



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes  
Tuesday, August 8, 2017**

**Time: 9 PM [EST], 8 PM [CST], 7 PM [MST] & 6 PM [PST]**

## **1. Roll Call**

Keri Brooks, President  
Jenny Gough, Vice President  
Daniel Heinze, Treasurer  
Raychelle Harris, Secretary  
Tim Riker/Daniel Gough, Advocacy Co-Directors  
David Martin, Communications Director  
Janice Smith-Warshaw, Professional Development Director  
Rayburn Boland, Heritage Language Co-Director  
Jason Zinza, World Language Director  
Kristine Hall, 2019 Conference Chair

## **Excused Absences (3)**

Beatrice Pfaff, Chapters/Regions Director  
Petra Horn-Marsh, Heritage Language Co-Director  
Amy June Rowley, Evaluation Director

## **2. Meeting called to order at 9:00 pm EST**

### **3. E-mail and Canvas Access**

All have access to their ASLTA email addresses except: Daniel & Rayburn

President will work on setting up Kristine's email address for the conference as they're still wrapping up the 2017 conference.

Since we have two pairs of Co-Directors, they will have their own email addresses (e.g. tim@aslta.org; rayburn@aslta.org)

All have access to Canvas except: Rayburn and Tim have not yet been able to login yet  
Dan G. and Jenny both have login issues

Dan G./Tim need to be invited using their new ASLTA email addresses (tim@/daniel@)

### **4. Board Code of Ethics Form**

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President explains the purpose of the form and the board code of ethics, then informs everyone that they need to sign and initial this form and upload in Canvas.

### **5. Information, Policy, Procedures, and Guidelines (IPPG)**

President expands on the document to the board. Please read this form when you have access to Canvas.

### **6. Bookkeeper Position**

The bookkeeper position was previously held by Bev Newell.

In search for a new bookkeeper, a subcommittee was formed - Jason Zinza, Bill Newell, and Daniel Heinze.

New bookkeeper: Maria Nikolaou, recently graduated with a degree in accounting from RIT. Newell and Heinze will go to Rochester to receive training related to equipment and check processing.

Heinze is taking personal leave from work to attend the training in Rochester.

### **7. Bank of America signatories**

**MOTION:** I, Jason Zinza, move that the ASLTA Board approve adding Keri Brooks, President as a signature authority for all Bank of America accounts. And further move that Arlene Gunderson, past President be removed as signature authority. I further move that Daniel Heinze, Treasurer be approved as a signature authority on all Bank of America accounts and William Newell, former Treasurer be removed as signature authority on the Bank of America accounts. With this motion the ASLTA bank accounts will have two board members, Daniel Heinze, Treasurer and Keri Brooks, President as authorized signers for the Bank of America Accounts.

**Seconded:** David Martin

**Passed - unanimously**

### **8. Schwab signatories**

**MOTION:** I, Jason Zinza, move that the ASLTA Board approve adding Keri Brooks, President as a signature authority for all Schwab accounts. And further move that Arlene Gunderson, past President be removed as signature authority. I further move that Daniel Heinze, Treasurer be approved as a signature authority on all Schwab accounts and William Newell former Treasurer be removed as signature authority on the Schwab accounts. With this motion the ASLTA Schwab investment accounts will have two board members, Daniel Heinze, Treasurer and Keri Brooks, President as authorized signers.

**Seconded:** David Martin

**Passed - unanimously**

## 9. 2017 Conference Update

\$33,000 was generated from the recent ASLTA conference - 25% of the profits will go to the Utah chapter, 75% will go to the National ASLTA account.

Conference locked in rate: \$169 for hotel room at Hyatt (originally \$269!)

Had to reserve strange dates --- in order to get good rates/dates, we had to go with the conference dates starting Friday and ending Tuesday, the day before July 4th.

The rest of the dates that month were taken by conferences for doctors and ComiCon. This is the best deal we could receive for the hotel which is located by the water along with nearby shops. It's really nice!

## 10. Face-to-Face Meeting Date & Location

It seems October 20 - 22nd weekend will be the weekend we all meet. President will research cost-savings measures for lodgings and meals.

## 11. Social Justice Leaders to Train Board

Let's brainstorm different names for potential Social Justice trainers. President will contact potential trainers and return with results for next meeting.

## 12. Website

Need your photos- nice ones! And President will have them uploaded on the ASLTA website.

President has been working with Bill Newell and Alicia (Lane-Outlaw) on the website/CiviCRM, and training Heinze.

## 13. Council on the Education of the Deaf (CED) Representative

Wednesday, September 27th? Anyone can make it?

President and World Language Director volunteers.

**MOTION:** I, Tim Riker, propose ASLTA send two representatives to the CED meeting on Wednesday September 27th, covering their transportation expenses and meals.

**Seconded:** David Martin

**Passed - unanimous**

## 14. American Council on the Teaching of Foreign Languages (ACTFL) conference

ACTFL Board meeting - annual conference is in Tennessee this coming November. Every year they host a pre-conference summit of delegates all language member groups are invited, must send two people - they include meetings, training. Two years ago - the focus was on number of membership, issues. Last year, the topic was how to recruit students to enroll in your language. Since we're an affiliate, we need to send two people.

ACTFL wants more ASL folks there so the more of us going, the better. If over 100 people attend representing ASL, a SIG can be established. They were willing to reduce it to 50 for us, but we still have problems reaching those numbers. We need a representative on SCB - Standards Collaboration Board - who is responsible for writing the nation standards. Other languages have finished theirs, but we haven't finished ours.

Conference: November 17 - 19th. Pre-conference is on the 16th.

**MOTION:** I, David Martin, propose that ASLTA cover expenses for 4 board members to attend the ACTFL conference this coming November in Nashville.

**Seconded:** Dan Gough

**Passed - unanimous**

Keri, Dan G., Heinze, Janice, Jason, Rayburn, Raychelle & Tim are interested. Registration is \$245 by October 25th. ASLTA is a member so we can receive that rate. Check with your workplaces to see if you can receive coverage.

## 15. Monthly Meetings

President will send out a Doodle poll to establish a regular monthly meeting online for the board.

## MEETING ADJOURNED 10:42 pm EST

Meeting Minutes respectfully submitted by Secretary R. Harris

### Action Items:

- 1. Board Code of Ethics Form:** Everyone needs to sign and initial this form and upload in Canvas.
- 2. Information, Policy, Procedures, and Guidelines (IPPG):** Please read this form when you have access to Canvas.
- 3. Individual Photos:** Send to President so she can have them uploaded to ASLTA website
- 4. Board Working Spreadsheet:** President will email us all a sample spreadsheet we are to feed in our minutes/hours that we work on ASLTA matters.
- 5. ASLTA Board Shirts:** President will have them ordered and delivered to the site of the board retreat.