

CIT Board Meeting
July 25-27, 2003
Location: Sheraton Hotel, Chicago, Illinois

Friday, July 25, 2003

Meeting called to order: 1:00 PM, CST

Present: Carolyn Ball, Nina Coyer, Cindy Farnham, Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson, Paul Schreyer, Kellie Stewart, Scribe: Melissa Smith

Not Present: Suzette Garay

While waiting for a quorum, board members reviewed resources:

Ground Rules

Agenda

CIT-ASLTA Taskforce Report to the Membership

Welcome and Agenda Review

President Ball welcomed everyone and thanked them for their attendance.

Since new board members were present, members introduced themselves and gave a brief description of their duties. Carolyn explained why Suzette could not attend this meeting.

Cindy reviewed the meeting ground rules.

President Ball explained why this face-to-face meeting is taking place. At this time, we are addressing the future of CIT and working to address the CIT-ASLTA taskforce recommendations. Tom Galey will serve as a neutral meeting facilitator during brainstorming for the purpose of developing a five- and ten-year strategic plan for CIT.

Nominations for Region Reps

The current term for Region Reps will end in October. President Ball informed the board that in order to comply with the Bylaws (4.3), nominations for Region Reps must be submitted to the membership in writing, either in the newsletter or by mail, 60 days prior to the election.

Discussion: It was determined that a call for nominations must be mailed to the membership by August 4. A letter requesting nominations will be available at the RID booth. Nominations must be received by August 15 to be included on the ballot.

After receiving nominations, the Nominations Committee will contact nominees by August 25 to see whether they accept or decline the nomination. A ballot will be sent to members by September 1. Eligible ballots must be returned to the Nominations Committee and postmarked by October 30. New Region Reps will be announced and new terms begin on November 8.

208 voting members should receive ballots. Discussion occurred on how to provide the option of voting by email or standard mail and ensure that only voting members participate in the election.

The board discussed bylaw 2.41 regarding eligibility to serve on the board and eligibility to vote. Bylaws may need to be amended. In order to vote or serve on the CIT Board, a member must be in good standing at least 60 days prior to an election.

Action: President Ball will post an announcement on the CIT Listserv by July 25. She will also contact Julie Lovejoy, CIT Nominations Committee Chair, regarding the nominations procedure and timeline.

Action: Cindy and Annette will add this procedure to the PPM.

A few minutes were taken to introduce the incoming RID President, Angela Jones, and Region V Rep, Rob Balaam to the Board. Angela and Carolyn are enthusiastic about developing a strong working relationship between CIT and RID. The Board thanked Angela and Rob for stopping by.

SSR

The SSR procedure is now posted on the CIT Website.

Discussion: Checks for the SSR process should be written to CIT, not to the coordinator of the SSR. At the same time, the coordinator should report regularly to the CIT Board. If colleges apply for an SSR, the Board should be aware of the SSR team members and all funds received and spent. The Board has an obligation to treat information gained about any college undergoing the SSR process as confidential. The CIT Board has a legal obligation to oversee all SSR's.

Discussion: The board discussed the different responsibilities and priorities for SSR vs. Evaluation. It was confirmed that the CCIE will be a separate entity from CIT.

Judy Shepard-Kegl asked Carolyn to raise the issue of an application fee for the SSR. What is a reasonable fee to screen applicants to determine readiness? How many hours does it usually take to screen an applicant?

Motion B03-08: Applicants to the SSR shall send application materials and a check payable to CIT to the SSR Coordinator. The coordinator will forward the payment to the CIT Treasurer and include a confidential list of applicants in the monthly report to the CIT Board. (Miner/Peterson, MSP)

Action: Nina will inform the SSR Chair and SSR Coordinator about Motion #B03-08 by August 2, 2003.

Motion B03-09: CIT will charge an application fee, to be determined by the SSR Committee and CIT Board, for the SSR application review process. (Coyer/ Schreyer, MSP)

Discussion: If necessary and the Board deems it reasonable, an application fee established now can be revised at a later date. Another approach would be to amend the current motion to, "charge a reasonable fee."

WebBoard

Discussion: The board discussed options for effective means of communication. There is a need for a chat room for committee meetings. Possible solution for committee meetings is to set up a chat on Yahoo or another host. These chats are free to users. The Communications Committee may be contacted for help in this area.

