

November 26, 2012

ASLTA Board Meeting at the CIT Conference, Charlotte, NC

October 17 – 20, 2012

Attendance: Glenna Ashton, Brian Kilpatrick, Cathi Bouton, Pat Beech, Sharon Lott and E. Lynn Jacobowitz

Absent: Dorothy Wilkins

Wednesday, October 17, 2012

Secretary's Report (Glenna took over Dorothy's place):

Oovoo meeting minutes – accepted by Brian

December 13, 2011

March 8, 2012

May 9, 2012

Could not find more minutes

There were few or no motions

Motions made:

Pay Keith \$250 to attend the CIT-ASLTA meeting

Support Judy for the Zen Cart

Purchase a laptop for Cathi

Focus on strategic plans

All motions were accepted online (oovoo)

Brian wants all oovoo meeting minutes together from Cathi.

President's Report:

Board Meeting minutes

Only reports were made

No motions were made

Board meeting minutes on July 3, 2011 – all accepted but we need to review them during the strategic planning meeting

Glenna reminded us that we needed to focus on ASLTA business meeting during the CIT conference.

ASLTA Board meeting will be Wednesday – partial Saturday. Other times we will work on projects, conference planning, and other things. We must focus on ASLTA during this CIT conference.

Cathi indicated that there are several issues in the July 3rd minutes that we did not deal or address them. Cathi wondered when we address them.

Glenna said these issues are “unfinished” business and we address them during the “unfinished” business meeting.

Cathi said these issues should be on the agenda. Cathi didn't realize there were some issues and Glenna agreed with Cathi. Cathi asked if the agenda could be adjusted to include these issues. Glenna confirmed it.

Cathi claimed no mail so far.

Treasurer's Report:

Cathi said we are fortunate to have the attorney work with us and did not bill us for the many hours.

Cathi said Judy helped with Zen Cart.

Cathi said we are good with IRS from 2011 and on. NAD is responsible for all IRS reports including ASLTA's reports before 2011. NAD has all of the treasurer's reports.

Glenna clarified that the idea of having 501c3 started in 2003 but ASLTA board members did not act upon it. NAD took care of the ASLTA program under its auspices, including its 501c3. ASLTA has to report to NAD with our finances.

ASLTA has its own 501c3 on April 1, 2011 and we directly report our finances to IRS. Cathi said we show zero dollars before 2011. Cathi said the lawyer was relieved because ASLTA does not have to go back to 2003 with financial reports.

Cathi clarified that ASLTA wanted to become an INC (incorporated) but it is a state level. 501c3 is Federal level. Lawyer Russ is glad that federal people did not question ASLTA's previous treasury reports (prior to 2011). ASLTA is to report to IRS and 501c3 as of 4/1/11 and on.

NAD is responsible for the ASLTA's treasury reports to IRS and 501c3. ASLTA has all the treasury reports, history, and other things.

IRS passed ASLTA's 501c3 as of 4/1/11.

Cathi forewarned us that IRS can question ASLTA's treasury reports, etc. later.

Cathi said contractors and employees are required to provide W-9 forms first before Cathi can give checks and 1090 (or 990) reports.

IRS requires 1040 tax reports from regular employees and 990 for non-profit organizations. IRS can question ASLTA's 501c3 status if reports are not accurate, clear, or fraudulent. ASLTA can lose its 501c3 if fraudulent or overlooked certain items, etc.

Brian asked if we have to report every year to IRS. Cathi claimed that she is learning the ropes and confirmed that ASLTA has to report to IRS annually.

Cathi admitted she sent out the 1090 forms late and complained that some people ignored her email or letters regarding the submission of W-9 forms to her. Cathi said she does not send checks until forms are turned in.

Cathi got a letter from IRS in March and finally opened it in April (different PO boxes).

Cathi got ASLTA a good accountant in Windhey Bay Island (?) in Seattle, Washington.

Cathi's accountant also works for VisualizeASL (Cathi's company). The accountant gave ASLTA a reduced rate because ASLTA is a non-profit organization.

Cathi met with accountant after the tax season and sent her all files regarding the 990 and 1090 forms. Cathi said the accountant expected a letter from IRS for being late with ASLTA forms and sent a letter to IRS to waive ASLTA's late fees. Based on accountant's experiences, the late fees will be waived. The accountant has all reports and maintains the ASLTA treasury in system. It should be easy for Cathi to work with the accountant. The total costs for both attorney and accountant are less than the quote ASLTA proposed. The lawyer wanted \$5K retainer for the 501c3. ASLTA paid lawyer \$2500 and paid the accountant \$1000. Total is \$3500. ASLTA saved \$1500. Kudos to Cathi.

The accountant did not include fees for filling out 990 forms yet.

Cathi learned how to book keep things and made them easy for the accountant and future treasurers.

Cathi offered a workshop for Chapters on how to set up 501c3 at the 2013 conference. Glenna claimed that ASLTA did provide this workshop and supported the idea of offering it again.

Cathi said ASLTA chapters have to file INC first before applying 501c3.

Cathi set up Quick Books:

- a. Members and their contact info
- b. Sent the XCEL to LaNae and Tony
- c. Felt that there is duplication in database

Lynn said she saw Keith's assistant Tony's system in Annapolis. Lynn wondered if Cathi's Database can be merged with Tony's database. Cathi couldn't give feedback yet until Tony shows us his system on Thursday evening.

Lynn wanted to know if Tony, LaNae, and Cathi could share same server. Cathi said she's not sure yet.

Sharon claimed that Tony organized every well compared to LaVerne's system. Sharon recommended that Cathi sees if she and Tony can work together on this data base.

Cathi is not being paid for her work while LaNae and Tony are. Each person is doing a little different.

