NCASLTA's ASLTA 2013 Conference Report on Friday October 19, 2012:

Meeting began at 1:00PM.

The committee members are James Wilson (Co-Chair), Sam Harris, Donnie Dove (Registration), and Sharon Lott (PDC). All work at CPCC.

The committee has issues with the ASLTA website. They needed help with listing documents in a pop-up menu. The board is aware of problems with Marvin. Cathi said that Barbara Hayes should be able to help the committee with the web issues. Barbara was surprised to learn that the committee didn’t have the same opportunities she had (i.e., web training). Glenna said she would ask Marvin to set up training via ooVoo training. James said that he wanted the same opportunities that the Seattle committee had re: web.

James asked if the Board had comments re: registration. We used non-member rates like before. We added student rates for first time. We have three categories – member, non-member, and student.

We will have hyperlink for hotel from registration. We will also have hyperlinks from sponsor, exhibitor, proposal, etc. Each night at the hotel will be $119.00. The hotel is the same one where we are currently staying. We thanked Cathi for help with account for the ASLTA 2013 conference.
James mentioned that the hotel tended to use Lotus Limo service. Lynn asked for clarification re: van costing $80 for up to 10 people. James will check more into this.

Brian said that emailing Lotus was not successful. Calling Lotus was faster. Donnie said that we should clarify what the fees meant by giving examples. James agreed.

James said that in two weeks most rental car agencies will accept ASLTA Code @ November 1. He strongly recommended getting a rental car – especially for going to events like fireworks, Carowinds.

Sam suggested adding comments for why James recommended getting a rental car. James said that he planned monthly vlogs – what is happening with the ASLTA 2013 conference. Sharon wondered if the hotel had enough parking spots if everyone got a rental car. James felt that should not be a problem. Keith said that we could use parking lot at Wal-Mart if needed. The committee is still working on finalizing plans for transportation.

July 2 and July 3 will be the pre-conference days. Kick-off will be Wednesday evening. Sharon said that two had expressed in giving pre-conference workshops (Sign Media Inc. and ASL Work). Deadline for “Call for Proposals” is November 15. The deadline will be extended. The information on form is basically the same as the last one used in Seattle. If proposal is accepted, registration fee will be $200. There were objections at the last conference about some workshop promoting their products. Sharon said that they would not accept any proposals after the cut-off date. The committee plans to let those, who submitted proposals, know if they are accepted in January.

There was confusion about #3 and #4. Item #3 said “Description of your workshop presentation proposal (160 words or less or YOUTUBE unlisted less than 2 minutes”, while #4 said “Five minutes unrehearsed YOUTUBE unlisted demonstrating in ASL abstract workshop presentation proposal”.

Keith thought #3 was for Screening committee, and #4 was for website so viewers can decide which workshop to attend. Cathi said that #4 was for those who were selected. Lynn recommended bio written, Call for Proposal signed, and 2-min video about workshop (after being accepted). Keith recommended adding “ASLTA Certification.” Sam raised a good point – what about those from other countries (no ASLTA certification). Keith said we could give higher preference to those with ASLTA certification. Sharon asked where to put “ASLTA Certification”. Keith said that it could be one of the criteria for the committee.

Deadline will be changed to December 31 for “Call for Proposals”. Sharon said that one track would be L1, 2nd on L2, 3rd on assessment, etc. Keith asked if some workshop would be offered twice. It depends on number of proposals.

James had a contract for 5 workshop rooms.
We have our own Gmail address. The core members of the committee have access to this address. During the last few weeks, we had a lot of messages re: the ASLTA 2013 conference. James talked about P-Card (electronic procurement). This method is faster than checks. James suggested that ASLTA set up its own P-Card system. Most colleges and universities use this system. James got questions re: this. Having a P-Card system would be a great service. Cathi hoped that all memberships, registrations, etc. would be done online by end of this year (i.e., PayPal). She will look into P-Card. She doesn’t want Purchase orders. Keith said that online payments would be good for Evaluations.

James strongly recommended P-Card system. Lynn asked if P-Card was similar to PayPal. James didn’t know the answer. Glenna said that ASLTA becomes vendor recognized if it gets its own P-Card system. The headache would be for ASLTA to apply in 50 states to get into each P-Card system. Cathi will look into this.

Cathi said that she got 4 or 5 registrations for the ASLTA 2013 conference. She said she probably would get more when she gets home. Donnie would have to contact Cathi for names. The board suggested extending deadline.

