

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

Monday, April 24, 2006

Present: Ball, Sheneman, Covell & Morrison

Absent: Miner, Farnham, & Mills-Stewart

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

Vice President Ball called the meeting to order at: 6:09 PM PST.

I. Reports

a. President (Miner):

- i. Letter to Schertz is still pending- proposed to drop this action item. It was agreed that since we have the information documented somehow that we can let it go.
- ii. Followed up with our webmaster regarding improving the email capability on our website. His priority at this point is to complete the SSR project on our website. He will get to this issue once that is done.
- iii. Position paper about working with colleges to establish baccalaureate program in interpreting: Melissa Smith is unable to do it but since Rico Peterson and Betsy Winston already offered to help with this, they will be consulted. After some discussion regarding this action item, it was agreed that an email be sent out to the membership asking for their input and then use Peterson and Winston to finalize the position paper.
- iv. Sent out announcements via e-mail and CIT News of vacancies (Director of Communication & Technology and Director of Research & Publications) and ask members to apply. It was agreed that each board member would submit at least one name of a recommended individual for each position to Annette for her to recruit.
- v. Will be meeting with Betsy Winston and Angela Jones regarding Sorenson's Interpreter Training Plan Proposal and share our feedback with them.
- vi. AVLIC and NAOBI: The board is in favor of sending the CIT President or representative to represent CIT at those conferences. Will discuss this further via e-mail.
- vii. Convention Planning Report/ Discussion:
 1. Check out the website for more updates!
 2. Committee chairs and e-mail addresses have been posted on the website.
 3. Tentative convention schedule was posted on the website. CCIE and NCIEC will present our plenary sessions. Opening ceremonies will include two groups for entertainment- pending confirmation from each group.

4. Call for papers and posters- April 30th Deadline. Reminder will be sent out via listserv.
5. Call for Interpreters- May 1st Deadline. Reminder will be sent out via listserv.
6. Call for exhibits- being worked out now that we have a Exhibits Chair. The call should go up soon and companies will be contacted.
7. Call for Scholarship Applicants- Done
8. Call for Volunteers- Done
9. Our program chair, Shelley Lawrence has been in touch with ASLTA President, Glenna Ashton and got some ASLTA members to serve on the program committee.
10. Pre-Conference Workshops:
 - a. Communicated with Betsy Winston regarding our decision for workshops related to administration of interpreter training and she is looking forward to a possible pre-convention session and will submit her abstracts through the blind review process.
 - b. ATA has expressed interest as well. Liz Mendoza, Convention Chair, is looking for a volunteer to coordinate this.
11. Harbor Dinner Cruise: Information is on the website and people can register but it needs to be advertised through the listserv.
12. Registration is going well. The number is small but it is still early.
13. Need to get information about Mary Stotler Award on the website.

b. Vice President (Ball):

- i. Since the revisions to the by-laws has been passed, we need to update the PPM.
- ii. The new CCIE Commissioners will be selected on April 27th. The selections will be shared with the CIT Board before the new CCIE Board moves on their own.
- iii. Wrote a draft letter inviting VRS providers to sponsor our convention luncheons- pending approval from the President before sending out.
- iv. Sent out cards to the past board members thanking them for their contribution to CIT.
- v. Working on the draft policy regarding gifts for CIT members who are retiring from their jobs. Anticipated deadline: end of May.

c. Secretary (Sheneman):

- i. Has been working on searching for business meeting minutes for the years prior to 2000 to post on our website. Contacted several individuals and apparently, it would be a good summer project.
- ii. Attended a Franklin Covey workshop called, “Achieving Your Highest Priorities” recently and highly recommends that the board members attend this workshop as well. This helped Naomi reorganize her tasks and accomplish more.

d. Director of Professional Development (Covell):

- i. Working on recruiting two CIT members to work with RID members on the Mary Stotler Award.
- ii. Will continue to work with Annette and Liz on the convention planning.
- iii. Will contact Kellie and get list of people who are interested in serving on committees and see if anyone could be recruited to help with the convention planning.

e. Director of Public Relations & Outreach (Morrison):

- i. Only received a few things from the membership regarding sharing course syllabi and materials to be submitted to the members-only area of our website. After some discussion, it was agreed that he would send out another reminder at the end of May when everyone is done for the school year. This would be a good summer project. Will work with NCIEC on this as well.

f. CIT Representative to RID Professional Development Committee: (JoAnn Kranis):

- i. Attended the committee's annual face-to-face meeting March 31-April
 - 1. Focused on auditing of Approved Sponsors to ensure that they are providing educational activities of high quality for certified (and pre-certified) members of RID. If they are having difficulties with that, we look at how we can provide the assistance or make the referrals they need. We also check to see that they are following appropriate administrative procedures so that members get the timely information they need and National Office staff is not over-burdened with incorrect or late filings. Sponsor organizations are audited at least every three years, and more often if there has been a problem.
 - 2. Reviewed several members' requests for extensions of the deadlines of their CMP cycles, discussed the PDC's budget needs, particularly as regards the 2007 national conference, and spent some time reviewing the results of the RID survey of members regarding their knowledge of the functions of various committees, positions and services of the organization.
 - 3. There are on-going efforts to keep attention focused on interpreter education activity that is current, has appropriately designed educational objectives, takes care in the selection of presenters and teaches to its advertised target audience.

II. Announcements

- a. Reminder: Next meeting is May 22nd.
- b. Board members should plan on arriving on Monday, October 16th for a two-day face-to-face meeting prior to the convention.

Meeting adjourned at 7:02 PM PST.