

CIT Board Meeting
October 31 - November 2, 2003
Location: Johnson County Community College, Overland Park, KS

Friday, October 31, 2003

The meeting was called to order at 7:15 PM, CST.

Present: Carolyn Ball, Nina Coyer, Diana Gorman, Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson, Guest: Leslie Greer, ASLTA President

Not present: Paul Schreyer, Cindy Farnham

Carolyn thanked Stacey and Heidi Storme for their hospitality and arranging transportation for board members.

Carolyn introduced and welcomed the newest board member, Diana Gorman, who is the new Region V Representative. Carolyn also expressed her happiness that Leslie Greer was in attendance for the weekend.

Carolyn announced that Cindy Farnham's flight had been delayed and will arrive at midnight.

CIT Convention

1. Call For Papers:

Action: The Professional Development Committees for ASLTA and CIT will forward papers on to the other organization if presenters get confused as to where to send their proposals for conferences.

2. Joint ASLTA and CIT Conference:

Discussion: As of Dec 31, ASLTA will be fully independent from NAD. At this time, it does not seem feasible for a convention to occur simultaneously with NAD, so ASLTA would like to get involved in some manner with the CIT convention. ASLTA is planning a convention in 2005. At some point in the future, perhaps these two conventions could be combined.

Perhaps ASLTA could have their general meeting on Friday night and CIT could cancel the regional meetings since they have not traditionally been well attended. The board discussed either offering workshops at the same time as the ASLTA meeting or leaving the schedule open for CIT members who are also ASLTA members to attend the meeting. This idea was strongly supported because the CIT board would like to encourage CIT members to become more involved with ASLTA.

Motion B03-: One night during the convention, CIT will leave the schedule blank so ASLTA can hold its general meeting. (Miner/Coyer, MSP)

Action: Trix Bruce (ASLTA PDC Chair) will forward PDC committee names to Jes Julander, liaison for CIT's PDC, to pass on to Shelley Lawrence, CIT PDC Chair.

Motion B03-: CIT and ASLTA will have a joint program committee for the CIT 2004 convention. (Julander/Peterson, MSP)

3. Conference Program:

Discussion: Can the CIT PDC make their own decisions or should they request board approval? If the structure of the schedule changes, it should be approved by the Board (eg., adding a fourth track). If the issue is regarding their choice of workshops, that should remain up to the committee.

Discussion: Carolyn asked if CIT should continue using the program schedule that has traditionally been used. Jes shared that the PDC is interested in using the same schedule, but they would like to have a “shareshop” where teachers have a workshop to share ideas for activities on a certain topic. The Board felt that the committee has the authority to decide to offer shareshops.

Action: Jeff will get the convention planning binder from Todd Tourville, make two copies, keep the original and send a copy to Brenda Shertz and Carolyn Ball. He will also send a conference program book (the one given to conference attendees) to Brenda.

Action: Leslie will mail ASLTA labels to Jes. Jes will forward the labels to the PDC to use for mailing out the call for papers.

Discussion: Bylaws check - Is it a requirement that all presenters be current members of CIT? This issue is not mentioned in the bylaws. It was discussed that if the presenter has information relevant to CIT members, they should be encouraged to present to share their wisdom and insights with CIT members. Since the PDC conducts a blind review, presenters are selected based on the quality of the proposal. CIT tries to get the input of others in the field of teaching spoken language interpreting, and would not want to exclude them from presenting their ideas/research within CIT. It is recommended that we check into the policies of other organizations. If this requirement were put into place, the PDC would have to verify membership of each potential presenter.

Action: Annette will investigate how other organizations (e.g., ATA) handle calls for papers.

Discussion: Accepting videotaped calls for papers.

Action: The PDC committee will discuss issues related to accepting calls for papers. It was recommended that anyone can submit, but they must become CIT members before the convention.

Action: Jes will add a line on the call for papers stating that if a presenter is selected, he or she must become a member of CIT sixty days before the convention.

4. Convention Update from Brenda Shertz, Convention Coordinator:

The Board read the report in the board packet.

