

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

August 28, 2006

Present: Miner, Ball, Farnham, Bowen-Bailey, Covell & Morrison

Absent: Sheneman & Mills-Stewart

Vacant: Director of Research & Publications

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

Approval of past meeting minutes: July 2006 meeting- pending. It was agreed to vote on this by Friday, September 1.

I. Reports

a. President (Miner):

i. Convention update:

1. Read convention report submitted by chair, Liz Mendoza.
2. Getting 30 FM systems from RID as an accommodation option.
3. We have five pre-conference sessions.
4. Discussed Steven Franks' proposal (see Convention Report below).
The board agreed to accept his proposal.
5. The board voted to go with coil binding for the conference proceedings.
6. Discussed concerns regarding the registration number. Discussed strategies of how we can spread the word about the convention to organizations and individuals.

ii. NCI update:

1. There is an interpreter education workgroup consisting of Annette, Leslie Greer and Cathy McLeod. They met last weekend. Made contacts with people asking them to put information on the CIT Resources page which is still in its development stages.
2. CIT will be more involved with NCI now that their focus is on interpreter education.
3. There will be an interpreter summit prior to the RID convention next year. Important stakeholders will be invited to come together to develop a national agenda.
4. Discussed who the CIT representative should be. Agreed to re-visit the issue after the convention.

b. Vice President (Ball):

- i. Will write about NAOBI conference in the CIT News.
- ii. Followed the timeline for making by-laws changes prior to the convention.
Not many changes because we just had a major revision recently.

c. Treasurer (Farnham):

- i. The registration process has been challenging in terms of receiving money. Cindy and the registration chair, Suzy Medina are working together in making it organized for Cindy. It's because of the new system at the present and will make recommendations on how to do it better for the next convention.
- ii. Will send detailed financial reports to us before the next meeting.
- iii. Working on finalizing the organizational chart.
- iv. Will work with Brian on strategic plan publicity.
- v. Proposed getting Microsoft's project management software. This costs 600 dollars but will help the board become organized. Outlook is a temporary solution for now but would like to explore affordable alternatives.

d. Secretary (Sheneman):

- i. Sent out finalized document of board members' contact information. Will create a new one for the new board to help them started.
- ii. Old business meeting minutes: Scanning proved to be a difficult task. I did not get good quality pictures (tried several scanners/ strategies) and consulted people. I decided to ask Rex if he could help scan them and convert them into .pdf documents for better readability. I am waiting to hear from him about costs.

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

Lynne Weisman, of Signs of Development, offered to do a Conference Program CD which would essentially be designed to replace the paper program book. This is something we could investigate for future conferences.

f. Director of Professional Development (Covell):

- i. Spoke with Kathi Heiser regarding the Mary Stotler award. The committee will submit their report by August 31st.
- ii. Will send out call for a CIT representative to participate in the RID Mentoring Grants committee.

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

- i. Discussed Arlyn Anderson's proposal on ID Matters. The board voted to approve her proposal and we will get \$5 of each sale. Brian will discuss logistics with her.
- ii. Have not had much luck getting resources for our webpage. Agreed to discuss this further at the convention perhaps during the opening comments. It is important to emphasize that the members voted to approve the strategic plans and this is one of the tasks. Personal contacts may work better as Annette got immediate responses from some. The board agreed to brainstorm what we want on the resource page at the next meeting so we know who to contact and what to ask for.

h. Convention Chair (Liz Mendoza):

- i. Annette and Liz met with Jon Savage of Rowdy Vision to finalize details for the performance during the opening ceremonies.
- ii. Submitted room assignments have been made for exhibits, poster sessions, conference headquarters and interpreters. The assignments can be changed.
- iii. See below for a summary of committees' reports:

1. Audio/Visual Chair (Clifton Langdon):

- a. Identifying additional supply needs for specific times.
- b. Currently negotiating with a local company to see if he can get better rates than what the hotel provides.

2. Exhibits Chair (Tracy Norris):

Submitted list of exhibitors and list of advertisers and reviewed payment updates.

3. Fundraising Chairs (Stacey Webb and Andrew Leyva):

- a. Submitted a list of our sponsors and donors that already have been confirmed.
- b. Proposed making a separate booklet recognizing the sponsors and donors as this information won't be ready by the time program book is published.
- c. Silent Auction: submitted list of potential donors and now awaiting confirmation.

4. Interpreter Coordinator (Reed Gershwind):

Contracts from interpreters are due August 28. One local interpreter was contacted to complete the team of eight interpreters for the conference.

5. Proceedings Editor (Elisa Maroney)/ CD-ROM Editor (Doug Bowen-Bailey):

- a. Will order 300 copies, using spiral binding.
- b. Issues for the Director of Research and Publications to consider for future proceedings:

In what order should articles in the proceedings be organized?

When an author submits a paper that doesn't follow style guidelines, can the editor return it to the author? If this is done after the submission deadline, can the editor decline such articles?

6. Program Chair (Shelley Lawrence):

- a. There will be 24 workshops organized into four different tracks: Interpreter Educator Track, Short Term Track, Administrative Track and Mentoring/Technology Track. Additionally, there will be 13 poster sessions.

7. Program Book (David Evans):

Finalizing the program book. Reviewing pricing options.

8. Registration Chair (Suzy Medina):

185 people registered. Hoping that with schools starting up again, people will register.

9. Special Events Coordinator (Mala Poe):

- a. A 5K Walk could not be coordinated due to several factors.
- b. Details regarding pre-conference sessions are still pending.

10. Volunteer/ Scholarships Chair (Christine Swick):

No new updates.

II. Announcements

- a. Next meeting: Monday, September 25th at 6 PM PST.

Meeting adjourned at 8:00 PM PST.