

## ASLTA Board Face to Face meeting – February 14 & 15, 2014

### Pre-meeting discussion

- Tour of Hotel facilities- led by Kristin Scheibe and Neil Johnson
- Mission Statement – Goal: Make it available in ASL; all Board members should memorize it, every couple of months, will feature different Board members on the website ASLizing our mission!
- Teambuilding activities
- Our task as a board – few hands, large mission
- Reflection #1: It's not how much we give, but how much love we put into giving
- Need to find incentives for chapters to grow their members and to grow the number of chapters

Meeting called to order at 10:25 am (CST) Friday, February 14, 2014

	<p>PRESENT President Timo Owens 2017  Vice-President Arlene Gunderson 2015  Secretary Christine Multra Kraft (Temporary)  Treasurer Cathi Bouton (has resigned effective March 20, 2014)  Member at Large Bill Newell 2017  Chapter Chair Nina Coyer 2017</p> <p>Absent: Professional Development Chair Sharon Lott 2015</p>														
Attachment B-01	<p>MINUTES January 15, 2014 (Corrections)</p> <ul style="list-style-type: none"> <li>• Explanation of Motion numbering system – to keep track of motions &amp; all follow-up actions</li> <li>• Discussion on format of motions</li> <li>• Correction – as all motions need to include the name of the person who makes the motion.</li> </ul> <p>The Board went through the motions to restate:</p> <table border="1" data-bbox="285 1192 1528 1955"> <tr> <td data-bbox="285 1192 862 1268">2014-M#001</td> <td data-bbox="862 1192 1528 1268">Timo Owens (Lott) moves that ASLTA membership cards be converted to digital format</td> </tr> <tr> <td data-bbox="285 1268 862 1341">2014-M#002</td> <td data-bbox="862 1268 1528 1341">Arlene Gunderson (Lott) moves that the Board have an open discussion on the ASLTA website</td> </tr> <tr> <td data-bbox="285 1341 862 1446">2014-M#003</td> <td data-bbox="862 1341 1528 1446">Timo Owens (Newell) moves that President Brian contact Alysse about the Website proposal within 24 hours.</td> </tr> <tr> <td data-bbox="285 1446 862 1556">2014-M#004</td> <td data-bbox="862 1446 1528 1556">Sharon Lott (Newell) moves that certification stickers become the responsibility of the Evaluation office</td> </tr> <tr> <td data-bbox="285 1556 862 1665">2014-M#005</td> <td data-bbox="862 1556 1528 1665">Timo Owens (Gunderson) moves that debit cards will only be assigned to the ASLTA Board</td> </tr> <tr> <td data-bbox="285 1665 862 1843">2014-M#006</td> <td data-bbox="862 1665 1528 1843">Timo Owens (Gunderson) moves that Sharon Lott purchase 8 USBs to upload Conference Handbook documents for each Board at February's Face to Face meeting in Minneapolis, MN</td> </tr> <tr> <td data-bbox="285 1843 862 1955">2014-M#007</td> <td data-bbox="862 1843 1528 1955">Arlene Gunderson (Lott) moves to have an open discussion on the Newsletter, discussing the possibility of going paperless.</td> </tr> </table>	2014-M#001	Timo Owens (Lott) moves that ASLTA membership cards be converted to digital format	2014-M#002	Arlene Gunderson (Lott) moves that the Board have an open discussion on the ASLTA website	2014-M#003	Timo Owens (Newell) moves that President Brian contact Alysse about the Website proposal within 24 hours.	2014-M#004	Sharon Lott (Newell) moves that certification stickers become the responsibility of the Evaluation office	2014-M#005	Timo Owens (Gunderson) moves that debit cards will only be assigned to the ASLTA Board	2014-M#006	Timo Owens (Gunderson) moves that Sharon Lott purchase 8 USBs to upload Conference Handbook documents for each Board at February's Face to Face meeting in Minneapolis, MN	2014-M#007	Arlene Gunderson (Lott) moves to have an open discussion on the Newsletter, discussing the possibility of going paperless.
2014-M#001	Timo Owens (Lott) moves that ASLTA membership cards be converted to digital format														
2014-M#002	Arlene Gunderson (Lott) moves that the Board have an open discussion on the ASLTA website														
2014-M#003	Timo Owens (Newell) moves that President Brian contact Alysse about the Website proposal within 24 hours.														
2014-M#004	Sharon Lott (Newell) moves that certification stickers become the responsibility of the Evaluation office														
2014-M#005	Timo Owens (Gunderson) moves that debit cards will only be assigned to the ASLTA Board														
2014-M#006	Timo Owens (Gunderson) moves that Sharon Lott purchase 8 USBs to upload Conference Handbook documents for each Board at February's Face to Face meeting in Minneapolis, MN														
2014-M#007	Arlene Gunderson (Lott) moves to have an open discussion on the Newsletter, discussing the possibility of going paperless.														