Cathi has all the members' level of certifications, expiration dates, and is able to send us the XCEL file. Cathi sent this XCEL file to Tony, Rhonda (ASLHS), and LaNa. Cathi said there are blank lines and is missing some information. Cathi hopes to get information from LaNae, Rhonda, and/or Tony. Cathi understood that it is their thing but Cathi's point, these information has to match the money.

Last conference, there was a long line of people at the ASLTA booth to check if they're members or not. LaNae had to figure out who's member and who's not. As a result, it didn't match Cathi's report. Cathi wondered who deposited money, etc,

Lynn asked for clarification for LaNae's position. Cathi said LaNae is responsible for membership cards and holiday calendars. Cathi recommended one database. Brian

recommended one database too and where Cathi or others have an easy time to access the information.

Lynn felt membership cards are waste of money. Cathi recommended this issue to be discussed during the strategic planning.

Sharon clarified that LaNae lives in Colorado and is the membership coordinator. LaVerne was Keith's assistant for the Evaluation and Certification Program.

Cathi used a powerful program that has the ability to send invoices, send reminders for membership and/or certification expiration, etc. Lynn wanted to know what software Tony used and if it's compatible to Cathi's. Cathi said the meeting on Thursday with Keith and Tony will help find out but Cathi said money is her top priority. The money must match the database of who paid, certification costs, etc. Cathi felt it is possible that Tony created similar data base that are not necessary or not supposed to have. Cathi is asking who is responsible for supervising Tony?

Sharon explained that Keith and Tony keeps a track of evaluators, their timing of returning the candidate's application and evaluations, etc. Keith and Tony are not concerned about money. They have different goals from Cathi. Cathi's concern was duplication of services and wanted to make sure the money is matched with their database.

Cathi pointed out with the new technology and it's easier to incorporate data bases and we can relieve some duties from certain people.

Glenna wanted to know who is responsible for membership cards and annual holiday calendars if the board agrees to relieve LaNae. The board members agreed to have LaNae continue her services for the last time – the 2012 Holiday Calendar sent out this December. The board members agreed that the membership cards and annual holiday calendars be the Secretary's responsibility. Cathi recommended Brian to create job descriptions, policies, and procedures for each board member position and committee members as well as who will be the supervisor.

Cathi separates the files:

- a. Copies and mails the membership forms to LaNae
- b. Emails Keith and Tony of paid members and certification levels
- c. Copies and mails the list of members (forms?) to ASLHS Secretary/Treasurer (?)
- d. No checks were scanned. Proof is their deposited checks.

Cathi explains the specific lines in XCEL.

Cathi sends receipts to whomever needs them for reimbursement. Cathi/LaNae sends a card showing payment.

Glenna wanted Cathi to send a list of Chapters who paid dues to Pat Beech.

Cathi repeatedly emphasized how powerful the features of QuickBooks are. Cathi said we can retrieve specific information such as conference report, members report, ASLHS report. This QB can sort different things. Cathi said this XCEL is the master.

Brian recommended that Cathi set up the 2011 and 2013 Conference Expenses/losses for the NC ASLTA to compare.

Board members jokingly voted Cathi to be the permanent treasurer. Cathi will create a list of duties of a treasurer as well as qualifications, knowledge, and patience.

Sharon said the NC ASLTA committee will meet with us from 1 – 4 pm.

Cathi explained various bank accounts and she sorts money in certain areas such as LF2, ASLHS, Evaluation and Certification, etc.

Cathi explained how IRS can check the ASLTA treasury via technology. No longer a person handles the tax papers. Codes are fed in the computer and can detect every item on tax reports. Everything is computerized and IRS can check easily. Cathi warned us the accountant and/or ASLTA can be fined \$10K if misfiled. Nonetheless ASLTA is liable and can lose the 501c3 status.

1099 requires W-9 form from everyone that ASLTA paid. Cathi required W-9 form before sending a check. Cathi sent people 1099 form and people either ignore or act on it. However, these people may or may not amend their 2011 tax forms if they didn't report earnings from the ASLTA.

Cathi needs to send out the 1099 forms on a timely manner as IRS send letters to accountant.

Cathi said ASLTA paid \$250 a month to Keith and it's considered income. Keith has to report this income to IRS with 1099 form. Evaluators earned money from ASLTA is also considered income and they are required to report to IRS.

Cathi said conference participants' expenses being reimbursed are not considered income. 1099 forms shows how much one earns.

Cathi required us to discuss employees and contractors during the business meeting.

Cathi will send us monthly treasury report.

Cathi said an auditor will work with this accountant and ASLTA pays for the audit.

Glenna mentioned that the CIT President Morrison will terminate his term during this conference.

Sharon clarified that ASLTA used NAD's 501c3 until 2011.

Glenna said ASLTA board members tried to set up the 501c3 since 2003 and all efforts failed.

Cathi continued her report re: profits and losses.

Glenna said ASLHS brings us a lot of money and teachers and we should be aligned with foreign language honor societies. Schools funded ASLHS. Each school requires a teacher

to sponsor the ASLHS chapter. The teacher must be a member of ASLTA. Some teachers are certified. Most are associates. Each chapter will get cords and medallion.

Cathi felt that we should educate ASLHS members why it's crucial to support ASLTA. There are no benefits for them from ASLTA except for the cord and medallion. The ASLTA newsletters are given to teachers. Teachers are responsible for sharing them with chapter members.

Cathi recommended that ASLTA need to collaborate with ASLHS and show them why it's important for them to work with us.

Glenna explained ASLHS has its own website. The website shows officers, chapters, (Glenna bragged that Florida has many chapters), news among them, etc.

Cathi recommended that ASLHS has its own tab on the top along with other tabs instead of linking to their separate page or scrolling down and be found in one of many links.

Cathi emphasized that ASLHS is ASLTA program, not its own program. It should be strongly tied to ASLTA.

Cathi showed on her treasury report the 3 ASLTA programs: ASLHS, Chapters and Evaluation.

Cathi explained the evaluation budget report.

