

# **CIT Convention Business Meeting Portland, Oregon October 21, 2000**

## **I. Call to Order - President Christine Smith**

1:32 pm

## **II. Roll Call - Kellie Stewart**

Quorum

221 Members Total

52 Member Present

25% quorum needed

We can go ahead with reports. More people should be coming in a bit late and we should reach quorum soon.

## **III. Motions**

### **A. Approve Standing Rules**

Maiorano/McIntire: Move to accept standing rules

Pass

### **B. Agenda**

Agenda item VII in Agenda handout will fall under new business. They are not special orders.

Moeller/Gish: Move to accept changes to agenda.

Pass

## **IV. Minutes Approval Committee**

No further action required from the last meeting.

Three people volunteered to review the minutes from this meeting:

JoAnn Dobecki Shopbell

Randy McDavid

Bruce Finkbone

## **V. Officer's Report**

### **A. President's Report – Christine Smith**

The President said that her job is to report on the state of the organization and she has been doing that every three months the President's column in the CIT News. Wednesday night at the convention, everyone saw the opening ceremonies to recognize all that the organization and its members have done. She then briefly reported on a few of our accomplishments.

- ◆ We are now an organization of 21 years. We have matured.
- ◆ We have had an excellent convention of celebration and collaboration.
- ◆ We had two representatives from RID here
- ◆ Pres of ASLTA Board is here with us
- ◆ ASLTA/CIT Board met yesterday
- ◆ AVLIC Pres, Denise Smith is here
- ◆ We have completed the SSR of one program
- ◆ Three programs currently in process

Thanks to the work of many members and committees.

Thanks also to the communication within the organization via listserv and website.

Thanks to members for embracing the use of ASL at the conference as business and workshop language. Encourage use in hallways also.

Largest convention to date. Congratulations.

#### **B. Vice President's Report – Anna Witter-Merithew**

Complete Report attached to these minutes.

#### **C. Treasurer's Report – Carolyn Ball**

Report provided to membership at this time attached to these minutes. Carolyn will complete all financial records and a final report will be submitted to the Newsletter for publication.

### **VI. Standing Committee Reports**

#### **A. Editorial – Christine Smith**

No formal report but we are investigating the use of the web site for publishing.

#### **B. Nominations – Paul Schreyer**

The following nominations were submitted and published in the CIT News:

President – Carolyn Ball

Vice President – Annette Miner

Secretary – Anna Witter – Merithew

Treasurer – Julie Moore

Christine Smith opened the floor for additional nominations for officers. Nancy Frishberg nominated Betsy Winston for Secretary. The election will take place during new business.

### **C. Membership – Kellie Stewart**

The membership report is published quarterly in the CIT News. The new fiscal year is November 1. Kellie asked everyone to please renew dues before leaving the convention. If not, dues can be sent to Kellie.

78 new members just this year.  
201 Voting members this year.  
254 Members total

### **D. Bylaws – Anna Witter-Merithew**

Complete report is attached to these minutes.

Introduce committee:

VP is Chair of Committee  
Randy McDavid (Florida)  
Lindsey Antle (Colorado)

Anna recommends a one time revision vote. CIT has no provision for a proxy vote for bylaws changes. A mail referendum is required to adjust the bylaws, but our bylaws do not allow for that. She would like all the members involved in this kind of change not only those who show up at the convention. We need to represent all our members.

Some issues that need to be addressed are as follows:

- Several Committees and Standing Committees are feeling the need for clear direction and clarification of duties.
- The chairperson's term is limited to two years as indicated by the By-Laws however, committee members term of office is not clearly indicated.
- Qualifications of members' involved in Committee service is not clearly identified.
- Greivances are currently delegated to By-Laws Committee; however, no clear procedure indicted for handling of greivances.
- What we call the ESC is apparently the SC (Standards Committee) in the Bylaws. Should we change name of committee or name in bylaws?
- It is a long process but important to do it in one step rather than band-aid fixes over a period of time.

### **E. Convention – Julie Simon**

The committee has worked very hard and we want to thank them. Julie then took care of various housekeeping items for the convention. A full report will be submitted to next newsletter.

This is the first convention that has had corporate sponsorship. Dawn Sign Press was our biggest sponsor. Many thanks. They tripled their expected sales at this convention.

Total attendance at convention:

268 registrants

309 participants counting volunteers (over 41 Student Volunteers from Western Oregon State University)

5 countries other than the USA are represented:

3 Canadian Provinces

Mexico

Brazil – Spoken Language Interpreters

Australia

Germany

Christine Smith said we can entertain a motion from the floor for the next convention. No motions came forward.

