

CIT Board Meeting Minutes June 26, 2002

Meeting called to order: 7:00 PM EST

Meeting was held in BlackBoard, University of Maine; This meeting was postponed from June 10, when technology problems resulted in no quorum.

Present: Ball, Miner, Schreyer, Julander, Winston, Garay, Kegl, Peterson
(Winston was late due to previous commitments),)

Absent: Moore

I. AGENDA

1. CIT PROCEEDINGS EDITING AND FORMAT

DISCUSSION: Laurie Swabey is the Proceedings editor and will determine the format and length of the submissions to send to authors. The question of having the Proceedings only on CD for conference participants was discussed; the decision was to have CD's available at the convention, with the option for participants to purchase hard copies later or to download for a fee from the website.

ACTION/DEADLINE: (ASAP) Winston will inform the Proceedings editor of this decision.

2. PLAQUES FOR THE FALL CONVENTION

Discussion: The Professional Development Committee is responsible for acquiring plaques (for example, Mary Stotler Award) for the convention; however the committee is not functioning and has no chair. We also discussed the desire to recognize Lou Fant at the convention.

Action/Deadline: Ball, Julander, and Garay (July 24) will work with convention committee to acquire plaques.

3. COMPLAINTS ABOUT CONVENTION PRESENTATIONS SELECTION COMMITTEE

Discussion: The discussion centered on how to respond to complaints about the selection process. Past responses included explaining the blind evaluation process and the encouragement to join a poster session.

Action/Deadline: (Now) The Program Committee will continue to respond to complaints with explanations of the selection process.

Action/Deadline: Miner (July 5) Prepare a statement for the PPM.

4. SSR QUESTIONS

Discussion: Questions of who can be a reviewer now and in the future were presented. CIT Board members can be trained while members, but cannot review programs until they leave the Board. Board members of other organizations can currently be reviewers. Other discussion focused on make up of review teams, but no final motion or vote was achieved. If and when future reviews are needed, Cit will put out a call to all CIT members to go through the training.

Action: Motion 02-13 approved.

Action: Motion 02-14 approved.

Next Meeting: August 19, 2002; 7:00PM Eastern

Meeting ended (quorum lost) 9:26PM Eastern

II. MOTIONS

02-13: (Kegl) Move that ASLTA members who are not in conflict of interest as a Board member of CIT or other paid capacities can currently serve as CIT reviewers

MSP

02-14 (Kegl) Move that the current composition of the rater teams for the next two SSRs consisting of two raters who do not know the site under review and the coordinator who does and must redact all materials be approved and that we revisit the issue of future reviewers needing to be unaware of the identity of the site.

MSP

Resolution (addendum from May 2002 Board Meeting)

1. Resolved, that any one of the following officers of the company is authorized to:

- A. execute on behalf of this company a Merchant Agreement with U.S. Bank National Association ("USB"), and any supplemental agreements amending that agreement;
- B. execute any document requested from time to time by USB to be executed by this company in furtherance of the Merchant Agreement;
- C. perform all acts that USB may deem necessary to carry out the intent of the Merchant Agreement and these Resolutions.

2. Resolved, that the Merchant Agreement is ratified and approved;

3. Resolved, that USB is authorized to rely upon this Corporate Resolution until advised in writing by a like certification of any changes and are authorized to rely on such changed certification.