Cathi said there is no policy on number of certification extensions or expired for a certain period and then pay current dues instead of past dues to remain certification, etc.

Cathi said the evaluation program profits about \$12K.

Cathi recommended that provisional certified members to raise their certifications soon.

Cathi said membership revenue is \$22K. Associates revenue is \$9K. Mostly are ASLHS teachers. Cathi asked how best ASLTA can make them certified. Cathi added that some checks from banks/persons are without vital information such as address, certification level or just membership dues.

Cathi required specific and itemized sales from ASLHS. ASLHS ordered honor cords and medallions in May at the last minute.

Cathi explained that ASLTA has a debit card while ASLHS used Jason's credit card. Cathi kept asking for a list of specific expenses. The treasurer of ASLHS will work with Cathi closely now since 501c3 requires specific and itemized expenses and revenues.

Cathi continued her treasury report. She showed us various lines such as CIT expenses, ASLTA liability insurance (covers board members and officers), LaNae (\$1200 annual), newsletters, affiliates (NAD, JCNL, CIT, ACTFL, etc.), ASLHS (it is also on a separate page for the ASLHS to view).

Glenna said ASLTA paid JCNL \$1000 annually and JCNL waived \$500 because we pay ASL interpreters nearly \$2000 at the annual JCNL conference.

ASLTA paid Tony \$2400 – nearly doubled LaVerne’s salary. Cathi asked if Tony’s salary will be reduced as things are being computerized and time efficient. Cathi questioned whether or not ASLTA sets a limit on Tony’s salary.

Cathi rejoiced that the evaluation and certification, after new changes in the systems with no mailings, duplications of DVDs, etc., has nearly \$36,000. It got more earnings than expenses.

Cathi showed another item – Profits and Losses. She also showed inventory of cords and medals, computers, etc. There were another items – the LF2 and Riggs scholarship funds.

The investment of \$59K is with Schwab. ASLTA does not have any debts. ASLTA’s total assets are \$145K.

Cathi met with Marvin to discuss the Zen cart and how to set up to sell items. Marvin needs to put the Zen cart in the ASLTA server. Zen cart will include:

- Conference registrations
- Certifications
- Extensions
- Renewals
- Members
- Associates
- Supporting Members
- Nonmembers
- Organizations/Businesses

Glenna wanted us to clean up, hide our things and go to the CIT-ASLTA luncheon. She explained that we will wear T-shirts (for those who paid or will pay \$10). The CIT and ASLTA board members will wear the T-shirt with “Civility – Pass it On” during the opening ceremony.

Glenna suggested that ASLTA-CIT work on making the current ITPs to add ASLTEP (ASL Teacher Education Program) as ITPs have courses that ASL teachers as well as CDI members could take to meet degree requirements, certification maintenance, and professional development.

Glenna reminded us our schedule of meetings for the remaining week.

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| Wednesday, October 17 | 9 – 6 pm |
| Thursday, October 18 | 1 – 9 pm (For both NC-ASLTA and Keith/Tony) |
| Friday, October 19 | 1 – 4, 6 – 9 pm |
| Saturday, October 20 | 1 – 4 pm |

Cathi said the budget covered our banquet expenses.

Glenna wanted all reports completed by tonight (Wednesday 6 pm) and we do unfinished and new business reports Thursday, Friday, and Saturday.

Vice President's Report:

Brian said Glenna and he went to the annual JCNL conference. He found out his name was omitted from the list of senators to meet. He managed to meet two Texan legislators. Brian thanked Pat for making copies of ASLTA information that was distributed to them. Brian said he will show us the ASLTA information.

Brian and Glenna went to NAD. Brian could not be the 2nd representative and had to sit in the back. Brian met with people and discussed political issues. Brian described the NAD meeting as a good one but it was disorderly. The parliamentarian had to intervene and straighten out the meeting.

Glenna thanked Brian and Cathi for their hard work and made ASLTA stronger.

Glenna sent her president's report to board members and editor of the ASLTA newsletter.

Glenna explained that the ASL standards for the 2013 ACTFL publication are still in progress. ACTFL had to postpone the publication due to finances and the wait for getting more foreign language standards to add in the publication. The upcoming November ACTFL conference will announce the date of publication – it's likely to be in 2013.

Another reason why the committee of ASL standards delayed the proposal to ACTFL is that the ASL standards need to be complied to the national common core curriculum for K-12 learners. Also, to make foreign language stronger and cannot be dismissed.

Glenna met with JCNL Executive Director and said he is more open-minded than the previous one. He was willing to put a line item in the JCNL annual conference budget for ASL interpreters. It costs us about \$2K for each annual conference. JCNL is fighting to survive as many foreign language organizations are folded due to colleges/universities' budget cuts. JCNL has to survive to protect nation's security. Executive Director of JCNL is more receptive to ASL than the previous one.

Glenna claims it is ASLTA's responsibility to be more involved in other foreign language organizations. ASLTA is too close knitted and it needs to be more visible and to give support to other foreign language organizations. NE-ACTFL provides ASL interpreters every year. ASLTA members should present there.

Lynn's concern was that most ASL programs are not in the Department of Foreign Languages. Glenna confirmed it and pointed out her new job is being housed under Speech and Hearing Sciences instead of Languages, Literatures and Cultures. There is better monetary support in Speech and Hearing Sciences. ASL does not bring much research money.

Glenna discussed the history of where ASL programs/departments are housed in various colleges/universities. Often ASL is not with foreign languages due to finances.

Glenna hoped that we accomplish a lot during the meeting especially when it is Face to Face (F2F). It's more and better efficient than oovoo meetings.