James heard from different people about conferences, so decided on July 4th week. He talked with Dr. Rachelle Harris that she got approval for 30 students to attend the ASLTA 2013 conference. There is a possibility for 33 more students that would pay their way. Lynn remarked about the July 4th week, and felt that we would lose some teachers that wanted to spend July 4th with families. James said that the hotel offered a good deal for the July 4th week. He did have a hotel in downtown Charlotte in mind, but that hotel was already booked. Also that hotel was expensive – over $200 per night, plus $40+ parking fees. He talked about the current hotel – no charge for parking. He recommended renting car.
Keith said that there were family events – like Carowinds, White Water rafting, State Park, and Concord Mill Mall.

James said that the hotel had no shuttle service. It is up to registrants to find transportation to hotel, so the NCASLTA committee set up system to help with transportation.
CIT offered streaming for only Keynote, Plenary, Closing, and Forum for world viewing. CIT paid $90 to Lynn Weisman from Troy. Sharon will look into it. James could check with CPCC.

Sharon said that someone from CIT warned about lights, which were not good. James said he would look into that. Pat talked about projection screens. James said that Bob Moore was responsible for technical issues (i.e. AV equipment). He said that they would check with different companies to see how much to rent AV equipment. Sharon said that we could ask people to bring AV equipment.

James applauded the Seattle committee for their job on forms. He talked about the form for Exhibitors. Money would be sent straight to Cathi. Lynn Dey is the POC for Exhibitors. The schedule is explained on the Exhibitor form.

Cathi asked about e-book or program book. James said that the program book would be available in electronic format and hardcopy. James took a minute to introduce Tim Asperson, who designed the logo for the ASLTA 2013 conference.

We discussed # of registrants for booth. The committee will continue the discussion among themselves. The Exhibitors are not required to register. If they wanted to go to workshops, they must register. Glenna raised issue of snack breaks in the Exhibit Room. James agreed so registration must be included with exhibitors. Someone asked if the exhibit room will be the same one used by CIT. James said no. The exhibit room will be in a bigger room on the right. Cathi would like to see the room.

James said that the workshop rooms would be same as the ones used by CIT. He asked about Chapters Luncheon. Pat said that she might need workshops for the Chapter Representatives, as the luncheon may not give enough time. Sharon said that she would reserve room for Chapters. Keith asked about the Board Room.

James introduced Bob Moore who would be responsible for technical issues.

James talked about the Sponsor form. He asked about due date. Pat asked when the program book be sent to printer. James answered May 15. Cathi said that for the Seattle conference the program book was sent three days before the conference because of last-minute edits, etc. The pre-conference attendees didn’t have the program book. James said that was an advantage with electronic format. He knew many liked having hardcopy. James said that the committee was looking into CPCC. He does have Plan B.

James said that we could remove “Due Date” from the Sponsor form. He has letter template to use for sending to 40-50 names – asking them for sponsorship. He can include due date in the letter template. Lynn asked about room. James clarified that it meant training room. Lynn asked about grommets. Sharon and Pat clarified what that meant. Lynn suggested stand-alone stands, etc. The committee will look into that some more.
“High Profile Presentation” should be removed. Instead of “Additional Benefits Negotiable”, we could say Marketing workshop. Glenna said that we could use PowerPoint to display sponsors. Cathi said that we should have displays showing sponsors all week.

Pat asked about ad rates for Chapters. James said that there would be 5 different ad rates.

Lynn would like to factor in gimmicks with $$ for sponsor level. Sharon talked about different levels of sponsorship. Glenna said that she didn’t remember range. She remembered exact amounts. Sharon said to look in the CIT program book. Lynn liked having unique names for sponsors.

James apologized because he was using Phoenix and Seattle as guidelines. Brian said that was okay because we were still learning. He is in charge of Policy Procedures so he is including all info from different conferences.

Glenna preferred flat rates - $10,000, $5,000, $2500, $1000, and $500. Tim suggested ¼ rates - $10,000, $7500, $5000, $2500, and $1000.

Lynn expressed concern about the minimum of $1000. We have to think about small businesses like ASL Rose and Cathi’s. She suggested $500 level. The committee will discuss this week.

James has informed Gallaudet Alumni Office about refreshments on Friday night. The committee will contact NTID, CSUN, and Columbia University about Friday night too.

Wed evening – Dr. Ben Bahan will be Keynote Speaker. James emphasized to him our theme.

Sat evening – James has not found one yet. James thought about Dr. Raychelle Harris. Someone recommended Kim Kurtz at NTID. Sharon preferred Dr. Harris. Keith recommended that the Endnote Speaker be part of the banquet program.

Sat night entertainment (1 hour) – Sam wanted someone new – Andrew Fisher. Sam asked for a demo video. Andrew lives in NYC. He is a stand-up comedian. He also thought about Manny Hernandez. Sam thought about 30 min for Andrew and 30 min for Manny. The committee will continue search. Sam asked for budget limit. Glenna said that $800 plus travel expenses.

