

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

June 26, 2006

Present: Miner, Farnham, Sheneman, Bowen-Bailey & Covell

Absent: Ball, Mills-Stewart & Morrison

Vacant: Director of Research & Publications

President Miner called the meeting to order at 6:16 PM PST.

**I. Reports**

**a. President (Miner):**

- i. Welcomed Doug Bowen-Bailey, the new Director of Communication and Technology, to the board.
- ii. Will attend the AVLIC conference next week in Toronto and will be promoting CIT there by distributing CIT flyers and membership forms.
- iii. Represented CIT in a meeting with Sorenson along with NCIEC and RID representatives to discuss Sorenson's proposed Interpreter Training Plan on May 31<sup>st</sup> in Salt Lake City. There were concerns about the original plan so it has been disregarded to prevent reduplication of current efforts. Everyone will be working together to develop a better plan and ensure that details are worked out with interpreting training programs.  
FIPSE Grant: Letters of support are due on Friday, June 30, 2006. CIT board members are now soliciting for letters of support from various stakeholders based on Carolyn's assignments.
- iv. The new Commissioners for CCIE have been selected and Annette will send the board the list.
- v. Carolyn attended the NAOBI conference last weekend representing CIT.

**b. Treasurer (Farnham):**

- i. Expressed concern that convention expenses have been more work for her since we do not have Donna Freed working with us. She is taking care of money issues that Donna Freed were able to take care of in 2004 such as refunds, depositing checks and charging credit cards submitted in the mail. That is something for the board to consider for the next convention. In the past, we always had a person to take care of those but this is the first time we are doing on-line registration. The assumption was that the on-line registration would mean less work for the treasurer. Therefore, we will need to determine how this can be changed for the future conventions with on-line registrations.
- ii. Discussed the use of PayPal for convention registrations:
  1. Pro: Downloads information into QuickBooks.
  2. Con: Charges for using PayPal (i.e. \$9 for each \$300 registration).  
We have been charged over \$600 for convention registrations so far.

Heard about Acteva and they may charge less. Something to look into for the future conventions.

- iii. Will submit financial report, already sent to the board, to the next newsletter.
- iv. Completed the rough draft of organizational flowchart. Will get assistance from Doug to finalize the design of chart.
  - v. Balance is now at \$84,755.51 and that includes the convention registration payments. The convention expense costs have not come yet but we do need more registrants.
- vi. Attended the RID Region V Conference: There was a letter on RID letterhead talking about our reciprocal membership. Then went on to explain 3 attached documents paper with benefits of membership with Kellie's picture, CIT membership application, and flyer for our conference. Angela Jones, RID President, handed this out to every presenter at the RID region V conference. She will do the same thing at all of the regional conferences.
- vii. Wants to look into investing our money in CD's and will be working on that,
- viii. Will catch up on her action items in June.
- ix. Updated on NCI's progress and CIT's future involvement:
  - 1. The NCI decided to reduce the number of people on the NCI.
  - 2. NCI has decided to focus on national issues and CIT is a HUGE part of that. They will also be putting on an Interpreter Summit in conjunction with RID conference next year so it's time for us to start sending a representative again. Now that they will be talking about things we are invested in. Annette and I are in discussion about who our next representative should be.
  - 3. The next meeting will be at CSUN so Annette is closer and she will attend.

**c. Secretary (Sheneman):**

- i. Made several recent updates to the website.
- ii. Completed the first round of revisions to the PPM and will wait for board members' feedback.
- iii. Received business meeting minutes from Carolyn for the following years: 1979, 1982, 1990, 1994 and 1998. Will scan those to upload to the website and create an electronic archive for the next secretary. Will continue the search for other years: 1981, 1983, 1984, 1986, 1988, 1992, and 1996.
- iv. Wrote an article for CIT News regarding making more resources accessible to deaf and hard of hearing trainers.
- v. Suggested that the board look into making more than one set of archives to ensure we have all the historical artifacts to prevent any potential loss.

