

**Conference of Interpreter Trainers
Red Lion Hanalei
San Diego, CA**

Friday, February 3, 2006

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

Absent: Stewart

Vacant: Region 2, 3 & 5 Representatives

President Miner called the meeting to order at: 7:39 PM PST.

- RID President Angela Jones came to share some resources that would benefit us as a board of a non-profit organization. Recommendations: BoardSource and *Doing Good Better*.
- Discussed possible collaboration ideas for RID and CIT.
- It was agreed that CIT will create public relations materials encouraging people to join CIT and announce our upcoming convention to be distributed at RID Regional Conferences
- Took a tour of the conference center at Red Lion Hanalei to prepare for the upcoming convention in October.

Meeting adjourned at 9:00 PM PST.

Saturday, February 4, 2006

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

Absent: Stewart

Vacant: Region 2, 3 & 5 Representatives

President Miner called the meeting to order at: 9:49 AM PST.

- Greetings and starting clear
- Approval of December meeting minutes- passed.
- Team building activities

- Discussed ideas for strengthening the CIT board: communication strategies, contacts with committee, conference calls with each group one week prior to the full board meeting, mentoring new board members, debrief sessions after events with stakeholders, how to prioritize tasks, setting deadlines and delegating tasks.
- **President's Report (Miner):**
 - Briefed us about the meeting with Sorenson representatives- Pat Nola, CEO; Diana Lewis, Assistant to CEO; Chris Wakeland, VP of Interpreting & Daphne Craft, VRS Manager. Asked for financial assistance with completing financial support from CIT to CCIE. We received the donation. Nola wanted us to develop a list of all interpreter training programs and contacts plus identify which of those programs got accreditation. Will consult various sources such as RID, NAOBI, DO-IT Center and CIT members to help us create the list. In addition, Sorenson wants to work with RID and CIT in addressing the gap that interpreters face in between interpreting programs and certifications. Lastly, Sorenson wants to work with CIT in developing a standardized exit exam for students who complete interpreter training programs.
 - Position paper about working with colleges to establish baccalaureate program status report: deadline postponed to the end of February.
 - RID and CIT agreed to do reciprocal memberships.
 - Grievance committee chair has been selected: Matthew O'Hara.
 - As per our motion at the December meeting, Annette authorized our webmaster to begin improving the email capabilities of our website.
 - Discussed progress on a previous action item.
 - Sent list of strategic plan items to the recipients of RSA grants through Betsy Winston. They will contact Annette with their ideas of how they can help us in accomplishing the tasks.
 - It was proposed to Annette that three more tracks be added to our convention schedule: administration, distance-learning and spoken languages. We need to assess whether we have enough presenters for those tracks before adding any new tracks.
 - A draft letter to our previous convention planner has been created and asked us to review for feedback. This letter is requesting that she submit the final 2004 convention report.
 - Need to develop a list of commissioner nominees to submit to CCIE.
- **Vice President's Report (Ball):**
 - By-laws update: Need seven more votes to approve the by-laws.
- **Treasurer's Report (Farnham):**
 - Our current balance: \$63,563.
 - Brought an itemized statement for 2005 for us to review.
 - Will meet with Laura during the weekend to review Mary Stotler Award information.

- **Secretary's Report (Sheneman):**
 - Website update: Continues to do the monthly updates to the website.
 - Asked for contact information of people who may have copies of business meeting minutes prior to year 2000.

- **Region Representative 1's Report (Morrison):**

Update on Entry to Practice Competencies: Brian got a .pdf file from Anna Witter-Merithew. Before we post the list of competencies on the website, we need to develop a position paper on the competencies.

- **Region Representative 5's Report (Covell):**
 - Reviewed RID PDC liaison reports.
 - Wants to show us how Yahoo! Groups would work and how CIT could use it. It was agreed to wait until we see what improvements our webmaster has made to our email capabilities.

Meeting adjourned for lunch at 12:58 PM PST.

President Miner called the meeting to order at: 2:42 PM PST.

- Reviewed the SSR Report submitted by Luce Aubry. It was agreed that we need additional information. Addressed Aubry's questions.

- Discussed 2006 CIT Convention:
 - Discussed whether we should include daily lunches at the hotel in the convention cost.
 - Discussed convention registration fees.
 - Liz Mendoza, our convention planner, came to have us address her questions.
 - Proposed that convention committee chairs be waived registration fees because of the amount of work that is involved.
 - It was agreed to let the convention planning committee, Annette and Laura make any further decisions and report to the board.

- Revised the letter to 2004 convention planner and will be sent via certified mail as soon as possible.

- Discussed who could fill the vacancies (Director of Research and Publications & Direction of Communication & Technology) - came up with possible names of people to contact to recruit them to apply. Additionally, we will wait until after the by-laws revisions have been approved by the membership and we will send out vacancy announcements to the membership.

- Discussed the position paper on entry competencies. It was agreed that Brian would ask Anna Witter-Merithew to write the position paper.

- It was agreed that an organization flow chart will need to be added to the website. Cindy will create the chart and submit to Naomi to add to the website.
- Discussed CCIE Commissioner nominees. Agreed on several people and Annette & Laura will contact each individual to see if they are interested. Once we hear of their interest, Annette will submit the list of names to Anna Witter-Merithew.
- Cindy gave us the NCI update. She will submit an updated report to the membership as well.
- Discussed ideas of how we could publicize our strategic plan accomplishments at the convention. It was agreed that Brian and Cindy will work together in coming up with format ideas. Each director will submit their information to include in this publicity.
- Discussed that we should dedicate part of the convention to the recognition of CCIE becoming an independent organization.
- Cindy moved that we request Anna Witter-Merithew to send archives of CIT history to Carolyn.

Motion seconded and passed.

- Discussed convention tracks for convention. Brainstormed ideas: pre-convention workshops, advertising possible topic areas: interpreter training (ASL-English), interpreter training (spoken languages), interpreter mentors, interpreter professional workshop presenters, administration of interpreter training programs and distance learning programs.
- Discussed when we should plan the business meeting and the luau during the convention. It was agreed that both will fall on Friday and Saturday will consist of workshops only.
- Discussed members' concerns about the timing of convention- why in the fall and not in the summer. It was agreed that Annette would develop a survey to send to the membership to find out what the general preference is in terms of what time of the year the convention should take place. This will help determine when the 2008 convention should take place.
- Discussed gifts of appreciation of service to previous board members. Carolyn will complete both.
- Completed the Conflict of Interest forms.
- Discussed agenda for tomorrow morning.

Meeting adjourned at 6:47 PM PST.

Sunday, February 5, 2005

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

Absent: Stewart

Vacant: Region 2, 3 & 5 Representatives

President Miner called the meeting to order at: 9:14 AM PST.

- Annette:
 - Sorenson asked if we have a national curriculum for interpreter training program.
 - Angela Jones, RID president recommended that a CIT representative attend the WASLI (World Association of Sign Language Interpreters). There are other countries that want to establish interpreter training programs and we will be a resource to them.
 - However, we do not have materials. It was proposed that we establish a curriculum/ syllabus respository in the members' only area of our website. The directors will contribute in the implementation of this project. It was agreed that we will send out an announcement requesting submissions of individual course curriculum and related materials.

- Brainstormed ideas for convention.

- Reviewed and discussed the lists of ideas for convention. Will submit the lists to the convention planner, Liz Mendoza.

- Board members should arrive by Monday night prior to the convention.

Meeting adjourned at 11:25 AM PST.