with more than one nomination, a regional election will be held;

-for Regions that had a single nomination, the Board will appoint by acclamation the uncontested nominee; -Regions with no nominations will be considered vacancies and will have a representative appointed by the Board.

Action/Deadline: (September 1, 2001) Wells will follow up on interested appointees re: who is a current member, and inform the Board of eligible appointees for Region 1 (if no nominations existed by the deadline).

Action/Deadline: (September 1, 2001) Rimmel will contact a potential appointee for Region 3 (if no nominations existed by the deadline).

5. APPLICATIONS FOR SSR POSITION

Discussion: We have one completed application and one indication of interest. We will proceed with the person whose completed application was submitted by the advertised deadline.

We also need a new chairperson for the Standards committee; perhaps other interested people would be interested in this position.

Action/Deadline: (September 1, 2001) Wells will inform the applicant that

she has been accepted and that the Board will prepare and send the contract.

Action/Deadline: (September 1, 2001) Wells will send a letter to another interested party thanking he/she for the interest and will ask if that person is interested in Chairing the Standards Committee.

6. CIT CONVENTION

Discussion: We need to post information about it on the website; progress on the committee includes setting up a fundraising committee, dates are set, are looking at entertainment.

The question was raised about who has signing authority for expenditures for the convention. The CIT finance committee needs to set up policies about spending, signing authority (limits requiring 2 signatures), cash use and records, etc.

We might follow the example of RID which provides a budget to the Region hosting, and that Region does the budgeting and accounting; CAUTION: it is essential that we safeguard our money; RID now has an insurance policy to protect it, CIT needs the same.

Action/Deadline: (September 7, 2001) Moore and Tourville will discuss financial needs, procedures, and policies for the convention.

Action/Deadline: (August 31, 2001) Tourville will provide a written report for the Minutes

Discussion: Convention Committee needs clearer direction about how to handle the program, interpreter coordinator, and student representative coordinator positions. We need to be aware of and concerned about perceptions of favoritism, paid vs. volunteer positions, benefits given to some volunteers and not others. Motion 01-22 was passed to clarify some of these questions.

Point of clarification: Tourville will become convention co-chair when he leaves the Board, and the new Region Representative will become the Board Liaison.

Action/Deadline: (September 5, 2001) Tourville and Convention Committee will publish information re: convention and position in the October CIT Newsletter and will post it to the CIT website.

Action/Deadline: (September 5, 2001) Winston will notify Webmaster of authorized Convention Committee member for all convention postings.

7. SEPTEMBER MEETING

Sept. 27, Thursday, 5:30-7:30 Eastern; format to be determined.

II. MOTIONS

01-21 (Winston, Maroney) Move that CIT direct Jes Julander to investigate

and report on the options for becoming a 501(c)3 organization by the next Board meeting.
MSP

01-22 (Winston, Maroney) Move that the Convention Committee be responsible for advertising all convention positions, collecting and reviewing applications, and recommending appointments to the Board.
MSP

III. REPORTS

A. CIT Treasurer's Report

7/11/01 - 8/23/01

CHECKING ACCOUNT

Beginning Balance \$ 28,528.49

Income

\$ 232.00

240 00

175.00

Total Income \$ 647.00

Expenses

Julie Moore (reimbursement for postage & copying) \$ 21.32

Elisa Maroney (reimbursement for shipping umbrellas) 57.53

Jona Maiorano (reimbursement for shipping proceedings) 5.55

Internal Revenue Service (penalty, see below**) 460.00

Printing (Carolyn Ball, for RID Convention) 385.01

Stellar Exhibits (exhibit for RID Convention) 1,273.00

US Postal Service (Postage) 14.70

Total Expenses \$ 2,217.11

Ending Balance \$ 26,958.38

MONEY MARKET ACCOUNT

Beginning Balance \$ 85,962.78

(note that this amount is different from the \$85,962.83 reported in July)

Income

Interest earned 238.01

Expenses 0.00

Ending Balance \$ 86,200.79

TOTAL FUNDS ON HAND, ALL ACCOUNTS \$ 113,159.17

** CIT received a penalty for filing federal taxes late. This was partly due to an oversight on my part, in not getting the taxes to the accountant on time. However, it took the accountant quite some time to complete the taxes, due to our having inappropriate records. The penalty for non-profits for late filing is \$20 per day. Therefore, I would like to propose that I reimburse CIT for at least half of the penalty.

