

CIT Board Meeting Minutes
Face-to-Face
St. Louis, MO
January 25-27, 2002

Meeting called to order: 6:30 PM, Friday, January 25

Present: Ball, Moore, Winston, Schreyer, Julander, Miner, Kegl
Late due to plane schedule: Garay, Peterson

Friday Agenda
January 25, 2002

I. Workshop Presentation: *Effective Boards: Planning, Managing, and Serving as a Board Member*-Presenter: Cindy Farnham

Rationale for Workshop: In October, 2001, the Regional Representatives on the Board took office. Four of these Board members were new to the Board. In addition, 3 of the current officers joined for the first time only one year before, in October 2000. Although the Board was working together well, everyone believed it was important to learn more about working effectively as a Board, to understand our individual roles, and to come to consensus about how we would work most effectively over the coming year. We hired a consultant in Board management, Cindy Farnham, to provide us with an introductory workshop on Friday evening, and to facilitate our meetings on Saturday and Sunday.

- Workshop: Ms. Farnham presented a well-organized, clearly delivered workshop that helped us understand how to be effective members of the Board. Topics included: Holding Effective Group Meetings
- Determining meeting purpose
- Setting Agendas
- Meeting Preparation and Logistics
- Roles of Facilitators and Scribes
- Pre-meeting Preparation for Attendees
- Setting Meeting Ground Rules
- Staying on Track (Following an Agenda)
- Brainstorming Process
- Meeting Follow-up
- On-Line Meetings

This workshop presentation was an interactive discussion, and Board members noted several ideas that would be helpful for having more effective meetings, including: having a facilitator and scribe; approaches to agenda preparation and follow-through; meeting follow; and setting ground rules.

Meeting adjourned: 9:30 PM

Saturday Agenda
January 26, 2002

Meeting called to order: 9:00 AM

Present: All

1. Introductions

Discussion: Each Board member introduced her/himself, and provided information about skills, strengths, expertise specific to various CIT activities, and areas where strengthening or support would be appreciated.

Action: None

2. Role of facilitator and meeting ground rules

Discussion: We determined the meeting ground rules and the role of the meeting facilitator for our meeting. Her role was that of manager of the agenda, assigning turns, following time limits and established ground rules.

Action: Board members agreed to the rules and facilitator role.

3. Starting Clear

Discussion: Directed by the facilitator, each Board member presented issues or challenges that might come up during the meeting. These ranged from illness to emergencies from the Olympic interpreting committee.

Action: None

4. Brainstorming Long and Short Term Goals for CIT

Discussion: One major problem for the Board has been a lack of clearly articulated goals for planning future direction and budgets. Using the brainstorming process and directed by the meeting facilitator, the Board brainstormed goals and objectives, categorized them, and prioritized them. This activity was begun on Saturday, and continued through Sunday morning. These are presented in these Minutes under section III. Reports.

Action/Deadline (March 1, 2002): Each Board member will contact the Committee chairs they work with, share the goals and priorities, and work with the Chair to revitalize their committees' work.

Action/Deadline (ASAP-Peterson, Ball): Contact Kellie Stewart for list of members interested in committee membership and send to all Board members.

5. Brainstorming Financial and Fiscal Goals for CIT

A. Discussion: CIT has not had an official budget for several years. It is essential that we develop and follow a fiscal plan. These goals and priorities include getting a projected budget for 2002-2003 from each committee or group working with and for CIT. These will be collated and presented to the Board.

Action/Deadline: (March 1, 2002): Each Board member will inform their respective committees of the need for a projected two-year budget by March 1, 2002. These budgets will be sent to the Treasurer.

See Motion 02-01.

Action/Deadline: (After March 1, 2002-Moore)-Prepare 2-year projected CIT budget.

B. Discussion: Bylaws currently list Treasurer as Chair of Financial Committee. This is different from most other officers and Chair relationships and puts a heavy burden on the Treasurer.

Action/Deadline: (90 days before convention-Miner)-Prepare Bylaws change to remove Treasurer as Chair, to be voted on at the October 2002 CIT convention.

C. Discussion: One major decision affecting the budget and financial goals relates to the Self-Study Review (SSR) that CIT has offered. A decision about whether to re-open applications to programs that are waiting to be reviewed will affect expense projections.

Action/Deadline: (ASAP-Kegl, Winston) SSR will be available to programs immediately. Announcements will be posted in the Newsletter, on the website, and via listserv.
See Motion 02-02.

Meeting Adjourned: 9:30 PM

Sunday Agenda January 27, 2002

Meeting called to order: 9:00 AM

Present: Ball, Peterson, Winston, Julander, Miner, Kegl, Garay

Left at 10:00: Schreyer due to plane schedule

Absent: Moore due to plane schedule

I. Conflict of Interest Policy

Discussion: The Board reviewed the revised Conflict of Interest Policy submitted to the membership by the appointed Ad Hoc committee. Several changes and revisions were discussed, and a list was prepared to send to the committee. These will be included in the general feedback being collected by the committee for a Feb. 15, 2002 deadline.