Chapters Report:

Pat showed us the list of chapters. She explained that some chapters paid fees, and she had to check with Cathi and other chapters are in dire of new officers, etc. She also explained that some chapters are dying and some are reviving. However, she was glad to see there are 12 active chapters and she is hopeful for more chapters. Pat currently is trying to resolve issues with a former officer of Chesapeake Bay ASLTA and wanted it to represent the DC Metro area. Some state chapters are inactive and quiet such as NY-ASLTA, SC-ASLTA, GA-ASLTA, and WVA-ASLTA. Pat said the SC-ASLTA and WVA-ASLTA were active during her first term. Pat contacted the officers of both chapters and learned that they lacked officers. There are two chapters in Texas. Greater Houston ASLTA and Texas Blue Bonnet ASLTA.

Lynn recommended one state chapter with subchapters. Legislators may be confused with two chapters. MD-ASLTA changed its name because it wanted to be the only representative of MD. Large states such as California, Florida, and Texas may have several chapters and they should be under one state chapter.

Brian explained the old times of Texas. The Texas Blue Bonnet ASLTA was based in Austin. Houston resented it. There were a lot of workshops in Austin. The members of Blue Bonnet ASLTA wanted a fair share of workshops in various cities. Somehow, the Texas Blue Bonnet ASLTA folded and offered Robin Marack to take over the ASLTA in Houston. The name changed to Greater Houston ASLTA. Brian (?) became the PDC of GH-ASLTA and provided workshops in various cities of Texas for the first two years. Eventually, members of Texas Blue Bonnet ASLTA diminished and the organization folded. There was too much work to revive this organization.

Lynn recommended that ASLTA come up with incentives for local chapters to remain active. It was agreed to discuss this in the strategic planning.

Pat said in the past we gave free lunch to one or two representatives of each local chapters at the conferences but recent conferences they had to pay for lunch – approximately \$40 per person for lunch. Many representatives felt lunch meeting was too short to discuss various issues among chapters.

Pat liked Cathi's idea of having a workshop for the chapter representatives on 501c3 and also, wanted the conference planners to be sensitive to chapter representatives' time regarding their need to meet and their want to attend workshops.

Pat says there are no requests for new or reactivated chapters.

2013 Conference – Member at Large Report:

Sharon listed the previous and potential pre-conference sponsors: SMI (Master ASL), DSP (Signing Naturally), NTID (ASL at Work) and ASL Rose (HYES Curriculum). Sharon explained the history of pre-conferences. SMI donated \$10K that included the paid pre-conference registrants and SMI paid the remaining difference. ASLTA paid \$3K honorarium for the 3 authors of Signing Naturally. Sharon and NC-ASLTA committee members agreed that the ASLTA will not pay any honorarium. Each company will apply for the pre-conference and offer sponsorship for this conference. Cathi will check the history of DSP and SMI sponsorships.

Sharon said Bill Newell (ASL at Work) confirmed a pre-conference workshop and SMI, too. She has not received confirmation from DSP and ASL Rose.

Sharon said the on-call for papers and pre-conference information are on the ASLTA website. The deadline for call for papers is postponed to December 31, 2012. The board members agreed to the postponement as well as for the registration.

Sharon asked for a tab that can lead to specific information. She wasn't able to access to the web despite Marvin Herbold's YouTube instruction. Sharon said she wasted time and whole weekend trying to figure out even though she claimed she's good with learning technology pretty quickly.

Sharon and the NC-ASLTA conference committee decided to go green by not printing program book. The board members disagreed and voted to keep the program book due to advertisements, sponsors' information, etc.

Lynn recommended wrist USB (like SPRINT) but is concerned about sponsors' benefits. Lynn recommended sponsors to cover chapter lunch, snacks, bags, pens, papers, etc.

Cathy said ASLTA paid \$3000 for DSP SN Honorarium. DSP gave ASLTA \$5000 and registration of SN was \$3900. Their honorarium didn't include hotel, transportation, and meals. Sharon thought DSP paid \$10K. Cathi will check again.

Cathi's concern about the sponsors' advertisements not being placed in the 2013 ASLTA conference program books. Sponsors often "show off" their ads in program books.

Cathi said ACTFL has an APP on mobile phones and wanted ASLTA to check if we can use this APP to incorporate the contents of the program book. Sharon will ask Frank to see if the APP is free because ASLTA is not selling anything.

President's Agenda:

Glenna was happy that we completed our reports. It's now 3:50 pm. Glenna reminded us to change to purple T-shirt after we complete our meeting at 6 pm. Glenna said CIT gives plenty of food and we would not starve.

Glenna reviewed old e-motions from 2009 - 2011 to see whether or not we have completed them. All motions were completed except for one motion that asked for template letter to send out to support ASL as a language.

Glenna said we should have 2011 general meeting minutes.

Glenna said we did discuss a new award. Glenna was not sure if she sent out to members. The award is in honor of Marie Jean Philip "MP." MP was an advocate of ASL, bilingualism, and educator worldwide. The qualifications for this award are:

1. For K-12 teachers in both L1 and L2 settings
2. Actively involved in storytelling activities such as ASL Literature
3. May recognize students in ASLHS, outsiders or people doing projects related to ASL Literature

Lynn asked for clarification regarding this award – the board or the general members vote for this award. Glenna said general members vote. Glenna noted that board members voted many awards and many board members received the awards. Glenna reminded us ASLHS teachers and ASL specialists worked hard and ASLTA needs to recognize them. Lynn nominated Jason Zinsa but Glenna said he already got an award in the past.

Brian wanted Glenna to give him a list of all awards, its requirements, and past recipients. Also, he wanted guidelines of these awards – when, how, what award to give, etc. Glenna said she's glad this 2009 motion is completed and the board members supported this new award.

Glenna claimed that Lynn was the one that created this motion about "MP" award. Glenna was given names for this award. Glenna said few people worked hard in ASLHS. One of them is Pat Trish McCarthy.

Lynn clarified that the board members cannot vote but wanted to know who will approve the award recipient. Glenna said there is a nomination committee and the members of this committee send out to all ASLTA members. Once they receive all of the names, they check the criteria of each award, and vote on who gets what award. Then the board members give final approval. Glenna posts all of the awards in newsletter/website and members send us their votes. The nomination committee is one of the topics in the new business.

