

**Conference of Interpreter Trainers
2005 RID Convention Site
San Antonio, TX**

Saturday, July 9, 2005

Present: Miner, Ball, Farnham, Sheneman, Morrison, Coyer, Covell & Stewart

Absent: Peterson

Vacant: Region 3 Representative

President Miner called the meeting to order at: 9:15 AM CST.

- Greetings and starting clear
- Approval of June meeting minutes- passed.
- Discussed gift ideas for our hostess. Cindy will order a flower bouquet or a fruit basket to thank Angela Jones for allowing us to use her presidential suite for this face-to-face meeting.
- **President's Report (Miner):**
 - Briefed us on what happened at the Symposium on Teaching Consecutive Interpreting. Annette and Cindy focused on recruitment efforts. It was suggested at this conference that CIT set up a spoken language interpreting track at our convention. That's something for us to consider but we would have to re-consider when to host our convention to avoid conflicts with the American Translators Association (ATA) conventions, which usually take place during the first week of November.
 - It was agreed that Annette would revise the policy about CIT representatives attending other organizations' conventions to clarify that those who attend other organizations' conventions while working for CIT to recruit people should be reimbursed for their expenses.
 - Location for 2006 convention: Most of us voted on Red Lion. Annette will contact the person at the hotel on Monday to reserve the place. Possible dates: October 18-22. Once she gets confirmation, she will contact CIT board members who are at the RID convention to announce the CIT convention.
- **Vice President's Report (Ball):**
 - Working with Kellie on the bylaws and will be completed by August 15, 2005. If we have time, we would work
- **Secretary's Report (Sheneman):**
 - Changes to website- now there is a separate link for business meeting minutes- they are no longer under the board activity link.

- Under the business meeting minutes link, Naomi only has three business meeting minutes: 2004, 2002 & 2000. She needs to get earlier business meeting minutes. Sending the updates to the website... costs/ issues. Naomi proposed that we identify only one person to contact Rex with updates to cut costs. It was agreed that Kellie will continue to work on the membership part of the website and Luce Aubry will work on the SSR part of the website. For rest of the website, Naomi will be the contact person. Board members will send updates to Naomi. Naomi will make updates once a month or on an as-needed basis.
 - Naomi will contact Rex to ask for cost-effective ideas when we make updates. She will also ask if he would accept new pages that we create using Dreamweaver for him to upload.
- **Treasurer's Report (Farnham):**
 - Briefed us about the recent NAOBI convention.
 - Will contact Leandra Williams, the NAOBI president to start a dialogue about the possibility of linking to their website and finding out who does their website.
 - Will give Kellie information so that NAOBI could subscribe to CIT News (organizational membership).
 - She is attending the RID convention as the CIT representative.
 - Submitted financial reports for us to review (Profit/ Loss reports for 2004 and 2005).
 - Collected CIT account payable forms from us for our travel expenses to this board meeting.
- **Region Representative 1's Report (Morrison):**
 - As a part of his duties in Communication and Technology area, Brian has been serving on two separate VRS task forces- one under RID and one under NASRA. Will have the RID VRS task force meeting at the RID convention. Only had one NASRA phone meeting. Brian isn't sure if the NASRA task force would continue due to inactivity.
- **Region Representative 2's Report (Coyer):**
 - As part of her duties in Research and Publications area, Nina has been researching how we may start a journal. She needs to know what kind of publication we are envisioning: a professional journal or a more simple publication. She wants to know how we plan to fund the publication: through the support of sponsors or subscription costs. She needs to establish a committee to help her investigate this further and come up with a better idea of where we are going with this plan. It was suggested that she consults some experts to help her with this investigation as well as contacting the editor of other journals especially the Journal of Interpreting.

- **Region Representative 5's Report (Covell):**
 - No report. Since this is her first meeting, she introduced herself to the board.

- **SSR's Report (Aubry):**
 - Submitted the report via Annette.
 - SSR activities slowed down quite a bit during the period of July 2004 through the end of June 2005 largely due to the fact that no program applied for SSR until late in this reporting period. This past year the following have been accomplished:
 - Corresponded with Marty Taylor and the CCIE regarding questions about the Standards as they related to the conversion of SSR documentation from paper to an electronic format and how SSR processes interface with, or affect, CCIE processes.
 - Corresponded with Rex Price on the electronic conversion of the SSR documentation process. We have been hung up lately with the computer programming that is required in the conversion to electronic documentation submission.
 - Recently began communication with one applicant program. It was questioned why this is happening when accreditation is coming. There is a grandfather clause for those programs that went through the SSR process would automatically get accreditation. However, the program will need to apply for renewal following the new standards and procedures. Carolyn who serves as CIT representative on the CCIE board explained the importance of continuing with the SSR process to show the (CHEA).
 - There's been discussion between Marty Taylor, Marilyn Mitchell and Luce Aubry about whether there's a need to train reviewers again, in anticipation of more programs entering the SSR process. We came to the agreement that a reviewer training should not occur until the electronic documentation format has been completed, because the training would need to include practice with the new format. So this is something to be revisited when Lost Horizon has completed its work for us.

- **Membership Coordinator's Report (Stewart):**
 - Still working on membership duties. Things are on a pause as she is moving to a new office. Once she is settled in her new office, she will start working out the transition process and shifting over the routine membership tasks to a new person.
 - To date, we have 306 members. 45 are new members. We need to continue our recruitment efforts and making CIT more visible.
 - Discussed the technical limitations of the membership database system on our website. Kellie is unable to send the membership form as an e-mail attachment.
 - She suggested that the bulletin board on our website be changed to make it more user friendly and that Laura (as a part of her duties in Professional Development area) start using the bulletin board by hosting a dialogue on a certain topic.