CIT Board recommendations re: Conflict of Interest Policy

Recommendations from December Board meeting:

1. All "Guidelines" be deleted or moved to an Appendix of some sort.
2. Final wording of Principle 1 be changed to: Board, staff and committee members as well as contractors must have accountability to the CIT membership and be unconflicted in the implementation of their CIT duties that supersedes personal interest. (See Motion 01-21, Section III).

Recommendations from January 2002 face to face:

1. In Introduction: add to end of last paragraph: It is assumed that the CIT Bylaws and the Policies and Procedures Manual will be followed when considering any conflict of interest.
2. Principle #2 – make the following addition (in blue) any conflict of interest **or perceived conflict of interest** with respect....
3. Principle #3 – delete-it doesn't seem to be an issue of conflict of interest and is covered in both the PPM and Bylaws
4. Principle #4 – delete-ditto #3
5. In Resolution procedures – 1. change wording to say “assign to a committee” rather than naming a specific committee-we don't have that specific committee and naming a specific one might require a Bylaws change
6. –delete I.d. –it seems redundant and unnecessary
7. ---4. Abstention from discussion and voting: Add the wording (in blue)...who have an actual or potential conflict of interest before the Board or Committee, **except at the Board's discretion**, shall not...
8. On Disclosure Statement form: the wording Future Conflicts be changed to “**Current Affiliations**”

Action/Deadline: (January 27, 2002: Winston, Ball)-Send list of revisions to the Ad Hoc Committee.
See Motion 02-03.

Action/Deadline: (After Policy Approval-Winston)-Include final Conflict of Interest Policy in the Policy and Procedures manual.

II. Running Effective Meetings

a. Meeting Facilitator and Scribe

Discussion: After our discussions and experience of this weekend, it is clear that having a neutral facilitator and scribe allows Board members to participate in CIT business rather than only running meetings. This seems especially necessary for our on-line meetings. Hiring a facilitator and perhaps a scribe will promote more effective business during our meetings.

Action/Deadline (for next meeting; Schreyer, Ball) Hire a facilitator to help us understand and run our next meeting, especially if it is an online meeting.

b. Follow-up Procedures

Discussion: Although we have many ideas and plans, we often do not have effective follow-through. This has happened repeatedly in the past. The Board needs to find effective ways to follow through on plans and commitments.

Action/Deadline (On-going-Miner): Serve as “Reminder” to all Board members about action items and deadlines.

Action/Deadline (On-going-All Board members): Follow the policies outlined in the Policies and Procedures manual for follow-through re: online discussions.

See Policies and Procedures Manual, Section II.A.5.-Copied Below

5. Business on CIT Listserv (between meetings)

a. 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).

b. Email discussions will run on a weekly (7 day) schedule, from Wednesday thru Wednesday noon (each person's time).

- Emails need to be clearly headed
- Emails need to be concise
- Emails relevant to all will use the CITBoard list.
- Emails relevant to only a few will be sent via other means.
- Lack of response to a topic is a default support of the discussion, policies, and actions being discussed.

c. 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).

d. Motions may be proposed and discussed on email, but all voting will take place at regular meetings only.

e. Questions, requests, to the Board must have adequate turn-around time; normally this would be 7-10 days.

II. Motions

02-01: (Schreyer, Garay) Move that each committee prepare and submit a budget plan for two years; to be submitted via the committee liaison to the financial committee chair by March 1, 2002.

MSP

02-02: (Ball, Miner): Move that CIT continue to offer the Self-Study Review to programs that apply for it.

MSP

02-03: (Winston, Schreyer): Move that the Board discuss briefly the changes to be given to the Ad Hoc Committee to be considered with the membership's input in writing a final draft.

MSP (One abstention due to Conflict of Interest)

III. Reports

Goals of Board-Face-to-Face Meeting

This is the list of the original brainstormed ideas, prioritized, with the final decision of where to refer the idea.

Refer to Convention Committee:

Top 2 priorities

- Set dates & region responsibilities for conventions to prevent last minute decisions on where.
- CIT hire professional for organizing convention – no more volunteers.

Refer to Finance Committee:

Top 4 priorities

- 501c(3) status
- CIT hire grant writer.
- Money spent on intended goals.
- Hire financial advisor for CIT

Additional Goals

- Annual & Bi-annual budget projections.
- Financial support for membership involvement. (Example: Reduce prices, Honor their work with \$)
- CIT not be afraid to ask for professional help & use CIT funds (Example: hire a professional secretary)
- Active finance committee
- Use federal funding for increasing diversity in teaching workforce.
- Treasurer's time in office match up with fiscal years.
- Support research for interpreting and teaching interpreting.
- Find ways to fund & support said research.

Refer to Membership Committee:

Top Priorities in Different Areas

Membership:

Top 4 priorities

- CIT help to improve teaching skills throughout the 2 years – not only at convention.
- Develop directory of expertise. (Also referred to Professional Development Committee)
- Support existing Deaf CIT members.
- Members contribute to newsletter.

