



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Face-to-Face Board Meeting Minutes

Saturday, October 21, 2017

Time: 8:00 am - 7:03 pm MST

1. Roll Call

Arlene Garcia, Interim President

Jenny Gough, Vice President

Raychelle Harris, Secretary

Daniel Heinze, Treasurer (departed 2:30 pm and returned 3:45 pm to drop off the trainer)

David Martin, Communications Director

Daniel Gough, Advocacy Co-Director

Jason Zinza, World Languages Director

Amy June Rowley, Evaluation Director

Tim Riker, Advocacy Co-Director

Rayburn Boland, Heritage Language Co-Director

Janice Smith-Warshaw, Professional Development Director

Beatrice Pfaff, Chapters/Regions Director

Invited Guests (4)

E. Lynn Jacobowitz, Past President (8:00 am - 8:15 am)

Mark Ramirez, Social Justice Trainer (8:00 am - 2:30 pm)

Joshua Beckman, Parliamentarian (3:00 pm - 4:00 pm, then on stand-by via FaceTime for additional inquiries from small groups)

Kristine Hall, 2019 Conference Chair

Excused Absence (1)

Petra Horn-Marsh, Heritage Language Co-Director

2. Meeting called to order at 8:00 am MST

3. E. Lynn Jacobowitz, Past President welcomed the board to our first face-to-face meeting through FaceTime. She shared some stories about her presidency. She had her organization at that time distribute lapel pins, t-shirts, a foldable calendar, and invested heavily in L1 development. The board meetings would be hosted at Deaf Schools to save money on lodging

and hosting costs, and support Deaf Schools. She emphasized the importance of giving back to ASLTA members. She also emphasized the importance of regional/chapter involvement in legislation, giving teeth/enforcement by investing more focus on K-12 licensing and regulation, rather than on college ASL teacher hiring practices which do not have much power or control at the college level. She also recommended that we focus on priorities, and not try to do everything at once. Focus on changing and improving the system, and this is the hardest part of being a non-profit organization board member. For instance, evaluation, testing, certification should be revised every three years to keep things up-to-speed. She then opened to the audience for questions.

4. Mark Ramirez, Social Justice Trainer began his training at 8:30, which included a working lunch and concluded at 2:15 pm. His training included information about prejudice, discrimination, and oppression. We went through all types of -isms, including but not limited to racism, sexism, ableism, classism, heterosexism, cisgenderism, neurotypicalism, audism, and vidism. We also learned about how all those -isms intersect, and create different experiences for everyone (Crenshaw, 1991). Ramirez also created roundtable questions for all of us to think about particularly about ASLTA and the -isms we may inadvertently or intentionally promote as an academic, non-profit organization.

5. Arlene Garcia, Interim President led a wrap-up discussion from 2:30 to 3:15 pm regarding the social justice training, then we transitioned to discussing the remaining hours of the weekend board retreat - what priorities we need to focus on, and establishing small working groups.

6. Joshua Beckman, Parliamentarian joined us via web conferencing (appear.in) to discuss the history of parliamentary procedure in ASLTA. He shared that he joined the board as a parliamentarian during Summer of 2015 during the national conference. He said when he joined, the board did not have protocols in place, and while that was an advantage in some ways, it also provided a disadvantage in many ways as well. There were questions from the board regarding the approved motions during the 2017 national conference, including the infrastructure changes, which were approved by the members, which will require the bylaws to be updated accordingly and this update must be shared with the members. The infrastructure changes were predominantly influenced by the collaboration between ASLTA and ASL Round Table (ASLRT). The representatives on ASLTA side prior to the 2017 conference were Amy June Rowley, Arlene Garcia and Ben Lewis (who was later replaced by Janice Smith Warshaw after the 2017 conference). The representatives on the ASLRT side were Roby Osbrink, Rayburn Boland and Petra Horn-Marsh. Their discussions resulted in the new proposed infrastructure that was passed by the board prior to the national conference, and then again during the national business meeting for members. Confusion ensued regarding the bylaws, which were not updated at that time to reflect the new infrastructure. Further, there were a few protocols that directly conflicted with the new infrastructure, e.g. the requirement that all board members be certified, when certification is predominately for L2/World Language members, and to subject Heritage Language board members to this process did not seem fair, especially when they already pursued state-level K-12 teaching certifications. The question remains - what

parliamentary procedures were inadvertently overlooked when the members had the new infrastructure passed without updating the bylaws and coordinating the requirements of each position according to the new infrastructure? What do we need to do in the meantime? Beckman explained that with us piloting the new infrastructure, we are responsible for revising the bylaws - and that there is technically no deadline for this, but the board members talked about presenting the revision to the members at least 6 months before the 2019 national conference for feedback and revisions before the bylaw revisions can be voted on during the conference. Beckman kept on reassuring us when we inquired as to which bylaws we may have violated, that we have not violated any.