It is possible to pay a Web administrator to host our own site for meetings. The CIT-ASLTA Taskforce discussed a joint Website with separate locations for each organization's board meetings and shared discussion forums. This would promote collaboration and collegiality between the two organizations.

The WebBoard takes practice and getting used to, just like any other new technology or new platform. Carolyn encouraged all board members to play with the WebBoard in order to develop confidence and comfort with this means of communication.

The Board felt that, in spite of some difficulties with WebBoard, it is a more efficient way to communicate than an overwhelming barrage of email. Each member must take responsibility for checking WebBoard on a regular basis. It was decided to maintain communication using WebBoard.

Action: Cindy will check with the webmaster regarding issues with the use of WebBoard by August 15, 2003.

Action: By August 15, Cindy will ask the Communications Committee to contact each Committee Chair to make sure that they are aware of options for online meetings using chat room.

Strategic Planning

Cindy gave the history and rationale for hiring an outside facilitator. She introduced Tom Galey and thanked him for coming to work with the Board. Tom asked the members to introduce themselves and give a brief description of their role on the CIT Board. Tom re-emphasized the ground rules.

Carolyn shared a little bit about her research of the historical background of CIT. In 1978, there was an RID SIG that consisted of a group of pioneers who decided to have a convention the following year in St. Paul. There were 49 people in attendance at the conference and a board was established.

During the closing remarks of the conference, the speaker stated that he knew the conference attendees dreamed of accreditation. Now it is 2003, and our organization has not yet achieved that dream. Today we are faced with the exciting opportunity of moving forward toward the accomplishment of that dream and to fulfill the recommendations put forth in the CIT-ASLTA Taskforce Report. The final report represents an investment of \$5,000 from each organization for a total of \$10,000.

Each organization must start with the establishment of its own vision to see if the visions are compatible and what revisions must be made, if necessary, to make progress towards a CIT-ASLTA joint venture.

It was clarified that this body is to develop a five- and ten-year strategic plan with the understanding that each objective will be presented to the membership at the 2004 convention for approval.

Annette gave a brief history about the development of the CIT-ASLTA Taskforce. She recommended beginning with the summary of the survey results written by Marty Taylor to understand the purpose of this July meeting.

Annette outlined which recommendations are linked to motions. Recommendations can be found beginning on page 7 of the Taskforce report.

Recommendation 1A: Motion C02-5
Recommendation 2B: Motion C02-6
Recommendation 4A: Motion C02-7

Recommendation 4B: Motion C02-8
Recommendation 5A: Motion C02-9
Recommendation 5B: Motion C02-10

Kellie gave clarification on why some of the recommendations were attached to motions and others were not. At the last meeting during the Portland convention, taskforce members picked some of the most important recommendations for the membership to vote on as a whole. There was not enough time for the membership to vote on the remaining recommendations. She also reiterated that a partnership with ASLTA was established because CIT wanted more Deaf people involved with CIT and since interpreting programs would not exist without the teaching of ASL, it seemed like a natural and obvious partnership.

Tom reviewed the procedure for an effective brainstorming session.

Expanding steps – Brainstorm, then Clarify

Narrowing down – Organize, Delete, Change, Eliminate, Categorize, and Prioritize

Final selection – Poll and Consensus

A “parking lot” was used for good ideas that may not be relevant to the topic at hand, but that we would want to be sure to remember for a later discussion.

Tom reviewed ground rules for the brainstorming session.

The board brainstormed “big picture” ideas and listed them on flipcharts.

The meeting was adjourned at 8:55 PM.

Saturday, July 26, 2003

Meeting called to order: 9:00 AM, CST

Present: Carolyn Ball, Nina Coyer, Cindy Farnham, Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson, Paul Schreyer, Kellie Stewart, Facilitator: Tom Galey, Scribe: Melissa Smith

Not Present: Suzette Garay

Ice breaker/morning warm-up activity

Strategic Planning

The Board continued brainstorming and clarified brainstormed ideas where needed. Flipcharts were used to organize ideas and compile task force recommendations into categories. Long range plans as well as budget issues were discussed. Categorizing and organization of the strategic plan continued on flip charts. Cindy introduced a prioritized list of wants from a brainstorming session during a board meeting in January of 2002 to be considered for this strategic plan. The Board reviewed the list and gleaned more ideas. The ideas were placed under the appropriate category.

