

**CIT Board meeting  
Face to Face: Salt Lake City, Utah  
January 13-15, 2001**

Meeting began: 8:30 AM Mountain Time

**Present:**

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

**Apologies:**

Leslie Greer  
Ball: 1/13/01, 11 AM-1 PM.  
Schreyer: 1/15/01

**I. Agenda**

**1. Business Meeting Minutes**

**A. Past Meeting Minutes:**

**Discussion:** A quorum of 6 members attending past meetings was available to review, amend, and approve past minutes. These members were Ball, Rimmel, Maroney, Schreyer, Tourville, Wells. The Board had the minutes or notes from 7 past meetings, including the Convention Board meeting, and the CIT/ASLTA joint Board meeting.

**Action/Deadline:** Board broke into working groups on Sunday PM (2-5PM), with the 6 past members approving 7 sets of minutes. See motions below. Discussion of the remaining 2 will be done via email. (Board, remaining Minutes finished by next conference call meeting: Feb. 16, 2001).

**B. Convention Business Meeting**

**Discussion:** The minutes provided to the Board had not yet been sent to the three people chosen to review and approve them (J. Shopbell, R. McDavid, B. Finkbone).

**Action/Deadline:** Miner will send these minutes to reviewers via email, collect any feedback, and send them to the April 2001 Newsletter for publication. These will be presented for approval at the next Convention (Oct. 2002 as per Bylaws).

**C. Future Minutes**

**Discussion:** Need to establish procedures for approving Minutes via email instead of waiting for next meeting.

**Action/Deadline:** Board members will have ten days from the date minutes are sent to respond with input, then five days for approval once the final draft is disseminated.

**2. Convention Items**

**A. Interpreter Coordinator Report**

**Discussion:** Report not provided

**Action/Deadline:** Maroney will contact interpreter coordinator report to get it; to be submitted by Feb. 15, 2001.

[Subsequent Action: Report supplied on January 18, 2001].]

#### B. Convention Budget

**Discussion:** Convention report indicates that the predictions of convention costs were far under what was spent. The current report does not contain the final costs; we need to wait for these to have an accurate picture of Convention expenses and income.

**Action/Deadline:** Ball will contact RID/Ben Hall to investigate RID's offer to help CIT - (can they provide advice and guidance on convention planning costs?) by next meeting.

#### C. Mary Stotler Award

**Discussion:** Guidelines for nominating and choosing the recipient, and for preparing the award plaque were developed by the recent committee (Moore) and provided to the Board for review.

#### **Action/Deadline:**

1. Feedback to Moore (all Board members, Jan 15, 2001)
2. Revise, decision that CIT will pay full amount, then collect from RID for future recipients, then give to Policies and Procedures Manual<sup>1</sup> (PPM) revision group/Winston (Moore, by Feb. 16-next meeting).

**Discussion:** The Mary Stotler award is awarded jointly by CIT and RID. Discussion concerned how the RID payment has been collected in the past: Ball has contacted Clay Nettles of RID for more information. Clarification: The full amount of the award is \$750, of which RID pays \$500 and CIT pays \$250. Past recipients have not received payments in a timely manner. The Board paid the full amount (RID's and CIT's) to two past recipients at the Portland convention.

#### **Action/Deadline:**

1. All past and future recipients will receive a plaque similar to the one presented this year along with the monetary award. (Moore, Feb. 15 2001)
2. Issue a check to the recipient of the 2000 Mary Stotler Award (Moore, Jan 13, 2000)
3. Contact Ben Hall to arrange for RID's payment of full amount owed to CIT (Ball, Jan. 22, 2001)

#### D. Convention Fees

**Discussion:** Need to re-examine the registration fee for the next convention. Possibilities include a sliding fee for presenters; a fee structure to enhance the Organizational membership; a fee structure that encourages membership every year instead of only during convention years; reciprocal fees for members of other organizations (we have this with ASLTA); separate registration and banquet fees; find corporate sponsors; find out how RID can assist us in this area.

