

CIT Board Meeting
January 31, 2003 – February 2, 2003
Location: Deaf Community Services, San Diego, California

Friday, January 31, 2003

Meeting called to order: 8:00 PM, PST

Present: Carolyn Ball, Annette Miner, Cindy Farnham, Paul Schreyer, Judy Shepard-Kegl, Nina Coyer, Jes Julander, Debbie Peterson, Suzette Garay

Welcome and Agenda Review

President Ball welcomed everyone and thanked them for their attendance. Carolyn reviewed the agenda. Cindy reviewed the meeting ground rules.

Motion B03-01: Judy moved to investigate having a scribe for the board meetings on Saturday and Sunday. It was suggested that Anita Nelson be approached to see if she would be interested in being a scribe for the CIT Board. (MSP)

Board – Miscellaneous

Conflict of Interest Statement:

All board members signed the new Conflict of Interest Statement. The Secretary will keep the statements on file.

Action item: Cindy will send the conflict of interest policy and disclosure statement to all of the committee chairs.

Board pictures on the website:

Carolyn discussed ideas for improving the look and feel of our website. Ideas included pictures of the board; pictures of members, especially representing the diversity of our membership; more information about organizations that teach diversity; links to sites related to diversity; video of Board members introducing themselves; and a system like ERIC to assist members doing research. It was also suggested that we change the font and format of the Policy and Procedure Manual (PPM) to shorten the document.

Action Item: Annette will film board members introducing themselves for the website.

Action Item: Cindy will contact the Webmaster to find out what would be required for video on the website.

Action Item: Cindy will contact Marie Griffin, Chair of the Communications Committee, and ask her committee to brainstorm ideas about how to improve the website.

The meeting was adjourned at 9:42 PM.

Saturday, February 1, 2003

Meeting called to order: 9:10 AM, PST

Present: Ball, Miner, Farnham, Schreyer, Kegl, Coyer, Julander, Peterson, Garay

President Ball suggested a moment of silence in respect for those who lost their lives in the space shuttle Columbia explosion.

Carolyn reviewed the structure of CIT and the CIT Board. The Board discussed the need for clarification of roles and responsibilities. They agreed that all former board members need to follow through on their role as mentors to the new board members.

Carolyn explained that the purpose of this meeting is to discuss the philosophy of CIT and how to achieve the goals of the organization. The Board has two years to implement the motions that were passed by the membership at the convention. The goal of today's meeting is to create a map or "big picture" for how to achieve this implementation.

Utilization of the Blackboard

The Board discussed the use of the online Blackboard system. It was stressed that board members need to check the messages every week. Paul volunteered to send a reminder every Friday about checking the Blackboard. It was agreed that each member would look at the Blackboard every week before Friday.

A meeting was scheduled for later in the evening for all interested board members to go online and learn how to use the Blackboard more effectively. A concern was raised about messages being deleted from the Blackboard.

Action item: Judy will follow up on problems with the Blackboard and possible resolution. She will report back to the board on her findings.

Online Board Meetings – Use of Webcams

The Board discussed the idea of using webcams for their online board meetings. At a past board meeting, the Board had discussed ways to meet the needs of each board member in terms of accessing the information being shared. The modes of communication discussed were more face-to-face meetings, online meetings using typed English, or online meetings using sign language via webcams. A concern was raised about the quality of the transmission for members with dial up internet service.

Action item: Annette will do some research of the various forms of technology that can be used to address this issue.

Action item: Carolyn and Cindy will talk about how to improve the online meetings. They will report back to the board with their ideas before the next online meeting.

Board Members – Roles and Responsibilities

Board members took a moment to read about the responsibilities of their position in the Policy and Procedure Manual (PPM). Board members discussed their responsibilities and the President clarified any confusion about board member roles.

Action item: Cindy will obtain the electronic version of the PPM and will work on updating the manual with current board information. She will also post the new document on the website.

Officer Reports

President – Carolyn Ball:

ASLTA Representation

ASLTA had invited Carolyn to attend their upcoming conference as a representative from CIT. Carolyn plans to attend the conference. ASLTA will pay for Carolyn's registration, flight, per diem and hotel expenses.