The Board reviewed the timeline for recommendations in the CIT-ASLTA Taskforce Report. Board members looked at the brainstormed objectives from the past two days of work to determine which objectives should be placed in the five-year plan and which should be in the ten-year plan.

Future Action Items:

Add Motion C02-5 to Bylaws and PPM

Tom suggested that a timeline be addressed during the next face-to-face meeting since it is an extremely time-consuming process.

The board members agreed that the strategic plan is a work in progress. It will be posted on the WebBoard and will be discussed and revised repeatedly before presenting it to the membership at the next CIT conference.

Cindy requested an executive board meeting immediately upon adjournment of the meeting. Minutes from the executive board meeting would be available on WebBoard for all board members to review.

Meeting was adjourned at 9:18 PM.

Sunday, July 27, 2003

Meeting called to order: 9:25 AM, CST

Present: Carolyn Ball, Nina Coyer, Cindy Farnham, Jeff Jaech, Jes Julander, Annette Miner, Debbie Peterson, Paul Schreyer, Kellie Stewart, Facilitator: Tom Galey, Scribe: Melissa Smith

Not Present: Suzette Garay

President Ball thanked the Board members and Tom Galey for all of their hard work over the past two days.

Membership Committee

Kellie Stewart, Membership Coordinator, gave a brief history of the membership data base and gave several reasons why CIT would benefit from an improved data base system.

Motion B03-10: Earmark funds in the amount of \$1,500 for the Membership Committee to hire a data base consultant to help bring CIT into the 21st Century. (Julander/Coyer, MSP)

Miscellaneous Business

Per Diem:

Paul Schreyer suggested that the per diem rate for some cities (San Francisco, Boston, New York, Chicago, etc.) should be increased to cover expenses. Some members spent up to \$50 for yesterday's meals.

Motion B03-11: Increase our per diem rate from \$30 to \$40 in "premium" cities. (Miner/Peterson, MSP)

Discussion: Some discussion remained about a flat rate to be given to board members rather than the treasurer dealing with all of the accounting. The discussion was tabled for a later meeting to make more productive use of time during the face to face meeting.

Next Meeting:

Scheduling the next face to face meeting was discussed. It was suggested that a tentative date be scheduled for the next face-to-face board meeting so the new board members would be available for the scheduling discussion. Cindy suggested that the board meet again before the CIT convention to continue work on the five- and ten-year plans. The next face to face meeting was tentatively scheduled for October 31-November 2, 2003.

Financial Report:

Paul Schreyer gave a financial report. The CIT Board is very grateful to ASLTA for their help with the financial report.

Website:

Kellie took pictures of board members for the CIT website. The Board thanked Kellie for all of her work on the website.

Strategic Planning – Continued

The Board continued with the strategic planning process which included prioritizing, creating plans of action, and working on the timeline.

Some of the brainstormed objectives were visionary in nature, whereby others are action to be taken.

To prioritize, each board member received a certain number of votes in each category. If a motion had already been passed, those objectives were automatically included and members did not need to cast their votes for those items.

Action: Nina will follow up with SSR Committee Chair to encourage them to complete the copyright process before October, 2004.

Action: Create a spreadsheet to make it easy to attach a timeline to the action plan.

Meeting Wrap-Up:

Tom provided an opportunity for participants to give feedback about what was effective during the process and what revisions might need to be made.

What worked well

- ✓ Having a facilitator
- ✓ How we reached consensus
- ✓ Very productive meeting/best ever
- ✓ Having a scribe allows secretary to participate fully
- ✓ Appreciate humor
- ✓ Membership coordinator very helpful during the process
- ✓ Jeff fit in well with the board
- ✓ Appreciate Carolyn and Cindy's work in preparation for the meeting
- ✓ Thanks to Paul for going through the trash after the hotel staff threw everything away
- ✓ Appreciate the bonding that takes place when we can share meals together
- ✓ Snacks are helpful to keep energy level up
- ✓ Appreciate use of ASL at all times

To be improved

- ✓ Add to the PPM who is responsible for making arrangements if a board meeting is held in a city where no members reside.
- ✓ Communicate with each other about what room you are in
- ✓ Arrange tables in a 'V' shape rather than a horseshoe
- ✓ Locate nearby dining options ahead of time so time is not wasted trying to find a place to eat
- ✓ If each board member would commit to doing some individual work prior to the meeting (eg. Brainstorm some action ideas, priorities, etc.), the work might progress even faster

The meeting was adjourned at 4:10 PM.