

## ASLTA Board Online meeting via Fuze– March 26, 2014, 8-10pm EST

Meeting called to order at 8:05pm

	<p>PRESENT: President Timo Owens 2014-2017  Vice-President Arlene Gunderson 2014-2015  Secretary Christine Multra Kraft 2014-2017  Member at Large Bill Newell 2013-2017  Chapter Chair Nina Coyer 2013-2017  Professional Development Chair Sharon Lott 2013-2015</p>
2014-#030	Motion: Bill Newell (Gunderson) to accept Christine Multra Kraft as ASLTA Secretary from now until 2017. passed
<b>Reading of Mission Statement</b>	<p>Opened with a ASLized version of ASLTA’s mission statement signed by Timo</p> <p>For future meetings, other board members will take turns ASLizing the mission statement.</p>
Reviewing past meeting Minutes	<p>Reviewing MINUTES from Minnesota Face-to-Face meeting – no corrections</p> <p>February 14 &amp; 15 meeting minutes accepted as read</p>
REPORTS  Attachments B-01 through H-01	<p>President Timo Owens:</p> <ul style="list-style-type: none"> <li>• Bill Newell willing to transfer to the Treasurer position</li> <li>• Need nomination committee for the empty Member at Large seat</li> <li>• BIG thanks to Bill for compiling job description and agreement for ‘administrative assistant’ position</li> <li>• This position offered to Cathi Bouton, former Treasurer, however she declined, preferring to do the work for three more months, then turn it over to someone else</li> <li>• Cathi will train Bill face-to-face next week. He wants to get a feel for the work before hiring a person to take on the Administrative assistant role</li> <li>• On behalf of board, Timo expressed his thanks to Bill for taking on this significant position. The board’s trust in Bill was expressed</li> <li>• Corporate Compliance Committee – Kelby Brick recommended for this committee. This committee will be very active – urgent issues: Registered agent needed for ASLTA, also follow up with 501c3 and making sure we are good standing with the IRS</li> <li>• CIT conference – fyi from CIT President: ASLTA president registration fee waived for the conference. Continuing discussions between the two organization presidents and working toward creating a Memorandum of Understanding between our two organizations. Investigated alleged reciprocal sponsorships of each other’s conferences, but records can’t be found of this. Due to high cost of bringing evaluators to CIT and Keith Cagle not being available to coordinate, plus the movement toward video professional level interviews, it was determined that ASLTA will not offer professional level interviews during the CIT conference this year.</li> <li>• Consortium of Collegiate Interpreter Education CCIE has three board positions available. Keith Cagle is on the Board of CCIE. Discussing possibility of Timo being on CCIE board on behalf of ASLTA. In discussion with Keith Cagle, Timo found out that CCIE is independent from CIT, but meets during CIT conferences. Timo invited Keith to host a CCIE meetings during the ASLTA conference.</li> <li>• Certification for Interpreter Trainers – as CIT does not offer instructor certification, discussion with Keith Cagle on the possibility of ASLTA adding Interpreter Trainer Certification.</li> <li>• Organization chart is a big issue. We are not clear the definition of a committee and what is the definition of a program under ASLTA.</li> <li>• Please use new code – helps us easily reference who is involved/responsible for what.</li> <li>• Communicated with Alysse, newsletter editor for the past couple of issues, telling her about the</li> </ul>

new strategy for the newsletter – being distributed online and the secretary being responsible. Alysse was happy to send her materials to the secretary.

- Timo and Arlene will go to Deaf Studies and will seek out presenters for our ASLTA conference and also work on encouraging ‘movers and shakers’ in the ASL field to join ASLTA. Timo will seek out ‘big names’ for our keynote speakers. Arlene will go to Street Leverage conference (they have over 500 people registered!) and do the same.
- Timo discussed with Evaluation Chair, Keith Cagle, the need to do all communication via @aslta.org email. Will transit into this.
- Job description needed for Evaluation Chair’s assistant – Bill will start work on this soon – Tony will be a contract position, meaning he cannot use ASLTA’s equipment (he can however rent ASLTA’s equipment)
- Will move away from sticker system for certificates due to too much logistics involved with this.

