

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

Thursday, October 27, 2005

Present: Miner, Farnham, Sheneman, Morrision, Peterson & Covell

Absent: Ball, Coyer & Mills-Stewart

Vacant: Region 3 Representative

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

I. Reports

a. President (Miner):

- i. The SSR application:
 1. The online application has been added to the website. We will be able to use it for the accreditation process through CCIE. The project was bigger than anticipated. Discussed payment of our webmaster.
 2. We have two IPP/ ITP programs that applied to participate in the SSR process.
- ii. Carol Patrie has agreed to promote CIT and the convention at the next ATA convention.
- iii. Cindy, Carolyn, Donna Freed and Annette have been analyzing costs from the last convention to help us determine the registration cost for the next convention. Once that has been done, the registration form will be put on the convention website.
- iv. Will follow up with Carolyn to see what's happening with the by-laws revisions and whether they are ready to be submitted to the membership for approval.
- v. Brought up request from Pam Morris. Action items to be decided via email.
- vi. We will have a booth at the ASLTA conference: those on the board who are attending the conference will help out at the booth. Annette will contact those with the schedule.

b. Treasurer (Farnham):

- i. Our current balance is \$42,024.65.
- ii. An updated financial report and an itemized report website expenses were submitted to the board.

c. Secretary (Sheneman):

- i. There have been major changes made to the website in the recent months. Will continue to make updates on a monthly basis to cut costs.
 1. Asked for feedback on the website prior to the meeting. Some suggestions were discussed.

2. The video clips take a long time to upload. Will need to make new clips at the next face-to-face meeting and will send the digital clips directly to our webmaster for him to be able to encode them to reduce the time to load the clips on the Internet.
 3. Annette will call our webmaster regarding a few on-going issues.
- ii. Still need help in obtaining business meetings prior to 2000. Will contact Cindy and Carolyn about that.

d. Region Representatives

i. Region I (Morrison):

Working on Public Relations and Outreach duties as part of the strategic plan.

- a. Wants to use the book by Witter-Merithew & Johnson to encourage our members to use online to review for entry and exit competencies.
- b. Will attend the ASLTA conference and will work on building a stronger partnership with ASLTA.

ii. Region IV (Peterson):

Working on creating a committee to focus on the technology aspects of Communication and Technology duties of the strategic plan.

iii. Region V (Covell):

Working on Professional Development duties as part of the strategic plan.

- a. Will contact JoAnn Kranis for details to help get her started.
- b. Plans on working on recruiting members to serve on committees and get an updated list of members who are interested to serve from Kellie.
- c. Annette will include her in the convention planning process.

II. New Business

- a. Morrison moved that we pay our webmaster a total of 5,000 dollars for the SSR application project.

Motion seconded and passed.

III. Announcements

Deadline for CIT newsletter submissions is the 5th of the month before the newsletter is issued (i.e. October 2005 = September 5th deadline). It was agreed that the dates will be put on the to-do list for the board to remember when the deadline is.

Meeting adjourned at 7:35 PM PST.