

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

Monday, December 20, 2004

Present: Miner, Farnham, Sheneman, Morrison, Coyer, & Julander

Absent: Ball, Stewart, Peterson & Gorman-Jamrozik

President Miner called the meeting to order at: 4:07 PM PST.

Approval of previous meeting's minutes: Quorum not met yet. Tabled until quorum is met.

**I. Reports**

**a. President (Miner)**

- i. RSA Grant: Will mail the letter that she shared with us regarding the process of including CIT in the process.
- ii. CD-ROMs of Proceedings on website: Since some people cannot download proceedings on the website, CD-ROMs will be made available. Rex is setting up that option on the website so people can order them. He will create the CD-ROMs and send them out. Each CD-ROM will cost \$5.

**b. Treasurer (Farnham)**

We have a little over \$63,000 in the bank. This does not include the conference proceeds that Carolyn still has...Still waiting for exact bill from the Kellogg Center (approximately \$7,200) so we still owe that...So we should have around \$80,000 in the bank at the end of the year.

**c. Secretary (Sheneman)**

- i. Submission of approved 2004 minutes to the website... Still working on that- will be completed by next month.
- ii. .pdf conversions- our webmaster charges a fee for doing that. Therefore in the future in order to save money, any documents should be sent to Annette or me to be converted before submitting to the website.
- iii. Approval of September and November 2004 board meeting minutes
  1. Discussion: September 2004 still needed changes so will hold the approval off to the next meeting.
  2. November 2004 meeting minutes- approved.
- iv. Minutes committee- Todd Tourville and Stacey Storme are on the committee. Still looking for third person.
- v. Copyright permission form- it was agreed that since the secretary is the liaison to the communications committee, the secretary would be the contact person regarding copyright permission forms. Annette and Naomi will revise the existing form.

**d. Region Representatives**

- i. **Region I (Morrison):** Working on finding a new chair for the grievance committee to replace him.
- ii. **Region II (Coyer):** A couple of people contacted her about CIT and she sent them copies of the CIT newsletters.
- iii. **Region III (Julander):**
  - 1. Gave Shelley Lawrence, chair of Professional Development committee a list of people interested in serving on the committee.
  - 2. Waiting for Shelley Lawrence, the program chair, to submit a summary report from the convention- anticipated deadline- before next board meeting.

**II. Old Business**

- a. Strategic plan: During the discussion, a subcommittee was established (Miner, Farnham & Coyer). The subcommittee will meet and decide what tasks go with what position (and committees). For unclear tasks, discuss with the whole board to decide who should take responsibility. During the face-to-face meeting in February 2005, the board will discuss the timeline and costs in implementing the strategic plan. At this meeting, the board members will bring a list of action items for their tasks to discuss.
- b. Costs of ads on the website: During the discussion, we talked about charging a fee for non-members who want to post a position on the website or email to CIT members. We reviewed what we charge for ads to be posted in our newsletters. \$100 for a full page ad.
  - i. A possible idea: It was agreed that we will charge that amount if an ad is to be placed on the website. We would also offer a special offer: pay for two ads in one year will earn an institutional membership (valued at \$200). If they are members, they could advertise as much as they want.
  - ii. Annette will discuss this idea with Kellie before taking further steps.
- c. CD-ROM fundraiser project idea: The CD-ROM consists of clips of CIT members before the keynote started at the last convention, saying things about this organization. A member has the CD and is thinking we could sell it for a fundraiser. We discussed whether it would bring in money. It was agreed that we would view a copy of the CD-ROM at the face-to-face meeting in February and discuss this further.

**III. New Business: No new business. Quorum not met (one member departed).**

**IV. Announcements:** Discussed the logistics of the face-to-face meeting in February 2005 (transportation and lodging).

Meeting adjourned at 5:24 PM PST.