Additional Priorities

- Diversity – improve or increase the pool of diversity in the organization and programs (also referred to PDC & Standards Committees)
- Networking amongst members.
- Develop document “Why Join CIT”
- Find way to develop mentorship programs for teachers and students. (Also referred to Standards Services)
- Help membership understand CIT mission & how membership fits.
- CIT develop regional library of resources for membership.
- Electronic mentoring for teachers (Also referred to Professional Development Committee)
- CIT provide more services to membership.
- Want members to feel joined CIT for good reason, their benefits.
- More recruit strategies/efforts to recruit new members.
- Want to encourage membership enthusiasm.

Outreach/Community Services:

Top 4 priorities

- CIT have own webmaster.
- Want to see other organizations see CIT as worthy.
- Link between CIT & Mano a Mano
- CIT guide ITP's on how to recruit and retain students. (Also referred to Standards committee)

Additional priorities

- CIT take on a more globalized, international perspective, help other countries establish & develop ITP's.
- Lobby & educate states that are not familiar with SSR & those that don't recognize programs.

Refer to Standards Committee:

Top Priorities in different areas

Programmatic Standards:

- CIT develop way for AA programs to articulate into BA programs, then MA programs, then PhD programs.

SSR:

Top 4 priorities

- Finalize accreditation process and move to establish Accreditation Commission.
- CIT continue to offer SSR without interruption.
- Congratulate ITP's that already went through SSR.
- Finish SSR until project is completed (this does not mean stop).

Curriculum & Instruction:

Top 4 priorities

- Encourage Deaf professionals to teach interpreting – not only ASL.
- Task analysis for teaching interpreting
- Diversity – improve or increase the pool of diversity in the organization and programs (also referred to PDC & Membership Committees)
- Service Learning – this to be conceptualized in CIT (add to curriculum)

Additional Priorities

- Find way to develop mentorship programs for teachers and students. (Also referred to Membership Services)
- CIT develop that area for curriculum written for teaching Deaf & Hearing team interpreting & help develop CDI programs.
- Web-based development opportunities. (Also referred to Professional Development Committee)

Interpreter Training Programs:

Top 4 priorities

- CIT help ITP's develop exit & entrance standards.
- Faculty Certification
- Work for more BA & MA programs & PhD programs, too, for teachers & students.
- ASL teacher recruitment & interpreting teachers, recruit and retain students.
(Also referred to Membership committee)

Refer to Professional Development Committee:

More mentoring opportunities during conventions.

Top 5 priorities

- Serve both part-time and full-time teachers/instructors/workshop leaders.
- Develop directory of expertise. (Also referred to Membership Committee)
- ITPs utilize Deaf community to teach. How can we encourage those teachers to get higher education for themselves? Goal: Advance themselves.
- Web-based development opportunities. (Also referred to Standards Committee)
- Electronic mentoring for teachers (Also referred to Membership Committee)

Additional Priorities

- Professional development
- Diversity – improve or increase the pool of diversity in the organization and programs (also referred to Standards & Membership Committees)
- Want proceedings more readily accessible.
- Want to keep biennial convention, plus more mini-conferences.
- Keep interpreter training and continuing education separate. CIT will develop a statement to this effect to aid in determining how, interpreter training vs. continuing maintenance of knowledge.

Refer to Communications (formerly Publications) Committee:

Top 4 priorities

- Professional journals that include research & teaching interpreter training & ASL
- Want Proceedings more readily accessible.
- CIT newsletter focus change so more members can use the information (specifically regarding teaching ASL & Interpreting)
- Use same company annually to public proceedings.

Refer to the Board:

Top 4 priorities

- Board have facilitator 2-3 more times.
- We do idea brainstorming, but let it drop sometimes. Want to remedy that.
- More cohesive ideas on e-mail – keep a “thread” of topics.
- Protocol for Internet board meetings.

Additional Priorities

- CIT commit to mentor the new Board.
- More committee work by membership. Also membership on Board.
- Perspective change: Bottom up, not Top down

- 5-year action plan
- New approach to communicate with membership.
- Responsibilities taken care of for finalizing tasks re: e-mail discussions.
- Get rid of ghosts.
- Board leadership
- Board will communicate better with chairpersons of committees.
- Broaden leadership
- Home office with staff
- Many worked hard, want to re-energize, & recommit to active involvement.
- Work with feds for the 5-year grant. Work on objectives.
- Less e-mail congestion – more “real” communication.
- CIT should have team-building retreat and to celebrate the hard of work of years past.
- Deaf community to have strong voice in CIT.
- More support for committee chairs.
- CIT Board make quicker decisions.
- CIT has been divided, want cohesion (membership has diverse philosophy)
- When “old” board steps down, give new board clear directions regarding responsibilities and past history
- Better communication from regional reps to the membership in own area.
- Include in by-laws, organization chart with duties.
- When Board meets, provide refreshments.