

CIT Board Meeting Minutes April 27, 2003

Meeting called to order: 12:00 PM, PST

Meeting location: Blackboard, University of Maine

Present: Annette Miner, Cindy Farnham, Suzette Garay, Jes Julander

Absent: Carolyn Ball, Nina Coyer, Debbie Peterson, Paul Schreyer, Kellie Stewart
(Note: Paul, Nina, and Debbie were unable to connect to the Blackboard.)

RID Booth

Discussion: Suzette will not be in charge of the CIT booth at the RID conference. She had worked with Kellie to find housing during the conference, but that has not worked out. Nina will take over this responsibility since she has institutional support for attending the conference. Suzette and Nina had received e-mails from members who are willing to volunteer at the booth.

Action: Nina will be in charge of organizing volunteers to serve at the CIT booth in Chicago.

Clarification of roles – PDC Chair, Conference Committee

Discussion: The by-laws read that the Professional Development Committee (PDC) plans and administer our conferences. The practice of the organization has been that a conference committee has administered our conferences instead of the PDC.

Action: It was decided to continue with the practice of having a conference committee that is empowered to plan and administer the conference. This committee will be a sub-committee under the Professional Development Committee. The Conference Committee will keep the PDC Chair in the loop about all conference activities connected to the conference program. The PDC Chair will serve as a consultant to the Conference Committee and will advise the committee as she sees it is necessary to do so.

NCI Update

Discussion: Suzette gave an update on the NCI. The NCI will be meeting May 29-31. Suzette will attend this face-to-face meeting. The NCI will be discussing the Code of Ethics, EIPA issues, and other agenda items.

Action: Suzette will report back to the Board after the NCI meeting. She will share information relevant to CIT as well as a summary of everything that took place during the meeting. Suzette will give an NCI update in her CIT newsletter article.

Committee Membership

Discussion: CIT is currently having difficulty with recruiting members for service to committees. The Board brainstormed some ideas for recognition of committee service as well as ideas on how to recruit new committee members.

Action: The Board will continue to discuss this issue at future meetings. Cindy will start a thread on the WebBoard for more brainstorming by the Board.

Board Communication/WebBoard

Discussion: Annette asked the Board about their use of the WebBoard for Board communication. An idea was shared about possibly meeting face-to-face more often and using the WebBoard for brief and/or urgent communication in between meetings. Since this is an important financial decision, an idea was raised about trying to improve communication via the WebBoard before increasing the number of face-to-face meetings.

Action: The Board will continue with the practice of meeting face-to-face twice per year. Between meetings, the Board will strive to improve communication via the WebBoard. The expectation that all Board members will check the WebBoard weekly and read all messages will continue. It will not be expected that Board members must respond to every message, but to ensure they remain updated on the activities of the Board.

The meeting was adjourned at 2:10 PM, PST.