**d. Director of Communication and Technology (Bowen-Bailey):**

Received the Communication and Technology strategic tasks and other relevant CIT documents from other board members. He will those review before taking next steps of action.

**e. Director of Professional Development (Covell):**

- i. Mary Stotler Award Committee: Sent CIT representatives' names/ contact information to RID. Will stay in loop with the committee to ensure that everything is done for the award at the convention.
- ii. At this time, she does not have nominations for the Treasurer position. Still need to recruit someone, preferably someone who is deaf.

**f. Convention Chair (Liz Mendoza):**

- i. Met with Jon Savage of Rowdy Vision to discuss their performance at the opening ceremonies. They are scheduled to do 20-30 minutes of skits. Will get a "menu" of skits with synopses to pick from. Selection will be based on what fits CIT.

This is the timeline for Rowdy Vision:

Aug 5<sup>th</sup>: Menu of skits

Aug 12<sup>th</sup>: Selection from the menu of skits will be identified.

Sept 9<sup>th</sup>: Preview show

Oct 18<sup>th</sup>: Performance

- ii. Confirmed room reservations and assignments for the board members.
- iii. Room assignments have been made for exhibits, poster sessions, conference headquarters and interpreters.
- iv. Letters have been sent out to leaders of sister organizations encouraging them to attend the convention.
- v. Informed all the chairs that they need to be CIT members.
- vi. See below for committees' reports:
  - 1. Audio/Visual Chair: Clifton Langdon  
Received the hotel room layout and A/V company's price list from Liz.
  - 2. Exhibits Chair: Tracy Norris  
Completed the application for exhibits and began recruitment efforts. The application is now on the convention website.
  - 3. Fundraising Chairs: Stacey Webb and Andrew Leyva  
Andrew will focus on requesting large sponsorships from the West Coast and Stacey will focus on the East Coast. They will create letters of request for sponsorship. The sponsorships will be divided into three different levels: Star, Platinum, Gold, Silver and Bronze).
  - Lola Shahdadi and Rachelle Remigio Trank will plan the Silent Auction. Started a list of contacts for the auction and plan on collecting items for professional development and fun.
  - 4. Interpreter Coordinator: Reed Gershwind  
Identified six interpreters to work at our conference. However, the interpreters requested that their travel and lodging be covered. CIT is not prepared to do so. We will let them know that and will understand if they must withdraw their commitment. If they do not

interpret for us, we will go with local interpreters. We will need to note that for future conventions to be more clear in what CIT can do when sending out calls for interpreters.

Since we now have four tracks, we need at least eight interpreters now.

5. Proceedings Editor: Elisa Maroney/ CD-ROM Editor: Doug Bowen-Bailey  
CIT Guidelines for Proceedings Manuscripts, Checklist and Copyright Release Form were distributed to the presenters. The deadline for submissions is July 31<sup>st</sup>. Doug will be producing and editing a CD-ROM video appendix to the proceedings.
6. Program Chair: Shelley Lawrence  
Presenters and posters have been selected and submitted to Annette to be uploaded to the convention website.
7. Program Book: David Evans  
Completed the following: rough draft of concept art for the program book cover, various section dividers for the book and a rough set-up of program book sections.  
  
Additionally, he made a new copy of the CIT logo (high resolution) that was desperately needed.
8. Registration Chair: Suzy Medina  
At the time of the report: we now have 95 registrants. We need to investigate past conventions to determine whether this is typical and increase recruitment efforts.
9. Special Events Coordinator: Mala Poe  
Still investigating the possibility of doing a walk-a-thon for CIT through Active Giving Solutions.
10. Volunteer/ Scholarships Chair: Christine Swick  
Reviewed the scholarship applicants and selected five recipients. They have been notified that their registration fees have been covered.

## **II. Announcements**

- a. Next meeting: Monday, July 24<sup>th</sup> at 6 PM PST.
- b. Need to determine schedule of meetings for the months of August and September based on everyone's availability.

Meeting adjourned at 7:47 PM PST.