Discussion: Jeff commented on Brenda's report. He was not concerned about being behind schedule. He felt it was partially the board's responsibility and Brenda had stated she would catch up in the next couple of months.

Action: Brenda and Carolyn will have a videoconference next week. Jeff will arrange the meeting.

Discussion: Jeff was concerned about access for Deaf attendees during the convention.

Action: Carolyn will call Jeff to discuss this issue.

Discussion: It was agreed that the billing schedule looked acceptable.

Action: Timeline/tasks: Jeff will compare tasks accomplished with original timeline.

Action: Board members will look at the list of potential sponsors and tell Jeff if there are any others that should be contacted. Note: Sponsors for the Portland convention provided \$8,715.

Action: Jeff will contact Todd Tourville to get the 2002 conference evaluation results.

5. Convention costs (See budget in board packet):

Discussion: Costs for interpreting services and fee for convention planner.

Action: Fee for convention planner needs to be added to the total costs.

Action: Carolyn will ask the webmaster if he has a CGI.

Action: The Proceedings will be available for purchase online.

Discussion: Rooms for CIT board members have already been reserved.

6. Update on registration form and fee-Registration Chair:

The new form is in the board meeting packet.

7. Poster Sessions:

Action: Refer decisions about poster sessions to PDC committee.

Pre-conference activities:

Discussion: A letter was sent to the two presenters who wanted to do pre-conference workshops stating that CIT will not officially sponsor any pre-conference workshops this year but CIT would be happy to help them find a space to conduct a workshop. CIT's help would be contingent upon there being space available at the Kellogg Center or the hotel.

Action: Notification that no CIT-sponsored pre-conference workshops will be held this year will be sent to members via the CIT Listserv.

Action: If the program chair, Shelley Lawrence, receives a request for help for a pre-conference workshop, the request should be forwarded to Brenda Schertz and copied to Jeff.

Action: Carolyn will inform Brenda of this possibility during the videoconference next week.

8. Wednesday Night Opening Speakers & Parliamentarian:

Discussion: Brenda Carlson and Anna Witter-Merithew will be the opening night speakers. Their room and registration will be paid for.

Discussion: Parliamentarian. Libby Pollard will be the parliamentarian. She had given us a great deal of information and wants to be involved.

9. Bylaw Changes:

Action: Annette will continue to work on proposed bylaws changes.

10. Student Rep information on Website:

Action: Cindy will ask the webmaster to include this information on the CIT Website.

Action: Debbie will ask RID (Jimmy Beldon) if they would be willing to sponsor a student rep.

It was suggested that CIT ask sponsors to sponsor something specific, so they know what their money is being used for.

11. Update on mailing from Diana:

Discussion: Diana is ready to send conference flyers and registration forms to CIT members. She is waiting for the labels. Diana will take care of nametags, etc.

12. Gallaudet sponsoring opening reception:

Action: Jeff will contact Risa Shaw.

13. Proceedings:

Action: Jes will ask the PDC to send out a call for an editor of the Proceedings. Editor must be selected by April.

14. Contract with VLI for interpreting services

Action: Annette will work towards a contract with VLI

15. Awards for convention

Action: Nina will take care of this. Carolyn will work with Nina so she knows what to plan for.

Action: Jes will take care of getting a picture & bio of Mary Stotler on the website and make contact with RID.

Meeting adjourned at 9:35 PM.

Saturday, November 1, 2003

Present: Carolyn Ball, Nina Coyer, Cindy Farnham, Diana Gorman, Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson, Guest: Leslie Greer

Not Present: Paul Schreyer

8:30 – 10:15 AM Closed session

10:30 AM – Open session

Strategic Planning

The Board continued work on the 5- and 10-year strategic plan

The Board thanked the Region 7 RSA folks (Bern Jones and Amanda Smith) for their generous donation of box lunches.

D&O Liability Insurance

Discussion: Leslie encouraged the Board to get liability insurance for board members. Insurance must also be in place for the SSR process and expanded if and when CIT chooses to certify teachers. This insurance will also cover committees and conventions.

