



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes
Thursday, April 5, 2018
Time: 7 PM [EST], 6 PM [CST], 5 PM [MST] & 4 PM [PST]

SPECIAL MEETING CALLED BY PRESIDENT JANICE SMITH-WARSHAW

1. Roll Call

Janice Smith-Warshaw, President
Jason E. Zinza, Secretary
David Martin, Member-at-Large
Beatrice Pfaff, Chapter Affiliation Chair
Amy June Rowley, Evaluation Chair

Guest(s):

Byron Behm, ASLTA web designer

Vice President [vacant]

Professional Development Chair [vacant]

World Languages Director [vacant standing committee]

Advocacy Co-Directors [vacant standing committee]

Heritage Language Co-Directors [vacant standing committee]

Treasurer [vacant]

Absence(s):

Lisa Godfrey, ASLHS Coordinator [standing committee]

Kristine Hall, 2019 NDPC Conference Chair [guest]

2. Meeting called to order at 6:00 pm EST

3. President's Report

- a. Asked Byron Behm to give an update on the website redevelopment to the Board.

Byron: Layout and design look good but will need to debug the certification content and member database.

Question from David Martin: Are you also building the member-only section?

Byron: Yes, that's the plan. Right now the focus is on making sure the database portion works, in order to avoid any member access problems. CivicRM doesn't track user names, which causes problems when members input a user name different than the one they originally created. WordPress requires members to have accurate info, so we are trying to make a smooth transition. It's important that members can access their account to update their info. The goal is to make it user friendly.

Question from David Martin: Will WordPress be easier to use with MailChimp when it comes to updating member numbers? CivicRM and MailChimp are not synced very easily.

Byron: I will look into this once I have the most up to date membership list. This is something we will need to revisit.

Byron: We are entering Stage 2. The site is complete, but the database has not been added yet. The new site does not rely on the CivicRM database.

- Challenge 1: Need to pull all current, active member info and input that database into WordPress. Current and active members only - NOT every single member ASLTA has ever had. IF inactive members renew, then they will need to create a new account. If inactive members are certified, they will need to contact the Evaluation Office and pay their arrears before they can proceed. Will need clarification on the pricing for arrears. What's on the website now is for someone starting certification - Byron's team needs pricing structure for specific costs for bringing an inactive account current when in arrears. It's important to create an archive of ALL members in Excel.
- David Martin: Will send a we miss you email to all those former members to encourage them to re-activate.

- Challenge 2: Regarding certification and confusion between the old and new evaluation systems. For example: I signed up for Qualified certification, but went inactive, and now want to renew. But now will that person need to renew under the new system or can he/she renew under Qualified? I need clarification.
- Amy June: All renewals follow the new / current pricing structure.

- Challenge 3: For security purposes, users will need to reset their password the first time they log in to their updated ASLTA account. Will need to inform members of this. Please make a video to this effect.
- David Martin: Will do this.
- Question from Bea: I'm concerned with long-time members who are active but don't receive our emails. Is this a related issue?
- Byron: That's a CivicRM issue that requires manually checking to see if they are subscribed or unsubscribed to ASLTA emails. Also, people sign up with multiple email

accounts. In wordpress, you must have a user name and a primary email account. You can login only with the user name or primary email account, no matter how many email accounts are under that person's name. User ID is numeric and auto generated. The goal is to use the email account associated with the user name, period.

- Byron: Once the new site goes live, there will likely be help tickets to help people become acclimated to the new processes. That might be a challenge.
- Question from Bea: Would it be better for David Martin to announce that all members need to set up new accounts, and explain why?
- Byron: Good point but just let people know to use their personal emails. That'll keep things easier.

- Question from Janice Smith-Warshaw: I would like to replace the static photo of white people that is currently on the website with more diverse photos representing the diversity in our membership and community. When can this be done?
- Byron: We can include revolving pictures, video, and text on the main page. Need desired content placed in a folder.
- Treasurer: Will there be an additional cost for adding this revolving picture format?
- Byron: There will not be an additional cost for that, so please get me pictures, text, and / or video quickly.

The Board thanked Byron Behm for attending the meeting and updating everybody on the current status of the website redesign.

B. Regarding current Board position vacancies:

- The Board deeply values Bea and David's contributions to the Association. It may be uncomfortable knowing your positions may be filled by other members if interested. Patience and mutual support is appreciated.

C. Parliamentarian Wanda Sims' final report is expected around April 15. The FAQ may need to be revised based on the report. Plan to release the entire report in the next issue of the ASLTA newsletter.

D. The Bylaws committee will be reactivated after the Board receives the Parliamentarian's report. Secretary Zinza and MAL Martin will revisit the application guidelines for the Bylaws committee, in case the Board chooses to expand the number of people on the Bylaws committee. Bea Pfaff is especially interested in having the regional representatives serve on the Bylaws committee.

4. Vice President [vacant]

No report.

5. Secretary's Report

- a. Beta-testing the Board position application using Google Forms, rather than a pdf. Will require applicants to create a private video and place it on Youtube rather than sending it to a Google folder, to ensure privacy.

6. Treasurer's Report

No report.

7. Chapter Affiliation Chair Pfaff

No report.

8. Member-at-Large Martin

No report.

9. Evaluation/Certification Rowley

No report.

10. Professional Development Chair [vacant]

No report.

11. ASL Honor Society Coordinator Godfrey

No report.

12. Guest: 2019 NDPC Conference Chair Hall

No report.

Standing Committee: World Language Director [vacant]

No report.

Standing Committee: Advocacy Co-Directors [vacant]

No report.

Standing Committee: Heritage Language Co-Directors [vacant]

No report.

MEETING ADJOURNED 9:32 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

April 8, 2018 at 8 pm EST
April 22, 2018 at 8 pm EST
May 6, 2018 at 8 pm EST
May 20, 2018 at 8 pm EST
June 3, 2018 at 8 pm EST
June 24, 2018 at 8 pm EST