July 4th is on Thursday. The conference will end at 3PM/3:30PM so everyone could go celebrate the evening.

Lynn suggested midnight pool party on Wed night. Someone suggested Lynn as Pool Chair. Lynn said that we could have the party at 10PM till 12AM.

Awards will be given at three different times – Opening night, Business Meeting, and Banquet.
Glenna preferred to have Business meeting during lunch on Friday. She wanted the meeting to be 3 hours. She didn’t want workshops right after the meeting. Keith suggested plenary workshop after the meeting. Sharon liked the idea.

James suggested election at start of meeting. Glenna will check with Robert’s Rules of Order.

Pat will work with James on when to have Chapters meeting.

Lynn asked if we would provide Deaf-Blind interpreting. James said yes. He said we have a wonderful program in NC.

Keith asked if the committee had a food coordinator. James said yes.

Meeting ended about 4:20PM.
Evaluation Chair Report – Keith Cagle:

Keith thanked the board for allowing him to speak, because he knew the board had a busy schedule. He introduced Tony who took his mother's place as assistant. His mother did a good job as assistant for 12 years. Tony has expertise with computers, which helped with revamping the evaluation system. That saved on paper, copying, ink, and stamps. We only mail new certificates. Everything is done via e-mail. We have a new database for keeping track and records of all current evaluations. First floor has two file cabinets – one is full of Active and the other is full of Inactive. The ASLTA office is on 2nd floor. Everything will be entered into the database. The database will show if candidate is member or not, etc. We get membership updates from Cathi, the ASLTA treasurer.

If the database said “yes”, that means that the candidate is current with membership. It has different colors for different certificate levels, and keeps information on dates. Extension block will show how many times the candidate extended his/her level. If the block shows red, that means that the certification has expiration. If it is yellow, that means the certification has 90 days before expiration date.

The candidates now submit YouTube videos (unlisted) as part of their evaluation packets. Keith just purchased 2TB external drive, which is shared drive (Kevin and Tony can access it; Keith can give password to Cathi to access the shared drive). Each video is stored on computer, external drive, and on DVD. The DVDs are placed in a fireproof file box. He would like to have a 4th possibility of storing via the ASLTA iCloud in the future.

Notarized certificates are mailed. Copies of the certificates are kept in database as proofs. The database has evaluation results stored. Keith likes getting WORD results so he can copy the info.

Keith said that Tony is taking up more of Keith’s duties. Keith focuses on reevaluation, signing certificates, failed evaluations, appeals, etc. Tony is direct contact for candidates. Tony does check with Keith to make sure he was on correct path with the evaluation system.

The database keeps records of all evaluators. Tony will send reminders if two weeks has passed. If thirty days have passed, the block becomes red. If that is the case, that evaluator will be removed and Tony will find another evaluator. If two of three evaluators passed the candidate and the third evaluator has not submitted his results by 30 days, they don’t have to find another candidate. The 3rd evaluator will not be paid. The database automatically figures out how much to pay each evaluator. Tony has to enter candidate’s name, evaluator’s name, wait, results back, and date (this takes about 5 min).

Receipts are scanned and sent to Cathi.
Reports are set up for Lanæ and Cathi. They can see how many certificates are processed, and how many applicants paid. Tony worked on the database since July.

Candidates send checks to Cathi. Those are placed in the Evaluation account. Separate evaluation packets are sent to the Evaluation Office. Cathy and Tony work together well. Tony gets membership lists from Cathi. If he sees that a candidate is not a member, he will contact the candidate to pay more.

Cathi sends full lists to Lanæ and Tony. She didn’t want to try to separate candidates from others, as she wasn’t sure. She wanted them to help her out with corrections, etc.

After Tony finishes with the current candidates, he will go back before July to add others into the database. Keith’s goal is to scan all of the papers and put that into the database. Tony feels that we need iCloud, because if we lose all of the electronic files we are stuck. He said that we needed a backup plan.

Glenda asked about Tony’s workload. Once the database is done, it will be quick. Scanning the papers will take time (there are about 500 files). Keith doesn’t know how long it would take Tony to scan those files. During January and February, sending valid stamps takes time. The volume of work varies from month to month. For example, MA ASL students at Gallaudet submit evaluation packets in March (there are about 30 candidates for Provisional Level). Lynn suggested that we encourage Provisional and Qualified in 1st year and Professional at end of 2nd year.

Budget – less supplies (papers, ink, envelopes, foams), no more stamps except for mail certificates.

Keith and Tony are working on interview video. That will reduce expenses. They average $5,000 or $6,000 per professional interview.

