

CIT Board Meeting Minutes June 21, 2003

Meeting called to order: 12:00 PM, PST
Meeting location: AOL Chatroom

Present: Carolyn Ball, Cindy Farnham, Jes Julander, Debbie Peterson

Absent: Annette Miner, Nina Coyer, Suzette Garay, Paul Schreyer, Kellie Stewart

CIT CONVENTION 2004

Program Chair:

Discussion: The Board needs to appoint a Program Chair.

Action: Jes will follow up with Shelly Lawrence regarding her interest in the position.

Pre-Conference Activity:

Discussion: The Board members in attendance agreed that having a pre-conference activity is a good idea.

Motion B03-06: Moved to have a pre-conference activity before the CIT Convention in 2004. (MSP, pending votes from absent board members)

Action: The absent Board members will need to cast their vote via e-mail, per our PPM.

CCIE IMPLEMENTATION

Discussion: The Board and SSR Committee have been unable to find a member willing to set up the CCIE. The Board discussed the idea of hiring someone to implement the CCIE. The Motion passed by the membership gives the Board permission to hire someone to carry out this responsibility.

Motion B03-07: Moved that CIT hire a coordinator to fulfill the requirements of Motion C02-13. (MSP, pending votes from absent board members)

Action: The Board will need to put out an official job description and job announcement.

Action: The job announcement will be sent out with the Region Rep nomination packet.

Action: The job announcement will also be sent out via the listserv.

Action: The absent Board members will need to cast their vote via e-mail, per our PPM.

CIT BOOTH AT RID CONVENTION

Discussion: The Board discussed the logistics of setting up the booth and finding volunteers to sit at the booth during the convention. Ideas for recognizing the booth volunteers were shared.

Action: A message will be sent out via the listserv asking for volunteers.

Action: Members who volunteer their time will receive \$10 off their next membership and recognition in the next CIT newsletter.

FACILITATOR FOR CIT BOARD MEETING IN CHICAGO

Discussion: The Board had previously agreed to hire a facilitator for the five and ten year planning meeting to be held in Chicago. The CIT-ASLTA Task Force and the membership (Motion C02-9) had suggested that the Board hire a facilitator to help complete this task. The Board discussed hiring Tom Galey and what a reasonable would be to pay him for his services.

Action: Cindy will contact Tom Galey about his availability and to discuss fees, logistics, etc.

CIT CONFERENCE COORDINATOR

Discussion: The Board needs to finalize the appointment of the conference coordinator for the 2004 CIT Conference and come up with a conference theme.

Action: Carolyn will finalize plans with Brenda Shertz. Carolyn will send the revised proposal to Brenda.

Action: Jes will follow up with Annette to see if she came up with a theme.

NOMINATIONS FOR REGIONAL REPRESENTATIVES

Discussion: Carolyn asked the region reps to consider if they will run for their positions again. The nominations information needs to get out to members as soon as possible.

Action: Carolyn will ask Suzette to put together the nominations package and send it to members via the listserv and newsletter.

PREPARATION FOR BOARD MEETING IN CHICAGO

Discussion: The Board discussed ideas of what to read to prepare for the long-term planning meeting in July. Ideas include:

CIT-ASLTA Task Force Survey Results
CIT-ASLTA Task Force Report to the Membership

Action: Jes will follow up to make sure all Board members have a copy of both reports.

SSR COMMITTEE – QUESTIONS

Discussion: The Board discussed the two questions posed to the Board from the SSR Committee.

Action: Carolyn will advise the SSR Committee to put the SSR materials on the website so the materials are viewable prior to application by interested programs, per the suggestion to do so in the Accreditation Manual.

Action: The application and payment (made payable to CIT) will be sent to the CIT President until we have an executive director. The President will send the application to Luce Aubry and the checks to the CIT Treasurer.

Discussion: There may be a need to initiate a second contract to pay for the service of gathering, organizing and sending the SSR materials to the webmaster.

Action: Carolyn will check in to what needs to be done and report back to the Board.

WEBBOARD

Discussion: The WebBoard has many items that need to be resolved.

Action: Cindy will send a note to Board members asking them to go through items and comment. Once items are complete and outdated, Cindy will delete them to keep the WebBoard functional. Cindy will do a WebBoard “clean up” the first Saturday of every month.

The meeting was adjourned at 2:01 PM, PST.