	January 15 meeting minutes accepted as read
Attachment C-01	January 28, 2014 minutes go on record
	FYI: Arlene and CMK will discuss format for making motions via email
Attachments D-01 through I-02	<p>REPORTS</p> <p>Former President Brian Kilpatrick's report (up to January 31):</p> <ul style="list-style-type: none"> <li>Board concern: JNCL-NCLIS – need a report to a board after every conference</li> </ul> <p>President Timo Owens report as Vice President:</p> <ul style="list-style-type: none"> <li>JNCL-NCLIS Conference, Washington DC, May 8,9 – need ASLTA Board reps to attend</li> <li>NAD Conference, Atlanta, July 1-5 – Timo &amp; Arlene plan to submit a presentation proposal on ASLTA</li> <li>ACTFL Conference, San Antonio, Nov. 21-23 – Timo interested in attending</li> <li>Timo organized bylaws into new format. <b>Need motion to accept new format of bylaws – changed for easy readability</b></li> <li>Need standardization of format for different policies &amp; procedures. Timo organized deadlines – see E-03 for list. <b>Need motion to accept this action &amp; deadlines</b></li> <li>Need Board liaisons to different programs and committees</li> <li>Need to identify guidelines for programs, standing committees and ad-hoc committees. For instance, Chapter Affiliates is a committee, but ASL Honor Society is a Program. Need a logical system that reflects ASLTA priorities.</li> </ul> <p>To discuss during new business:</p> <ul style="list-style-type: none"> <li>ASLTA-CIT MOU- need to discuss and settle various issues to move forward with effective partnership</li> <li>Good to seek out more partnerships with NAD, ASLRT, ADARA, ASDC, etc</li> <li>Website – the public face of ASLTA. Our website has been the same since 2007. Marvin Herbold has been the webhost for several years now; his contract is up in April.</li> </ul> <p>Discussion on what is needed in a proposed new website. ie: people can join/pay membership &amp; renewal fees &amp; register for conferences, possible member-only area where information can be updated, member database? Area where people can purchase goods (shopping cart) – but also need to figure out human logistics – who will fill the orders? Posted videos, informational videos available for a small fee?, Need for a verification committee to screen job postings. Email tracking system? Need a website that pays for itself. Advertising/sponsorship opportunities</p> <p>Proposals collected from three companies, SweetWater proposal the best of the three. Need to follow up on specifics.</p> <p>11:45 Lunch break Meeting resumes 1:17 Continuing President's report:</p> <ul style="list-style-type: none"> <li>Strategic Plan – discussion on ASLTA strategic plan from 2011 – it seems we need to set up new one to guide us for the next 5-10 years. <b>Develop timeline to develop a strategic plan</b></li> </ul> <p>Secretary Arlene Gunderson's report:</p> <ul style="list-style-type: none"> <li>Discussion on @aslta.org email addresses. Need to have ASLTA business done via @aslta email addresses for tracking &amp; connectivity between ASLTA administrations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussion on ASLHS using @aslta.org – this would be a logical progression. Accountability is key – accountability to our roles and to the future ASLTA administrations.</li> <li>• Will discuss communication protocol during new business</li> <li>• Proposed color coding system for membership categories – need to find a way to track the sending of membership cards – Arlene and Cathi will discuss specifics to organize membership</li> </ul> <p>Treasurer’s Cathi Bouton’s report:</p> <ul style="list-style-type: none"> <li>• Everyone should put hours worked for ASLTA in their reports – information is needed for the Federal 990 form (yearly reporting).</li> <li>• Cathi will meet with an accountant to go over the 2013 financial report – she expects a few tweaks, but nothing major.</li> <li>• Cathi will resign March 20. The Board expressed its gratitude for her years of service and especially honors her contribution of converting the bookkeeping to QuickBooks and her efforts to obtain 501c3 status for ASLTA</li> </ul> <p>Member at Large Bill Newell’s report:</p> <ul style="list-style-type: none"> <li>• Brian Kirkpatrick asked him to try to locate the plaques that list all the ASLTA award winners – it used to be in the ASLTA room when we shared the NAD home office. But that office was cleaned out and the plaques lost.</li> </ul> <p>Evaluation Chair Keith Cagle’s report:</p> <ul style="list-style-type: none"> <li>• Discussion on Evaluation budget projection– we need a Board budget, so we can better plan out our revenue &amp; expenditures.</li> <li>• Discussion on the transition to offering Professional Level interviews via videoconferencing.</li> <li>• Need to separate certification program from evaluation program, as the two are separate ASLTA functions.</li> </ul> <p>Chapter Chair Nina Coyer’s report:</p> <ul style="list-style-type: none"> <li>• Question on how many officers needed for each chapter. Policy &amp; procedures need to be updated – for Chapters, the deadline is June, so this will be addressed in due course.</li> </ul> <p>Discussion on the need to use the @ASLTA email system for keeping track of emails and templates for future emails. The secretary will develop templates for different responses and organize them on Google drive for the Board’s use.</p> <p>We will try our online meeting via Fuze – CMK will set up and test with all the Board members</p>
<p>Addendum to the Treasurer’s Report</p>	<p>501c3 status is currently in process. In the eyes of the US Government, we are currently a “Pending NonProfit organization.”</p> <p>Paperwork complicated because ASLTA became incorporated in North Carolina in 2003, but separated from the NAD a few years later. A nonprofit lawyer gave his time pro bono to consult with Cathi as she wrote the justification – that ASLTA was “inactive” 2003-2011, when the NAD filed all paperwork (990s, other reporting) but now was a stand-alone organization with money given from NAD. March 2012, got approval for 501c3 status.</p> <p>However, IRS revoked 501c3 status shortly after because ASLTA had not filed 990 paperwork since 2003.</p> <p>Cathi redid all paperwork in May 2013, with the lawyer’s support, but has not heard back from the IRS. She called to ask about our status, but was told our paperwork had not even been given to a reviewer yet, and to expect a year to a year and half delay.</p>