7. Interim President, in wrapping up this meeting with Joshua Beckman, parliamentarian, what are the next steps? Board members brainstormed next steps, including a video by Beckman explaining the process involved, and a timeline of what happened as well as an explanation of each step. Small groups divided up to work on their assigned tasks from 4:00 to 4:45 pm.

8. Interim President and Parliamentarian had everyone group up at 4:50 to discuss results of each group's discussions. The first group was responsible for investigating where and when the infrastructure changes were proposed and passed. It was discovered in the July 2017 ASLTA National Professional Development Conference Business Meeting, as a narration by the Vice President at that time at the start of new Business. It was determined that the meeting minutes weren't taken down correctly, and because of this, we referred to previous board members who were present at the meeting to help clarify the meeting minutes. Parliamentarian responded saying that since the meeting minutes have not yet been reviewed and approved by the board, we can still clarify aspects that were incorrectly taken by the secretary at that time based on the board members who were there. Parliamentarian clarified that the meeting minutes should not include the discussion, but must include all the motions made, the results of each motion, and possibly the rationale of the motions (if appropriate). So the July 2017 ASLTA NDPC business meeting minutes will need to be edited, reviewed and approved by the board before releasing it to the members for their review. It was recommended that the board check with CIT (Conference of Interpreter Trainers), RID (Registry of the Interpreters of the Deaf), ADWAS (Abused Deaf Women's Advocacy Services), DWU (Deaf Women United) as to how they take their meeting minutes and establish a template for ASLTA.

9. Communications Director, David Martin represented the next group and started reporting the results of his group's discussion at 5:05 pm. He wanted to explain the roles and responsibilities of the Communication Director. The position is elected by the organization, which has been successfully completed at the 2017 NDPC conference, voting David Martin in the position.

Previous Name: Member-At-Large

New Name: Communications Director

- a) Primarily elected by members
- b) Moderates and disseminates organization news through social media
- c) Sends out e-blasts with announcements from the board and affiliates

- d) Coordinates newsletter releases quarterly
- e) Act as a mentor to newly-elected Communications Director for one year after the term of the office has ended

10. Heritage Language and World Language Directors, Rayburn Boland (and Petra Horn-Marsh) and Jason Zinza - Rayburn represented the next group and started reporting their group's roles and responsibilities at 5:30 pm.

New Position: Heritage Language Director

- a) Primarily elected by members
- b) Ensure MOU between ASLTA and ASLRT is in compliance by both organizations
- c) Oversees ASLRT, then ASLRT works closely with ASL Curriculum, Instruction and Assessment (ASL-CIA), and annual ASLRT conferences
- d) Work with World Language Director on conference and professional development
- e) Develop ASLRT MOU annually with schools who host ASLRT conference
- f) Work with Professional Development Director on hours of earning CEUS/credits for their certification
- g) Work with Evaluation Director to develop levels of certifications for Heritage Language teachers, ASL specialists, and others that work in Deaf/HH schools or maintaining programs.
- h) Manage three banking accounts for HL/ASLRT: i) ASLRT general fund ii) ASL CIA fund and 3) Amy E. Hile Memorial Scholarship
- i) Act as a mentor to newly-elected Heritage Language Director for one year after the term of the office has ended