To discuss during new business:

- Charge card policy
- Mission statement
- Accept policy for online board meetings
- Board member code of ethics E-05

Vice President Arlene Gunderson’s report:

- Working with Sweetwater media on website and logo development
- Will have full ASL accessibility –maybe even advertisements too!
- Need email for bookkeeper – Arlene will follow up with Michael at Sweetwater
- Strongly encourages everyone to fully utilize the ASLTA Google drive for our ASLTA work – this helps us be fully accountable to the board – everyone should regularly go into the ASLTA Google drive to stay abreast of new developments
- NAD accepted Timo and Arlene’s presentation proposal – they will present at the NAD conference this summer

Secretary Christine Multra Kraft’s report:

- Will create folders in Google drive for meeting materials so it is easy to find.
- Newsletter – Envisioned a bilingual newsletter – articles available both in ASL and English. Will seek out cutting edge content and useful information for our members. Will work on finding someone to do the design of the newsletter. Arlene and CMK will discuss a plan and present it next month.
- Temporary protocol for forwarded emails from inquiries to ASLTA – please cc the secretary on your reply

Treasurer/former Member at Large Bill Newell’s report:

- Needs motion made for himself and Timo to be named ASLTA representatives on the Schwab account
- To put our Quickbooks online, we will need to purchase service and pay a monthly support fee. Need to determine who can access this information. Will report next month after he investigates more.
- JNCL dues are being paid so can register for the JNCL conference

Chapter Chair Nina Coyer’s report:

- 7 chapters currently active.
- New Mexico in process: sent their application with check

	<ul style="list-style-type: none"> <li>• DC chapter holding off until next year</li> <li>• Veditz chapter in Virginia is disbanded</li> <li>• Will start a rough draft of materials to encourage the establishment of more chapters.</li> </ul> <p>Professional Development Chair Sharon Lott's report:</p> <ul style="list-style-type: none"> <li>• Need to decide registration fees for 2015 Conference</li> <li>• Needs to work with NPD Chair Kristin to encourage levels of sponsorship, Arlene will send examples from ASLFest</li> <li>• Booth setup- Board oversight, largest sponsorship gets premium space, need floor plan to figure setup and costs.</li> </ul> <p>Timo updating on ASL Honor Society</p> <ul style="list-style-type: none"> <li>• Working on setting up a conference call with Jason Zinza</li> </ul>
<b>New Business</b>	Open discussion on Registration fee for 2015 Conference:
2014-M#031	Multra Kraft (Newell) moves to set conference fees at: Early bird: 300, then about every 4 months, the cost goes up \$50 until it finalizes with \$475 at door, passed
2014-#032	Newell (Multra Kraft) moves that the current members of the board of the American Sign Language Teachers Association be duly noted in our official minutes as the following:  Timothy Owens, President, [2014-2017] [1413 South Second Street, Louisville, KY 40208] Arlene Gunderson, Vice President [2014-2015] 442 Buckingham Drive Kyle, TX 78640 Christine Multra Kraft, Secretary [2014-2017] [9870 Sugarleaf Place, Fishers, IN 46038 ] William Newell, Treasurer, [2014-2017] [10413 E. Spring Creek Rd., Sun Lakes, AZ 85248 Nina Coyer, Chapter Liaison, [2014-2017] [723 Cave Springs Drive, Lancaster, KY 40444] Sharon Lott, Professional Development Chair, [2013-2015] [406 Timberline Dr, Morganton, NC 28655] Passed
2014-#033	Multra Kraft (Gunderson) moves that William Newell, Treasurer and Timothy Owens, President be authorized individuals to represent ASLTA with regard to investments of the organization held by Charles Schwab Investments company and managed by Hayes Asset Management of Rochester, NY. Passed
2014-#034	Gunderson (Lott) moves that the treasurer investigate and purchase QuickBooks with the appropriate level of service for ASLTA. Passed
2014-#035	For the Information Policy Procedures and Guidelines (IPPG) Manual: policy F-05d on use of Debit/Credit Cards Newell (Coyer) moves to accept this policy as read. Passed
2014-#036	Multra Kraft (Coyer) moves to accept IPPG Manual policy B-01B as read on expanding the ASLTA mission statement. Passed
2014-#037	Coyer (Lott) moves to accept IPPG Manual policy D-04c as read on Board meeting procedures. Passed
2014-#038	Newell (Lott) moves to accept IPPG Manual policy E05 as read on ASLTA board member code of ethics Passed
2014-#039	Gunderson (Lott) moves to accept Bill Newell's transfer from the Member at Large position to Treasurer of ASLTA Board Position Passed
2014-#040	Newell (Multra Kraft) moves that ASLTA write a letter to any institution/organization brought to our attention that is posting a job description for an ASL teacher with inappropriate qualifications or language that does not reflect best practices as promoted by our organization. Passed
	Gunderson (Lott) moves to close new business Passed
Next meetings	Wednesday, April 23, the President, Vice President, and Secretary will meet in Indianapolis face to face, the other three board members will join via Fuze
	May 30, 31 – Face to Face in Louisville, KY
	June, July via Fuze

Meeting adjourned 10:30 EST