	<b>Motion needed for Corporate Compliance yearly oversight (CPA, lawyer)</b>
2014-M#005	<p>Old Business from January's minutes: Arlene Gunderson (Newell) Debit cards are to be only assigned to ASLTA Board.</p> <p>Cards are now held by: the Evaluation assistant, Tony Ellis, 2 by ASLHS, Brian Kilpatrick has an ASLTA credit card</p> <p>Bill Newell (Coyer) proposed amending the motion to read: All debit cards will be assigned to designated Board members for oversight. Amendment Passed, Entire motion passed</p>
2014-M#007	<p>Bill Newell (Bouton) moved to untable motion. No opposition. Board quickly agreed paperless makes sense. Passed.</p> <p><b>Need to make plans for eNewsletter in New business</b></p>
Info sharing:	Andy Lange sent in his contract to serve as parliamentarian for the next conference. Timo will follow up with Andy and tell him that at this point, we are not able to enter in a contract for services until we've completed a 'clearinghouse' of policies, procedures, and finances.
Old business	Registered Agent (Treasurer) – Cathi will continue to investigate possible companies that will serve as Registered Agent for a fee
Reflection #2	If you do something out of duty it will deplete you but if you do something out of love it will energize you.
2014-M#010	<p>New Business</p> <p>Arlene Gunderson (Newell) moves to approve and implement new bylaws format created by Timo. Passed</p>
2014-#011	Nina Coyer (Gunderson) moves to approve and implement policy and procedures completion deadline as proposed by Timo. Passed
2014-#012	Arlene Gunderson (Coyer) moves to accept the financial report ending December 2013 as read by Cathi Bouton. Passed
2014-#013 Open Discussion on attachment E-04A	<p>Arlene Gunderson (Coyer) moves to finalize Organization Chart. Passed</p> <ul style="list-style-type: none"> <li>Proposed: Add Corporate Compliance &amp; Bylaws to standing committees</li> <li>Discussion on ASLTA TV – ASLTA has a YouTube channel</li> <li>Discussion on LF2/Riggs scholarship funds – criteria needs to be established</li> <li>Newsletter will become eNewsletter committee</li> <li>Under Programs – L1, L2, and Deaf Studies – to direct all ASLTA activities in those fields (information sharing, newsletter, conference tracks, advocacy, etc)</li> <li>Discussed the creation of job descriptions for the board</li> <li>Need to revisit 'Professional Development Chair' rename Professional Development Director</li> <li>Program coordinators</li> </ul> <p>The Board will discuss this further when we reconvene on Saturday.</p>