Motion B03- : Investigate insurance matters and get at least three estimates (DEO and 2 others) so the board can make a decision and procure insurance by the next face to face meeting. (Coyer/Peterson, MSP)

Action: Carolyn will investigate and get bids.

CIT & ASLTA – Future Plans

Executive Director

Discussion: Leslie shared the position announcement for the ASLTA Interim Executive Director. If CIT and ASLTA are to work together in the future, it makes sense to have CIT involved in the selection process when the position becomes permanent. Leslie would like the CIT board to discuss the issues involved with searching for someone to fill this position on a permanent basis. There was a discussion of whether the temporary position should be an “Independent Contractor” or an employee.

Joint Board Meeting

Discussion: If CIT and ASLTA conduct business together in the future, it will be important to maintain two separate boards. The board discussed holding a face-to-face meeting for boards of both organizations during January 30 – February 1, 2004.

Action: Carolyn and Leslie will follow up with Caroline Preston-Bass to see if their college would be willing to host the board meeting in January.

The board discussed flying in on Thursday night so they can begin meeting earlier on Friday. The board feels rushed to complete all of the business within the current allotted time.

Strategic Planning

The Board continued work on the strategic plan.

Sunday, November 2, 2003

Present: Carolyn Ball, Nina Coyer, Cindy Farnham, Diana Gorman Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson,

Not Present: Paul Schreyer

Meeting Called to order at 9:30 AM

Per Diem Discussion

Action: Cindy will develop a statement to the PPM to show that an amount will be deducted from the flat rate equal to \$7 for breakfast, \$7 for lunch, and \$16 for dinner if CIT, a board member, or another organization pays for any individual meals during the day.

Strategic Planning - Continued

The board continued prioritizing and categorizing objectives.

SSR - Nina Coyer

Board members took a few minutes to read Luce Aubrey's report to the Board re: SSR practices. Discussion: SSR materials have not yet been copyrighted.

Action: Nina will send an email to Luce asking her to send in her invoice and ask for an estimate of how long it would take to get the SSR materials copyrighted.

Action: Nina will inform the Standards Committee Chair, Judy Kegl, that the Standards Committee will need to attend to following up with the three programs who have completed the SSR (Central Piedmont Community College, Gallaudet University, and University of New Hampshire at Manchester).

Board Responsibilities

Discussion: Board members are not following up with requiring reports from committees one week before board meetings as stated in the PPM. Carolyn has sent out reminders on the Web Board, but she reminded board members that even though this is an entirely volunteer organization, its ability to function depends on communication.

Action: Carolyn will give deadlines to follow up if a report isn't given at a board meeting.

Discussion: Board members can send an email notification that something is on the Web Board that needs to be read.

Action: Jeff will investigate whether Web Board postings can be automatically forwarded to a personal computer (email) for those who want that option.

Action: Cindy will send out a weekly email reminder to check the Web board.

NCI Report – Cindy Farnham

Cindy reported that it was impressive to watch RID and NAD work together so well. She gave a brief rundown of topics that were covered.

Action: Cindy will find out when the new study guides will be available and how long candidates will have to wait before retaking the written portion of the test.

Cindy reminded Board members that they could check out the revised code of ethics and give input to the NCI board.

The CIT board is happy to have a position in the NCI.

Strategic Planning - Continued

A few people will take responsibility for writing the strategic plan: Annette and Cindy (both live in California which will save travel cost), Jes (has an MA in writing), and Carolyn (President). Once the plan is written, it will be brought back to the full Board for revision. Once the Board has worked with the plan, it will be shared with stakeholders in order to get feedback and make more revisions before it is presented to the membership during the 2004 convention. There is much work to be done before the 2004 convention, including development of a budget and timeline, physical writing of the plan, gathering feedback from stakeholders, etc.

Joint Work with ASLTA

Discussion: Before the joint board meeting with ASLTA, the CIT Board needs to get clear on what they want to do in the future.

Action: Carolyn will start a thread on the Web board about the next face to face board meeting.

Closed session, 12:00 – 12:15 PM.

The president thanked everyone for giving up their time to come to the board meeting.

Meeting was adjourned at 12:20 PM.