Glenna suspended the By Laws because the 501c3 was in the process and she didn't want to disrupt the process with changes in the By Laws. Now that we have 501c3, we can make changes in the By Laws such as dates of annual membership dues. January – December or October – September. Glenna explained that many ASLHS chapters, colleges/universities, and schools pay their teachers when they're back to school. It is best for the dues to be in school year. Cathi said the By Laws shows that the board members have to decide the amount of membership dues and does not say about the time of dues. Glenna suggested a monkey survey of 10 questions for a fee for any By Laws changes. Glenna recommended that the board members decide which dates we start use and let the members vote for the dates we agreed. Lynn recommended that we wait until all By Laws changes and send out the survey to members for approval. Glenna said so far there is only one change in the By Law unless we come up with more changes later. Then we will work on the monkey survey. Glenna suggested the membership dues start on September 2013.

Brian (or Sharon) is the chair of By Laws committee. Glenna said to wait until end of the week and to see how many things in By Laws we have to change. Then we send out a monkey survey to members.

Cathi said we check online to see who are the members. Glenna confirmed it.

Lynn mentioned two leaders passed away: Dr. Edward Corbett, Superintendent of Ohio School for the Deaf and Jack Levesque, first Executive Director of DCARA.

Glenna wondered if Marvin is willing to allow chapter officers to have access to the ASLTA website to put the chapter news and pertinent information. Cathi suggested that

chapters send the information to her and Pat organizes them on website. Cathi didn't want too many chapters to have access to the website. Board members agreed.

The board agreed that ASLPI/SLPI will not be replaced with NIC/Master CDI for the provisional level certification. For candidates who are applying Provisional Certification must take everything including ASLPI/SLPI. The evaluation committee denied this motion and will inform general members why it was denied.

Glenna said the #7 motion is already set up.

Glenna discussed the #8 motion and someone wanted the ASLHS removed from the By Laws. Glenna said it was out of order.

Glenna clarified that we are done with 2009 motions and wanted us to discuss how we will proceed with the 2011 motions.

Glenna started with the #2.a.1 motion. Cathi asked what happened to the #1 motion. Glenna said we passed the #1 motion (?).

Glenna appointed Lynn to focus on L1 (related to #2.a.1. motion). Lynn proposed that the ASLRT, consisting of L1 teachers and is not an organization, to be housed or affiliated with ASLTA. Glenna said it's part of the strategic planning. Cathi explained that ASLHS is a program just like the Evaluation and Certification. Cathi recommended representatives from ASLHS, Evaluation and Certification, and possible ASLRT (L1) to be part of the ASLTA board. Glenna is one of the ASLHS sponsors. This needs to be discussed in the strategic planning. Lynn will contact Arlene Gunderson and Petra Horn to see who best can represent ASLRT for the ASLTA board.

Glenna said Points 1 – 5 have not been discussed yet. They should be discussed in the strategic planning.

Glenna said B is referred to Evaluation team.

Glenna said same person that made the motion (B1) in 2009 and again in 2011. Both were denied.

Lynn explained that most states require K-12 teachers to have statewide license or teacher's certification, not the national ASLTA certification. States need to make revenues and state certification is good revenue for states. Lynn wondered if ASLTA is able to sell its evaluation to the states to ensure the "standardization of ASL."

Lynn (as of 11.27.12) asked if ASLTA could develop a contract with each state department that ASLTA evaluate and certify their ASL/Deaf Studies/any personnel working with ASL users/learners.

Glenna did send us an email asking who was qualified to evaluate L1 and L2 teachers and also, clarified that on the ASLTA application, one has to check the type of certification level and the teaching track (L1 and/or L2). Brian said most colleges/universities do not require ASLTA certification. Lynn wanted to question Keith if there are enough L1 teachers to evaluate prospective L1 teachers. Lynn suggested the involvement of the Evaluation and Certification committee.

Glenna noted that MJ Shahan wanted ASLTA to send newsletter via email (e-newsletter). Glenna said today's technology is possible for us to print e-newsletter (only PDF). Sharon suggested we go slow as many people will not change fast. Sharon felt that ASLTA should give members two options: hard copy of the newsletter or e-newsletter. She added that ASLTA should add two boxes for members to check. Lynn added third option – attach the newsletter in email. Sharon argued that some people don't have computers. Glenna counter argued that today all teachers are required to use computers because schools, colleges, and universities require teachers to have email addresses. Lynn recommended that ASLTA change its colors (red, white and blue) to green to show our commitment to go green. Sharon said CIT does not send out hard copies of its newsletter and it's high time we should follow them. Glenna asked Cathi to add info on the application form starting 2013. Glenna was concerned with bad or changed email addresses. Sharon said often people have more than one email address. ASLTA could add another line in the application form for those who have multiple email addresses. Glenna wanted to add newsletter on website for members only. Sharon felt that job opportunities on ASLTA website should be closed to members only. Glenna will discuss this option with Marvin.

Sharon and Lynn suggested ASLTA go green. Glenna seemed concerned about Marvin. Lynn asked why stay with Marvin if ASLTA is not happy with his services. Lynn suggested two ASL-friendly/Deaf owned companies: Brilliant Echo (www.brilliantecho.com) (As of 11.27.12 this company folded.) and Creative Burn (As of 11.27.12 the owner is busy right now.). Sharon expressed her frustrations with Marvin. Sharon and Glenna sent Marvin an email and both did not get Marvin's email for a whole month. Lynn used the Trump style "FIRED." Glenna nodded and looked down her notes.

Glenna will inform Alysse, the Editor of ASLTA newsletter, to put the next newsletter on the web, not to print anymore. Glenna will tell Alysse to create a new template for the computer.