#### **Action/Deadline:**

Discussion of convention fees was moved to small group discussion, then time was insufficient to continue discussion. Maroney and Moore will continue this work with the Convention committee; Suggestions to be passed on to future convention. (No deadline for this discussion set.)

#### E. Criteria for Student Representatives

**Discussion:** Need to re-examine the definition and criteria for student representatives, to more fully include our own profession of interpreter educators. Support for novice educators would be supportive of our mission and goals as an organization.

**Action/Deadline:** Discussion of student representatives and interpreter educator representatives was moved to small group discussion, then time was insufficient to continue discussion. Maroney and Moore will

continue this work with the Convention committee. Suggestions to be passed on to future convention. (No deadline for this discussion set.)

#### F. Next Convention

##### **Discussion:**

Need decision on deposits for hotels

##### **Action/Deadline:**

Make reservations and pay deposits (Tourville & Moore, report by Feb. 16, 2001).

### **3. Policies and Procedures Manual**

**Discussion:** The PPM needs changes, updating, and revision in many sections.

##### **Action/Deadline:**

1. Collect revisions to sections as we notice them during the meeting and incorporate them into the PPM. (Winston, no specific date assigned)
2. Share with Board via email. (Winston, as they are prepared)
3. Publish PPM on the Website (Winston, as revisions are made)

### **4. Support for Interpreting educators who are not full time faculty**

**Discussion:** We need to find ways to effectively expand CIT's support of interpreting educators who are not full time faculty in IPP's. These include part-time, adjunct, and independent contractors providing courses and workshops.

##### **Action/Deadline:**

1. Collect suggestions as we make them throughout the meeting (Winston, throughout meeting).
2. Actively recruit Professional Development Committee to continue this discussion (see Committees, Item # 13, below.)

### **5. Bylaws**

**Discussion:** Miner reported on current status of Bylaws revisions; these are not complete.

##### **Action/Deadline:**

Finish the revisions for Bylaws mail referendum (Miner, Feb. 16, 2001)

Conduct Bylaws mail referendum (Miner, by deadline established at convention)

### **6. Office Space**

**Discussion:** Purpose of and need for a physical office space. We need a consistent point of contact and storage. Consistent point of contact can be provided virtually; storage space is needed since many members have boxes of CIT materials stored. Advantage of single storage space: members can empty their garages; disadvantages: the materials may be dumped in a single, inaccessible place.

##### **Action/Deadline:**

1. Contact RID and others re: offer of shared office space (Ball, Jan. 22, 2001).
2. Establish the role of "archivist" within Editorial Committee for CIT. (Board, Done).
3. Contact members who have expressed interest: J. Maiorano and M. Griffin to initiate historical archives and consolidation of CIT materials. (Winston, Feb. 16, 2001).
4. Collect materials from members. (Assigned to archivists)

### **7. ASLTA/CIT Task Force**

##### **Discussion**

1. Concern raised about including past expertise on SSR and accreditation in the Task Force membership;

2. Email from CO-Chair Colonomos requesting guidance re: ASLTA co-chair and proposing some actions (meetings, picking members). L. Greer has contacted someone to co-chair; when a response from this person has been received it will be forwarded to the ASLTA/CIT Task Force.
3. Confusion of TF responsibilities and name with Standards committee

**Action/Deadline**

1. Inform TF of Board's concerns with membership representing past expertise (Ball, Feb. 16, 2001).
2. Inform Colonomos when ASLTA co-chair has been finalized; then they will pick members as per CIT Bylaws. (Ball, as soon as information is available from ASLTA).
3. Request Colonomos to submit projected budget for committee. (Ball, no deadline set).
4. Determine place of TF in the CIT committee structure (Board, see Committee Structure minutes)

**8. Election of Regional Representatives**

**Discussion:** Logistics and planning for election

**Action/Deadline:**

1. Publish announcement and call for nominations in April Newsletter, to include a list of all eligible members for each region (Schreyer, via Elections committee, March 1, 2001).
2. Follow the PPM, Section V, 2a for procedures in conducting the election.
3. Publish nomination in July Newsletter for membership vote by Oct. 1, 2001. (Schreyer, by July Newsletter deadline).