Break for the evening: 5:10 pm

Informal evening discussion: Possible/Existing Membership and Chapter benefits

<b>Membership benefits:</b>	<b>Chapter Benefits:</b>
Network	Network
Newsletter	Newsletter
Professional development	Chapter representation @ASLTA Board
Licensure	Incentives (#of members, # of attendees at conferences)
Resources	Voting privileges
FAQs	Social media
ASLHS at schools	Chapter newsletters

Mentors	FAQs
Chat	Support system
Classroom observation	Consultant on state legislation logistics
Watchdogs/advocacy	Leadership
Employment advertising	Resources
Store discounts	Regional representatives
Conference discounts	Funds for workshops
Incentives	501c3
Conference attendee scholarships	
Representation@ JNCL-ACTFL	

Board reconvenes Saturday, February 15, 2014 at 8:40am

Opened with Timo giving another ASLized version of ASLTA mission statement.

Reflection #3	Working hard for something we don't care about is called stress. Working hard for something we love is called passion.
Info Sharing:	38 states recognize ASL as a language – need to identify who are key people in those states and make ourselves known – support them with teacher training and certification.
2014-#014	Arlene Gunderson (Coyer) moves to have Bill Newell and another ASLTA member attend the JNCL-NCLIS May Conference and represent ASLTA. Passed <ul style="list-style-type: none"> <li>Bill will check with Brian K and Glenna to find out about past conferences and how the delegate system works. He will also contact likely people in the DC-MD-VA area to see if there's someone <i>who would be interested in attending along with him.</i></li> </ul>
Info Sharing:	NM chapter – we have not yet received their application so will hold on approval.
Info Sharing:	Gallaudet chapter – Raychelle Harris discussed with Arlene the possibility of setting up a chapter on Gallaudet campus for the M ASL students and Gallaudet faculty. Arlene and Nina will continue the discussion with Raychelle.  Discussion on requirements for chapters.
2014-#015	CIT/ASLTA MOU <ul style="list-style-type: none"> <li>Bill &amp; Timo have drafted a list of items for the MOU, so far only minimal contact with Jimmy Beldon &amp; Leslie Greer from CIT.</li> </ul> Arlene Gunderson (Bouton) moves to have CMK and Nina be the board liaison for the CIT/ASLTA MOU. Passed <ul style="list-style-type: none"> <li>Discussion if we should have a board meeting at CIT – decided not to so we can attend workshops and CIT functions</li> </ul>
2014-#016	Arlene Gunderson (Coyer) moves to have 2 Board members attend CIT at ASLTA expense. Passed
2014-#017	Nina Coyer (Bouton) moves to have Arlene Gunderson and Timo Owens attend NAD at ASLTA expense. Passed <ul style="list-style-type: none"> <li>Arlene and Timo plan to send in presentation proposal – they hope to lead a forum discussing how to take ASLTA to the next level</li> </ul>
2014-#018	Bill Newell (Bouton) moves to refer the selection of a Registered Agent in North Carolina to the Corporate Compliance committee. Passed  This will be on the OLD BUSINESS agenda at the next meeting.
2014-#019	Arlene Gunderson (Coyer) moves to have two board members attend the ACTFL Fall conference in San Antonio. Passed

