

ASLTA

American Sign Language Teachers Association

Agenda

January 29-31, 2015

Present:

President: Timo Owens

Treasurer: Bill Newell

Secretary: Christine Multra Kraft

Member at Large: Keri Brooks

Professional Development Chair: Sharon Lott

Conference Chair: Kristin Scheibe

Call to order: 8:48 am

Minutes

Online Board Meeting- January 12, 2015

Appendix A

Approved as corrected

Reports- Officers

Timo Owens- President

Appendix B

1. Board commitment- need us to maximize our commitments. Timo wants to hear from us every week ‘my commitment this week is....’ Once-a-month meetings between Board members and Timo.
2. eNews – Keri responsible, will develop, send out reminders for content submissions, deadlines (CMK support)
3. eBlast – CMK responsible, will develop and follow up as needed to get info. (Keri support)
4. recruitment of volunteers
5. possibility of expanding Board – regional Board representatives
6. Forum at conference? What people want to see from ASLTA
7. Need for transparency
8. At least once a week, post something on Facebook? Use that public forum.
9. Board reports need to be sent in monthly- report on assigned tasks, other actions, will include due date in iCal reminders
10. Need volunteer hours from all people doing service for ASLTA for IRS purposes
11. Info needed for 2014 990 for IRS – went through each item needed
12. Job announcements – procedure for accepting this, payment for the announcements, needs to be addressed.
13. Advertisements on the website & newsletter
14. Forms – for different membership categories – and update what’s on the website. Keri will see if she can do this, will check into using Google online forms – so information goes straight to spreadsheets that we can use
15. Insurance – need a committee to check around to make sure we have all the coverage we need at a reasonable rate. We are covered this year under Philadelphia Insurance Company for about \$1350/year.
16. JNCL-NCLIS – Timo is able to attend this year. Discussion if the Board should send a second person. In the past, ASLTA representatives would bring ASLTA ‘swag’ and folders with information on ASL/ASLTA, etc
17. ACTFL- Timo recently attended their conference in San Antonio. There was over 500 exhibits – for future conferences, ASLTA needs to have a booth – to promote our organization and ASL teaching. ASLTA can benefit from ‘riding on’ many of the efforts of ACTFL and become a stronger organization as a result. Will encourage other ASL teachers to attend the next conference. The next ACTFL will be in San Diego Nov. 20, 2015. The ACTFL ASL standards that were developed were never published – the committee that approved them was waiting for ASLTA to take on the task. But somehow the ball was

- dropped and now the standards need updating before we can move on getting them published.
18. Institutional Membership – need someone to handle this. Sending certificates, tracking membership benefits such as ad in conference program book.
 19. Any confusion between ASLHS chapters and ASLTA chapters – should we address? Decided to leave as is, but improve communication/logistics handling between the two.
 20. Alysse Rasmussen memorial – February 7 – Keri will present on behalf of ASLTA, agreed that we'd give her Outstanding Service award. Keri will get the ball rolling with FASLTA, discussing a donation in Alysse's name and specifics on the use of the donation
 21. Membership benefits – membership is increasing – need to work on benefits
 22. Agenda for Conference business meeting – Timo will give general report during opening meeting, have the specific reports via video online... Need to develop procedure for motions – have people submit motions in advance? Timo and CMK will meet to develop agenda.
 23. Access to the Board – during the conference, it was agreed that Board members would be available during each lunch and one evening we will host a 'Chat with the President' with all Board members available – in a common space
 24. 501c3 – many of our chapters need access to 501c3 nonprofit status and benefits. How can we support our chapters with this? IRS fee to set up a 501c3 is 1500, plus most organizations need a lawyer's support with this process. As 'Acting Chapter liaison,' Timo will create a guide for chapters on setting up a 501c3, including an EZ 501c3 application.
 25. BA-ASLTA submitted an affiliate chapter application.
 26. For future chapter applications, we want to track how many chapter members are national ASLTA members. In the future, would like to have a 'campaign' where chapters can compete to have the most number of national ASLTA members.
 27. Historic documents – need to go through 10 boxes, sort and scan.
 28. Letter to Cassandra Palmer re: Molloy College – CMK taking lead, Keri will send PPT
 29. All Out Marketing – great working relationship so far, met last night, plans moving forward with new website.
 30. Amy June Rowley accepted the position of Evaluation Chair starting after the conference. Discussion on her training. Discussion on the transition to the new Evaluation system.
 31. DropBox procedure discussion – will have naming rules. Final version of something goes in "document storage"
 32. ASLTA awards – meeting with Pat Beech, discussion of this year's procedure. Keri will put description of awards in eNewsletter with a link to a 'Google form' so that members can use the link to nominate people for the award. Chapter award – Board will vote on this
 33. Certification – we need to promote ASLTA certification at all levels somehow. Need to have Amy June discuss this with the Board.
 34. Bylaws reviewed and the Board identified possible revisions. Timo will discuss organizational structure change and member involvement with Dr. Sean Virnig who has offered his expertise in organizational design. The Bylaws will be voted on at either 2/9 or 2/23 meeting, then sent out to members. Members can vote yes/no on specific proposed changes. Members will have 1 week to vote.