#### **F. ESC**

No official meetings of the ESC since the chair resigned. The last report from this committee was printed in March Newsletter. The committee has not met since that time and we have no update from that committee.

#### **VII. Unfinished Business**

We have none, so we will move on to New Business

#### **VIII. New Business (Quorum Established)**

##### **A. Elections of New Officers**

Three uncontested positions: Pres, VP, Treasurer

These were approved by acclamation.

The Secretary position is contested so each candidate took a few moments to speak.

A question was raised by the Parliamentarian regarding an ethical conflict. A discussion ensued. The CIT bylaws do not prevent it, but members were encouraged to seriously consider the possible conflict of interest in electing Betsy Winston due to paid positions she held in the past and the position she holds now. Position she held and the position she is running for are not compatible. There is a potential conflict between the two positions. The issue at hand is that if someone has been in a paid position to do specific work that has now been brought to the Board for approval, it is a conflict if they are on the Board that approves the work they did as a paid contractor. Lynda Rimmel stated that if the membership elects Betsy Winston, her first motion as a board members will be to move that the secretary must remove herself from all Board votes regarding ESC/SSR issues.

Nancy Frishberg disagreed stating that it is not a conflict of interest for Betsy to be Secretary because she has worked as a volunteer of CIT for many years. Since she stepped down from the position a year ago there is no conflict of interest. She is ready to take a Board position.

It was discussed and the membership voted.

VOTE BY BALLOT

Ballots counted three times and Betsy Winston is named as Secretary.

## **B. Motions from Committee**

### Convention 2000 Bussiness Meeting Motion 1:

Moved (Betty Colonomos) and seconded (Theresa Smith) that

The CIT Board establish a Task Force and charge it with the following:

- Identify specific ways that ASLTA members can be actively involved in all processes meant to create standards for our profession
- Explore viable ways of elevating the standards of the profession including, but not limited to, the Self Study Review, forms of accreditation, teacher certification and the possible inclusion of multi-level approaches
- Make recommendations regarding financial and organizational management for the future of CIT and project a time line through 2010.

The CIT President will appoint Task Force co-chairs (one from CIT, one from ASLTA) who will then invite others to serve on the Task Force. Sub-committees of the Task Force could be charged with specific parts of this task which will allow for more focused analysis and synthesis.

The Task Force will communicate all developments and activities to the membership via a regular CIT newsletter column, direct mailings, and a report to the 2002 convention for membership feedback.

Discussion

Motion Passes

### Convention 2000 Bussiness Meeting Motion 2:

Moved (Nancy Frishberg) and seconded (Cathy Cogen) that

- a) the Standards Committee proposal entitled "Toward a Commission on Collegiate Interpreter Education" (CCIE);
- b) the draft accreditation policies and procedures manual; and
- c) other documents describing the accreditation process be posted to a web site accessible from [www.cit-asl.org](http://www.cit-asl.org) for a six month period starting no later than January 1, 2001 with opportunities for comment and discussion to gather broad-based constituent feedback.

*Proposed amendment: Rimmel/Forestal*

*That the data collected from the membership will be forwarded to the Task Force. Amendment passes.*

Motion Passes

Convention 2000 Bussiness Meeting Motion 3:

Moved (Cathy Cogen) and seconded (Janet Dobecki) that CIT take the necessary steps to complete the Self Study Review process for programs currently submitted and in progress according to the process defined in documents submitted to the Board by the Standards Committee, *assuring that Deaf CIT/ASLTA members will be raters*. This process will be completed within six months of receipt of a program's Self Study Review documents.

Discussion

Motion Passes

Convention 2000 Bussiness Meeting Motion 4:

Moved (Janet Dobecki) and seconded (Nancy Frishberg) that CIT sponsor at least one Self Study Review reviewer training with a minimum of 8 participants using open enrollment of CIT members in good standing and stakeholders from other appropriate entities.

Motion Withdrawn

Convention 2000 Bussiness Meeting Motion 5:

Moved (Nancy Frishberg) and seconded (Cathy Cogen) that CIT implement an open search to identify an appropriate review coordinator to bring the current SSR process to completion.

Motion is Moot

Convention 2000 Bussiness Meeting Motion 6:

Moved (Jes Julander) and seconded (Annette Miner) that The CIT Board continue to pursue a formal relationship with ASLTA.

Rationale: It is time for CIT to include all stakeholders in the process of training interpreters, accrediting programs, and providing service to our combined communities. With the two organizations working together, our ability to lobby, raise funding, and provide instruction to students of ASL and interpreting will improve.

