



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Face-to-Face Board Meeting Minutes

Sunday, October 22, 2017

Time: 9:15 am - 3:15 pm MST

### 1. Roll Call

Arlene Garcia, Interim President

Jenny Gough, Vice President

Raychelle Harris, Secretary

Daniel Heinze, Treasurer

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 (3)

Leslie Greer, CIT President (9:15 am - 10:30 am)

Jessica Bentley-Sassaman, CIT Secretary (9:15 am - 10:30 am)

Kristine Hall, 2019 Conference Chair

### Excused Absence (1)

Petra Horn-Marsh, Heritage Language Co-Director

### 2. Meeting called to order at 9:15 am MST

**3. Leslie Greer, President and Jessica Bentley-Sassaman, Secretary**, introduced themselves to us. Both of them are Conference of Interpreter Trainers (CIT) board members. They presented about how to run an effective meeting.

### Summary of their presentation is as follows:

**Meeting Agenda:** They showed a list of responsibilities the President and the Secretary has before starting a meeting. The preparation of the agenda is very important, and is done a week before the meeting. The first thing on the agenda is roll call, and the difference between an excused absence is communication between the person missing the meeting and the President/Secretary, so they are aware. If a board member misses three straight meetings, the

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board member is automatically removed. Everyone is documented - their arrivals and departures. Guests must be listed. However, when it is a public business meeting, the PowerPoint slides themselves *are* the agenda, so no paper copies or distribution needs to be made. Meetings are usually 2 hours long, and their goal is to end meetings within 2 hours, for the full month. The secretary sends out the meeting minutes of the previous meeting, and the board members are responsible for looking at the agenda and meeting minutes simultaneously on their computers. Effective communication is very important - this is achieved when there is clear meeting objectives. People need to show up dressed well, rested and having done their “business” so they can stay the full meeting. It is easy to start discussing off-agenda items such as when four members will be landing at the airport or so on - it is important the board asks that kind of off-agenda tasks be discussed after the meeting.

### **Board Meeting Notes vs. Business Meeting Minutes:**

Example: <http://www.cit-asl.org/new/september-6-2017-board-meeting-minutes/>

**Board Meeting Notes:** All of the amendments are “friendly”. If a board plans to make a motion that involves money from ASLTA, the member needs to check with the Treasurer prior to the meeting the fiscal impact on the budget, then present their findings along with their motion and rationale. Adjourning the meeting at the end of the day during a 3-day conference is not needed, but at the end of the the face-to-face weekend meeting.

**Business Meeting Minutes:** CIT showed their Business Meeting Minutes

Example: <http://www.cit-asl.org/new/draft-2016-business-meeting-minutes/> and explained that it is considered DRAFT until the next Business Meeting (which is usually the following year at the next conference). Once the meeting minutes are approved, rename the file/paper as approved. The secretary, completes the meeting minutes the same day, and has at least three active ASLTA members to review and make corrections to the meeting minutes. Those three will need to show up at the next business meeting to make a motion to approve the minutes. Those kinds of meetings are more structured and follows Robert’s Rules of the Order more closely. This meeting involves three laminated index cards - red, for members who oppose, green, for members who support, and yellow for point of information. CIT President and Secretary suggested that we have a fourth card identifying the certified members in the audience, as only certified members can vote on matters of certification. Preparation is key - a list of all members and their certification status needs to be prepared before the meeting. Both CIT presenters said that they do not support having proxy votes (people who cannot attend ask someone else to vote for them) as those are extremely difficult, if not impossible to track. CIT did test online voting during their conference in Portland, and it was a disaster. They are willing to consider online voting, but this must require money to fund.

**Managing Business Meetings:** CIT strongly recommends that there is a website submission form for members to send their motions at least 24 hours in advance. This web submission form goes straight to the secretary, who then copies and pastes everything in one form during the business meeting. There is a “Standing Rules” document that CIT uses to manage Business Meetings. They showed their motion form which includes the motion, rationale, fiscal impact, motion maker name and motion seconded name. This cuts down on time wasted. If the motion maker is not present at the meeting, this motion is moot. Their website is moderated by Douglas Bowen-Bailey, and they use DeafVision as their web developer. They are willing to work with us on how to use the website. As for the quorum - the number of people who show up is the quorum, then from there everything requires a minimum number of votes in order to pass (or fail) based on the quorum. The president determines which announcements at the end

of the meeting are suitable for the Business Meeting (e.g. announcing that your daughter is selling Girl Scout cookies is not).

**Conference Registration:** CIT presenters proposed that we consider accepting “CIT or ASLTA membership” for reduced conference rates at either CIT or ASLTA conferences. CIT board do not need to be ASLTA members and ASLTA members do not need to be CIT members for reduced conference rates. This is an example of a point in the *Memorandum of Understanding* (MOU) document for the potential CIT & ASLTA partnership. Or a potential CIT & ASLTA joint membership. At the previous ASLTA conference, there were about 25 CIT members attending.

