CIT Board Meeting Minutes
Sunday, August 16, 2026
3 pm PST / 4 pm MST / 5 pm CST / 6 pm EST

I. Roll Call

Attendance: Jenny Gough, Max Williamson, Carole Lazorisak, Jose Ovi Velasquez, Eileen Forestal
Excused Absence: None
Guests: Adrienne Baskins, Sophie Macey

II. Call to Order

The meeting was called to order at **3:11 pm PST/6:11 pm EST.**

III. Approval of Agenda for August 16, 2026 Board meeting

Approved

IV. Approval of Previous Meeting Minutes:

Link: June Board meeting June 2026 CIT Board Meeting Minutes

Vote: Passed

IV. Officer's Reports:

A. President's Report- *Jenny Gough*

- We are excited to announce that our 2026 Key Speakers have officially been revealed! On CIT's website, www.citsl.org
- We are now finalizing our presenter lineup and reorganizing the workshop schedule to accommodate scheduling limitations. The 2026 conference presenters will be announced very soon.
- Board nominations are now open and have officially been released along with new board positions: Three (3) Members at Large
- A **Call for Interpreters** will be released very soon. Stay tuned for details about interpreter opportunities for the 2026 CIT Conference.
- **Early Bird Registration ends August 31, 2026.** We encourage attendees to register soon to take advantage of the early bird rate.

- More exciting conference updates are coming soon as we continue preparing for the **2026 CIT Conference: Roots and Radiance**.

B. Vice President's Report

Position Vacant

- Temporary redistribution of duties in effect.

C. Interim Secretary's Report- *Eileen Forestal*

- ApprovedBoard meetings will be uploaded.

D. Treasurer's Report- *Max Williamson*

CIT Treasurer's Financial Dashboard

Monthly Comparison

July 10, 2026 vs. August 15, 2026

Financial Snapshot

Category	July 10	August 15	Change
Checking Account Balance	$270,399.85	$274,253.26	↑ $3,853.41 (+1.4%)
Total Revenue	$4,464.00	$9,349.00	↑ $4,885.00 (+109.4%)
Total Expenses	$2,238.64	$2,184.91	↓ $53.73 (-2.4%)
Net Financial Activity	$2,225.36	$7,164.09	↑ $4,938.73 (+221.9%)

Revenue Comparison

Revenue Source	July	July 11–Aug. 14	% of Current Revenue	Change
Conference Registrations	$3,670.00	$6,070.00	64.9%	↑ 65.4%
Memberships	$784.00	$2,104.00	22.5%	↑ 168.4%
Exhibitors	$0.00	$975.00	10.4%	↑ New Revenue

Job Postings & Advertisements	$0.00	$200.00	2.1%	↑ New Revenue
Sponsorships	$0.00	$0.00	0.0%	—
Webinars	$0.00	$0.00	0.0%	—
Total Revenue	$4,464.00	$9,349.00	100%	↑ 109.4%

Expense Comparison

Expense Category	July	July 11–Aug. 14	% of Current Expenses	Trend
CIT Board Travel & Conference Expenses	$500.00	$915.80	41.9%	↑
AMEX Annual Membership/Renewal Fee	$0.00	$895.00	41.0%	↑
Speaker Flight Ticket	$0.00	$346.81	15.9%	↑
Mailchimp Monthly Fee	$27.30	$27.30	1.2%	—
DIC5 & TSID Travel/Lodging	$1,621.50	$0.00	0.0%	↓
Conference Promotion/Postcards	$89.84	$0.00	0.0%	↓
Total Expenses	$2,238.64	$2,184.91	100%	↓ 2.4%

Current CIT Board Travel & Conference Expenses

Expense	Amount
CIT Board Flight Ticket & Additional Airline Charges	$674.40
CIT Board Mileage – DIC5 Conference	$182.40
CIT Board Meals – DIC5 Conference	$59.00
Total CIT Board Travel & Conference Expenses	$915.80

Note: The separate $500 CIT Board flight for the CIT Conference is not included in the current period because it was already reported in July.