Cathi said we must send our reports including this conference meeting (summaries of motions and their actions). Glenna said she will do them. Glenna said our newsletters are 4 x a year. The next one is winter issue. Our reports are due in two weeks.

Glenna will contact Marvin to set up members only and public use for the newsletter distribution. Glenna felt sending newsletters using members' emails is easier. Cathi asked for clarification if newsletters are sent in email, 30 pages in email are a lot for people to open. Cathi said e-newsletters are usually short and have 4 – 5 blocks of news. And they are more frequent. Glenna added another concern – advertisers.

Sharon showed an example of e-newsletter where advertisements are included. www.discoveringdeafworlds.com.

Cathi felt people resent newsletters being sent in email. It's too slow to download the information.

Sharon suggested LaNae to send out email announcing the ASLTA e-newsletter. Lynn asked if we should keep LaNae, Membership Coordinator.

Glenna said it's 5 pm. Glenna asked Cathi how long it will take us to discuss contractors and employers such as LaNae and Tony. Cathi said it might take at least half hour.

Contractors vs. Employers

Cathi said she will send us the website showing the differences between contractors and employers.

Cathi briefly explained that contractors must own businesses with business cards, license number, tax identification number, etc. Employees are hired by people who wanted them to do certain tasks. Cathi emphasized that LaNae and Tony are fits the category of employees. Employees are not available to do other work for other people. They don't have business cards. They don't send us invoices. These employees use ASLTA equipment and they send us time sheets.

Sharon asked if they use 1099 or W-9.

Cathi backed up and explained what this means to ASLTA. She clarified that once employees get the 1099 form from ASLTA and they must report to IRS their earnings. ASLTA does not cover their Social Security benefits. The Social Security is based on one's income and it's employees' responsibility to pay for their own Social Security. However, LaNae and Tony fit the category of employee. Marvin is a contractor because he used his own equipment and does work for other people. He owns this business. As for Alysse, it's a gray area because she uses her computer and hard drive to develop newsletters. Cathi thinks that Alysse works for other organizations. It's acceptable for ASLTA to consider Alysse as a contractor.

Cathi shows a power point slide about the Pay Roll Services. Quarterly \$100. Set up \$00.00. Draws 75% to account for withholding (?). 6.2% SS 1.29 Medicare. 7.40% to medicare. MD State Tax.

ASLTA has to develop a payroll service including the above items for our employees. It's now required by certain states (clarification is needed here).

Sharon said Tony is a contractor but Cathi said Tony has ASLTA equipment and doubted that he could afford \$2000 worth of these equipment unless ASLTA donated them to him. Glenna said we could use Tony as a book keeper consultant. Cathi does not want to be fined if IRS catches us that we knew what we were doing was wrong.

Pat asked about board officers. Cathi said we are volunteers and we don't get paid. Cathi explained that Evaluation program buys its own equipment. Also, added that Tony needs to have business license and liability insurance to cover his business. IRS needs to collect money to cover people's Social Security benefits.

Cathi wanted this to be a discussion among us not her personal preference. What this means to ASLTA, we need to set up a payroll service to deduct their SS, taxes, and other withholdings. Stephanie, the accountant, suggested Cathi to do monthly payroll service. Cathi said it costs us about \$1000 a year that includes employee's SS, medicare, and Maryland taxes. Including the accountant's fee.

Sharon explained that Amy Rowley was supposed to take Keith's place. Brian confirmed it. Amy backed out due to excessive space the evaluation required. Tony is scanning current documents and trying to reduce papers from file cabinets. All of the information will be in the hard drive and other servers. It'll be easier for the next chair of Evaluation

and Certification committee. Sharon doubted Tony is willing to be a volunteer to do this job as it's a lot of work.

Cathi said contractor must have business cards, Tax ID #, business license, liability insurance, owns equipment, etc. Employee does what the boss asked one to do. Employee submits time sheets and performs specific tasks. ASLTA is required to deduct SS, medicare, etc. from Payroll services. Evaluators are employees.

Lynn asked for clarification regarding contractors as Lynn hired signers for producing stories on video and they're paid once for their services. Cathi said this is specialty and they do these projects occasionally. ASLTA does not pay evaluators often. Lynn asked if Tony works everyday, Cathi said his bill was \$800 and he worked practically everyday. Cathi said in ASLTA by laws, board officers are volunteers. Cathi wanted to point out how much should we pay Tony each month. He is an employee because he used ASLTA equipment and does not have a business license. ASLTA has to deduct MD taxes, medicare, etc. for him. Cathi said Tony is not a contractor and Cathi has to do the payroll because the IRS is strict about the status of contractors and employees. Cathi does not want to cause the loss of 501c3 over \$1000 report to IRS. Since our discussion will be in the minutes, and ASLTA is responsible for fraud if caught. Cathi will give the accountant employee's information and the accountant will take care of the rest. Glenna said for Cathi to allow accountant to take care of taxes, etc. LaNae's duties will be transferred to Tony temporarily and then when we vote for a new secretary. These three duties will be part of Secretary's responsibility. Glenna will send LaNae an email stating that her last duty will be sending out the holiday cards. Then LaNae is no longer an employee of ASLTA. Only Tony will be the employee. Lynn felt membership cards are waste of money and are hardly used. The treasurer has the list of members. Glenna said membership cards include certification level, date of expiration, etc. Cathi said we are not going green with the membership cards. Glenna will investigate the costs of calendar cards and it's usually less than \$500. Glenna claimed that most members like the calendar cards.

