

Conference of Interpreter Trainers, Inc.
Board Meeting- Gallaudet University, Washington, DC
September 28, 2004

Present:

President – Carolyn Ball
Vice President – Annette Miner
Treasurer – Cindy Farnham
Secretary – Jackie Lightfoot

Region 2 - Nina Coyer
Region 3 - Jes Julander
Region 5 - Diana Gorman-Jamrozik

Membership Coordinator - Kellie Mills Stewart

Absent

Region 4 - Debbie Peterson

Vacant

Region 1

Meeting called to order at 9:00 AM EST.

AGENDA

1. Executive Director with ASLTA
 - a. CCIE is priority at the moment, therefore Executive Director cooperative with ASLTA is not feasible.
2. Motions for 5-10 year plan
 - a. Motions written to present to membership re: Strategic Plan and attached budget.
 - b. All motions must be presented to Secretary by 5:00 PM, Friday, October 1, 2004.
 - c. *Move to accept and implement the CIT five-year and ten-year plan as submitted by the Board to the membership.*
 - d. *Move to change the proposed bylaws addition S 10.2.1 to read “one-third of the voting members who have been registered as in attendance”.*
 - e. *Move to change the timing of the CIT conference from the fall to summer.*
3. Bylaw changes
 - a. Submitted by Annette Miner, Vice President
4. Mary Stotler Award
 - a. Jes Julander has this award ready to present.
5. Convention Update – Board Action Items
 - a. (see below)

6. Convention Opening Session – Needs, Action Items
 - a. 6:45pm – Board members to meet in auditorium, greet attendees
 - b. 7pm – 7:30pm: Welcome (President);
 - i. Introduce board, Brenda, VIP's
 - ii. Sponsor appreciation
 - iii. Check final registration lists for VIP's (Action: CB), new members (encourage informal networking etc), international members and recognize.
 - iv. Colored stickers on name tags identifying new members (Action: KMS)
 - v. Brenda to discuss logistics
 - vi. Reminder of language policy for the conference
 - vii. ASLTA Ice breaker (to confirm w/ Leslie Greer in the morning)
 - c. 7:30pm – 8:45pm: Keynote Address (Anna Witter Merithew, Becky Carlson) – Carolyn and/or Brenda to introduce
 - d. 8:45pm – 10:00pm: Social

7. VIP reception – Friday night
 - a. Board members - greet
 - b. Social time
 - c. Cindy – Welcome
 - d. Thank sponsors

8. Convention Closing Session – Needs, Action Items
 - a. Welcome – Annette
 - b. Thank sponsors – Annette and Jackie
 - c. Intro Jes and Shelley
 - i. Mary Stotler Award
 - d. Thank you's – Carolyn
 - i. Former CIT Board members 10/02 to present
 - ii. All former CIT board members
 - iii. Conference volunteers
 - iv. Nina and Cindy – gifts for conference staff
 - v. Sorenson raffle
 - e. Entertainment – Mark Morales

9. Business Meeting: Agenda Development, Action Items
 - a. Action: Jackie to ask Melissa (scribe) for five minutes and one minute “warning signs” (for use during committee reports)
 - b. Agenda
 - i. Call to order
 - ii. Roll call/credentials/quorum
 - iii. Standing rules, voting cards
 - iv. Approval of minutes (motion)
 - v. Vice Presidents Report (Bylaws changes – motion)
 - vi. Treasurer's report
 - vii. Appoint time keeper (JL – student rep, or Gallaudet students)

- viii. Reports:
 - 1. Membership committee - KS
 - 2. Professional development (JJ – if no report, ask for one to submit to newsletter)
 - 3. Communications committee (JL – if no report ask for one to submit to newsletter)
 - 4. Grievance committee (DP – if no report ask for one to submit to newsletter)
 - ix. Thank nominations committee (action: NC to ask Julie Lovejoy for report)
- c. New Business
- i. Elections
 - ii. Nominations for 2006 conference location
 - iii. Strategic plan (motion to accept)
 - iv. Budget (motion to accept)
 - v. Motions from committee (Bylaws)
 - vi. Motions from the membership
 - vii. Announce banquet
 - viii. Adjourn

**Questions for the Parliamentarian: check by-laws in advance re: new member running for office, 60 day timeline for “member in good standing”, can new member vote, can bylaws be suspended.

10. CCIE Report - Anna Witter Merrithew, Becky Carlson
- a. CCIE working group has already met
 - b. General standards group will meet at this convention
 - c. Budget issue: original projections underestimated; to meet goals and objectives of CCIE project requires additional time and budget adjustments
 - d. Various individuals have CIT/CCIE related files – request return
 - i. Cathy Cogen
 - ii. Judi Kegel
 - iii. Christine Smith
 - iv. Jeannie Wells
 - v. Marilyn Mitchell
 - vi. Linda Stauffer
 - vii. Myra Taft-Watson

Adjourned 6:00pm EST

Wednesday, September 29, 2004

Present:

President: Carolyn Ball
Vice President: Annette Miner
Secretary: Jackie Lightfoot
Treasurer: Cindy Farnham
Membership Coordinator: Kellie Stewart

Region 2: Nina Coyer
Region 3: Jes Julander
Region 4: Debbie Peterson
Region 5: Diana Gorman

Vacant: Region 1

Visitor: Angela Jones, RID President

Meeting resumed at 9:55am EST

Tonight's opening ceremony: Board to meet in auditorium at 6:45pm to prepare, and greet attendees.

VIP Recognition:

RID Angela Jones
NAOBI Leandra Williams
NAD Andy Lange
AVLIC Denise Murray (current president)
Denise Smith (past president – in attendance)
ASLTA Leslie Greer

- 1) Student Representatives
 - a) Discussion regarding substitution of student representative positions for adjunct faculty/mentors/future trainers.
 - b) Intent is to facilitate ways for those without institutional support to attend CIT and offer volunteer services in exchange for reduced cost (this may be waived registration, or other means to be decided)

Motion B09.04.01: (NC, JJ)

Move that, to support our Strategic Plan, CIT Board will explore ways to support mentors, adjunct teachers and/or future teachers by providing them opportunities for financial support in exchange for volunteer services at conventions. (MSP)

Motion B09.04.02: (DP, NC)

Move that CIT appoint Carolyn Ball as CIT liaison to the CCIE work group. (MSP)
(CB abstained from vote)

- 2) EFSLI
 - a) Angela Jones attended EFSLI in Finland and will provide contact information for the European counterpart to CIT so the groups can support one another's endeavors.
- 3) CCIE incorporation
 - a) VA and MD are the most likely states for CCIE to incorporate in. (Costs etc. provided by Anna Witter Merithew)
 - b) Discussion regarding incorporation, legal fees, incorporation fees, state requirements. Board will pursue MD as the state for incorporation for CCIE – location, affiliation and geography with RID, NAD etc.
- 4) Convention Logistics
 - a) Board will meet in the Executive Boardroom each morning at 8:00am for review of the daily plan.
- 5) Student Reps
 - a) CIT Board and Convention coordinator will develop job descriptions at a later date
 - b) associate level registration fee
 - c) use local student reps to offset travel costs
 - d) Student Rep Coordinators - We are paying room, hotel, per diem and registration for 2 coordinators and 4 reps. The Board has not had oversight of convention planning and budget at previous conventions. Treasurer does not have financial statements from 2002 convention (nb – ask Brenda what documentation she has from previous conventions)

Meeting Adjourned at 11:30 AM, EST.