Month-to-Month Overview

Checking Account Balance

July: $270,399.85
August: $274,253.26
↑ Increased $3,853.41 (+1.4%)

Revenue

July: $4,464.00
Current Period: $9,349.00
↑ Increased $4,885.00 (+109.4%)

Expenses

July: $2,238.64
Current Period: $2,184.91
↓ Decreased $53.73 (-2.4%)

Net Financial Activity

July: $2,225.36
Current Period: $7,164.09
↑ Increased $4,938.73 (+221.9%)

Financial Highlights

- Total revenue increased by 109.4% compared with the previous reporting period.
- Conference registrations remain CIT's largest revenue source at 64.9%.
- Membership revenue increased from $784.00 to $2,104.00.
- CIT received $975.00 in exhibitor revenue and $200.00 in job posting/advertising revenue.
- Total expenses decreased slightly by 2.4% compared with July.
- CIT Board travel and conference expenses totaled $915.80, representing 41.9% of current expenses.
- The AMEX annual membership/renewal fee totaled $895.00, representing 41.0% of expenses.
- Speaker airfare totaled $346.81.
- The Wells Fargo checking account balance increased to $274,253.26.

Bank Reconciliation Note

Based on the transactions listed for July 11–August 14:

Total Revenue: $9,349.00
Total Expenses: $2,184.91
Calculated Net Financial Activity: +$7,164.09

The Wells Fargo checking account increased from $270,399.85 to $274,253.26, an increase of $3,853.41.

There is a $3,310.68 difference between the listed net financial activity and the actual change in the checking account balance. Additional transactions, outstanding payments, deposits, or timing differences may need to be reviewed before the final board report.

E. Director of Professional Development's Report- *Carole Lazorisak*

- Working with conference planning and workshops for the conference
- #CITstory Project is being developed to collect brief videos from pioneers and others on what CIT means to them, etc.
- A spotlight interview are planned: August 19, Wednesday with co-authors of a newly published book

F. Director of Communication's Report- *Jose Ovi Velasquez*

- CIT Connections newsletter are sent out on almost a weekly basis to update CIT members on CIT and the upcoming 2026 CIT Conference in November.

V. Unfinished Business

There were no unfinished businesses.

VI. New Business

None

VII. Public Input, if any participants attending the Board meeting

VIII. Announcements

I. CIT Board Meeting:

- T.B.A.

II. **Conference of Interpreter Trainers (CIT):** November 4-7, 2026 in Albuquerque, New Mexico

III. **Any announcements of significance** (partnerships, recognitions, upcoming events)

IX. Adjournment: The meeting was adjourned at **3:43 pm PST/6:43 pm EST**

Conference Planning Meeting
Sunday, July 12, 2026

For JoJo

a. **NM DNO**
b. **Follow-up meeting with Catherine and Sarah**.
    i. Videos/TVs for ballroom only (conference schedule). Check with Sarah and Catherine
    ii. What's the status of the final conference schedule?

For Max

Conference Pamphlet

- Full Page (Color): $650 - $750 (10 pages)
- Half Page (Color): $430 - $500 (10 pages)
- Quarter Page (Color): $ No offer on this one.
- Business Card Size (Color): $ (various - depend if want to print business card each)

For Carole, Eileen, Max and Jimmy

- Sponsorship and follow up with any companies?
- Donation (check in with Shanda for ASL video)
- Call for Interpreters- When?
- Presenters and Poster Presenters- Result and How many? and Community
- Awards- How things go? (Before July 30, 2026)
- Silent Auction items

Closed Meeting Agendas

1. **(ALL CIT Boards) Revisit Contracts**
    c. Shanda Miller- Increase to $?
    d. Lana- $3,000
    e. JoJo- $1,500
    f. Emma- $?
    g. Lev- $750-$1,000?
2. **(Follow up with Max) Thank you gifts** for Lana and Shawn- $250 each
3. **(All CIT Boards)** TSID MOU- CIT Boards need to review TSID MOU asap.
Link:
https://docs.google.com/document/d/1EplHoAuElkc8zmb_pOX7-rZxX7ArY8X9mHXNDtlS4-4/edit?usp=sharing
4. **(ALL CIT Boards) Silent Auction Funds:** The funds be contributed to PAH and DHH
5. **Basics of Donor Development Training**- May 21st at 11 am PST via Zoom- Should CIT Board join?

h. Conferences- CIT Representative

i. TSID June 18-21 in San Antonio, TX- **Jenny**
    1. The CIT Boards will oversee the conference and prepare for the 2028 CIT Conference.

ii. DIC 5 June 22-26, 2026 in Northridge, CA-
Jenny, Max, Eileen and Ovi

Follow Up: already in May 3 Board minutes

Motion #1

Motion to Terminate Hosting Services Agreement

Motion:
Max moves that the Board approve the termination of the website hosting services agreement with Matthew Moore and David Long, MSM LLC, effective today, February 6, 2026 and authorize the transition of hosting services to an alternative provider to Bluehost.