Lynn thinks ASLTA should become affiliated with NAD and makes NAD strong. Glenna said it was NAD's idea for all organizations to become affiliated. Brian confirmed it. Lynn explained that JCNL has many language organizations and JCNL can lobby with more money and power. NAD does not enough affiliations and NAD could fall through. Glenna justified JCNL because it's a language lobbying organization whereas NAD is a wide spectrum organization. It does not focus on ASL only. NAD represents 36 million people and ASLTA has 500 members. NAD has to play number game to get federal money such as DCP (closed captioning). It's all number game. Cathi suggested consortium. Lynn suggested we ask various organizations such as Deaf Bilingual Coalition (DBC), Facundo Element (FE), ASL Round Table (ASLRT), etc. to join ASLTA as affiliations and then ASLTA can lobby for our language birthright. Glenna said we should go to ACTFL conferences. Cathi suggested that we support ACTFL activities. Lynn added Applied Linguistics Association and National Association of Bilingual Education.

Glenna said she will inform Tony that he is an ASLTA employee and will write a letter with Cathi's assistance to nicely "terminate" LaNae's employment as of December 31, 2012.

Glenna will look for holiday cards that are less than \$1 and are easy to mail with less costly stamps. Lynn recommended Costco holiday cards with calendar - costs .16 each. Glenna will check it out.

Glenna adjourned the meeting with a short summary: Tony will be an employee and will send out membership cards. LaNae will do her last employment duty on December 31, 2012. We are to wear our purple T-shirts tonight and expose our commitment to pass on the civility.

Meeting adjourned at 6 pm.

Thursday, October 18, 2012 1:35 pm

(Insert Pat Beech's notes of Keith's Presentation)

Disc 018:

Leslie Greer visited us. Sally Zwicker introduced herself and wanted to be on the ASLTA committee. Glenna said ASLTA might need one more Member at Large.

Saturday, October 20, 1:05 pm

We have two motions we vote. First motion I moved to the CIT and CIT fancied the motion. Their only question. The board or the members. Glenna prefers the board. It's regarding to the MOU. Board votes only.

ASLTA and CIT have history and there was no MOU. All talk. Never happened. We'll work together. Each president is waived conference registration. Until one year, (name?) forced ASLTA to pay for registration, room and board, meals, etc. Glenna had to negotiate to get these fees waived. Few years ago, ASLTA and CIT, during one conference lunch, agreed to chip 50% each for an Executive Director to run both organizations. Later, CIT withdrew the agreement and ASLTA ended up paying for the Executive Director. Glenna wanted all agreements in writing. Brian asked if it should be in policy and Glenna confirmed it.

Sharon made a motion and Lynn seconded.

"I move that we authorize the Board of Directors in the ASLTA to work with the Executive Board of the CIT to develop a formal written MOU between the two organizations to foster ongoing cooperation and collaboration. This MOU will require approval by the governing boards of both organizations."

Glenna said the boards develop the agreements together. Cathi said it might improve our collaboration.

Glenna said so far only one change is needed for the by laws. Now we discuss the membership. Glenna said the next motion is to change the due dates. September – August 2014. Cathi offered to type the rationale.

Lynn asked where to put CIT as part of ASLTA by laws. Glenna suggested policy, not by laws.

Rationale:

The 2011 motion on membership cycle change was tabled until the 501c3 application was completed and approved since we could not make changes during the process.

Now that we have 501c3 status, we can change bylaws among other things. Therefore, the new membership can be revised to September – August 30, beginning September 2013.

Motion:

Move that the annual membership dues cycle be Sept 1 – August 30, beginning September 2013.

Cathi was reading the bylaws. Members shall pay in January. There was a discussion about whether we should pay in 2013 or 2014. Glenna will announce the new membership due date in the newsletter to give members plenty of time. Lynn said the bylaws require at least 60 days to inform the general members of any new bylaws changes. Also, membership due by September 2013 might require some members to pay again in 2013. Cathi said it might balance out for those who didn't pay in 2013.

New motions:

Move that the annual membership dues cycle be Sept 1 – August 30, 2013 beginning September 2013.

Rationale:

The 2011 motion on membership cycle change was tabled and the 501c3 application was completed and approved since we could not make changes during the process.

Now that we have 501c3 status, we can change bylaws, among other things. Therefore, the new membership cycle can be revised to Sept 1 – August 30, beginning September 2013.

Discussion – whether to start 2013 or 2014, concerns that if it will hurt our membership or cause unhappiness.

Lynn asked if ASLTA provides benefits for businesses and organizations. Glenna said it's on website and it used to have business logos. Now they're no longer there. The membership benefits were shown. Lynn asked if ASL Rose is a business member because ASL Rose paid for 4 advertisements. Lynn claimed that ASL Rose and Lynn got two newsletters, one is addressed to ASL Rose and the other to Lynn. Lynn is confused. Cathi asked if ASLTA sends out 3 or 4 newsletters a year and Glenna said ASLTA is cautious about the amount of newsletters. Sometimes 3 or 4. Just to play safe.

Sharon asked who is honorary member. Cathi said there's no membership benefit information for the ASL Honor Society. Glenna clarified that the honorary members are for retired ASL teachers and evaluators. There is information about membership benefits for the ASL Honor Society at the end of the page.

Cathi said ASLHS teachers pay their membership dues through their certification level or ASLTA members. Schools pay for the chapter fees. Glenna clarified that schools pay \$20

to ASLHS, not to ASLTA. Cathi argued that ASLHS is a program under ASLTA. Glenna said ASLTA does not have ASLHS membership information listed under the ASLTA membership form. There was a discussion about adding more information re: businesses, organizations, ASLHS and other affiliations on the membership benefits list. Cathi said ASLHS teachers pay for their ASLTA membership dues and their schools pay chapter fees to ASLHS. The money is for ASLHS activities. Glenna said the information needs to be fixed on the website and does not need a new motion.

Cathi wanted to know who were the honorary members. Nancy V. Becker, Larry Fleischer, Isabella Calvacca, and Matthew Moore were the honorary members. Sharon asked for policy and procedure for the honorary membership. Glenna said in 2013 she will become the past president and she will collect all boxes from various places to organize the information and history.

Lynn moved that Glenna become ASLTA historian effective January 2014. No one seconded.