2014-#020	Bill Newell (Coyer) moves to have Pat Beech form an ad hoc nominations committee to fill the vacant secretary position on the Board. Passed											
2014-#021	Bill Newell (Coyer) moves to table the Treasurer position discussion to later during the meeting. Passed											
2014-#022	Bill Newell (Coyer) moves to accept SweetWater media as ASLTA website contractor. Amended by Bill Newell (Coyer) pending more information exchange on specific board concerns. (Withdrawn amendment and motion)											
2014-#023	Cathi Bouton (Coyer) moves that Arlene Gunderson will investigate Website contractors with deadline of February 22, 2014. Passed <ul style="list-style-type: none"> <li>• Arlene will form a website committee to evaluate bids.</li> <li>• Discussion of several Deaf graphic artists</li> </ul>											
2014-#024	Bill Newell (Coyer) moves that the creation of a possible new logo be assigned to the Website committee. Passed											
2014-#013 Returning to discussion	<p>Returning to discussion of new Organizational Chart</p> <table border="1" data-bbox="285 743 1500 1785"> <tr> <td data-bbox="285 743 889 1066">Proposed/Existing Programs with likely 'assigned' Board liaison:</td> <td data-bbox="898 743 1500 1066">L1- appropriate Board liaison as assigned L2- appropriate Board liaison as assigned Deaf Studies- appropriate Board liaison as assigned K-12 – appropriate Board liaison as assigned ASL Honor Society- appropriate Board liaison as assigned Evaluations- MAL Conference - PDC</td> </tr> <tr> <td data-bbox="285 1071 889 1528">Proposed/Existing Standing Committees with likely 'assigned' Board liaison:</td> <td data-bbox="898 1071 1500 1528">Corporate compliance/Bylaws - President Professional Development- PDC Website (includes ASLTA TV and YouTube channel)- VP E-Newsletter- Secretary Budget- Treasurer LF2/Tom Riggs Funds- President Archives/history- Secretary ASLTA TV/channels – Joint VP &amp; PDC Awards- Secretary Membership benefits- Chapter Chair Membership recruiting- Chapter Chair Chapter Recruiting- Chapter Chair</td> </tr> <tr> <td data-bbox="285 1533 889 1785">Proposed Ad-hoc Committees with likely 'assigned' Board liaison:</td> <td data-bbox="898 1533 1500 1785">Conference Guidelines - PDC Evaluation Review- appropriate Board liaison as assigned Policy/Procedures- VP Motion Review- President Nominating- President Research (?)</td> </tr> </table> <p>Each Program &amp; Committee chair will be given a clear mission/task in this format:</p> <table border="1" data-bbox="285 1852 656 1995"> <tr> <td>ASLTA Mission</td> </tr> <tr> <td>Name of Committee</td> </tr> <tr> <td>Charge/Tasks</td> </tr> <tr> <td>Chairperson</td> </tr> </table>		Proposed/Existing Programs with likely 'assigned' Board liaison:	L1- appropriate Board liaison as assigned L2- appropriate Board liaison as assigned Deaf Studies- appropriate Board liaison as assigned K-12 – appropriate Board liaison as assigned ASL Honor Society- appropriate Board liaison as assigned Evaluations- MAL Conference - PDC	Proposed/Existing Standing Committees with likely 'assigned' Board liaison:	Corporate compliance/Bylaws - President Professional Development- PDC Website (includes ASLTA TV and YouTube channel)- VP E-Newsletter- Secretary Budget- Treasurer LF2/Tom Riggs Funds- President Archives/history- Secretary ASLTA TV/channels – Joint VP & PDC Awards- Secretary Membership benefits- Chapter Chair Membership recruiting- Chapter Chair Chapter Recruiting- Chapter Chair	Proposed Ad-hoc Committees with likely 'assigned' Board liaison:	Conference Guidelines - PDC Evaluation Review- appropriate Board liaison as assigned Policy/Procedures- VP Motion Review- President Nominating- President Research (?)	ASLTA Mission	Name of Committee	Charge/Tasks	Chairperson
Proposed/Existing Programs with likely 'assigned' Board liaison:	L1- appropriate Board liaison as assigned L2- appropriate Board liaison as assigned Deaf Studies- appropriate Board liaison as assigned K-12 – appropriate Board liaison as assigned ASL Honor Society- appropriate Board liaison as assigned Evaluations- MAL Conference - PDC											
Proposed/Existing Standing Committees with likely 'assigned' Board liaison:	Corporate compliance/Bylaws - President Professional Development- PDC Website (includes ASLTA TV and YouTube channel)- VP E-Newsletter- Secretary Budget- Treasurer LF2/Tom Riggs Funds- President Archives/history- Secretary ASLTA TV/channels – Joint VP & PDC Awards- Secretary Membership benefits- Chapter Chair Membership recruiting- Chapter Chair Chapter Recruiting- Chapter Chair											
Proposed Ad-hoc Committees with likely 'assigned' Board liaison:	Conference Guidelines - PDC Evaluation Review- appropriate Board liaison as assigned Policy/Procedures- VP Motion Review- President Nominating- President Research (?)											
ASLTA Mission												
Name of Committee												
Charge/Tasks												
Chairperson												

