

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

September 25, 2006

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

Absent: Mills-Stewart

Vacant: Director of Research & Publications

Vice President Ball called the meeting to order at 6:35 PM PST.

Approval of past meeting minutes: August 2006 meeting- passed with pending corrections.

**I. Reports**

**a. President (Miner):**

- i. Convention update (*No convention committee report was submitted this month*).
  1. Program book is almost done.
  2. There is a full exhibition and full poster sessions.
  3. At this time, we have 240 registrants. Annette sent out an announcement about a daily rate option and hopefully will get more registrants. Would like to do an analysis of convention cost and income to see where we stand.
  4. At the face-to-face meeting, we will need to finalize details for the opening and closing ceremonies. Annette will send us an outline for each and we can finalize at the next meeting.
  5. Will need to plan the VIP Reception. Carolyn will help with that. Will investigate sponsorship from Sign Media, Inc. or others for that again this year.
  6. DawnSignPress is making convention bags for us.
  7. Will need to arrange transportation for VIPs and board members from the airport to the hotel.
- ii. Submitted a brief NCI update in the CIT newsletter.

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

- i. Received a request from several NAOBI members for CIT to establish a support group for student interpreters of color. Would like to review this possibility and how we may move forward at the face-to-face meeting in October.
- ii. Submitted an article to the CIT newsletter about the recent NAOBI conference.

**c. Treasurer (Farnham):**

- i. Current balance is \$150,510.32. Of that balance, \$82,517.72 is for the convention. Therefore, our actual balance is \$67, 992.60. Expecting to receive more convention-related funds soon.
- ii. The convention budgeting is a lot of work so the Board will need to review the procedure for future conventions. A possible recommendation is to hire an accountant to do it for us.
- iii. Will send detailed convention financial reports to us within the next few days.
- iv. Working on finalizing the organizational chart with Doug.
- v. Kellie and Cindy agreed that members should be able to pay for membership dues via PayPal. Will need to work this out with the webmaster.

**d. Secretary (Sheneman):**

- i. CCIE asked me to make one change to the website so will clarify that and will make the change as soon as possible.
- ii. Old business meeting minutes: Got information from our webmaster about how much it would cost for him to scan the minutes and convert them into .pdf documents before being uploaded to the website. He estimated it would be \$42.50 to do one set of meeting minutes (nine pages long). The board agreed to assign this task to Doug who has the equipment and technical capability. Will give all the old minutes to Doug at the face-to-face meeting and review project details.

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

- i. Working on the convention CD which includes proceedings, program book and handouts. Will make another CD without proceedings for those who did not pay for the proceedings.
- ii. Saw what Lynne Weisman, of Signs of Development, did for a recent interpreting workshop. It was impressive but he can do something similar in terms of function, but not as fancy.

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

- i. The Mary Stotler Award recipient for this year has been selected. The plaque has been paid for but waiting for confirmation on the logo and wording.
- ii. Received a lot of responses for the call for a CIT representative to participate in the RID Mentoring Grants committee. Patty Gordon was selected. The board agreed that regular newsletter updates of committee activities would be beneficial.

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

- i. Discussed Arlyn Anderson's proposal on ID Matters. She wants to use the CIT logo on the ID cards. The board agreed that adding the CIT logo would not be ideal and Brian will check with her to see if she would still do the fundraiser without the CIT logo.
- ii. Request for resources:

1. Submitted a request for resources in the CIT newsletter and hopefully will get more responses.
  2. Resources will include: teaching strategies, activities, video resources, Internet resources, etc.
  3. The board agreed to start the webpage with what Brian has, to be used as a promotion for more submissions. Doug agreed to do this on his webserver. A link will be added to our website.
  4. The board agreed to discuss this at the convention with the membership. The members wanted this so we need their submissions. What can the board do to get this project rolling?
- iii. Will work with Carolyn on strategic plan publicity for the convention.

## **II. Announcements**

- a. Next meeting: Monday, October 16<sup>th</sup> at 6 PM PST in San Diego.

Meeting adjourned at 7:58 PM PST.