New Position: World Language Director

- a) Primarily elected by members
- b) Advocate for the needs of members teaching ASL as a world language, with emphasis on K-12 environments.
- c) Serve as a liaison between ASLTA and ACTFL.
- d) Oversee the budget and operations of the ASL Honor Society program.
- e) Coordinate with the Director of Professional Development and the ASLTA Professional Development Conference chair to meet the continuing education / training / workshop needs and interests of K-12 teachers.
- f) Direct the national ASL standards committee and other K-12 ad-hoc committees (such as the ASL Can-Do Statements committee).
- g) Oversee development of ASLTA's national ASL standards (in collaboration with ACTFL).
- h) Facilitate communication of K-12 member needs and concerns to the ASLTA Board in the areas of policy development, professional needs, teacher licensure, etc.
- i) Serve as the primary point of contact for K-12 questions / comments / problems.
- j) Serve as the primary point of contact regarding the Seal of Biliteracy
- k) Act as a mentor to newly-elected World Language Director for one year after the term of the office has ended

11. Chapter/Regions Director, Beatrice Pfaff began her group's discussion at 5:40 pm and described her roles and responsibilities. There are currently 15 active chapters in the United States.

Previous Name: Chapter Coordinator

New Name: Chapter/Regions Director

- a) Primarily elected by members
- b) Meet with five regional representatives
- c) Meet with state chapters
- d) Moderate and plan regional conferences
- e) Maintain compliance with chapter bylaws
- f) Work with Professional Development Director in managing professional development standards and guidelines
- g) Work closely with Treasurer on ensuring chapter officers/members have paid their organizational and membership dues
- h) Work closely with Advocacy Director for state legislation matters
- i) Act as a mentor to newly-elected Regional/Chapter Director for one year after the term of the office has ended

12. Advocacy Co-Directors, Tim Riker and Daniel Gough began their group's discussion at 5:50 pm and described their roles and responsibilities.

New Position: Advocacy Director

- a) Primarily elected by members
- b) Work closely with the Regional/Chapters Director to involve chapters and members in advocacy efforts, including maintaining point of contacts for each state and territory.
- c) Work closely with the Communications Director to communicate advocacy alerts and other information related to advocacy with the members and the public, including providing updates for the newsletter.
- d) Coordinate with the board to support advocacy efforts
- e) Develop community relationships related to language rights advocacy on local and national levels.
- f) Act as a mentor to newly-elected Advocacy Director for one year after the term of the office has ended

13. Professional Development Director (Janice Smith Warshaw) and Evaluation/Certification Director (Amy June Rowley) began their group's discussion regarding their roles and responsibilities at 6:00 pm.

Previous Name: Professional Development Coordinator

New Name: Professional Development Director

- a) Primarily elected by members

- b) Responsible for coordinating all professional development activities such as face-to-face or online workshops/training, and maintain resource list of presenters and topics for both Heritage and World Language.
- c) Works closely with the Regional/Chapters Director.
- d) Works closely with the National Professional Development Conference Chair to ensure effective conference plannings.
- e) Serves as a mentor to the newly elected Professional Development Director for one year after the term of office has ended.

Previous Name: Evaluation & Certification Chairperson

New Name: Evaluation & Certification Director

- a) Appointed by the Board
- b) Provide all leadership and responsible for the training of the evaluation and certification system as well as supervision of the evaluators
- c) Administer GoReact site
- d) Send out advocacy situations when person applies
- e) Write letter for all candidates upon fail, re-evaluation or pass.
- f) Supervise the evaluation office and assistant
- g) Act as a mentor to newly-appointed Evaluation & Certification Director for one year after the term of the office has ended

14. Vice President (Jenny Gough) and Treasurer (Daniel Heinze) began their group's discussion regarding their roles and responsibilities at 6:10 pm.

Position Name: Vice President

- a) Primarily elected by members
- b) Preside in the place of the president's office whenever needed, (i.e. in case of absence in case of absence, resignation, death or delegation of the authority by the President.)
- c) Manage the Information, Policy, Procedures, and Guidelines (IPPG)
- d) Leads the Bylaws committee
- e) Liaison to ad hoc committees
- f) Act as a mentor to newly-elected Vice President for one year after the term of the office has ended

Position Name: Treasurer

- a) Primarily elected by members
- b) Responsible for maintaining accurate financial record and works with Chair on audit procedure
- c) Consult on fiscal management and fundraising efforts on state/local and national levels
- d) Prepare the budget report for every fiscal year
- e) Prepare monthly financial reports share with board during regular Board meetings.
- f) Work with organization CPA to ensure that we are in compliance and report our activities for tax purpose yearly basis, and maintain record of tax exempt status in the state where the biennial conference occurs.

