

## **CIT Board Meeting**

**December 11, 2011**

### **Official Minutes**

5:08pm EST

Present: Brian Morrison, Carla Mathers, Richard Laurion, Liz Mendoza, Gino Gouby, Leslie Greer, Julie Simon, Annette Miner

Not present: Lynne Weisman

- 1) Approval of Minutes: Accepted the minutes from November 13, 2011. Mendoza (Mathers). Passed.
- 2) President's Report (Brian Morrison):
  - a. Member, Cathy Cogen informed the CIT Board that she was in possession of Association records that had both CCIE and CIT documents in it. She was requested to send the documents to the Treasurer for safe keeping until a permanent location is identified.
  - b. Member Elisa Maroney is not able to be co-chair with Kellie Stewart Mills for the 2012 Conference. Martha Ingel has been appointed to co-Chair the conference.
- 3) Vice President's Report (Carla Mathers):
  - a. ASLTA: The processing of ASLTA's 501(C)3 tax exempt status is expected to take an additional 3-6 months.
  - b. Intellectual Property: If CIT wishes to protect property developed by CIT, the application costs will be \$325 for each category. The Vice President is looking into where CIT might want SM( Service Mark) or copyright protection.

#### 4) Treasurer's Report (Richard Laurion):

##### a. Regarding past Action items:

- i. The historical and financial records that had been with Cindy Farnham, have been transferred and delivered to the Treasurer on Monday, December 5, 2011.
- ii. The LCD projector approved and purchased by the Board has been delivered to the Treasurer. It will be available for board inspection and use at the February face-to-face meeting in Charlotte, NC.
- iii. New Items:
  1. The Board reviewed the year-end financial reports.
  2. Conference information: The Treasurer will be meeting with Conference Chair, Kellie Stewart & Sponsorship Chair, Cindy Volk on Friday, December 16, 2011 in the morning. They will discuss the conference budget and plans for securing Sponsorships.

#### 5) Director Reports

##### a. Membership (Julie Simon):

- i. Membership Renewal: Membership numbers as of December 9, 2011 are below. For the purpose of comparison, numbers in parentheses are from the previous membership year.

Full – 200 (129)  
Assoc. – 19 (26)  
Retired – 8 (6)  
International – 28 (19)  
Institutional – 16 (12)

The increase in numbers is most likely because we sent out several renewal notices this year.

The final renewal notice was sent out on the day that the new IJIE issue was announced and members with lapsed memberships were encouraged to renew so they would not miss out on the new issue, available via the Members' Only section on the CIT website.

Additional strategies will be used for recruiting members.

b. Research and Publications (Annette Miner-Smith):

- i. Journal update: IJIE volume 3 is available on the website for members. We have had about 12 orders for printed copies; two are international orders. A call for the next issue has gone out as a rolling call for manuscripts. The next publication date is May 2012.
- ii. The Board agreed to purchase software that might allow the Webmaster to enhance the cover of IJIE.
- iii. Action items: no progress, as getting the journal out and orders placed has been the priority.
- iv. Conference: Met with Kellie Stewart.

c. Conference:

- i. The Board has decided that there will be no blind review selection process for the Program.

- ii. Logo for the conference theme is iCORE (Innovative and Creative Opportunities for Research and Education).
- iii. The Professional Development Director is working to identify potential Keynote speakers.
- iv. Sponsorship: The Treasurer, Conference Chair and Conference Sponsor Chair are working together to identify potential conference sponsors.

6) New Business: none

7) Meeting adjourned at 5:54pm EST

**MEETING SCHEDULE-**

**SUNDAY, JANUARY 8<sup>th</sup> at 5:00 PM EST**

**FACE TO FACE: February 1-5, 2012 - Charlotte, NC**

**SUNDAY, MARCH 11<sup>th</sup> at 5:00 PM EST**

**SUNDAY, APRIL 8<sup>th</sup> at 5:00 PM EST**

**SUNDAY, MAY 13<sup>th</sup> at 5:00 PM EST**

**SUNDAY, JUNE 10<sup>th</sup> at 5:00 PM EST**

Meeting adjourned at 6:30pm EST