**9. NAD/RID Task Force**

**Discussion:**

CIT's current and future representation on the Task Force

**Action/Deadline:**

1. Contact Task Force (Clay Nettles) to determine CIT's participation (Ball, Jan. 22, 2001).
2. Appoint a CIT representative to serve on the Task Force (Ball, deadline to be set after discussion with Task Force).

**10. Self Study Review Process**

**A. Contract Position**

**Discussion:**

Terms and responsibilities of contract position to finish the SSR process for programs in the process already. Contract was written to reflect needs, SSR process, and required deadlines.

**Action/Deadline:**

1. Present written contract to contractor for approval (Ball, Jan. 22, 2001).
2. Authorize Contractor to proceed as per contract requirements to finish current reviews by end of 2001. (Ball, on acceptance of contract)

**B. Reviewer Training**

**Discussion:**

Reviewer training needs to proceed, recruiting reviewers from the previously trained group for refresher training (more than 18 months have passed since their original training) and recruiting Deaf reviewers, including: ASLTA will help identify potential reviewers; Contractor and Reviewer Trainer will actively recruit reviewers.

Number of reviewers to be trained will be dependent on number of programs to be reviewed by end of 2001 and by the budget. Recruited reviewers will have their expenses paid by CIT. There was a possibility of opening the training to others for a fee.

**Action/Deadline:**

1. Contractor will develop a proposed budget in consultation with the CIT Treasurer and will provide an outline of training deadlines to present to the Board. (Feb. 16, 2001).
2. Contractor will actively recruit reviewers, in collaboration with the Reviewer Trainer, CIT, and ASLTA. (in time to finish training by May 15, 2001).

**11. Budget**

**Discussion:**

1. Current financial state of CIT: Board is responsible to insure that CIT is fiscally responsible. We need a clear and definitive budget report and a budget for 2001 through 2006 (5 yr. Proposed budget as per Bylaws).
2. Past Treasurer and current Treasurer worked together to make sure the transfer of funds and authority is taken care of.
3. Bylaws provide for Financial committee; there is also the possibility of hiring a financial manager.
4. Future fiscal and budgeting needs were discussed, including reimbursement policy, CIT credit card, benefits of becoming 501C3.

**Action/Deadline:**

1. Investigate more effective investment strategies for CIT (Moore, Feb. 16, 2001.) (Ball, contact RID for possible financial expertise, Feb. 16, 2001.)
2. Re-vitalize the Financial Committee (Moore, contact J. Vandebusch for past expertise, report by Feb. 16, 2001).
3. Develop budget projections for 2001 (Board, working groups Sunday PM: Done and passed on to Treasurer).
4. Get CIT debit card for use in paying for CIT expenses. (Moore, Jan. 22, 2001)
5. Propose 2001 budget (Moore, Feb. 16, 2001)
6. Conduct audits (external and internal) as required by Bylaws and tax-exempt status. (Moore, report on progress Feb. 16, 2001)
7. Investigate changing from 501 C 6 to a 501 C 3 organization to be able to apply for grants. (Moore, report by Feb. 16, 2001)

**12. Conflict of Interest Policy**

**Discussion**

Conflict of interest policy is important for Board and members to understand the ramifications of various interests that each person represents.

**Action/Deadline**

1. Establish an Ad Hoc committee to develop a conflict of interest policy. (Board Motion 01-01 below)
2. Choose committee members, prepare policy, and present to membership for feedback in April Newsletter (Ball via Ad Hoc committee, March 1, 2001).
3. Revise final policy and adopt by Letter of Referendum. (Ball via Ad Hoc committee, June 1, 2001).