Action item: Carolyn will check with ASLTA to see if they will allow CIT Board and CIT members to attend the ASLTA conference at their member's reduced registration rate.

Action item: Carolyn will talk with ASLTA about their opinion of having a track at ASLTA conferences specifically for ASL as it relates to interpreting.

Committee Membership

The Board had previously raised a concern about the need for clarification of committee membership. The Board reviewed Section 6.0.3 of the bylaws, specifically the section that states, "Appointments may include associate and full members, as well as individuals representing organizations or fields other than interpreting who may have expertise that will benefit the work of the committee." It was clarified that all committee members that are involved in fields related to interpreting must be members of CIT. Only individuals in fields not related to interpreting are allowed to be committee members without being members of CIT. It was agreed that Board liaisons to each committee need to remind committee chairs of this requirement and clarify any confusion about its meaning.

The Board discussed the need for committee chairs to ascertain certain information from members wishing to join their committee. This information may include their goals for being on the committee, their professional background, their area of expertise, etc.

Action item: Annette will type up a letter by February 21 and send it out to board members for approval. When the letter is approved, each board member will send it to their committee chair. The letters will be sent to committee chairs by February 28.

Vice President - Annette Miner

Annette shared information about her role as the CIT representative to the National Council on Interpreting (NCI). Annette had been participating in email discussions with the Council. She updated the Board on the status of the relationship between NAD and RID in regards to testing and certification maintenance.

There was a request for clarification about how Board members are chosen to be representatives to outside organizations. Carolyn explained that it is the role of the president to be a representative to all outside organizations. The President can delegate this responsibility to other Board members.

Action Item: Annette will send out information about the NCI to the CIT listserv.

Action Item: Cindy will send out information about the implementation of the CIT listserv and instructions on how to use the listserv.

Bylaws Committee

Annette discussed her role as Chair of the Bylaws Committee. At the recent convention, the parliamentarian had made recommendations for changes to the CIT bylaws.

Action Item: Annette will post the recommended bylaw changes to the Blackboard for Board discussion.

Treasurer – Paul Schreyer

Non-Profit Organization/501(c)3 Status

At the 2002 convention, there was a motion that would require CIT to become a non-profit organization (Section 501(c)3 of the Internal Revenue Code). This motion was tabled. It was decided that the Board would continue to research the pros and cons of becoming a non-profit organization. There was a discussion regarding the possibility of the CCIE becoming a non-profit organization in the future.

Action item: The Board will have a discussion on the Blackboard regarding CIT becoming a non-profit organization. The deadline for deciding the feasibility of becoming a non-profit organization will be April 1, 2003. The decision will be published in the newsletter by June 1, 2003.

Action item: Paul will get the non-profit organization information on the Blackboard by March 1, 2003.

CIT Budget

Paul is still working with the former Treasurer to obtain all of her files and information to assist him in getting a clearer picture of CIT's budget.

Action item: Paul will send information to the Blackboard regarding the budget by March 1, 2003.

Paul will be transferring the CIT accounts to Bank of America for ease of future transitions between treasurers.

Current balances:

Business investment account - \$90,049.28

Business interest checking account - \$49,569.17

Total: \$139,618.45

Carolyn recommended that we maintain around \$10,000 in the checking account and transfer the bulk of our funds to the Money Market account.

Action item: Paul will investigate how much we need to leave in our checking account to cover expenses for the near future. He will then move the rest of the funds to the account with that yields the higher interest rate.

Appointment of Financial Records Manager

There was a discussion about the position of a Financial Records Manager. The Board agreed that this position needs to be filled as soon as possible.

Action item: Carolyn and Paul will work together on filling this position. They will report to the board with the result of their discussion by March 1, 2003.

Secretary – Cindy Farnham

Communications Committee

There are only two members on the Communications Committee. Cindy will work with the Chair to recruit more members for this committee.