Motion Passes

Convention 2000 Bussiness Meeting Motion 7:

Moved (Jes Julander) and seconded (Annette Miner) that, if feasible and appropriate, CIT and ASLTA join forces as one united organization.

Rationale: It is time for CIT to include all stakeholders in the process of training interpreters, accrediting programs, and providing service to our combined communities. With the two organizations united as one, our ability to lobby, raise funding, and provide instruction to students of ASL and interpreting will improve.

Motion Withdrawn

Convention 2000 Business Meeting Motion 8:

Moved (Melissa Smith) and seconded (Annette Miner) that The Standards Committee actively recruit and provide training to deaf CIT/ASLTA professionals on the SSR/Accreditation process to ensure that each three person SSR/Accreditation team include at least one deaf rater.

Rationale: The original motion for accreditation of interpreter training programs specified a minimum of 1 deaf of 3 total raters. This specification is not currently being met.

Pause – Time is running out to complete this motion.

Chair makes Motion to extend business meeting to 5:30.

Passes

All motions suspended until Resolutions passed

The following Resolutions were presented to the Membership:

### **RESOLUTION #1**

*Whereas*, the biennial Convention of the Conference of Interpreter Trainers is the main vehicle by which CIT members can share research and new teaching practices, exchange ideas, and obtain professional development opportunities, and;

*Whereas*, the Conference of Interpreter Trainers is committed to sponsoring high quality, informative Conventions, and;

*Whereas*, the Convention Chair and the Convention Committee Chairs and their Committee members have given generously of the time and energies to ensure a successful and stimulating convention.

*Therefore* be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the contributions of Julie Simon, Convention Chair, Annette Miner, Program Chair and her Committee; Julie Moore, Registration Chair and her Committee; Debi Duren, Equipment Chair and her Committee; Raymond Bateh and Sandy Scott, WA-ASLTA Liaisons, Kristi Winter, NW-ASLTA Liaison; Celene de Miranda and

Stacey McIntosh, Fundraising Co-Chairs and their Committee; Sandra Gish, Member at Large; Denise Marychild, Hospitality Chair and her Committee; Eileen McCaffrey, Exhibit Chair and her Committee; Angela Funke-Koetz, RID CMP/ACET Sponsor; and Bonnie Singer, Hotel and Banquet Chair and her Committee. To all of these individuals, we express our heartfelt gratitude.

CIT Board of Directors

## **RESOLUTION #2**

*Whereas*, the biennial Convention of the Conference of Interpreter Trainers is the main vehicle by which CIT members can share research and new teaching practices, exchange ideas, and obtain professional development opportunities, and;

*Whereas*, the biennial Convention of the Conference of Interpreter Trainers 2000 was greatly facilitated by the comfort, quality of service, and amenities provided by the Portland Downtown Marriott, and;

*Whereas*, the staff of the convention hotel have given generously of the time and energies to ensure a successful and stimulating convention.

*Therefore* be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the contributions of Brian Grove, Senior Event Manager and his staff and thank them for their vital role in the success of the 2000 CIT Convention.

CIT Board of Directors

## **RESOLUTION #3**

*Whereas*, the Biennial Convention of the Conference of Interpreter Trainers requires the efforts of many people, and;

*Whereas*, the Student Representatives have performed a multitude of tasks which have been instrumental to the 2000 Convention of the Conference of Interpreter Trainers, and;

*Whereas*, the Student Representatives have brought with them their individual talents, wisdom, character, humor, and willingness to serve, and;

*Whereas*, the Student Representatives, through their tireless dedication, enthusiasm, and commitment, have contributed to the success of the 2000 Convention of the Conference of Interpreter Trainers;

*Therefore*, be it resolved, the Board of Directors and the members of the Conference of Interpreter Trainers recognize the contributions of Ari-Asha Castalia and Sarah

Brannigan, Co-Chairs, Colleen Keating, Deidra Fuller, Todd Peterson, and Desiree Schlee.

CIT Board of Directors

#### **RESOLUTION #4**

*Whereas*, the Biennial Convention of the Conference of Interpreter Trainers requires the efforts of many people, and;

*Whereas*, the Convention Interpreters have facilitated communication throughout the 2000 Convention of the Conference of Interpreter Trainers, and;

*Whereas*, the Convention Interpreters, through their tireless dedication, enthusiasm, and commitment, have contributed to the success of the 2000 Convention.

*Therefore*, be it resolved, the Board of Directors and members of the Conference of Interpreter Trainers recognize the contributions of Gay Koenemann and Darcie Le Mieux, Co-Chairs, Ed Alletto, Paul Bert, Stephen Kimble, Jody Mayer, Jo Linda Powell Greenfield, Eric Scheir, Risa Shaw, and Amy Williamson-Loga.