	<table border="1"> <tr> <td data-bbox="280 170 656 212">Members</td> </tr> <tr> <td data-bbox="280 212 656 247">Deadlines/Target dates</td> </tr> </table>	Members	Deadlines/Target dates	<p>After reviewing all information from the discussion, Timo will present the new O chart at the March Board meeting.</p>								
Members												
Deadlines/Target dates												
2014-#025	<p>Bill Newell (Bouton) moves that the President contact CCIE to start discussion on how ASLTA can be involved in the accreditation process Passed</p>											
	<p>Lunch break at 10 55 Called back to order 12:30</p>											
Reflection #4	<p>The great acts of love are done by those who are habitually performing small acts of kindness.</p>											
Info Sharing:	<p>Discussion on ASLTA communication protocol</p> <table border="1"> <tr> <td data-bbox="280 573 472 831">Problems:</td> <td data-bbox="480 573 1497 831"> <ul style="list-style-type: none"> <li>• cc replies to everyone on unnecessary things</li> <li>• Not changing subject line</li> <li>• Email sent to bad email addresses, people no longer involved</li> <li>• Not including deadlines</li> <li>• Many issues in one email</li> <li>• Opinions in email, not enough evidence/facts</li> </ul> </td> </tr> <tr> <td data-bbox="280 831 472 1339">Guidelines:</td> <td data-bbox="480 831 1497 1339"> <ul style="list-style-type: none"> <li>• Need consistent format on sending &amp; responding to emails</li> <li>• Use your judgment in putting your opinion in email – your opinion should be based on FACTS not hearsay. Email is not private, especially business email.</li> <li>• Respond to email within 24 hours, 48 hours at the latest</li> <li>• If you're unable to answer your email, set away message or have another board member check your email messages.</li> <li>• This does not mean you need to have to answer 100% right away – you can communicate with that person ie: "I can't answer right now, I will answer by Monday at the latest"</li> <li>• When there is discussion on an issue, the originator should "wrap up" so there's a clear and recorded resolution to the issue</li> <li>• SAVE all emails in an organized file system for easy reference</li> <li>• Set up signature with your name</li> </ul> </td> </tr> <tr> <td data-bbox="280 1339 472 1734">Format to use:</td> <td colspan="2" data-bbox="480 1339 1497 1734"> <p>DATE: FROM WHO: TO: you EXPECT a reply from these people CC: Only if necessary – you do not expect a reply from these people... this is a FYI to those people only Use CC only if your response affects everyone else or the organization. DO NOT use to thank the person, to add a comment that applies only to the sender BEST practice: use REPLY (not REPLY ALL). Let the originator of the email/discussion decide if s/he wants to CC to all. SUBJECT: use good descriptive title, but be clear &amp; concise REPLY BY: give a specific day you expect a reply</p> </td> </tr> <tr> <td data-bbox="280 1734 472 1986">Etiquette:</td> <td colspan="2" data-bbox="480 1734 1497 1986"> <ul style="list-style-type: none"> <li>• Be soft on people and hard on issues – there is a difference.</li> <li>• Email is an opportunity to build relationships with our members and interested parties.</li> <li>• Don't email or respond when you are angry or upset.</li> <li>• If your email is urgent, say so, but do not expect everyone to respond immediately.</li> <li>• If the email is time-sensitive, state the deadline for the reply.</li> </ul> </td> </tr> </table>		Problems:	<ul style="list-style-type: none"> <li>• cc replies to everyone on unnecessary things</li> <li>• Not changing subject line</li> <li>• Email sent to bad email addresses, people no longer involved</li> <li>• Not including deadlines</li> <li>• Many issues in one email</li> <li>• Opinions in email, not enough evidence/facts</li> </ul>	Guidelines:	<ul style="list-style-type: none"> <li>• Need consistent format on sending &amp; responding to emails</li> <li>• Use your judgment in putting your opinion in email – your opinion should be based on FACTS not hearsay. Email is not private, especially business email.</li> <li>• Respond to email within 24 hours, 48 hours at the latest</li> <li>• If you're unable to answer your email, set away message or have another board member check your email messages.</li> <li>• This does not mean you need to have to answer 100% right away – you can communicate with that person ie: "I can't answer right now, I will answer by Monday at the latest"</li> <li>• When there is discussion on an issue, the originator should "wrap up" so there's a clear and recorded resolution to the issue</li> <li>• SAVE all emails in an organized file system for easy reference</li> <li>• Set up signature with your name</li> </ul>	Format to use:	<p>DATE: FROM WHO: TO: you EXPECT a reply from these people CC: Only if necessary – you do not expect a reply from these people... this is a FYI to those people only Use CC only if your response affects everyone else or the organization. DO NOT use to thank the person, to add a comment that applies only to the sender BEST practice: use REPLY (not REPLY ALL). Let the originator of the email/discussion decide if s/he wants to CC to all. SUBJECT: use good descriptive title, but be clear &amp; concise REPLY BY: give a specific day you expect a reply</p>		Etiquette:	<ul style="list-style-type: none"> <li>• Be soft on people and hard on issues – there is a difference.</li> <li>• Email is an opportunity to build relationships with our members and interested parties.</li> <li>• Don't email or respond when you are angry or upset.</li> <li>• If your email is urgent, say so, but do not expect everyone to respond immediately.</li> <li>• If the email is time-sensitive, state the deadline for the reply.</li> </ul>	
Problems:	<ul style="list-style-type: none"> <li>• cc replies to everyone on unnecessary things</li> <li>• Not changing subject line</li> <li>• Email sent to bad email addresses, people no longer involved</li> <li>• Not including deadlines</li> <li>• Many issues in one email</li> <li>• Opinions in email, not enough evidence/facts</li> </ul>											
Guidelines:	<ul style="list-style-type: none"> <li>• Need consistent format on sending &amp; responding to emails</li> <li>• Use your judgment in putting your opinion in email – your opinion should be based on FACTS not hearsay. Email is not private, especially business email.</li> <li>• Respond to email within 24 hours, 48 hours at the latest</li> <li>• If you're unable to answer your email, set away message or have another board member check your email messages.</li> <li>• This does not mean you need to have to answer 100% right away – you can communicate with that person ie: "I can't answer right now, I will answer by Monday at the latest"</li> <li>• When there is discussion on an issue, the originator should "wrap up" so there's a clear and recorded resolution to the issue</li> <li>• SAVE all emails in an organized file system for easy reference</li> <li>• Set up signature with your name</li> </ul>											
Format to use:	<p>DATE: FROM WHO: TO: you EXPECT a reply from these people CC: Only if necessary – you do not expect a reply from these people... this is a FYI to those people only Use CC only if your response affects everyone else or the organization. DO NOT use to thank the person, to add a comment that applies only to the sender BEST practice: use REPLY (not REPLY ALL). Let the originator of the email/discussion decide if s/he wants to CC to all. SUBJECT: use good descriptive title, but be clear &amp; concise REPLY BY: give a specific day you expect a reply</p>											
Etiquette:	<ul style="list-style-type: none"> <li>• Be soft on people and hard on issues – there is a difference.</li> <li>• Email is an opportunity to build relationships with our members and interested parties.</li> <li>• Don't email or respond when you are angry or upset.</li> <li>• If your email is urgent, say so, but do not expect everyone to respond immediately.</li> <li>• If the email is time-sensitive, state the deadline for the reply.</li> </ul>											