Website Update - Proceedings

Cindy shared information about members experiencing difficulties with the downloading of CIT Proceedings from the website.

Action item: Cindy will give an update to the board via the Blackboard regarding the status of the Proceedings on the website by February 22, 2003.

Secretary's Report – Continued

Letterhead

The Board discussed ideas for CIT letterhead. Cindy will be working on updating the existing letterhead with the CIT website address. The Board discussed the idea of having the Board member names on an electronic version of the letterhead for Board members to use as necessary. Another version of the letterhead would be maintained that only has the name and website information.

Action item: Cindy will send out several versions of the letterhead for feedback. Board members will have two weeks to respond.

Policy and Procedure Manual

Cindy shared her idea about keeping a list of information for each position that will be helpful to the next person to hold that position. She is willing to gather and maintain this information. The goal is keep the PPM updated as changes are made in the organization. However, there is other detailed information that may not need to go into the PPM. Examples may include names and contact information of people with certain areas of expertise, helpful websites, etc. This would include things that Board members learned about from the former Board member or by experience in the position that was not specifically in the PPM.

Action item: As situations arise where there is information that needs to be documented for future Board members, forward this information to Cindy to keep an ongoing list to be shared with future Board members and/or to investigate if the information should be added to the PPM.

2002 Proceedings

There are a lot of 2002 Proceedings left over from the convention. The Board discussed ideas of what to do with the Proceedings. It was decided to talk to Kellie Stewart to ascertain her interest in using the leftover Proceedings in conjunction with membership recruitment. The Board will have a discussion on Blackboard about what to do with the Proceedings that are not used by the membership committee. Paul agreed to be responsible for mailing out the Proceedings as needed.

Action Item: Cindy will contact Kellie regarding her interest in the Proceedings.

Newsletter

The Board expressed concern that the Newsletter Chair may not have the appropriate resources for producing our newsletter.

Action item: Annette will contact the Newsletter Chair to find out what the Board can do to assist her with this task.

Region I – Judy Shepard-Kegl

Standards Committee

Judy handed out a document describing the history of the Self-Study Review (SSR).

Action item: All Board members will read the SSR handout for a future discussion on the Blackboard.

Action item: Cindy will contact Betsy Winston to find out who has the electronic version of the SSR process.

Convention Motions

C02-6: CIT-ASLTA Task Force on Standards moved that the Standards Committee gain copyright on present and future accreditation system materials prior to the 2004 CIT convention.

The Board discussed the motion. The Standards Committee has the authority to make appropriate changes to and copyright the SSR materials. Yet there is currently no existing Standards Committee. The bylaws state that a committee can consist of one person. Therefore, when a person is appointed as Standards Committee Chair, the process can begin for copyrighting the materials.

Action item: Judy, as the liaison to the Standards Committee will inform the Standards Committee to begin the process of copyrighting the SSR materials immediately.

C02-7: CIT-ASLTA Task Force on Standards moved that CIT investigate with ASLTA the feasibility of expanding the current teacher certification system to accommodate interpreter educators.

Action item: Carolyn will contact Leslee Greer, President of ASLTA, about this motion. She will report to the board after her discussion with President Greer.

C02-8: CIT-ASLTA Task Force on Standards moved that CIT provide a resource link on the website describing portfolio assessment and offering suggestions on how to informally begin accruing documentation of teaching experience and professional development activities.

It was decided to refer this motion to the Communications Committee. Several board members made suggestions for the committee. These suggestions included sending out a message to the CIT listserv asking who may want to be involved; recruiting the assistance of Dennis Cokely because of his expertise in the area of portfolio development; offering workshops on portfolio development; and establishing links on the website to other professional organizations that discuss portfolios.

Action item: The motion will be referred to the Communications Committee.

