

ASLTA Board Face to Face meeting – May 29 & 30, 2014

Meeting called to order at 8:45 am (EST)

	<p>PRESENT President Timo Owens 2017 Vice-President Arlene Gunderson 2015 Secretary Christine Multra Kraft Treasurer Bill Newell 2015 Member at Large Chapter Chair Nina Coyer 2017</p> <p>Absent: Professional Development Chair Sharon Lott 2015</p>
	<p>April meeting minutes accepted as read</p>
	<p>Pre meeting discussion:</p> <ul style="list-style-type: none"> • Shocking the amount of time and work to make this a functioning organization • Need to determine priorities • A working website will be a big step forward • Reaching out to community, show them we're moving in right direction, build up ASLTA's credibility • People have ideas for ASLTA – listen!!
	<p>REPORTS</p> <p>President Timo Owens:</p> <ul style="list-style-type: none"> • Policy and Procedures – Timo created format, goal to put on website • CIT, series of VP calls, hoping to establish a MOU between the two organizations, CMK take lead • ASLHS program – need to work out logistics with Jason Zinza, costs of program • Conference updates • Encourage formation of chapters, how we can support them. 501c3 status • Evaluations- should we broaden the scope? • Name change to ASL Professionals Association? • HOME OFFICE as a priority • RECOGNITION of Bill Newell's hard work sorting out financial tangles and working toward better financial organization and stewardship of ASLTA funds. Hands waving to Bev Newell as well in her role as Administrative Assistant – doing so much more than what they signed up for! <p>Vice President Arlene Gunderson</p> <ul style="list-style-type: none"> • Met with Amy Hile & Genie Gertz about collaboration with ASLRT • Working closely with website developer • Represented ASLTA at Deaf Studies and Street Leverage, networked at CESAD conference <p>Secretary Treasurer</p> <ul style="list-style-type: none"> • Attended JNCL conference • Created General Reimbursement Form and Travel/Conference Reimbursement form – uploaded to Google Drive. IMPORTANT <i>itemized</i> receipts needed and MUST be affixed on a standard sheet and sent to treasurer for processing. \$40 dollars max per day for meals. 56 cents per mile if driving own vehicle. No reimbursements will be made for alcohol purchases. • Consulting with a non-profit specialist accountant in Phoenix • Moved bulk of investment funds to Schwab. Working on moving the Riggs fund, LF2 fund, and General Donations fund to Schwab as well.

- ASLHS, Evaluation, Main, NPDC remain at Bank of America
- Working with PayPal – possibly becoming our ‘merchant’ online payment processing system
- Need to standardize process for entering information on website – to join as member, institutional member, to pay evaluation fee, conference registration, make a donation, etc
- Our responsibility as a board is to provide financial oversight. Need to budget, grow funds, stewardship.
- NPDC has 33 thousand – recommendation 12 thousand be used to pay for website development and the rest be invested
- Set up FedEx account due to high volume of shipping ASLHS materials
- Need to determine possible ‘fields’ for the online ‘shopping cart’ so that can be incorporated in website development
- Next step is to investigate where we are with Conference spending
- Will develop budget for 2014-2015
- Need to determine if we follow

PD Chair

- Conference chair expressing her frustration over delays in decision making, asking for autonomy
- Need to determine speakers, release conference information, open registration
- Need to discuss conference format
- Structure for ASLTA providing workshops in different states

Chapter Chair

- New Mexico ready to form chapter, sent in payment
- NM hosting conference in August, requested Bill Newell attend as one of speakers
- 38 chapters on the roster: 19 active, 16 inactive, 3 closed
- Nina has divided the chapters into regions – Northeast (1), Midwest (2), South (3), and West (4): she plans to get 3 representatives from each region for her Chapter committee

Draft Benefits of forming/having a chapter:

- ✓ Networking
- ✓ Newsletter
- ✓ Chapter representative
- ✓ Incentives (money for workshops?)
- ✓ Voting privileges
- ✓ Social
- ✓ FAQ
- ✓ Support system
- ✓ Consultation on state recognition of ASL/licensure for teachers
- ✓ Leadership
- ✓ Webpage
- ✓ 501c3 (need to solve our pending status)
- ✓

Nina will investigate the areas with inactive/no chapters and encourage them to access the website for ‘chapter start kits’ with information on how to reactivate/form chapters.

Reenergized, Revamped, Relevant

Conference planning

CMK & Sharon left meeting to meet with National Conference chair & assistant chair

Chapters

Proposed structure:



Program vs Committee

- Timo shared definition of programs from bylaws: “provide ongoing and significant support to service and the mission
- Adhoc committees are temporary committees – until they meet the designated goal
- Programs and committees are ongoing, there can be committees under Programs (ie Evaluation committee)
- Programs have coordinators, committees have chairs.
- Website committee is currently ad hoc – need to transit over to committee status
- Need to develop IPPG procedures to guide committee work, with specific ‘charge’
- Nominations committees are considered ad hoc

Proposed: Programs

- Evaluation
- ASLHS
- NPDC
- L1
- L2
- Deaf Studies

Board Liaisons to Programs/Committees:

Board Member	Program	Committee
President	Evaluation	Corp/Bylaws
Vice President	L1	Media
Secretary	L2/NPDC	Media
Treasurer	Evaluation/	Finance
PD	NPDC	PD
Chapter	L1/	Chapter Affiliation
MAL	ASLHS/Deaf Studies	Membership/Legacy

Standing committees:

	<ul style="list-style-type: none"> ❖ Media (website, newsletter) ❖ Corporate/Bylaws (501c3) ❖ Finance ❖ Chapter Affiliation ❖ Membership ❖ Legacy (LF2/Riggs, awards, growing our endowment) ❖ PD (workshop logistics & promotion)
2014-M#042	Sharon Lott (Coyer) moved to accept Keri Ogrizovich as ASLTA's new Member at Large. Passed
	Chapter
	Meeting break 8:30 PM Meeting resumes 9:20 AM Nina Coyer absent due to illness
	<p>501c3 pending status</p> <ul style="list-style-type: none"> • 1073 Appeal was filed. It is in an IRS inbox somewhere, possibly a year and half of waiting time before it get reviewed, according to our lawyer. • Bill will ask the lawyer to check again • Need set up audit review
2014-M#043	New Business Arlene Gunderson (Lott) moves to accept into general use, the revised guidelines for reimbursements - 05C with revisions. Passed
2014-#044	Christine Multra Kraft (Lott) moves to accept into general use, the revised travel/conference reimbursement form 05C(a) Passed
2014-#045	Arlene Gunderson (Lott) moves to accept into general use, the revised general reimbursement form F05C(B) Passed
2014-#046	Bill Newell (Lott) moves to transfer money from NPDC to main checking account. PASSED
2014-#047	Christine Multra Kraft (Lott) moves to transfer LF2 and Riggs accounts and create a third account for unrestricted donations under Schwab. Passed
2014-#048	Arlene Gunderson (Lott) Move to open a PayPal Pro account for merchant services. Passed
2014-#049	Arlene Gunderson (Lott) open an account with a shipping service company. Passed
2014-#050	Sharon Lott (Newell) moves to accept Tony Ellis' scope of work contract. Passed
2014-#051	Christine Multra Kraft (Gunderson) moves to sponsor the CIT conference with \$1000. Passed
2014-#052	Arlene Gunderson (Lott) moves to cover the costs for Keith Cagle to represent ASLTA at CIT, for 1/3 his travel expenses, up to \$500. Passed
	NMAD request for formation of chapter is deferred pending action of the Chapter Chair. NMAD request for presentation by a Board member on the evaluation system is deferred to the Chapter Chair.
	Brainstorming for various positions that ASLTA serves: ASL Specialist ASL Therapist ASL Consultant ASL teacher Heritage language teacher Deaf studies teacher Early Childhood teacher ASL nanny Bilingual coordinator Lab assistant ASL program administrator

	<p>ASL mentor ASL/communication facilitator ASL Assessment specialist ASL Evaluator Curriculum developer ASL researcher Deaf Studies researcher Visual media specialist ASL Translator CDI/DI Interpreter Tactile Interpreter Interpreter Trainer Hearing Parent of Deaf child educator ASL Role Model ASL Storyteller ASL Poet ASL Entertainer</p>
	<p>Open discussion on Certification system, collective agreement on the need for an independent review of the evaluation system.</p>
	<p>Open discussion on ASLHS logistics and finances. Significant administrative burden on the part of the treasurer.</p>
	<p>Work session to create action plans for each Board member for June, July, August and September. To be compiled on a master plan and uploaded to Google drive.</p> <p>PRESIDENT:</p> <ul style="list-style-type: none"> • Letter to Keri with Ethics Form • Strategic Plan Guideline • ASLTA Nomination Guidelines • Evaluation Guideline • Bylaws Revision <p>VICE-PRESIDENT:</p> <ul style="list-style-type: none"> • Website Committee Guidelines • Website Maintenance/Launch • ASLTA Home Office Proposal • Collaboration Letter to ASLRT with Secretary Board • EST Texas Evaluation <p>SECRETARY:</p> <ul style="list-style-type: none"> • E-News/Newsletter Guidelines • Advertising Guidelines • MOU for CIT with Professional Development Board • Templates • Social Media Policy • Collaboration Letter to ASLRT with Vice-President Board <p>TREASURER:</p> <ul style="list-style-type: none"> • Budget Committee Guidelines • Audit Guidelines

	<ul style="list-style-type: none"> • 501©3 • Form 990 • PayPal/Merchant Services • Upload Finance to Web <p>PROFESSIONAL DEVELOPMENT:</p> <ul style="list-style-type: none"> • Sponsorship Recruitment • Advertising Recruitment • Exhibit Recruitment • Conference Promotion • Professional Development Chapter Policy <p>CHAPTER LIASON:</p> <ul style="list-style-type: none"> • Affiliation Guidelines • Chapter Fee Guidelines • Biennial Review Guidelines • Report • 30x20 Campaign <p>MEMBER-AT-LARGE:</p> <ul style="list-style-type: none"> • Membership Guidelines • ASL Honor Society • Website "Store" • Legacy Guidelines
	<p>Upcoming meeting plan: June 25 via Fuze July – no meeting, but reports must be sent in by July 25 August 20 via Fuze September meeting TBA</p>

Meeting adjourned 12 noon