**13. Committee Status and Needs**

**Discussion:**

Existing Committees as delineated by Bylaws

(Key: \* = inactive; +=marginal activity; X=new committee needed)

<b>Existing Committees as per Bylaws</b>	
<p><b>Bylaws</b> Chair from bylaws-Annette Miner Needs:</p> <ul style="list-style-type: none"> <li>• Members</li> <li>• Finish revisions as per convention requirements</li> </ul>	<p><b>*Standards</b> Board Liaison- Wells Needs:</p> <ul style="list-style-type: none"> <li>• Chair and members</li> <li>• Grievance sub-committee</li> <li>• Chair-ESC</li> </ul>

<b>Convention</b> Board Liaison-Tourville	<b>*Financial</b> Chair from Bylaws-Julie Moore Needs: Members
<b>Membership</b> Board Liaison-Maroney Chair: Kellie Mills Stewart	<b>*Nominations</b> Board Liaison-Schreyer Needs: Chair and members
<b>Editorial</b> Board Liaison-Winston Chair-Finton Needs: Archives Committee	<b>*External Liaison</b> Board Liaison- Ball: ASLTA, RID, NAD
<b>Ad Hoc-Conflict of Interest</b> Board Liaison-Ball	
<b>Other existing committees:</b>	
<b>+Professional Development Committee</b> (includes Mary Stotler Award) Board Liaison-Remmel Needs: Chair Appoint someone as Convention Program chair Develop part-time faculty support policies	<b>+Technology:</b> Current Board Liaison: Tourville This committee really has 2 different purposes: using technology to improve communication with members: this should be with <b>Editorial (Winston)</b> ; investigating uses of technology in teaching interpreting: this should be with <b>PDC (Remmel)</b> .
<b>+Task force ASLTA/CIT</b> Board Liaison-Ball Co-chair-Colonomos Needs: Co-chair and members Budget Delineation of roles, goals	

All committees need description of goals, duties, and activities; Board needs to provide more guidance for chairs, more mentoring, with the goal of modeling mentoring for committee chairs. Need to develop guidelines for length of service, participation, use of listservs, etc. This information goes in the PPM.

We need to actively recruit and support members. Schreyer distributed lists of members interested in specific committees to Board Liaisons.

Need to provide CIT supported communications for committees: use the existing web host.

#### **Action/Deadline**

1. Name chairs to all committees, refer as appropriate to the Bylaws committee for changes. (Ball as President makes official appointments in collaboration with Board Liaisons, report by Feb. 16, 2001).
2. Convention committee (as described in Bylaws) is changed to a sub-committee of the PDC. (Refer to Bylaws for revision: Jan. 14, 2001)
3. Contact all existing and newly appointed chairs with official letter. (Ball as President, by Feb. 16, 2001.)
4. Liaisons will establish on-going, regular contact with Chairs (Liaisons, Feb. 16, 2001)

5. Prepare letter to Chairs from Liaisons (Wells, Feb. 16, 2001).
6. Develop goals, guidelines, and responsibilities of each committee. (Chairs with Liaisons: when committees are established)
7. Develop policies and procedures for Chairs: length of term, leadership, budgeting, appointing members (Report by next conference call).
8. Develop policies and procedures for Liaisons. (Maroney, no date assigned)
9. Include all developed goals, policies, procedures for committees, chairs, membership, length of service in PPM. (Winston, as they are ready).
10. Establish listservs for all committees, Board, Regions, and other CIT groups as appropriate. (Winston, Feb. 16, 2001).

## **14. Communications**

### **A. Website:**

#### **Discussion**

1. Contact with Web host needs to be less indirect; need to investigate services provided with our contract; information dissemination like this is under Editorial committee.
2. Need listservs sponsored by CIT-use web hosting service we have.
3. Need to establish a virtual Board meeting area/procedure instead of using telephone conferencing.

#### **Action/Deadline**

1. Investigate Web hosting services to determine what we can and already have (Tourville & Winston, report by Feb. 16, 2001).
2. Establish listservs for CIT. (Winston, Feb. 16, 2001).
3. Look for net meeting options for Board. (Winston, report by Feb. 16, 2001).