Convention Motions – Continued

C02-13: The Standards Committee moved that the CIT Standards Committee, in formal collaboration with ASLTA, shall identify all stakeholder organizations that will be represented in an autonomous organization charged with accreditation, as described in the Educational Standards Committee Proposal (March, 1999); that the CIT Standards Committee in collaboration with all identified stakeholder organizations shall establish a self-supporting autonomous body that will oversee and grant accreditation; that the implementation of formal accreditation follow the timeline recommended by the CIT-ASLTA Task Force on Standards Report (October, 2002); and that CIT provide funds to the Standards Committee for the establishment of the accreditation commission in the amounts recommended to CIT in the CIT-ASLTA Task Force on Standards report (October, 2002).

Action item: Refer the motion to the Standards Committee.

Motion B03-02: Paul Schreyer moved that the CIT Board redraft and renew the current contracts of the SSR coordinator and the SSR trainer for a period of two years to allow the SSR process to continue with new sites. (MSP)

Action item: Judy will draft the contracts and post them on the Blackboard for all board members to read and approve.

Region II – Nina Coyer

Grievance Committee

The Board discussed the purpose of the Grievance Committee. Nina will work with Kellie Stewart to obtain a list of members who are interested in participating in this committee. Nina will work with the committee to develop procedures for the grievance process.

Region III – Jes Julander

Professional Development Committee

Jes reported about the activities of the PDC. She will work with the PDC chair to develop professional development activities for CIT. They will look at the evaluations from the recent convention to see what members would like to see happen in terms of professional development.

Action item: Jes will follow up with the two CIT representatives involved with RID's PDC to assist in resolving their issues.

Action item: Board members will forward ideas for professional development to Jes.

Action item: Jes will take care of resolving issues regarding the Mary Stotler Award.

Region IV – Debbie Peterson

Convention Committee

Debbie updated the Board on the status of the 2004 convention. According to the bylaws, the Convention is to be administered by the Professional Development Committee. In the past few years, there has been a Convention Committee that has operated independently. It was agreed that the Convention Committee should be a separate committee and continue to have the separate responsibility of the convention.

It was suggested to have CIT hire a professional conference planner. The conventions do not have a profitable history. It would be more profitable to the organization to hire a professional.

Action item: Carolyn will contact Brenda Schertz in Boston to see how much she charges for her services. She will report to the Board via the Blackboard by February 15, 2003.

Action item: Debbie will contact the 2002 convention chairs to obtain the final financial books from the recent convention and the three previous conventions. Debbie will make the contact by February 8, 2003. Debbie will forward a copy of the books to Paul.

Action item: Board members will send their ideas for the 2004 convention to Debbie.

Action item: Carolyn will follow up with Risa Shaw in regards to becoming the contact person who will work with the convention planner.

Action item: Jes will contact Shelley Lawrence regarding the program committee for the convention.

There was a discussion about who is supposed to be the convention committee liaison. According to the bylaws, it must be a person from the region in which the convention will be held. The next convention will be in Region I; therefore Judy will become the liaison to the convention committee. The Region II representative, Nina Coyer, will become the liaison to the Standards Committee. The Region III representative, Jes Julander, will continue to be the liaison to the Professional Development Committee which oversees the Program Committee for the convention. The Region IV representative, Debbie Peterson will become the liaison for the Grievance Committee.

Action item: Annette Miner will revisit the committee structure as established in the bylaws, in terms of board liaisons to these committees.

Action item: Once the information about the convention is ready for publication, Cindy will put the information on the website.

Action item: Cindy and Annette will work together to clarify the process in the PPM that deals with workshop proposals for conventions. The entire process is facilitated by the Program Committee and not the Board.

Convention Committee - continued

Convention Motions

C02-5: CIT-ASLTA Task Force on Standards moved that the official language of CIT biennial conferences and other official events be American Sign Language.

The Board discussed how to implement this motion. It was decided that clarification was needed from the makers of the motion. More details will be needed to ensure the spirit of the motion is honored.

Action item: Carolyn will request clarification from the Task Force about motion C02-5.

C02-14: Moved by Judy Shepard-Kegl, second by Marie Tavormina, to have the 2004 CIT Convention in Boston.

This motion is already in process, however the location has been changed due to the expense associated with the original site choice.