Rationale:
After review of current organizational needs and service alignment, the Board has determined that ending the existing hosting arrangement is in the best interest of the organization. This action allows for restructuring, cost evaluation, and/or alignment with updated technical and operational goals.

Moved: Max
Seconded: Carole

Status of Motion:

Approved
Not Approved
Tabled

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Motion #2:

Motion to Approve One-Time Website Migration Fee

Motion:
Max moves that the Board approve a one-time payment to Bluehost, in an amount not to exceed $150, for website migration services to transfer all hosting files and content from the current provider to the new hosting platform and ensure proper consolidation of all website assets.

Rationale:
To facilitate a smooth transition from the current hosting provider, a professional migration service is required to securely transfer all website files, databases, and related content. Utilizing Bluehost's migration service will help assure technical accuracy, minimize downtime, and confirm that all digital assets are properly consolidated in one location. The cost is a one-time fee and remains within budget.

Moved: Max
Seconded: Ovi

Status of Motion:
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Approved
Not Approved
Tabled

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Motion #3:

Motion to Approve One-Time Website Migration Fees

Motion:
Max moves that the Board approve a one-time payment to Bluehost, in an amount **not to exceed $300**, for website migration services to transfer all hosting files and content from the current provider to the new hosting platform and assure proper consolidation of all website assets.

Rationale:
To facilitate a smooth transition from the current hosting provider, a professional migration service is required to securely transfer all website files, databases, and related content. Utilizing Bluehost's migration service will help ensure technical accuracy, minimize downtime, and confirm that all digital assets are properly consolidated in one location. The cost is a one-time fee and remains within budget.

Moved: Max
Seconded: Eileen

Status of Motion:
Approved
Not Approved
Tabled

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Motion #4:

Motion to Approve Purchase of Bluehost Hosting Services

Motion:
Max moves that the Board approve the purchase of Bluehost hosting services for www.citsl.org and www.citconf.org for a four-year term, in an amount **not to exceed $500**, which includes website hosting, customer service support, and integration support for Google Workspace.

Rationale:
To assure stable, secure, and centralized website management, the organization will transition to Bluehost for hosting services. The four-year term provides cost savings compared to annual renewals and includes customer service support to assist with technical needs, website

maintenance, and Google Workspace integration. This investment supports organizational operations, communication, and long-term digital stability.

Moved: Max
Seconded: Carole

Status of Motion:
Approved
Not Approved
Tabled

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Formal Notice of Termination of Hosting Services

February 6, 2026

Dear Matthew Moore and David Long, MSM, LLC,

This letter serves as formal notice that the organization is terminating the current website hosting services agreement with MSM LLC,, effective today, February 6, 2026.

After careful review of our operational and technical needs, we have decided to transition to a new hosting provider. As a result, we will no longer require hosting or related services under the existing agreement beyond the effective termination date.

Our new hosting provider will be handing the mirgration and transfer of all website files to the new hosting platform. To faciliate this process, we require full administrative accounts, databases, domain settings, and control panel credentials.

Please confirm receipt of this notice and provide the requested access information at your earliest convenience to assure a smooth and secure transition.

We truly appreciate the services that have been provided and thank you for your support during this transition.

Sincerely,

Max Williamson

2. New Motions?

Motions:
https://docs.google.com/document/d/1MNF0rLGop5bgq9xMS3ggZX9_M1Enlmi9qh15UUXpJMg/edit?usp=sharing
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CIT Board Motions Table

Link:

https://docs.google.com/spreadsheets/d/1okXMrjbr9U6f3sNkjAK4rsDAoT4lry7LCeI-LRz5dFM/edit?usp=sharing