- g) Responsible for working with Bookkeeper in processing financial transactions and maintain transaction record to all ASLTA banking and investment accounts.
- h) Communicate with board members for major-bank related decision making
- i) Treasurer shall have the certification at least certified level from ASLTA. If the treasurer have not yet received the certification by the appointment date, the treasure will have one year to obtain ASLTA's certified level certificate from the date of appointment date.
- j) Maintain our article of incorporation registered by paying dues though our registered agent.
- k) Act as a mentor to newly-elected Treasurer for one year after the term of the office has ended.

15. Interim President (Arlene Garcia) and Secretary (Raychelle Harris)' roles and responsibilities are as follows:

Position Name: President

- a) Primarily elected by members.
- b) Attend and lead all Board meetings of the organization including the preparation of the agendas and review of the minutes.
- c) Responsible for the oversight of all Board of Directors' and committee chairs' duties, roles and tasks.
- d) Responsible for the outcome of the entire organization's strategic planning.
- e) Communicates with Executive Board and entire ASLTA Board, including their committees, on regular basis.
- f) Provide President report on behalf of the ASLTA organization as needed and reviewed/approved by ASLTA Board.
- g) Write letters on behalf of the ASLTA organization as needed and approved by ASLTA Board.
- h) And act as a mentor (and Ex-Officio) to the newly elected President for one year after the term of office has ended.

Position Name: Secretary

- a) Keep accurate and complete minutes of all meetings of the organization and the Board of Directors;
- b) Maintain a record of all documents and files belonging to the organization;
- c) Work with Communications Director on newsletter content;
- d) Conduct the general correspondence of the organization;
- e) Notify each member of the Board regarding the location and time of Board meetings of the organization;
- f) Inform the membership regarding the location and time of the National Business meeting;
- g) Within 10 days of any meeting, share minutes of previous meeting with the Board;
- h) Post approved Board meeting minutes on ASLTA website for members;
- i) Follow guidelines for recording of minutes as approved by the Board;

- j) And act as a mentor to the newly elected Secretary for one year after the term of office has ended.

16. Interim President then started at 6:20 pm, discussing the frequency and duration of our video conferencing meetings and the purpose of using various software apps to communicate with each other (e.g. GroupMe, MarcoPolo, Canvas, E-mail, Zoom Video Conferencing and more).

Meeting Frequency/Duration: We will meet every two weeks for now, until the number of tasks taper off, then we can return to monthly meetings. We will meet Sundays, 7 pm Eastern/4 pm Pacific for a minimum of one and half hours, starting Sunday November 5th.

Online/Face-to-Face Meeting: The purpose of this is for motions to be made. No motions are to be made elsewhere (e.g. MarcoPolo, GroupMe), but for emergency motions, we can do it via ASLTA email.

Facebook: This is a new endeavor- and Communications Director will set up a group for the ASLTA board to use - we will see how this software fits our needs.

MarcoPolo: This will be only used for emergency notifications/questions/dialogue that need to be answered by certain board members.

GroupMe: This will be used for basic texting/communications as needed.

17. Interim President discussed tomorrow morning's agenda, which involves taking pictures and videos of each board member to update the website. This will start at 8 am sharp, and be done alphabetically (last name). From 9 to 10:30 am, Parliamentarians will be joining us to give a workshop on how to facilitate meetings. From 10:30 to 12:30 pm we will discuss strategic plan and budget. We will have to complete the agenda by 3 pm to allow board members to travel to the airport to fly back home..

MEETING ADJOURNED 7:03 pm MST

Meeting minutes respectfully submitted by secretary Raychelle Harris

Action Items:

- 1) Communications Director will work with previous board member, Andrew Bottoms, in receiving access to National ASLTA board instagram. He will also research newsletter formats and communicate requirements to the board.
- 2) Advocacy Co-Directors will work with World Language Director in ensuring their responsibilities do not overlap.
- 3) Professional Development Director proposes to create a board position for NDPC 2019 chair Kristine Hall. Continue to explore this possibility by initiating dialogue with other national organizations.
- 4) Interim status of the President will need to be discussed and determined during the November 5th online meeting.

- 5) Treasurer will send out monthly reminders regarding our hourly work done/reporting needs.
- 6) A discussion regarding website history, maintenance and changes will be needed ASAP.