CIT Board of Directors

#### **RESOLUTION #5**

*Whereas*, the Conference of Interpreter Trainers' newsletter, *CIT NEWS* is a vital information source for the organization, and;

*Whereas*, the publication of the *CIT NEWS* is an enormous undertaking for the newsletter staff, and;

*Whereas*, Myra Taff-Watson and Linda Stauffer have willingly given their time and energy to ensure its publication.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the contributions of Myra Taff-Watson and Linda K. Stauffer and express our heartfelt gratitude.

CIT Board of Directors

## **RESOLUTION #6**

*Whereas*, the Conference of Interpreter Trainers is committed to promoting high standards in the education of interpreters, and;

*Whereas*, the Conference of Interpreter Trainers is committed to advocating for research relevant to the practice and instruction of interpretation.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the contributions and dedicated efforts of the Nomination Committee, the By-Laws Committee, the Professional Development and the Editorial Committee.

CIT Board of Directors

## **RESOLUTION #7**

*Whereas*, the Conference of Interpreter Trainers is a membership organization and depends on our members for action motivation, growth, strength and vision, and;

*Whereas*, the 1998-2000 Conference of Interpreter Trainers officers willingly stepped forward to dedicate themselves to the leadership of CIT, and;

*Whereas*, in the past two years CIT has grown, prospered and been an effective professional organization under the leadership of these officers.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the valuable contributions of Christine Smith, Anna Witter-Merithew, Barbara O'Brian and Carolyn Ball and express our lasting appreciation.

CIT Regional Representatives

## **RESOLUTION #8**

*Whereas*, the Conference of Interpreter Trainers is a membership organization and depends on our members for action, motivation, growth, strength and vision, and;

*Whereas*, the 1997-1999 Conference of Interpreter Trainers Regional Representatives willingly stepped forward to dedicate themselves to the leadership of CIT, and;

*Whereas*, in those two years CIT has grown, prospered and been an effective professional organization under the leadership of these Board members.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the valuable contributions of and express our lasting appreciation to Cathy Cogen, Bern Jones, Julie Simon and Chris Skoczynski.

CIT Board of Directors

## **RESOLUTION #9**

*Whereas*, the Biennial Convention of the Conference of Interpreter Trainers requires financial support, and;

*Whereas*, the Conference of Interpreter Trainers seeks to provide suitable training materials, technologies, and mechanisms for increased sharing and learning, and;

*Whereas*, the monetary support of our corporate sponsors contributed significantly to the success of the 2000 Convention of the Conference of Interpreter Trainers.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the financial support, donations and contributions of Dawn Sign Press, Inc., Oregon Telecommunications Relay Service, American Sign Language Teachers Association, Oregon School for the Deaf, Sign Media/Linstock Press, Inc., and Silent Coors of Coors Brewing Co.

*Whereas*, the Biennial Convention of the Conference of Interpreter Trainers requires broad support by many agencies and institutions, and;

*Whereas*, many of the opportunities presented to Convention participants would not be possible without such support, and;

*Whereas*, the product and in-kind contributions of many institutions and organizations contributed significantly to the success of the 2000 Convention of Interpreter Trainers.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the product and in-kind contributions of Western Oregon University RRCD, Georgia Perimeter College, Portland Community College, American River College, Northwest ASLTA Chapter, Washington State ASLTA Chapter, Portland Oregon Visitors Association, Made in Oregon, Inc., Northwest Quilters, Mid-Valley Guild, Laura Peterson (Quilter) and Schreiner's Iris Gardens.

CIT Board of Directors

## **RESOLUTION #10**

*Whereas*, the Biennial Convention of the Conference of Interpreter Trainers is committed to making the participation of deaf members and supporters as effortless as possible, and;

*Whereas*, volunteer professional interpreters have graciously and generously given of their skills, time and effort to ensure the ease of hotel registration of deaf convention participants, and;

*Whereas*, these volunteers have contributed greatly to the success of the 2000 Convention.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers recognize the volunteer interpreting services of Tammy Fischer, Todd Agan, Melanie de Leon, Amy Fehrenbacher, John Severn, and Jill Bailey. We express our profound thankfulness.

Convention Committee

### **RESOLUTION #11**

*Whereas*, the Conference of Interpreter Trainers includes a substantial and rapidly growing number of members, and;

*Whereas*, the membership is central to the Conference of Interpreter Trainers, and;

*Whereas*, maintaining and updating a membership database is vital to the ongoing growth and strength of the organization, and;

*Whereas*, the efforts required to obtain and revise information regarding current CIT members is immense.