Cathi asked who made that motion (on screen). Jason made the motion regarding new membership due date and it was seconded by the board. Passed.

Cathi listed various organizations that ASLTA should participate: JCNL (DC, May 2013), ACTFL (November 2012), CIT (2014, Portland, Oregon), WFD (one of its requirements that the majority of the organization's members must be deaf and Cathi isn't sure if ASLTA meets this requirement as we don't know how many Deaf and hearing members at this point), NAD (Atlanta, GA), Deaf History International (2014, membership fee is \$50 a year and it's the same since 1999), and Deaf Studies (Utah).

Brian moved that ASLTA pay \$50 annual membership fee to Deaf History International. Lynn seconded.

Sharon suggested that ASLTA website shows our membership of various organizations by inserting their logos to show our support for these organizations. Glenna said ASLTA is listed in ACTFL list of membership.

Glenna asked us to develop incentives for chapters to remain active. ASLTA needs to provide a kit for chapters. Board members should take turn to attend chapter's conferences (only big ones). Pat said there are members are not joining their chapters. Lynn suggested one or two free national registration for the upcoming conference for each chapter. Pat felt it was not enough incentive. Sharon suggested chapters to apply for ASLTA grants or scholarship. Glenna reminded us that there is a scholarship, the LF2. Also, for new chapter, ASLTA gives \$500 for the seed money after receiving their bylaws and list of officers. The LF2 is for leadership training for the chapters. Glenna said one day during the conference will be for the chapters – workshops, luncheon and shreshop. Glenna said chapters have asked the national ASLTA to sponsor advertisements in their program and in the past ASLTA said no advertisements but now ASLTA should reconsider and change this policy to support chapters. Perhaps, up to \$100 per chapter per year for their conference, not workshop. There are 38 chapters but only 12 are active. Brian recommended that the weak chapters invited a member from a strong chapter to present on how to strengthen the chapter, etc. Glenna said Pat did this in the past.

Sharon said ASLTA should provide CEUs for the workshops at the conference. Lynn explained that CEUs may not be appropriate for this type of workshop for the chapters. CEUs require objectives, assessment, etc. before one can get CEU credits.

Pat said Eddy Laird and David Martin came to a workshop in 2007 in Tampa, Florida, to explain how the chapter is strengthened. Keith did the same thing in 2009. Pat said ASLTA need to do it again as a forum – a morning or all day, not just during lunch. There is not enough time to do this during lunch. Lynn reminded Cathi to add ASLTA pays \$100 a year for the conference ad. Cathi wanted to know if ASLTA could support neighbor chapter to support the local chapter instead of using chapter's money. Pat said ASLTA conference will have a chapter forum to find out what they wanted, etc. Cathi wanted to type various ideas to support the chapters' activeness and existence. Pat would like for Cathi to give a workshop about 501c3, finances, business, etc. to the local chapters at the conference.

Pat suggested topics such as how chapters attract members. Lynn explained that MD-ASLTA is suffering similar thing and statewide conference is the key to attract members. Other fund raising projects such as ASL Vaudeville are for the statewide conferences. Often workshops are canceled due to lack of members. Lynn also explained that the officers are burned out because same officers for the past few years. Many members prefer national and statewide conferences.

Glenna said chapters focused on professional development, perhaps they should become advocates for legislation. Lynn suggested other things such as entertainment, teaching learning, social time, workshops, etc. Glenna recommended that ASLHS work with local chapters. Lynn doesn't know if there are any ASLHS in Maryland. Lynn said there are ASL Clubs in Towson, FCC and McDaniel. ASLTA chapters should function like Jr. NAD – work with ASLHS but the students don't become ASL teachers. Pat explained her experience with Veditz ASLTA regarding the silent weekend and many students want more of this. Pat felt we need more people power. Members of local chapters need to share ideas, games, share shop, etc. Pat said she tried different things and claimed that two workshops are most successful – Master ASL and Signing Naturally.

Cathi wondered if we should send out survey to chapters asking them what they need from the national ASLTA. Pat said she already did in 2009. Lynn asked if ASLTA could support local chapter's workshop/conference and evaluations (10+ candidates). Keith already explained that if there are more than 10 candidates, ASLTA will pay for the evaluators to do the evaluations, etc. Cathi suggested we asked Tony to find out how many qualified candidates in certain areas and felt that the candidates don't have to wait for the bi-annual conferences. Why not host one in their area. Glenna said perhaps we should host one in west, one in Midwest and one in East coast. Sharon suggested we set up a workshop teaching how to set up video camera and do the ASLTA test, etc. Glenna said we do provide workshop related to certification. Sharon suggested we put the information and promote the workshop on the website. Glenna suggested we host the evaluations at Gallaudet as it has MASLT and there are potential candidates for the professional certification.

Lynn recommended that we listed members with their email addresses and they have to check if they want to opt out or keep email addresses. Cathi can send the list to respective state chapters. Pat will work on membership list. Pat said some emails bounced back. Cathi needs to make sure of their current email addresses. Pat said there

are officers' list but some are no longer there. Brian said many officers are quite old and no longer officers. Pat wanted their new email addresses and have not heard from various chapters. It's past one and two years now. The chapter should lose their status. Glenna said it's not in the ByLaws. Pat said there are few chapters who are active such as Veditz and MD-ASLTA. Glenna wanted to know how long the active status should be. Cathi said they need to send us their activities, highlights and workshops. Cathi recommended we send them a list of benefits. Lynn recommended that we put a list of chapters with their status such as we did with ASL legislation. Pat said there are inactive chapters that have money and what did they do with money. Cathi asked where the money goes. All inactive chapters are required to give money to the national ASLTA. Pat tried to contact various inactive chapters and no luck in getting their responses. Sharon asked for clarification regarding the inactivity status and asked if it's in the bylaws. Brian clarified that it's in the policy, not bylaws.