		<ul style="list-style-type: none"> <li>• DO NOT forward an email without the permission of the owner</li> </ul>
	<p>Paused meeting for ASLTA Conference Committee presentation &amp; meeting with potential supporting organizations.</p>	
<p>Board Activity</p>	<p>SWOT activity</p>	
	<p>Strengths:</p>	<p>Emerging infrastructure to build on            Certification system (2x)            States recognizing ASL            Conferences            Stubborn survivors            Talented, passionate people Dedicated, committed people            Easy to support ASL            Recognition            Unity            Common experience</p>
	<p>Weakness:</p>	<p>Diverse profession            Key leadership positions – the people in them do not have the relevant backgrounds (tax, legal, corporate)            Not up to date            Lack of commitment from members            Lack of updated website            Lack of L1 activity            A lot to do without enough worker bees            Small membership base            Outreach to people and structures/organizations that could impact us            Not known as a moving grooving organization            All volunteer at present (except for tony)            Logistics not clear            Exclusive – small group of people</p>
	<p>Opportunity:</p>	<p>To improve teaching skills            Increase membership and incentives            Collaborative efforts with ASLRT, Deaf Studies and NAD            2015 conference            New website            M ASL program at Gally – their support, support of Gally faculty            HOT time – job opportunities at many places            Growth            National resources            People want to be involved            Prime time to grow</p>
	<p>Threats</p>	<p>Time and manpower            Medical audist reemergence            Political pressure            Competing interests            Ownership            Not doing anything            501c3</p>

