

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

July 24, 2006

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

Absent: Ball, Farnham & Mills-Stewart

Vacant: Director of Research & Publications

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

Approval of past meeting minutes: June 2006 meeting- passed.

I. Reports

a. President (Miner):

i. Convention update:

1. We have 7 interpreters confirmed, and will work with local interpreters to fill the remaining slots. Contracts should be going out to them applied and accepted within the next day or two. The Interpreter Coordinator has given Annette the time slots that need to be covered and the next step is to get the locals to fill them.
2. The pre-conference workshop call is done and on the website. The announcement will go out on the CIT listserv as soon as possible, and it has gone to a couple of people individually who had asked Annette about it.
3. As for exhibitors, we only have 7, and Annette hooked up the exhibitor chair with the fundraising people to see if they can work together to get more exhibitors.

- ii. FIPSE grant: Everything was submitted by the deadline. Thanked the board members for collecting the letters of support for the grant application.
- iii. Attended the AVLIC conference Toronto recently. This was the first time that a CIT representative has ever attended AVLIC. This was a good exposure for CIT. Annette focused on strengthening relations with representatives of some sister organizations.
- iv. Annette sent a tentative meeting schedule for the next year and a half to the board. This schedule was created based on the ongoing availability of most board members on Monday nights and it is good to have advance planning. The board could benefit from more/better communication, so you can see from the schedule, there are more times for people to connect and keep up with each other. The executive board will have meetings before the entire board, and the directors will submit reports to the vice president before meetings. That way, directors can get some support in accomplishing their tasks.

b. Secretary (Sheneman):

- i. Created a contact information document. This document would be useful to board members in case anyone needs to contact a fellow board member immediately. Naomi will send the finalized document to board members soon.
- ii. Still scanning previous business meetings from Carolyn and will put them all on the website by next week. Naomi hopes to get the remaining missing business meeting minutes.
- iii. Asked for board members' feedback on the PPM and hopes to complete most of it by the end of August.

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

- i. Got in touch with a potential committee member and will meet with her at the CIT Convention to determine how they can accomplish the strategic plan tasks.
- ii. Inquired about our webmaster. He plans on working with our webmaster in the fall to determine how he can help with the website. He is learning how to use Dreamweaver.

d. Director of Professional Development (Covell):

No report.

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

- i. Brian was at the RID Region II Conference and met an exhibitor who was interested in doing a fundraising event with CIT at the CIT Convention in lieu of her exhibit fee. Brian will ask that she submit her proposal to the board in writing.
- ii. Placed a call for curricula and materials in the newsletter to be shared in the members-only area of the website. Brian will work with Doug on creating a webpage highlighting the materials for our website.
- iii. Attended the Video Interpreting Committee forum at the RID Region I Conference. Cheryl Moose, the RID Liaison for the committee introduced Brian as the CIT Liaison so this was a good exposure for CIT. The forum facilitators solicited information for their standard practice paper. This forum will also take place at the CIT Convention and it would be very important to get interpreter educators' perspective on this.

II. Announcements

- a. Next meeting: Monday, August 28th at 6 PM PST.

Meeting adjourned at 7:11 PM PST.