Keith’s position is no longer on the board. His responsibilities have lessened because of Tony. He is willing to stay on as chair till 2015. He wants to see everything done by 2015. The old assistant earned $10 per hour. Tony now earns $15 per hour (average of $750 monthly).

Keith said that the cost for Professional interviews put them in the red. He feels that the budget will be in the black in the future if we use more videoconferencing.

Cathi is concerned with Professional Interview conferencing. She feels that the candidate will be nervous. Keith responded that two options could be offered – videoconferencing or in person. If videoconferencing, they can offer that every 6 months. Cathi said that part of the expenses were because of the Revisions committee.

There is no limit on how many interviews. The highest number was 13 in Phoenix.

Brian said for the Policy Procedures we needed proctors to prevent cheating. He also asked about what method would be used for videoconferencing. Glenna said
that the Evaluation Revisions Committee was working on that. Keith responded that the revisions were to start in January 2013 but due to his move to DC this was delayed. The members were himself, Leslie, Bill, Amy, and Glenna (Rachel resigned). New goal is to be ready by May 2013. Glenna and Amy work on Provisional and Qualified. Bill and Leslie work on Professional. Keith and Tony work on videoconferencing. When done, they will submit to board for approval. The new system can be implemented in January 2014 or July 2014.

Keith talked with Ken Babson at Gallaudet about different videoconferencing methods. The Revisions Committee investigated different methods for videoconferencing. Keith was concerned with recording the videoconference. His goal is to find a program that can show candidate and three evaluators, and record the videoconference.

Keith said that we never had the candidates do survey about their evaluations. We should do that.

Cathi suggested asking those with Qualified how they feel about doing videoconferencing for their Professional Interview.

What to do about those with expired certifications? Lynn had a motion to waive member dues. The motion didn’t talk about extensions. He talked to one teacher at Gallaudet who had not renewed for 9 years. Total would be $900 ($450 for member dues, and $450 for extensions). Keith suggested starting over. Lynn liked that idea.

One person paid $1,200 (4th extension). Keith did suggest redoing, but that person wanted to pay that. Keith thought that that person was desperate to get certificate for job.

Keith suggested one year of amnesty drive (Bill suggested two years). Sharon said that she wanted those people back. Cathi suggested amnesty from 2000 to 2012. Keith said that problem was he didn’t have good membership lists. He felt that we should look at 2006-2012.

Pat said that she had mixed feelings about this. She felt that this was a punishment for those who faithfully paid memberships, etc. Glenna said we could give two options – pay in full or redo on the same level (one year amnesty drive). The board suggested redoing the same level (i.e., if person let the Professional Certificate expire, he/she can redo that level).

Lynn expressed concern for Qualified evaluations. Some people said they would prefer to do these in ASL – not written. Keith said that if an evaluator could see who the candidate was, the evaluator might be biased. Sharon pointed out about the provisional and professional evaluations – we can see the candidates. Keith understood. He expressed concern about candidates signing beautifully but lousy on paper. He said that he could ask the Revisions committee to consider qualified evaluations in ASL and on paper.
Sharon suggested doing vlogs on instructions for doing evaluations.

Bill suggested that the Revisions committee meet via Google Chat (offered for free). They can do Mock interviews to see how it works.

Keith asked that the board make a motion re: reinstatement on the same level (i.e., redo on same level).

Three items left to be discussed:

- Lynn’s motion about L1 certification
- CEU process
- Grievance Process

Keith appointed Lynn, Rachel, and Christine Wool in 2009 at Phoenix Conference. Christine was chair, and Rachel did a lot of work. Rachel resigned in less a year. She was frustrated with Christine. Keith never got reply from Christine. The concept of L1 System Committee fell through. Lynn apologized for not following-through with this. Lynn said that maybe we could make ASLRT aware of this. We could ask ASLRT members to appoint members to for a new L1 Evaluation System committee. Keith thought Adonia Smith might be good for the committee. Another one would be Molly Estes.

CEUs are not under Keith’s control. Glenna said she was talking about Professional topics to cover. He updated the list for Qualified certification.

Grievance Process – He had a few cases. He informed candidates if they felt that the evaluators were not right they could fill out grievance with $50. They must submit letters. Keith sends the packages to a new team of evaluators. He has not seen issues with this process. Brian asked that Keith send the Grievance Process for the Policy book. He agreed with Glenna that “Grievance” should be changed to “Appeal”.

Lynn said that we were concerned about teachers not certified but still teaching. Keith said that was not under his control.

Keith asked what to do with inactive files that are over 5 years old. He suggested that by end of reinstatement year the Evaluation office would throw the files. The active files will be scanned first. The inactive files will be on hold.

Cathi said that for our Strategy Plan, we wanted to start planning budget for the Evaluation Office.