### **B. Convention Motion to post Accreditation information**

#### **Discussion:**

The Accreditation manual has been posted to website, but is not user-friendly and does not encourage discussion or feedback. Need to work with web hosting service and members of ESC to develop a more usable way to inform membership and collect discussion and input.

#### **Action/Deadline**

1. Contact Web hosting service about possibilities (Tourville & Winston, report by Feb. 16, 2001).
2. Collaborate with expertise on Accreditation information-Cogen to develop user-friendly information. (Winston & Tourville, report by Feb. 16, 2001).

## **15. Schedule of Future Meetings**

#### **Discussion:**

1. Board meetings for the next 4 months were discussed; beyond that people's schedules are not confirmed.
2. Meeting format: possibility of changing from telephone to computer instant messaging/synchronous chat rooms to make participation easier for Deaf members, to make it cheaper, and to allow membership more access to Board meetings.

#### **Action/Deadline:**

1. Set up Feb. 16 phone conference. (Miner, before meeting)
2. Establish instant messaging procedure (Schreyer & Winston, Feb. 16, 2001).
3. Meeting Schedule and Formats:
  - Feb. 16, 2001, 8PM Eastern: telephone
  - March 19, 2001, 10AM Eastern: Computer
  - April 16, 2001, 10AM Eastern: Computer
  - May 21, 2001, 10AM Eastern: Computer

## **16. Meeting Wrap-up**

#### **Discussion:**

Review of responsibilities, commitment to follow-up and follow-through; appreciation of meeting hosts; wrap-up of agenda and needs for next meeting.

**Action/Deadline:**

1. Set up phone conference (Miner, by Feb. 16, 2001).
2. Send Thank You letters to hosts (Wells, Feb. 16, 2001).
3. Send Condolence card to C. Ball. (Feb. 16, 2001).

Meeting Adjourned: Monday, January 15, 11 AM.

**II. Motions**

Motion 01- 01 (Tourville/Rommel)

Move to establish an ad hoc committee of 3 to develop a conflict of interest policy for CIT.

MSP

Motion 01-02 (Rommel/Schreyer)

Move to approve the Minutes from the October 16 – 19, 2000 Face to Face Board meeting, as amended.

MSP

Motion 01-03 (Schreyer/Maroney)

Move to approve the Minutes from the October 20, 2000 joint CIT/ASLTA Board meeting, as amended.

MSP

Motion 01-04 (Maroney/Wells)

Move to approve the Minutes from the August 28, 2000 Board meeting, as amended.

MSP

Motion 01-05 (Tourville/ Wells)

Move to approve the Minutes from the September 18, 2000 Board meeting, as amended.

MSP

Motion 01-06 (Maroney/Schreyer)

Move to approve the Minutes from the June 19, 2000 Board meeting, as amended.

MSP

Motion 01-07 (Schreyer/Maroney)

Move to approve the Minutes from the May 22, 2000 Board meeting, as amended.

MSP

Motion 01-08 (Rommel/Schreyer)

Move to approve the Minutes from the April 24, 2000 Board meeting, as amended.

MSP

Motion 01-09 (Moore/Schreyer)



Move to approve the contract prepared for the contractor to finish current SSR reviews.

MSP

### **III. Resolutions**

**Resolution 1:** Given that the CIT Board is in total support of continuing to move toward accreditation, the Board will start drafting a plan of action during the February Board meeting.

**Resolution 2:** The CIT Board thanks Carolyn Ball and the staff at William Woods for their assistance in planning the Board meeting.

**Resolution 3:** The CIT Board thanks Annette Miner, the ASL Club, and Faculty at Salt Lake Community College, and the Utah RID for hosting the face to face Board meeting.

Respectfully submitted by Betsy Winston, Sec'y. February 3, 2001

Approved February 9, 2001

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<sup>i</sup>The Policies and Procedures Manual is the document previously referred to as the "Handbook of Collective Wisdom" and will be referred to in these minutes as the PPM.