		<p>Membership database          Finances          Non signers moving up the ladder, speaking for our field          Competing organizations – want everyone’s time, talent, and treasure          Lack of direction          Divisive profession</p>
	<p>Ideas that came out of the discussion:</p>	<p>Video links for all our information, letters, etc          More use of social media          Grace period for who have not kept up their payments, so their certification is not presently valid          Once before, grace period was used according to Bill Newell          Partnership letter to different organizations, exploring possible collaboration          Offer free workshops on ASLTA wherever we go          Cross-promotion via social media for organizations/individuals that support us</p>
<p>We will revisit this list in a couple of weeks and tie it to development of our strategic plan.</p>		
<p>2014-#021  2014-#026  2014-#027</p>	<p>Arlene Gunderson (Coyer) moves to untangle discussion on Treasurer Board Position. No opposition.</p> <p>Nina Coyer (Gunderson) moves that Bill Newell takes the responsibility of Treasurer temporarily. Passed</p> <p>Arlene Gunderson (Coyer) moves that Bill Newell develops a job description for office manager. Passed</p> <ul style="list-style-type: none"> <li>• Bill will create a Google document so we all can support the development of the job description</li> <li>• Big concern – how the IRS views contractors vs employees If the Office manager is considered an employee, that means taxes need to be paid on the position.</li> <li>• Specifics on contractors – cannot use organization equipment, must have a business license, must have insurance, etc.</li> </ul>	
	<p>Next board meeting: March 19.</p> <p>Discussion on when next Face to Face meeting should be. Suggestion for twice a year. It may be possible to have “partial” face to face meetings when more than one board member is together and the others “remote” in. Alternatively since two board members are within driving distance, perhaps can meet up with Timo in Louisville.</p> <p>Nina Coyer (Newell) moves to adjourn the meeting at 5:20 pm</p>	