**4. Kristine Hall, 2019 National Professional Development Conference Chair** presented about the upcoming conference. She explained the purpose of the 2019 conference logo - which involves two hands overlapping on each other (for tactile communications), and palm trees which represents San Diego. There are three backgrounds, burnt orange, chartreuse and mint. They hosted a very large fundraiser, “The Bicentennial” hosted at DawnSignPress (DSP), which also celebrated Lawrence Fleischer’s contributions. DSP has been a very staunch supporter of the Southern California ASLTA chapter. Original plans were to host the conference at California School for the Deaf, Riverside (CSDR), but they couldn’t due to liability issues. The chair hopes to have a youth program/camp a week before the ASLTA conference for Deaf children. There are many amazing ideas such as having youth learn how to become Daily Moth reporters, and having the youth program participants meet with and introduce presenters at the ASLTA conference. Some people brainstormed ideas including contacting D-PAN about their involvement. The chair hopes to add another position to the ASLTA 2019 committee called “Accountability” chair so that position would do image/video descriptions and arrange interpreters during the conference and so on - this idea came from Deaf Women United (DWU). The conference will have permanent rooms assigned to tracks such as Heritage Language, World Language, K-12, and so on. The chair is working with several private entities to sponsor keynote presenters, luncheons and awards/gifts during the conference program. She is trying to make it a mutual benefit for the Deaf businesses (generating more revenue for them) and having them help cover some of ASLTA expenses. We raised concerns about making sure we recruit a very, very large group of presenters, and having a strong screening committee. There needs to be a sample submission for workshop presenters. Some brainstormed ideas on evening entertainment (e.g. silent auction by Marilyn Smith) and collaborating with San Diego ASLTA on various tasks. We were concerned about interpreting/access services at the conference. CIT seems to be willing to provide international interpreting. Some CDIs are willing to do pro bono interpreting in exchange for free conference registration (but this was not allowed in Utah 2017 due to licensing regulations), so the committee will need to do some research.

**5. Daniel Heinze, Treasurer** shared the ASLTA September 2017 through August 2018 Fiscal Year budget. Then the Treasurer showed us how to log in QuickBooks and submit our monthly reports. Daniel then showed us the *Travel Request and Reimbursement Form*. He asks that we all fill out the anticipated/estimated expenses and submit to him in advance, so he can anticipate the fiscal impact on the ASLTA budget. This is especially useful if we are making motions that include travel expenses. We need to make sure our purchases include itemized receipts.

**6. Interim President Arlene Garcia** shared the ASLTA 2015 - 2017 Mandates and Priorities with the board. During our lunch meeting, we will be reviewing and discussing this in more detail. Before we do that, we will be photographed and filmed. During the filming process, we state our name, role on the ASLTA board, explain where we are from or where we live in, where work at, and mention a quote near the end. *Update:* Unfortunately all photos and videos taken were blurry and we have to redo them remotely.

**Interim President Arlene Garcia** had us review two documents: 1) The July 2017 ASLTA National Professional Development conference business meeting motions made. Here are the updates below:

<b>2017 National Professional Development Conference Business Meeting Motions</b>		
<b>Motion #</b>	<b>Summary</b>	<b>Action</b>
#1	ASLTA & CIT collaboration	Pending MOU from CIT
#2	Name change to ASLSPA	See following motion
#3	Refer name change to Board	On next meeting agenda
#9	Board receive cultural competency/sensitivity training	Completed
#10	Task force for K-12/Postsecondary ASL hiring practices	Heritage/World Language/Advocacy Directors will meet
#11	International Baccalaureate (IB) and Advanced Placement (AP) ASL option	World Languages Director will develop taskforce membership criteria; then invite members to join taskforce on this topic
#12	ASLTA Logo contest	Refer to Heritage Language Co-Directors and President, report to board during 2nd meeting in November
#13	Ohio ASLTA conference as next conference 2021 site	Passed; PD will follow up with Ohio ASLTA board on progress
#14	Not a motion, but an answer to a question from the floor regarding information about the proposed bylaw changes	This information will be included in the National Board retreat update in a mass email to members this week

We then revisited the ASLTA 2015 - 2017 Mandates and Priorities document and went through all of the mandates and below is the update for each:

<b>Mandate</b>	<b>Action</b>
#1: Establish ASLTA Home Office	Pending CIT MOU; explore possible sites
#2: Support Deaf children's access to ASL as a human and language right	On-going; next steps include revisiting ASLTA mission to ensure this is included

#3: Advocate for higher standards in teaching of L2 ASL	Advocacy Co-Directors will explore this
#4: Implement and transition to new ASLTA Evaluation system	Completed
#5: Re-name, expand and reform ASLTA organization structure	In progress; refer to Vice President/Bylaws committee

### **MEETING ADJOURNED 3:30 pm MST.**

Meeting minutes respectfully submitted by secretary Raychelle Harris.

#### **Action Items:**

- 1) Secretary needs to collect PowerPoint presentation attachment from the CIT President/Secretary to go with the meeting minutes.
- 2) Vice President needs to check bylaws to see if our bylaws include proxy votes and to revise bylaws to exclude proxy votes.
- 3) Secretary needs to contact Wendy Wiatrowski, conference planner, to see what her conference planning fees are, just as an inquiry for future possibilities
- 4) CIT will be sending us their proposed MOU shortly.
- 5) ASLTA 2019 chair will reach out to The Daily Moth/Convo for a The Daily Moth Jr. version during the Youth Program.
- 6) Heritage Co-Director suggested that ASLTA 2019 chair consider contacting Dr. Laurene Simms as she tends to host a Early Childhood workshop during the last few weeks of June.
- 7) Executive Board will explore new webmasters
- 8) A motion to is needed to remove MetroFax monthly expenses at the next meeting.
- 9) ASLTA logo - we don't have a copy of that, and we need to determine if we want to keep the logo for our t-shirt/vest orders.
- 10) Chapters & Regions Infrastructure will be discussed November 5th meeting
- 11) All board members need to do three things:
  - a) Headshot- outdoor/black top
  - b) Video - outdoor/black top, narrate name, ASLTA board position, where reside, occupation and a few words
  - c) Review/approvement National Board Retreat wrap-up announcement by Friday