

## **CIT Board Meeting Minutes March 1, 2003**

Meeting called to order: 2:01 PM, CST

Meeting location: Blackboard, University of Maine

Present: Carolyn Ball, Annette Miner, Paul Schreyer, Cindy Farnham, Nina Coyer, Suzette Garay, Jes Julander, Debbie Peterson, Kellie Stewart

Absent: Judy Kegl

### **Approval of Minutes and Use of the Blackboard**

Discussion: Cindy requested that everyone post a response on the Blackboard when they have read and approve the meeting minutes. The Board discussed the need for everyone to post messages indicating they have read the other posts, but there was a concern about the Blackboard getting cluttered with too many messages.

Action: It was agreed that all board members would post a response when Cindy posts the meeting minutes. The Board will regularly clean up old messages from the Blackboard.

### **Transition of the Blackboard**

Discussion: Annette reported on the new WebBoard that is available for the CIT Board to use. Several of the Board members had experience with WebBoard and felt it was user-friendly. There is no charge for the WebBoard and the Board can continue to use it regardless of who continues on the Board in the future.

**Motion B03-05**: Moved that we switch from the University of Maine Blackboard to Palomar College WebBoard for all Board communication, which includes chats for board meetings. (Miner/Julander) (MSP)

Action: Annette will inform the Board when the WebBoard is ready to use and how to log on.

Action: Annette will move all important messages from the Blackboard to the WebBoard. All Board members will be responsible to check that all messages they wanted to have moved were indeed moved over to the new WebBoard.

### **CIT Representation at RID Conference**

Discussion: Suzette reported about the cost for having a booth at the RID convention in Chicago. The Board agreed that CIT should have representation at the convention. The Board discussed who would be responsible for the booth and the coverage while it is open.

Action: Suzette and Nina will share the responsibility for the booth.

Action: Suzette will register for the convention and contact Paul for reimbursement.

Action: Kellie will work with Suzette on housing.

Action: Carolyn will send in the form to reserve a booth by March 3, 2003.

Action: Annette will take the booth with her to Chicago.

### **CIT Budget**

Discussion: Paul had submitted the budget via e-mail and requested feedback from board members. Board members agreed to post their comments on the WebBoard. Paul is still working on the budget and will post it again after he has all of the pertinent information. Paul requested budgets from all committees.

Action: Committee liaisons will send their committee budget to Paul by March 9.

### **Appointment of Financial Records Manager**

Discussion: Paul had a suggestion for the Financial Records Manager position. The Board asked for a resume and references.

Action: Paul will check references and report his findings to the Board.

Action: Paul will post the resume and references to the WebBoard by March 3.

### **NCI Representation**

Discussion: Annette had asked the Board to replace her as the CIT representative to the NCI. Carolyn shared that this is a big responsibility and requires a lot of time outside of regular Board duties. It was agreed that Suzette would take over as the CIT representative to the NCI.

Action: Annette will inform the NCI about the change in representatives.

Action: Annette will contact Suzette about the transition of duties.

Action: Annette will report this change to the membership via her newsletter report.

## **Newsletter**

Discussion: Annette had an action item from the last board meeting to contact Julie Moore, newsletter editor. Annette requested information from the Board as to what they would like to see included in the CIT newsletter. Ideas had been posted to the Blackboard.

Action: Annette will continue to work with the newsletter editor. She will keep the Board updated through the WebBoard.

## **Reservations for Chicago Board Meeting**

Discussion: Carolyn requested that all Board members make their reservations for attending the next Board meeting in Chicago. It had been agreed that the Board would meet in Chicago from Friday, July 25, 1:00 PM to Sunday, July 27, ending at 4:00 PM.

Action: The Board will discuss the details of the reservations on the WebBoard.

Action: Suzette will check what time she needs to present to Mano a Mano on Sunday of that weekend and she will report back to the Board via the WebBoard.

## **Individual Action Items**

Discussion: Carolyn asked that all Board members post the status of their individual action items from the face-to-face board meeting on the WebBoard.

Action: All Board members will post the status of their action items to the WebBoard by March 9.

Meeting adjourned: 5:00 PM, CST