Region V – Suzette Garay

Nominations Committee

Suzette gave an update on the Nominations Committee. She will be working with the newly appointed Chair to begin work on the goals of the committee.

Action item: Suzette will contact Julie Lovejoy. She had recently accepted the position of Chair of the Nominations Committee.

New Business:

Implementation of Miscellaneous Convention Motions

C02-9: CIT-ASLTA Task Force on Standards moved that the CIT Board establish an Ad Hoc committee to work with the Membership Coordinator to develop a membership services program and membership recruitment program.

This motion has already been referred to the Membership Committee

C02-11: Moved that the Conflict of Interest Statement and associated policies, procedures and “Disclosure Statement” be adopted and implemented into the association’s practices.

Action item: Cindy and Annette will add the conflict of interest policy to the PPM.

Meeting adjourned for the night at 6:10 PM.

Sunday, February 2, 2003

Meeting called to order: 9:05 AM, PST

Present: Ball, Miner, Farnham, Schreyer, Kegl, Coyer, Julander, Garay

Absent: Peterson

Review Action Items and Due Dates

In order to save meeting time, it was decided that action items would be posted on the Blackboard instead of reviewing them during the meeting.

Action Item: Cindy will post all action items on the Blackboard.

New Business

The Board discussed the possibility of becoming a sponsor at the 2003 RID conference. As a donor, the organization would receive a free registration for a representative to be at a CIT booth.

Motion B03-03: Moved that CIT become a sponsor of the RID national convention in 2003 (Nina/Paul). Amount to be determined. (MSP)

Action Item: Suzette will take responsibility for getting representation at the booth. Suzette and Nina will work together on this project.

Implementation of Miscellaneous Convention Motions - Continued

C02-10: CIT-ASLTA Task Force on Standards moved that the CIT Board create a 5 and 10 year Strategic Plan that delineates the projected services, programs, and activities of the association and the projected costs.

The Board discussed how to implement this motion. It was decided to have a separate face-to-face meeting to focus solely on this task given to the Board by the membership. As per the recommendations from the Task Force, the board would need to hire a consultant to guide the planning process.

The Board discussed how to ensure that all stakeholders have been heard. It was decided that the Task Force had already included input from stakeholders in their report and that it is a priority to focus on the goals already identified in the Task Force report before collecting more input.

Motion B03-04: Moved that CIT have a board meeting for the three days prior to the 2003 RID convention in Chicago. Miner/Garay. (MSP, 7-aye/1-abstention)

Action item: All region representatives will contact members of their region to get input regarding goals for CIT for the next five and ten years.

Implementation of Miscellaneous Convention Motions - Continued

Action Item: Suzette will look into locating a consultant to assist with the development of 5/10-year plans. She will investigate how other national organizations have completed this process in the past (NAD, RID, etc.).

Action Item: Each board member will read the Task Force report cover to cover in order to be well prepared for the meeting before the RID convention in Chicago.

Action Item: Jes will ensure that all board members have a copy of the Task Force report in time to prepare for the Chicago meeting.

Old Business

Review 2002 Goals:

The Board reviewed the goals identified in 2002. The goals had been categorized by their referral to committees. It was decided that the committee liaisons would contact the committee chairs regarding the goals that were referred to committee. The goals that were referred to the Board were reviewed. The Board identified what action should be taken for each goal.

Action Item: Each committee chair will take the 2002 goals and review the status of these goals with their committees.

Set Next Board Meeting Date and Time:

Next online board meeting: Saturday, March 1, 2003, 12:00 PM, PST; 1:00 PM MST; 2:00 PM, CST, and 3:00 PM EST.

Wrap Up

Throughout the meeting, new items had been added to the agenda. It was decided to focus first on the existing agenda items and then cover new agenda items if time permitted. The agenda items that were not discussed would be covered on the Blackboard. These agenda items included:

- Scholarships for ITP students
- Board member involvement in ASLTA
- Paper documents being transferred to electronic format
- Putting region representative reports on the Blackboard prior to board meetings
- Revising the PPM
- ASLTA offering an interpreting track

Meeting adjourned at 10:55 AM.