

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

Thursday, June 2, 2005

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

Absent: Coyer & Peterson

Vacant: Region 3 & 5 Representatives

President Miner called the meeting to order at: 6:05 PM PST.

Approval of past meeting minutes: April and May 2005 meetings- passed.

**I. Reports**

**a. President (Miner):**

- i. The Convention report is still pending. Annette will send Brenda Schertz a certified letter.
- ii. Appointment of Grievance Committee Chair: Will approach CIT members who have expressed interest in serving on the committee.
- iii. Work with RID representatives: The RID representatives will work with us at our face-to-face meeting in San Antonio on the motions from the business meeting to support them in their requirement of a BA degree. Jimmy Beldon has arranged for representatives to meet with us on Sunday, July 10<sup>th</sup> 1-3 PM. We will do an initial meeting and then establish an ad hoc committee to work on this issue further.
- iv. Consecutive Interpreting Symposium: It was decided that Annette and Cindy will attend the symposium at their own expense and they will take care of the sponsor showcase to advertise CIT.
- v. Mary Stotler award: Myron Yoder, the recipient of this award, will be recognized officially at the RID convention with a plaque and check.

**b. Vice President (Ball):**

- i. By-laws: Will need to review and make necessary revisions especially on changing the structure of the board. She will work with Kellie and Annette on this after June 12<sup>th</sup> and mail the suggested changes to the membership for approval.
- ii. Applications for SSR reviews: Carolyn pointed out that there is a need for a refresher course for the raters but where do we get funds for that? A course of action should be taken soon because we don't want to put people off any longer. Annette will follow up with the SSR coordinator, Luce Aubry to find out if money is needed for training. A possible option: we could ask the applicants to wait until January 2006 for the process so that they can receive full accreditation from CCIE.
- iii. Asked Donna Freed to take over the routine membership duties and Donna wants more information so Kellie will contact her with details.

**c. Treasurer (Farnham):**

- i. Submitted three updated financial reports: 2004 CIT convention expenses, 2005 CIT Incomes and Expenses, and CCIE Expenses.
- ii. CCIE needs \$50,000 more by January 2006 to become independent from CIT.

**d. Secretary (Sheneman):**

- i. Since the business meeting minutes were approved by the minutes committee, Naomi will submit the minutes on the website and inform the membership via CIT news for their review. One of the minutes committee members will ask for the membership's approval of the minutes at the next business meeting in 2006. She will send everyone on the board a copy as well.
- ii. Will make a change to the website and make sure there are separate links for the board meeting minutes and business meeting minutes so it would be easier for the members to navigate.

**e. Region Representatives**

**i. Region I (Morrison):**

1. Will attend meetings at RID for the NASRA VRS Task Force and the RID's VRS Standards.

**f. Membership Coordinator (Mills-Stewart):**

Will contact Donna Freed about what's involved in doing the routine membership duties.

**II. Unfinished Business**

- a. Strategic Plan: All should bring completed Director lists/ task timeline to the face-to-face meeting next month.
- b. Policy for invitations to conferences of other organizations: Annette will e-mail us to discuss this further.
- c. July CIT News reports: submissions should be made for the next issue:
  - a. CCIE progress reports: Carolyn
  - b. CCIE budget reports: Cindy
  - c. Business meeting minutes on the web: Naomi
  - d. VRS Task Force report: Brian

**III. New Business**

- a. Selection of region representative: voted to appoint Laura Covell to be Region V representative. She will be taking over the Professional Development duties. Brian will be her mentor. Annette will arrange for her to go to San Antonio for the face-to-face meeting.
- b. Hotel/ date for convention 2006: Annette will send spreadsheets to us next week outlining four possible locations with their availability dates.

- c. Exhibit booth at RID conference: Annette will contact Clay Nettles, RID Executive Director to see if there's a booth available at the RID conference and Brian will arrange for volunteers to work at the booth.
- d. Fundraising ideas for CCIE: Since CCIE needs \$50,000 more to become independent, we should come up with some fundraising activities to help raise the money. Annette will send out a fundraiser proposal for the board members to review.

**IV. Announcements**

Our next meeting will be in San Antonio- meeting will be on Saturday and Sunday. Each director should have their task timelines ready.

Meeting adjourned at 7:55 PM PST.