

Notes from ooVoo Meeting  
05-29-2013

Present: Glenna Ashton, Brian Kilpatrick, Cathi Bouton, Sharon Lott, Pat Beech, and James Wilson

Meeting came to order @ 8:08PM

We reviewed the checklist from meeting on 05-22-2013. Brian suggested that James get permission on using picture of Marie Phillips from RIT library.

James talked about:

1. Food Budget – Hotel will figure that out
2. Program Book – It will be approximately \$3,000-\$4,000 (more like \$4,000) to design and print. Proofreading will be done within a week.
3. Two banners – only \$125 dollars. Glenna was trying to figure out where the ASLTA banner was. Cathi explained that all stuff at the Seattle conference went to either Betti Bonni or Keith Cagle. Glenna will check with Betti.
4. Donnie Dove will get a printer for making name badges. It will cost around \$100.
5. Conference bags – approximately \$2,400 for 300-350 bags. Sorenson gave \$1,000 to help with this. James asked Cathi if she got check from NCAD. She replied no. He said that the Tote agency will contact Cathi for payment. Cathi asked about Sorenson logo on the bag. James said there will be no Sorenson logo on the bag. One logo will be used for everything.
6. Laynards will be around \$450 for 350.
7. T-shirts for board and committee will be around \$800.
8. Dr. Ben Bahan – Flat Fee of \$1,500 (will cover lodging, etc.)
9. Felicia Williams – Gallaudet pays some and we pay rest (approximately \$750).
10. NC Relay will sponsor \$500 plus \$250 for booth. Problem is that their budget starts July 1<sup>st</sup>. Glenna suggested getting IOU from NC Relay.
11. Sharon Lott explained that Joseph Davis and Camille Jeter-Lorello will pay for ½ of hotel costs, and we will pay approximately \$250 each person.
12. Andrew Bottoms (emcee at banquet) will share room with Ben Lewis. We will waive Andrew's registration fee.
13. Wi-Fi charges – James checked with CIT, which did use \$75 Wi-Fi daily. He said that it would be \$1,600 for the whole conference time (Wednesday-Saturday).

Brian asked for Budget (draft) and committee reports, so we can better understand flow of money. It is agreed that the draft budget report is due Monday, June 3.

Brian mentioned that his wife didn't get acknowledgement that she was registered for the conference. Cathi said that she gets info, and then passes it on to Donnie. Donnie was to inform registrants that they are confirmed. James will check with Donnie.

James explained about the color cards.

Sharon talked about the pre-conference workshops. Only 6 registered for the “ASL at Work” workshop. Dawn Sign Press decided that this workshop would be offered for free (lunch won’t be provided). DSP donated \$1,000 of materials for Silent Auction, and will still donate \$9,000.

For the “Master ASL 2” pre-conference workshop, 33 have registered.

James explained that 578 hotel rooms have been booked. We are now at 95% capacity. To get 100%, we need 630.

James said that on May 17 he was told that we had 227 registrants. Cathi said that since then she had received more. We have around 275-300 registrants.

One person named Gabe wanted registration waived because he couldn’t attend the Seattle conference due to emergency situation. Glenna will contact that person. One option was to offer “Early Bird Combo”. Next option would be to offer Presenter Fee.

Sharon said that on the presenters document, there are links to vlogs.

Survey Monkey for Bylaws Membership – we decided one more week. Send a 3<sup>rd</sup> reminder. We need to check bylaws for majority rule for voting.

James asked about bylaws in the program book. We decided that we will have bylaws ready by June 8.

Nominations for Secretary:

Pat said that she had one so far. Deadline is May 31. Glenna explained that if we only have one, we don’t need to vote.

Glenna announced that the ASL Standards would be published this summer. It is suggested that ASL paper will be placed in conference bags.

Cathi felt that we should have ASLTA booth at the conference. James will get one for ASLTA. He will try to find volunteers to man the ASLTA booth.

The ASLTA Booth will have:

1. ASLTA
2. Certification
3. ASLHS

Glenna will inform Keith and Jason. James mentioned that Tony wanted to volunteer at the conference.

Sharon left the ooVoo room @ 9:15.

We decided to postpone discussion on novelties to next week.

James talked about VIP invite. He said that the design was beautiful. He said that he was working with Erin Brown where to have the VIP reception (it may be on the top floor; nice room; restaurant bar). He asked Glenna how many she planned to invite. We talked about whom to invite (board, core group, presenters, exhibitors). It looked like it would be around 50. Brain asked if wine would be served. He suggested that James looked into getting a number of wine bottles.

Brain talked about awards. He said that he got one person recommending someone, but he needed more information.

- President Award – done
- Chapter Award – done
- Sponsor Award – still needs vote from board
- TJ O'Rourke Award – stills needs vote from board

We discussed who would get the sponsor award. James talked about the sponsors; he recommended DSP, SMI, and Signrise (Don Bangs). SMI made many donations, plus scholarships.

Brian asked for deadlines for various items. James said that June 21<sup>st</sup> was the ultimate deadline for everything (especially because deadline for sponsors is also June 21<sup>st</sup>). James is still working on getting more sponsors. NTID is a maybe. Sprint is reconsidering.

Someone mentioned "Constant Comment" for e-mail purposes. It was approximately \$30 monthly. For more information, see:  
<http://www.constantcontact.com>

Next meeting is on Wednesday, June 5 at 8PM. FYI: Brian will be in Mexico during June 13-17.

James left the ooVoo chat @ 9:43PM.

Glenna explained that ASLHS members do not want to join ASLTA. We need to recruit more members.

Brian suggested that at the next meeting (June 5) we let James have "the floor" for about 30 minutes, and then the board finishes up more stuff (i.e., awards).

Cathi gave an update on 501c3.

Meeting was adjourned at 9:51PM.

Sincerely,  
Patricia Beech  
Pro Tem Secretary