Arlene Gunderson- Vice President	No Report	Questions
Christina Multra Kraft- Secretary	Appendix C – as read	Questions
Bill Newell- Treasurer	Appendix D	Questions
<ol style="list-style-type: none"> 1. Website – AllOut did a study called Data Architecture and recommended we use CIVICM – membership software. Different phases to the website development process. AllOut is good, but costly – charging for every action on our behalf. Right now, they're doing maintenance as needed and charging as needed. In about 2 weeks, they'll give us the plan with monthly costs. 2. It is now official, Bank of America determined that we successfully defended our claim to the 6 thousand dollars returned from SweetWater Media. 3. When Bill became the Treasurer in April – he discovered many cases of lack of follow up – 		

	<p>since that time, with his contacting members and encouraging payment of back dues, 50 thousand dollars have been collected. \$14360.00 is still owed as back dues from certified members. They have until September 1 to start payment on their back dues, or will lose their certifications.</p> <ol style="list-style-type: none"> Working with the accountant to reorganize ASLTA's books. She offered her service free of charge. Sent 1099 to everyone ASLTA has paid over \$600, except for SweetWaterMedia – sent them certified mail, but they never got it. Alicia is teaching Bill how to make minor changes on the website – he changed the Conference rate on January 7. We are only scratching the service with our outreach to ASL teachers and encouraging them to join ASLTA/get certified. We have 1700 Facebook followers – most are not certified. 		
	Keri Brooks		Questions
	<ol style="list-style-type: none"> Alysse memorial – will represent ASLTA, hoping to get some personal perspectives on her from someone who knew her – Keith Cagle may. Working on the eNewsletter now, hope to have it ready by Sunday. Need to make some videos this weekend to include in eNL Facebook – administrating our ASLTA page. Trying to get one similar page removed (this was set up in 2011 for the conference at that time) – contacted that person and asked her to remove the page – that person said they would, but they have not yet. That page has a lot of followers – it seems that people think it is the ASLTA page. Repeatedly contacted FB administration, but no follow up on this. 		
	Vacant- Chapter Liaison	With President's Report	Questions
	Sharon Lott- Professional Development	Appendix H	Questions
	<ol style="list-style-type: none"> Professional Development for Chapters. Ohio chapter reported their chapter PDC activity. Position papers on the website – but they are not set up for easy viewing. 		
Reports- Program Chair			
	2015 Conference Chair Report	Appendix I	Questions
	<ol style="list-style-type: none"> Want to focus advertising on FB event page Chapter Dinner – will work with Timo on this To register core chairs/committee – should we offer them special rate? North Carolina only charged them cost of meals. Function-specific forms have all information about specific rooms/events in the room/contact person/any special notes about that event Information for conference-goers will be setup in a newsletter format and sent to conference registrants. Barcoding system for CEU tracking. 2 possible rental/systems... the one costing \$2000 has the best overall deal - offering barcode stickers, scanners, a laptop to track all information, and certificates of completion. This will be part of the technology budget. Will be having a retreat with Core committee – offering training on teamwork, communication and conflict resolution. April 17-19. Discussion on iDeafNews' proposal to provide video service to the conference. Poster session – only got one – ask that group if they want to be considered for a workshop instead. Will encourage this to happen at SLC ASLTA conference Kristin wants to support Utah conference chair/committee – will find out who the right person and get the contact going so that Utah can start off good. She's been developing detailed guidelines for different stages of the process. Discussed conference schedule Discussed choice of Banquet MC – unanimous choice: Ben Jarashow Discussed Banquet meals Discussed giveaway items 		

	Certification & Evaluation- Keith Cagle, Chair		Questions
	ASLHS- Jason Zinza- Chair		Questions
	eNews and eBlasts		Questions
Reports- Committees			
	Website		Questions
Old Business - none			
New Business (items need to be discussed)			
	Minutes Approval	Appendix A-1 to A-2	
	Action on Board Tasks & Commitments	Appendix B-3a to B-3c	
	Action on Form 990	Appendix B-4a to B-4h	
	Action on Job Ads	Appendix B-5a	
	Action on Insurance	Appendix B-6a to B-6n	
	Action on NCL-NCLIS	Appendix B-7a to B-7c	
	Action on ACTFL	Appendix B-8a	
	Action on Alyssen Rasmussen	Appendix B-9a to B-9b	
	WASLTA request	Appendix B-10a	
	Action on Chapter's 501 (c)(3)	Appendix B-11a to 11h	
	Action on Bay Area Chapter	Appendix B-12a to B-12e	
	Action on Molloy College	Appendix B-13a	
	Action on Awards	Appendix B-14a to B-14k	
	Discussion on Evaluation Budget	Appendix B-15a	
	Discussion on ASLTA Budget		
	Action on eBlasts/eNews		
	Action on Donation Letters		
	Action on Institutional Membership		
2015- #001	Multra Kraft moves to send 2 representatives to JNCL-NCLIS conference in Washington DC. (Lott). Passed		
2015- #002	Lott moves to cover transportation costs for the President to travel to Indiana for their WASLTA conference as Keynote. (Brooks) Passed		
2015- #003	Brooks moves to recognize Alysse Rasmussen with a Distinguished Service award. (Lott) Passed		
2015- #004	Multra Kraft moves to cover transportation and meal costs for Keri Brooks to represent ASLTA at Alysse Rasmussen's memorial service. (Newell) Passed		
2015- #005	Lott moves to send 2 representatives to ACTFL conference in November (Brooks) passed		
2015- #006	Newell moves to approve the Bay Area ASLTA chapter (Brooks) Passed		

Last	Action on Bylaws Revision	Appendix-16a to B-16q	
	Meeting adjourned 4:45 PM Saturday The next Board meetings will be Feb 9 and Feb 23. Conference update will happen February 23.		