

**Conference of Interpreter Trainers
New Mexico School for the Deaf
Santa Fe, NM**

Friday, February 4, 2005

Present: Ball, Farnham, Sheneman, Morrison, Coyer & Mills-Stewart

Absent: Miner, Julander & Peterson

Vacant: Region 5 Representative

Vice-President Ball called the meeting to order at: 7:01 PM MST.

- Reviewed the history behind the development of the five-year and ten-year strategic plan.
- Reviewed ground rules for face-to-face meeting.
- Discussed personal characteristics to better understand each other (team-building). Will discuss more tomorrow.
- Reviewed the strategic plan task categorization done by the subcommittee. Made some categorization changes deemed appropriate. Some categories have not been identified yet and will be determined tomorrow. For now, we will focus on the implementation of the five-year plan.

Meeting adjourned at 8:29 PM MST.

Saturday, February 5, 2005

Present: Ball, Miner, Farnham, Sheneman, Morrison, Coyer, Peterson & Mills-Stewart

Absent: Julander

Vacant: Region 5 Representative

President Miner called the meeting to order at: 9:35 AM MST.

- Completed communication style questionnaire and personal characteristics worksheet (team-building).
- Discussed the possibility of changing the responsibilities of region representatives and create directors' positions in charge of certain areas of CIT... areas to be determined later in this meeting.

- Membership Coordinator's Report (Mills-Stewart):
 - Discussed the recent membership survey results and presented an eight-year membership data comparison. It was noted that the number of members increase during the convention year.
 - Discussed the challenges we face with the membership: members looking for benefits, not keeping up with dues, need for more professional development activities, and not fully taking advantage of the benefits that the CIT website has to offer.
 - Discussed the membership coordinator's responsibilities. There are other tasks necessary that would help build a stronger membership but the tasks may need to be assigned to others but it all depends on what we want the membership to look like. It was agreed that we would hire someone else to oversee the routine membership tasks (mailings, collecting money and updating the membership database) while other tasks be assigned to a specific person to better focus on the membership.

- Worked on Professional Development items in the strategic plan (not the long-term goals) and listed ideas, action items, resources and contacts for each. Followed the same process for the items in the Communication & Technology, Research & Publications, and Public Relations & Outreach categories respectively in the strategic plan.

- Identified items in the strategic plan and how certain parts of each item could be assigned to the specific areas (Communication & Technology, Professional Development, Public Relations & Outreach, Research & Publications, Membership, Standards and Executive Board)

- Discussed the structure of the board. Agreed that the region representatives should be changed to directors of specific categories as identified in our strategic plan. Will need to submit to the membership for approval of the change.

Meeting adjourned at 9:30 PM MST.

Sunday, February 6, 2005

Present: Ball, Miner, Farnham, Sheneman, Morrison, Coyer, Peterson & Mills-Stewart

Absent: Julander

Vacant: Region 5 Representative

President Miner called the meeting to order at: 8:45 AM MST.

- Moved by Naomi Sheneman that we submit to the membership for their approval to make the necessary changes in the by-laws regarding the administrative structure and allow the board to appoint directors of five areas: Professional Development, Public Relations &

Outreach, Research & Publications, Membership, and Communication & Technology.
Seconded by Coyer.

Discussion:

How would the membership feel about us selecting the directors? It was agreed that we would better in selecting the appropriate individuals for the positions.

Discussed about the term of directors. It was agreed that it should be left open for the board to decide.

Ball will modify the by-laws as needed to match the motion and Stewart will help in writing the rationale for the changes.

Motion passed.

- Discussed assignments:
 - Professional Development: Julander
 - Public Relations & Outreach: Morrison
 - Research & Publications: Coyer
 - Membership: Stewart
 - Communication & Technology: Peterson
- Ball and Stewart will proceed with making changes to the by-laws and sending out to the membership with rationale for their vote of approval by February 28, 2005.
- Worked on a few brainstormed items in the strategic plan (not the long-term goals) and listed ideas, action items, resources and contacts for each. We will continue to work on other brainstormed items and items in the Membership, Standards, and Executive Board categories at the next face-to-face meeting July 9-10, 2005 (9 AM-5 PM both days) in San Antonio, Texas. Arrive by Friday night, July 8th.
- Discussed Anna Witter-Merithew's suggestion that we submit a proposal for FIPSE grant.
- Moved by Nina Coyer that we write a grant requesting FIPSE funding for the purpose of achieving accreditation and a mechanism for providing technical support to AA programs in their effort to create articulation agreements with four-year institutions. Seconded by Morrison. Passed.
- Viewed the 25th year anniversary keynote convention movie on CD-ROM. Discussed whether we should sell the CD-ROM. It was agreed that we would not sell this CD-ROM but use this as a public relations tool after we add some captions to the movie.
 - Include the CD-ROM in the welcome packet for new members.
 - Send the CD-ROM to the lapsed members to encourage them to renew their membership with CIT.
 - Put the movie on the website.

- Videotaped brief video clips introducing who we are and took updated pictures for the website.

Meeting adjourned at 10:38 AM MST.