*Therefore*, be it resolved, the Board and members of the Conference of Interpreter Trainers gives special recognition to Kellie Mills-Stewart, Membership Chair, and her Committee and express our heartfelt gratitude for all their work.

CIT Board of Directors

### **RESOLUTION #12**

*Whereas*, the Conference of Interpreter Trainers depends on committee contributions for action and professional growth, and;

*Whereas*, the Conference of Interpreter Trainers is committed to the concept of accreditation to ensure and promote the quality of interpreter training programs, and;

*Whereas*, the Educational Standards Committee members have dedicated valuable time and energy toward the development of the Self Study Review and accreditation process.

*Therefore*, be it resolved, the members and Board of the Conference of Interpreter Trainers recognize and honor the dedication and hard work put forth by the present and past members and chairs of the Educational Standards Committee.

Motion to Accept all Resolutions as read by Melissa Smith and seconded by Annette Miner.

Pass

Motion 8 dies without vote due to loss of a quorum.

Quorum Lost

President calls an adjournment at 5:20 pm.

**Vice President's Report  
Anna Witter-Merithew  
CIT Convention – Portland  
October 2000**

**Responsibilities:**

- Report to membership regarding the implementation of motions passed at the last convention
- Board liaison to the ASLTA
- Board liaison to the By-Laws Committee
- Chair of Board Sub-Committee RE: convention opening ceremony
- Board liaison to convention interpreting process
- Forum preparation
- Assist the President in other duties

**Motions from the 1998 Convention**

There were three motions passed at the 1998 convention; send a bereavement card to JoAnn Dobecki Shopbell and Janet Dobecki, revise the by-laws to reflect that a motion can be passed by a simple majority of voting members, and close the meeting. All three tasks have been completed.

**Board Liaison to ASLTA**

- Point of contact for ASLTA
- Report activities to CIT and ASLTA Board
- Report updates to the membership
- Letter of agreement
- Participate in meetings
- Place reception
- Many thanks to Leslie Greer and members of the ASLTA Board

Recommendations: continue this effort, strengthen the collaboration, and begin formalizing working relationships with other organizations that share common goals.

**Board Liaison/Chair of By-Laws Committee**

- Select committee members
- Provide historical perspective
- Identify gaps
- Seek board, committee, and membership input
- Conduct meetings
- Assign committee tasks
- Present recommendations to the board and membership
- Many thanks to Randy McDavid and Lindsey Antle

Recommendations: prepare a special mailing to the membership discussing the historical context of the by-laws and proposing a series of changes, solicit

membership input, revise changes, submit a package of revisions to the membership for adoption

### **Chair of Board Sub-Committee**

- Arrange for meetings
- Synthesize suggestions
- Assign committee tasks
- Collect historical data
- Create timeline
- Participate in the implementation
- Many thanks to Todd Tourville, Barbara O'Brian, Lynda Rimmel, Carolyn Ball, Sharon Neumann Solow, Jona Maiorano, Linda Siple, Marina McIntire, Myra Taff-Watson, and Betty Colonomos.

Recommendations: incorporate changes to current record, solicit review by a larger group of members, and establish a position of historian to preserve the record.

### **Board Liaison to Convention Interpreting**

- Identify the chairs
- Review policies and procedures for selection and management
- Point of contact for the chairs
- Budget oversight
- Report to the board and membership
- Many thanks to Darcie LeMieux and Gay Koenemann and the convention interpreters!

Recommendations: incorporate the policies, procedures, and scheduling template into the CIT Handbook of Collective Wisdom

### **Forum Preparation**

- Assist in defining the format
- Collect historical data
- Organize historical data
- Participate in the forum preparation and implementation
- Many thanks to fellow board members

Recommendations: incorporate any changes to the current record, solicit review by a larger group of members, and establish a position of historian to preserve the record

### **Assist President**

- Proceedings storage and mailing
- Investigate 501 c 3 status
- Preparation of contract and organizational correspondence
- Business meeting preparation
- Other duties as assigned

Recommendations: appoint a committee to review and update the Collective Wisdom document, secure office space for the purpose of storage and to establish a permanent address, complete 501 c 3 application

Treasurer's Report submitted by Carolyn Ball

Conference of Interpreter Trainers

NET WORTH REPORT

As of 10/30/00

ASSETS

Cash and Bank Accounts

CIT Checking 12,687.94

CIT Money Mkt 86,228.73

Total Cash and Bank Acct. 98,916.67

Total Assets 98,916.67

LIABILITIES 0.00

OVERALL TOTAL 98,916.67