

**CIT Board Meeting Minutes  
October 9, 2002**

**Meeting called to order: 9:00 AM CST**

Meeting was held f2f, Minneapolis: CIT Convention

Present: Ball, Schreyer, Winston, Kegl, Moore, Garay, Julander

Absent: Miner, Peterson

**I. AGENDA**

**1. Approve meeting minutes: September 2002**

*Discussion:* None-Minutes were read and discusses prior to the face to face via listserv.

*ACTION/DEADLINE:* Minutes approved.

**2. CONTRACT FOR SSR-MARILYN MITCHELL AND LUCE AUBRY**

*Discussion:* The contracts had been reviewed by the Board via the listserv and no discussion was required.

*ACTION/DEADLINE:* Motion 02-24 proposed and passed.

**3. SSR AFFIRMATION**

*Discussion:* Board members expressed the wish to return to the support previously shown to the SSR process.

*ACTION/DEADLINE:* Motion 02-25 proposed and passed, reaffirming the Board's support of SSR decisions and motions made by previous Boards as reflected in the March 1999 minutes.

*ACTION/DEADLINE:* Motion 02-26 proposed and passed, delegating management of the SSR to the current SSR staff (M. Mitchell and L. Aubrey), with reports to the Board.

**4. AV EQUIPMENT FOR MEETINGS**

*Discussion:* There was a brief discussion of equipment readiness for the meetings. All is ready.

*ACTION/DEADLINE:* None needed.

**5. REGIONAL MEETINGS AT CONVENTION**

*Discussion:* Possible topics to be discussed: dissemination of SSR information to regions; degree requirements for interpreting certification; collect contact info of members in region; set up suggestion board on web

*ACTION/DEADLINE:* Regional Representatives will take these questions to the Regional meetings occurring at CIT.

**6. ADEQUATE SERVICE IN BOARD AND COMMITTEE POSITIONS**

*Discussion:* Discussion focused on Board and Committee members who might be unresponsive to the needs of their positions. These members need to be replaced by others who will meet the responsibilities and commitments.

*ACTION/DEADLINE:* (Nov. 1, 2002) Motion 02-27 proposed and passed, requiring that the Board investigate policies of other organizations for removing unresponsive Board and Committee members.

#### **7. CONVENTION ACTIVITIES CONFIRMED**

**Discussion:** Planned activities at the convention were discussed, including scheduling and format of Mary Stotler presentation, the Lou Fant memorial presentation, and invitations to the VIP reception to honor all volunteers. The Board extends its thanks to the convention committee for assisting with this!.

**ACTION/DEADLINE:** None needed.

#### **8. PROCEEDINGS ON THE WEBSITE**

**Discussion:** There was a brief discussion of the need to hire someone to finish scanning the Proceedings. Later information provided indicated that all scanning was almost finished and hiring someone would not be necessary.

**ACTION/DEADLINE:** None needed.

#### **9. PER DIEM AND REGISTRATION WAIVER FOR CONVENTION COMMITTEE VOLUNTEERS**

**Discussion:** Discussion focused on the need to recognize the contribution of convention committee members and the difficulty of attending workshops while serving on the committee. The necessity of providing a clear paper trail for accounting purposes for these arrangements was stressed.

**ACTION/DEADLINE:** Motion 02-28 was proposed and passed, approving payment of per diems and the waiving of registration for convention committee members.

#### **10. 501c3 STATUS**

**Discussion:** The Board discussed the confusions and needs for establishing a 501c3 status within the organization. Much of the history around this was lost during the transition surrounding the SSR after March 1999. A new understanding of the needs and direction for this was reached.

**ACTION/DEADLINE:** (Oct. 14, 2002). Current Board will move forward with paperwork for this.

#### **11. TASK FORCE REPORT**

**Discussion:** The chairs of the Task Force provided part of their report in writing to the Board and indicated they would provide the remaining report and recommendations in writing later that day when they arrived from the printer.

**ACTION/DEADLINE:** None needed.

#### **12. BUSINESS MEETING AGENDA**

**Discussion:** Discussion focused on the need for a quorum and what that number would be. Also, because Paul Schreyer could not be at the meeting, he delegated his election duties to Suzette Garay. It was reported that Cynthia Farnham would be acting as scribe, and Marie Griffin would be recording resolutions.

**ACTION/DEADLINE:** Schreyer and Garay will need to find someone to count votes at the business meeting.

#### **13. CONFLICT OF INTEREST POLICY**

**Discussion:** The policy and report is to be included in the convention packets for review by members before the discussion at the business meeting.

**ACTION/DEADLINE:** None needed.

#### **14. APPROVAL OF PAST BUSINESS MEETING MINUTES**

**Discussion:** This was done at the last convention for those minutes; three new people will be identified for this convention's minutes.

**ACTION/DEADLINE:** (Miner) Identify three people at the Saturday business meeting.

**15. TO DO LIST FOR NEXT BOARD**

**Discussion:** The current To Do list will be passed on, with the SSR and the 501c3 topics removed because they will have been done.

**ACTION/DEADLINE:** None needed.

**16. ASLTA PROFESSIONAL DEVELOPMENT CONFERENCE**

**Discussion:** ASLTA will pay for the attendance of the CIT President.

**ACTION/DEADLINE:** None needed.

**Next Meeting:** October 12, 2002; Official Business meeting

**Meeting adjourned:** 1:00 PM Central

**II. MOTIONS**

02-24: (Kegl, Garay) Move that the Board approve the contracts for Marilyn Mitchell and Luce Aubrey to continue the work of the SSR.

MSP

02-25: (Winston, Schreyer) Move that the Board reaffirm the support of the SSR process as originally approved in the March 1999 minutes.

MSP

02-26: (Winston, Julander) Move that the Board delegate the management of the SSR to the current staff, M. Mitchell and Luce Aubrey.

MSP

02-27: ( ??????? ) Move the Board prepare an official policy regarding removal of Board and committee members due to failure to perform after investigating policies of other organizations for wording. Preliminary investigation to be accomplished by Nov.1

MSP

02-28: (Moore, Garay) Move that the Board waive registration fees and pay a per diem to convention committee members.

MSP