

CIT Board Meeting Minutes

November 9, 2002

Meeting called to order: 12:30 PM, EST

Meeting location: Black Board, University of Maine

Present: Ball, Farnham, Garay, Julander, Kegl, Peterson, Stewart

Absent: Miner, Schreyer

Agenda

Committee Chairs:

By-Laws – Annette Miner

Communications – Marie Griffin

Membership Committee – Kellie Stewart

Professional Development – Vacant

Standards – Vacant

Conference – Vacant

Discussion: The Board brainstormed names of people to contact regarding the vacant Chair positions.

Action: President Ball will make these contacts and report back to the Board.

Discussion: An idea was raised to hire a professional conference coordinator and have this person work with the Conference Committee Chair.

Action: President Ball will make these contacts and report back to the Board.

Board Communication via the Black Board:

Discussion: It was agreed that the Board prefers communicating via the Black Board and does not prefer to use individual e-mails. There was discussion of how often to check the site for messages.

Action: The Board agreed to check the Black Board once a week. If there is an urgent need for a response, Board members will send out an e-mail asking the Board to check the Black Board site.

Appointment of Region II Representative:

Discussion: There was a discussion about the need to appoint a representative for Region II. A list of members from the Region will be sent to Paul Schreyer for review. President Ball will discuss the potential candidates with Paul and report back to the Board for a vote.

Action:

Kellie Stewart will send a list of members in Region II to Paul Schreyer. President Ball will follow up with Paul and report back to the Board.

Board Liaisons to Committees:

Discussion: Carolyn Ball reviewed the Liaisons for each committee.

Carolyn Ball – Liaison to the External Liaison Committee
Annette Miner – Bylaws Committee Chair
Cindy Farnham – Liaison to the Communications Committee
Jes Julander – Liaison to the Professional Development Committee

Financial Records Manager – Suzette Garay and Paul Schreyer will work together on this appointment.

Nominations Committee Liaison – Vacant

Action:

Cindy Farnham will follow up with Marie Griffin to work on appointments to the Communications Committee

All Liaisons will inform their committee chairs to work with Kellie to ensure all committee members are current members of CIT and to work with Kellie to get a list of members for potential appointments.

SSR Report from Luce Aubrey:

Discussion: There were several questions in the report submitted by Luce Aubrey. She needed to know who will sign the official letter that goes to the colleges that pass the SSR. It was decided that the President will sign this letter. It was also agreed to follow the decision made at a previous Board meeting to continue with the SSR process with the colleges who have recently signed up for SSR's.

Action:

Cindy Farnham will follow up on getting CIT letterhead to Luce.
Kellie Stewart will forward the CIT logo to Cindy.

Face-to-Face Board Meeting:

Discussion: The Board discussed finalizing their plans to travel to San Diego. The meeting will begin on Friday, January 31, at 7:00 PM. It will end on Sunday, February 2, at 12:00 PM.

Action: All Board members will finalize their travel plans to San Diego.

Membership Report:

Discussion: Kellie Stewart reported on the current status of membership for CIT. There are currently 151 members, but a total database of 358 people. This leaves 107 lapsed members. Kellie has a committee ready to begin working on a membership benefits package and recruitment. This committee consists of Marie Tavormina Stewart, Lynn Finton, Jona Maiorano, Sandy Brown and Laurel Standley. There was a suggestion to have the Region Representatives send out an e-mail to lapsed members in their area encouraging them to join.

Action: Kellie Stewart will send a list of lapsed members by region to the Region Representatives.

Meeting adjourned at 1:56 PM, EST.

Minutes respectfully submitted by Cindy Farnham, Secretary.