B. CIT 2002 Convention Committee report
August 28, 2001
Todd Tourville - Board Liaison

The Convention Committee has been meeting since December of 2000. We have been steadily moving forward and have begun the process of planning a successful convention. Here are some of the highlights.

- The convention dates and theme have been determined. The convention will be held October 9 - 12, 2002. The theme for the convention will be "New Designs in Interpreter Education". It seems that many of the previous title themes have had included the word "New". This would lead to various focus options such as: Innovative Strategies and the "Changing Times", New Designs in Program Delivery, New Designs in Technology, New Designs in Assessing Student Learning, New Designs in Mentorship or Curriculum and the list goes on.
- A convention budget has been proposed. (See below.)
- Secured a hotel for the convention. The Hilton Minneapolis/St. Paul Airport location was chosen. The facility is a brief 3 minute shuttle ride from the airport and 2 minutes from Mall of America. A block of rooms has been reserved for the convention at a rate of \$113/night for single or double occupancy.
- A convention timeline has been established and to date the committee is on schedule.
- Convention committee co-chairs have been appointed they are Mary Baremore and Todd Tourville.
- Committee chairs have been appointed for most committees we are still searching for others. The chairs to date are: Exhibit June Damrow, Fundraising Mary Baremore, Hotel Richard Laurion, Banquet and Entertainment Patty Gordon, Registration Mari Magler, RID CEUs Mari Magler, Publicity Todd Tourville. The committees still needing a chair are: Technology, Equipment, Hospitality, Parliamentarian and Volunteer.
- Several ideas for a keynote have been discussed. At this time the committee has not made a decision.
- The entertainment committee has chosen Angela Petrone Straity for the Saturday night banquet. The committee has several questions relating to the contract. (See below.)
- A Parliamentarian has been chosen, Jim Jones. He is a local Deaf man with several years of experience in Parliamentary Procedures.
- The Fundraising Committee has set a goal of raising \$25,000. Dawn Sign Press has once again contributed \$5,000 toward that goal.

The committee is seeking some advice on a few issues and would like further

input from the Board on the following items:

- The Fundraising Committee would like to hear your ideas of who to contact for donations to the convention. They are looking for contributors who are willing to give as little as \$50 - \$5000 or more.
- When funds begin to come in, where do they go and how should that be set-up? Julie and Todd will have more discussion on this issue.
- How to get ASLTA, our sister organization, more involved in the process?
- Any suggestions for a Keynote Address?

A proposed budget based on the budgets of the previous two conventions and assuming a moderate 5% increase for time and location factors was also submitted to the Board.

C. CIT/ASLTA Task Force 1st TF meeting 8/6/01

1 :00 to 6:00 p.m.

Marriott Courtyard Orlando, FL

Progress notes:

1. Introductions

a. ASL TA members: Leslie Greer, Carole Lazorisak, Rachel Naiman

b. CIT members: Carolyn Ball, Betty Colonomos, Anna Witter-Merithew

2. Schedule for future TF meetings

a. October 5 to 7, 2001 in Denver, CO. We will meet at Anna's.

b. March 28 to 31, 2002 in Silver Spring, MD. We will meet at Betty's.

c. July 5 to 7, 2002 in Silver Spring, MD. We will meet at Betty's. This is the weekend before Deaf Way II.

d. October 13 to 16, 2002 in St. Paul, MN. We will meet before CIT Conference.

3. A briefing from ASL TA and CIT Presidents

a. Background, goals and purpose for TF

4. Mission and goals of the Task Force

a. Practice Open Communication

b. Explore new avenues/ - open to new paradigms

c. Promote deaf involvement across the board

d. Develop a common language, including definition

5. Tasks and timeline/s

a. Review the motion

b. b. Outline tasks:

-Review common language

-Create balanced views with Deaf participants -Work on professional standards

-Explore Certificate standards for Interpreter Education Teachers -Create ways for teachers to verify their teaching experience (use ASLTA portfolio as an example)

-Promote open communication and access across the board (CIT organizational

structure and committees.)

-SSR

-Work on the following possibilities: accreditation, raters, meriting, shared office, journal of teaching.

-Establish a chat room for our meetings via the Internet

An outline for the article (both ASLTA and CIT)

Had our first face to face meeting in Orlando; worked on schedule for meetings; reviewed mandates (motion); worked on ideas for responding to the motion

Discussed four elements of the motion. Ideas for development of an Open Letter, which will include the following: motion, rationale, survey, work phrases (1 to 3)

Meeting adjourned: 12:05 PM Eastern time.

Respectfully submitted by Betsy Winston, Secretary