

**Conference of Interpreter Trainers  
Online Board Meeting (AIM Chat Room)**

Monday, November 22, 2004

Present: Miner, Ball, Farnham, Sheneman, Julander, Peterson & Gorman-Jamrozik

Absent: Coyer, Stewart

Vacant: Region I Rep

President Miner called the meeting to order at: 4:18 PM PST.

**I. Reports**

**a. President (Miner)**

- i. 2004 convention Proceedings available for purchase on website
- ii. The keynote presentation will be made available for free on the website soon. Stewart working on this with the webmaster.
- iii. The RSA grants are coming to an end and new ones are being written. Annette is still doing research on that and will send us the link for further consideration. They are asking that a National Center on Interpreter Training be set up that oversees all the regional RSA grants. It would be great if CIT was included in that National Center. This is possibly the first step in implementing the strategic plan as those grant funds would be the ticket to accomplishing much of our strategic plan.

**b. Vice President (Ball)**

Asked for the copy of new by-laws changes so she can have them submitted to the website.

**c. Treasurer (Farnham)**

- i. Convention budget-
  1. The report was submitted by Donna Freed.
  2. Still waiting for the final report and final bill from Brenda Schertz. We have \$16,000 profit so far before Brenda's bill.
  3. Cindy paid most of the conference expenses from the regular account.
  4. Only one keynote presenter will be paid as requested.
  5. Cindy will submit her final report with all the incomes and expenses from the convention via e-mail.
- ii. General budget-
  1. Current balance is \$80,000.
  2. Have been receiving membership dues.
  3. Will need a lot of expenses for CCIE to happen.
  4. At the face-to-face board meeting, we will need to discuss our finances before we make any expenses for the strategic plan. It was suggested that we appoint an ad hoc grant writing committee to receive money for the plan.

**d. Secretary (Sheneman)**

- i. Will need to get in touch with the Communications committee. It was agreed that we would hold this off until we develop a more specific list of tasks for the Communications committee. Discussed possible task ideas.
- ii. Needs all the minutes from the year of 2004 to be submitted to the website under the new 2004 link (to be created by our webmaster). It was agreed that the other board members would send Naomi the minutes.
  1. It was confirmed that minutes should be approved by the board and submitted to the website as soon as possible.
- iii. All the minutes on the web are viewable except for the January 2003 board meeting minutes, which appears as damaged. Asked for someone to submit to her so that the website can be updated.

**e. Region Representatives**

**i. Region III (Julander):**

Waiting for Shelley Lawrence, the program chair, to submit a summary report from the convention but is aware that Shelley has several suggestions to give the board for the next convention.

**ii. Region IV (Peterson):**

Asked if the grievance process has been set up. During the business meeting, the grievance committee is now reviewing the process.

**iii. Region V (Gorman-Jamrozik):**

1. Will work with Julie Lovejoy, the Nominations Committee chair, on updating the PPM on the best ways to solicit nominations and announce the elections. Any suggestions are welcome!
2. Will ask Julie about whether she will submit a report on the nominations and elections. This information might be helpful for the next time.

**II. Old Business**

Strategic plan- During our discussion, it was agreed that we would dissect the plan into sections after completing the agenda tonight and then determine the list of tasks to be assigned to specific individuals/ committees.

**III. New Business**

**a. 2004 Business meeting minutes**

- i. Will submit corrections to Naomi before submitting them to the minutes committee.
  1. Will need to appoint members to serve on the minutes committee.
  2. One of the members from the committee will need to ask the general membership at the 2006 convention for approval of the minutes.

**b. Appointment of Region I representative**

- i. Carolyn moved that we appoint Brian Morrison to be the new Region I representative. Motion seconded and passed.
- ii. Since Brian Morrison was the chair of the grievance committee, a new chair will need to be appointed.

**c. Fee for posting job announcements on website for non-members**

1. Discussion: Kellie is getting many requests for posting job openings on our CIT listserv and we need to figure out how to handle this. It was agreed that we would charge non-members to post job announcements. Fees to be determined.

**d. Request for sponsorship: Teaching Consecutive Interpreting Symposium**

- i. Julie Simon requested for sponsorship.
- ii. Carolyn moved that we give \$500 for this symposium. Motion seconded and passed.
  1. Stipulations of this donation: Include CIT membership forms in the program and include our website address on their conference website.

**e. Copyright permission form**

- i. Discussion regarding the copyright permission form for people to fill out if they wanted to copy the proceedings. The form is no longer on the website. It was agreed that a copy of the form would be obtained in order to make the necessary modifications.

Meeting adjourned at 6:00 PM PST.