- Discussed website issues and concerns:
 - It was noted that concerns and issues regarding our website have been brought up several times so far today and we agreed to take an action on this.

- It was questioned whether we could change webmasters but that would cost CIT so much because Rex would not let us take the website to another company. We would have to pay for a whole new website and that is probably not financially feasible at this point.
 - It was agreed that by the next board meeting, we would do an investigation on this. Each board member will look at different organizations' websites and report what they liked. Some board members will talk with various experts to get information on costs and the website development/ updating procedures.
 - At the next board meeting, we will share our findings before deciding the next steps and the executive board will request a conference call with Rex to discuss our concerns and requests.
- Annette reviewed the rationale for the re-structure of the board with us. It was agreed that a statement of rationale be issued to the membership along with the proposed changes to the bylaws reflecting the changes.
 - Glenace Humphrey, RID Region 4 Representative stopped by to meet the CIT board.
 - Reviewed the history of what we have accomplished so far on the strategic plan.
 - Worked on the remaining strategic plan items that we already categorized at the previous face-to-face meeting. We brainstormed ideas, actions, resources and contacts for each item.
 - Meanwhile, the members of Affiliated Chapters Relations Committee (ACRC) of RID came to meet the board and to discuss ideas of how we may work together.
 - It was suggested that we have reduced rates for membership if our members joined RID.
 - CIT's interpreter trainers could recruit interpreting students to join RID.
 - One of CIT members could write a chapter in RID's handbook to describe how mentoring programs could be set up.
 - Work together in identifying qualified workshop presenters. CIT could contact their members to develop a list of workshop presenters.
 - Cheryl Moose, Secretary/ Treasurer of RID came to meet the board.
 - Videotaped brief video clips introducing who we are and took updated pictures for the website.

Meeting adjourned at 5:15 PM CST.

Sunday, July 10, 2005

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

Vacant: Region 5 Representative

President Miner called the meeting to order at: 9:15 AM CST.

- Reviewed the revised agenda for the day.
- Continued working on the remaining strategic plan items that we already categorized at the previous face-to-face meeting. We brainstormed ideas, actions, resources and contacts for each item. Completed all of the strategic plan items.
- Divided up into small groups to do different work:
 - Cindy and Laura met with Joy Carney and RID Scholarships & Awards Committee to discuss the Mary Stotler Award process.
 - Cindy briefed us on what happened at this meeting. It was agreed that the process needs to be more organized. It was decided that will have two representatives from both CIT and RID continue serving on the selection committee for the Mary Stotler award. One of the two RID representatives will become the chair of the committee and then the next time they select a recipient, one of two CIT representatives will become the chair. After that, they would take turns. The chair's job is to ensure the process is organized and follows the newly established guidelines. The nomination forms will be submitted to the RID office because the address remains the same.
 - It was suggested that we consult Linda Stauffer who was responsible of this process for a long time to offer input in how we could conduct the selection process.
 - Laura will continue working with RID on this award selection process.
 - Carolyn and Kellie worked on the bylaws.
- Met with RID Certification Council to discuss the CIT motions from the 2004 CIT business meeting: C04-08 & C04-09.
 - We discussed how we may support each other in meeting the motions made at our business meetings regarding the degree requirements.
 - CIT board will select one or two representatives to work with the Certification Council to determine what's next.
- Anna Witter-Merithew came to submit her CCIE / Standards Committee report:
 - The Accreditation Manual has been completed and a copy will be given to the CIT board for our reference.
 - CCIE recently became incorporated and set up their own bank account.
 - The commission has been composed of representatives from CIT, NAD, RID, AVLIC, NAOBI and ASLTA. New members to serve on the commission will be identified.
 - It looks like the accreditation process can commence by January 1, 2006.
 - At the RID convention, CCIE is building momentum and will do some fundraising. CCIE will be given some time at the RID's business meeting to give

information about CCIE and ask for donations. The money raised at the RID convention will become seed money for CCIE.

- CCIE will submit request to other organizations (CIT, RID, NAD, AVLIC, NAOBI and ASLTA) to donate some money. They are hoping for at least 5,000 dollars from each.
 - Luce Aubry's work in the SSR process will be switched from CIT to CCIE in January.
 - Clarified the difference between the SSR and accreditation processes and explained how the transition process would work out.
 - CCIE needs to set up a budget to take care of basic expenses. Annual fees to maintain accreditation status will help grow CCIE's budget but not the accreditation application process fee. The application fee is to cover the cost of three raters and their work/ travel expenses.
 - Identification of CCIE raters should be kept confidential (already mentioned in the accreditation manual).
 - Should have some type of celebration recognizing the CCIE becoming independent of CIT (perhaps a keynote presentation at the convention).
 - The current standards are broad, thus allowing flexibility for the programs to develop/revise their curricula in proving that they can train interpreters in specialized areas (K-12, community, etc). Perhaps in the future, the standards can be revised to become more prescriptive.
 - Marty Taylor's work with standards has been completed.
- Anna announced that the DO-IT Center will be switching from Front Range Community College to University of Northern Colorado but the center will remain in its same location. By fall of 2006, DO-IT Center will begin a online bachelors degree program with specializations (VRS, K-12, community, etc).
 - Anna wishes to work with CIT in a partnership in applying for the RFP grant to work on a few projects. It was agreed that there would be two CIT representatives who would work with Anna on discussing this further.
 - Discussed RSA regional grants.
 - Discussed dates for the next face-to-face meeting and online board meetings for the next six months. The next face-to-face meeting will be in San Diego in January or February. We will meet with the conference committee while in San Diego. It was agreed that Annette would pick several possible times for online meetings and send to the board for approval.

Meeting adjourned at 4:30 PM CST.