

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

Monday, March 27, 2006

Present: Miner, Ball, Farnham, & Morrison

Absent: Sheneman, Mills-Stewart & Covell

Vacant: Director of Communication & Technology; Director of Research & Publications

President Miner called the meeting to order at: 6:13 PM PST.

Approval of past meeting minutes: the second February 2006 meeting- passed.

**I. Reports**

**a. President (Miner):**

- i. NCIEC is almost done with compiling a list of all ITPs in the country and will work with Rex, our webmaster, to get it posted on our website. They are developing this list using various resources such as RID website and grant contacts. It was brought up that we need to find out where NCIEC is getting their information to make sure that the list is referenced in ensuring that the list is thorough.
- ii. Gave Angela Jones, RID President, some public relation materials on CIT and the upcoming convention.
- iii. Letter to Schertz is still pending- had to change the deadline for convention report to be submitted- still trying to find the correct address.
- iv. Convention Planning Report/ Discussion:
  1. Online registration process is going good so far using the Jump Start program that we purchased. This database software keeps track of who are attending the convention. The payments are going into a PayPal account that we set up.
  2. Convention announcements have been placed in several publications such as RID's *Views*, CIT Newsletter and ATA.
  3. Liz Mendoza, the conference chair, has formed committees and they will begin working soon.
  4. Call for papers- electronic submissions are only accepted. This is a new procedure.
  5. There will still be three tracks at the convention, teaching interpreting, teaching ASL and teaching workshops/mentoring. Specific types of tracks within each track will ultimately depend on the submissions that the committee accept. This is a blind process and we won't be able to categorize until we have a clear picture of all the accepted papers.

6. If we do have ATA members come to our convention- we don't want to exclude them. We need to think about this in discussing and enforcing our communication policy.
7. Awards and recognition ceremony will take place during the Friday night luau. This should be communicated on the registration schedule.
8. Discussed the opening night activities: will keep the performances but after that, allow the committee to decide what to do for the rest of the evening (social reception, more entertainment, etc).
9. Proposed plenary sessions: opening with CCIE and closing with NCEIC.
10. Harbor dinner cruise is about 75 dollars per person. Will keep that option open and re-evaluate later.
11. Scholarships: the committee wants to be clear on guidelines. Our recommendation: Beginning teacher, mentor or trainer and/or those who do not get institutional support. It was agreed to let the committee decide who should get the scholarships with our recommendation in mind.
12. Interpreters: It was decided to use local interpreters rather than going with VLI.

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

No report.

**c. Treasurer (Farnham):**

- i. Our balance is at \$51,724.20. This doesn't include the \$7,500 that we will give to CCIE or the Sorenson donation.
- ii. Started working with Brian Morrison to brainstorm on how we could advertise our strategic plan accomplishments at the convention.
- iii. Found a postal receipt showing that the secretary box has been sent to our previous secretary. Found some CIT boxes and will go through them to see if any of the items could be duplicated to make a new replacement secretary box.
- iv. Will submit a NCI report for the next newsletter.
- v. Organizational flowchart: asked for format ideas. A program called Inspiration was suggested. See [www.inspiration.com](http://www.inspiration.com).

**d. Director of Public Relations & Outreach (Morrison):**

- i. Contacted RID Video Interpreting committee to see if they would like to do a presentation at our convention during a luncheon. Still waiting to hear a response.
- ii. Sent email to the membership to share course syllabi and materials to be submitted to the members-only area of our website.
  1. ASLTA President asked that we sent anything ASL-related to them for them to add to their website and it was recommended that Brian work with NCEIC on this as well.

2. It was agreed that we need to get the permission of the individuals who made the submissions before we share any of the submissions with anyone.
- iii. Responded to a member's question about accreditation.

**II. Announcements**

Reminder: Next meeting is April 24<sup>th</sup>.

Meeting adjourned at 8:00 PM PST.