AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
Board Meeting
Sunset Station
Las Vegas, NV
January 31, 2004

Members present: President Leslie Greer, Vice President Tom Riggs, Secretary Cindy Campbell, Treasurer Jan McCready-Johnson, Professional Development Patricia Bruce, and Liaison Bill Newell,

Member absent: Evaluation Chair Keith Cagle and Chapter Affiliation/By-Laws Chair Laura Thomas

I. Call to order
President Greer called the meeting to order at 8:05am.

II. Mission Statement
ASLTA Treasurer McCready-Johnson read the mission statement

III. President Greer’s Report

CIT/ASLTA Board meeting (1/30/04)
The Board members feel positive about the yesterday’s meeting. President Greer will follow up with CIT President Ball on the profit sharing.

ACTFL
President Greer will write a letter to the ACTFL expressing an interest to join in this organization. She will follow up on this matter.

IV. Vice President Riggs’ Report

ASLTA Website
Vice President Riggs produced many contacts with Tom Buell. He never finish the website in a timely fashion. His service is no longer needed. Professional Development Chair Bruce is appointed as the ASLTA website coordinator.

Motion 04-052: CGI Training
Bruce will explore the availability of getting CGI training with the board’s approval of paying for the training. Passed.

Logo
Vice President Riggs contacted Lisa Moore. She was not able to do the logo project. He returned the logo to President Greer. The logo was done with small changes by Sarah Perkins at the department of ETRR at the NTID.
V. Secretary Campbell’s Report

Brochure
The ASLTA brochure is done. Campbell appreciated the Board’s effort to send feedback via email. Campbell thanked President Greer for bringing brochures and Sarah Perkins for her work on the brochure.

Letterhead
The letterhead is done. ASLTA has two reams; one with the board members and one without the board members. President Greer gave one ream to Evaluator Cagle.

Membership Package
The membership package included four pages: introduction, membership categories, membership form and demographic survey. The membership package was sent to all the members last Tuesday.

TTY Answering Machine
The TTY answering machine is on all the time. So far, there is no message so far.

Membership Fee Procedure
Campbell showed the variety of membership cards from one company called Membership Cards. The board is in favor of having a membership card with UPC code. Campbell stated that she will contact to make the final plan of ordering and will make a few motions via email to the board in a few weeks. The goal is to send the new membership card in April.

VI. Treasurer McCready-Johnson’s Report

The Budget Report from April 2003 to December 2003 is approved.

Fiscal Budget 2003
The board read the fiscal 2003 budget report (see the attachment).

Contracts
The sample of contract copy was distributed to the board to read.

ASLTA Server/Domain
Communication breakdown occurred between the network company and ASLTA. Executive Director will contact the network to find out to see of the domain name is valid.
W2 forms for evaluators, evaluation assistant, newsletter editor and consultants
Interim Executive Director will pursue on this matter and report to the board

Credit Card Processing
McCready shares the information related to credit card processing. McCready will follow up with the Concord/ESF Financial Services on the internet transaction and purchase of credit card machine.

VII. Chapter Affiliation/ByLaws Chair Thomas’ Report

The board read her report on LCD.

Thomas will write a short retraction notifying that Dogwood chapter is active in the newsletter.

New Chapter Set Up Network:
Nevada: James Womack
Georgia:
Nebraska: Liz Smith
South Carolina: Cinnie McDougal
Tennessee: Check with Keith to contact Dana Charles

VIII. Professional Development Chair Bruce’s Report

Newsletter Feedback
Board gave feedback on newsletter. President Greer will contact Michael Kaufer to discuss on improvements.

Ideas for the newsletters:
ASL Teaching Methodology
Code of Ethics quiz (with answer keys) March newsletter
Successful Teaching stories
Exercise Games – Entry Contest and prize in March newsletter and select the winter in June
How to introduce vocabulary
Evaluation and assessment
Dealing with problem student
Scavenger hunt -- Web
Crossword
Deaf ASLTA
How to introduce grammar, culture, etc
WWW: famous person per month
ASLTA Booth for NAD Conference
Bruce will complete the ASLTA Booth before NAD Conference. President Greer and Bruce will work together to produce the Exhibit booth. Bruce will work on the DVD part to show the movie, pictures, etc.

ASLTA Website
Bruce showed the ASLTA Website to the ASLTA Board members. President Greer, Liaison Newell and Bruce will work together to fix some problems in the ASLTA website.

IX. Evaluation Chair Cagle's Report

Number of Certifications (after deleting several expired certified)

As of Dec. 31, 2003

Professional: 63
Qualified: 65
Provisional: 201
Total: 329

In 2002, the number was:

Professional: 57
Qualified: 48
Provisional: 156
Total: 261

Evaluation System Revision Committee Meeting
Evaluation system revision committee meeting will be held on Feb. 27th-29th, 2004 in Washington D.C. All members (Cindy Campbell, Chuck Gramly, Barbara Holcomb and myself) have purchased the air tickets. I still don't know what is Barbara Holcomb's airfare. I will request the committee members to share responsibilities such as administering surveys.

Professional-level Interviews in July 2004
It looks like we may have around 18 candidates for both interviews and re-interviews. Will work on scheduling the candidates in February. I need to know who should I contact in regard to set up of interview rooms? where? what room name/number? We will need two interview rooms for sure. Once we know how many candidates, then I will contact evaluators about being the interviewers.

Standards of ASL Skills for Provisional Level Certification
Standards of ASL Skills for Provisional level certification are completed after the feedback from the evaluators.
Results
Results from 12 evaluators on 5 prospective candidates for being new evaluators were completed. It was sent to all of you in another email. I need your final votes on the five candidates. As soon as I know your votes, I will contact the candidates and prepare the pre-training reading notebooks for the candidates. Bill Newell will assist me with the training of new evaluators.

Schedule
I already am EXTREMELY busy in this spring semester and will be until third week of June. In addition to what I will do for ASLTA evaluation as discussed above, I am taking two graduate courses this semester and will go to Kenya to provide the SCPI training there in March, and return to New Mexico in May for one last Phd course. So Bill Newell's assistance with the training and assistance from the members of ASLTA System Review Committee will be valuable to me.

Motion 04:052: Glenna Ashton
Glenna Ashton is selected to be trained to become the ASLTA evaluator. Passed.

Motion 04:053: Rachel Stone
Rachel Stone is selected to be trained to become the ASLTA evaluator. Passed.

Motion 04:054: Christine Wood
Christine Wood is selected to be trained to become the ASLTA evaluator. Passed.

X. ASLTA Liaison Newell’s Report

External Reports on the ASLTA
Continue to assist President Greer in corresponding with external requests for information about ASL and ASL teaching in the United States. Responded to two newspaper reports requests for information.

Insurance Coverage for the ASLTA
Arranged for Gary Meyer to meet with the ASLTA Board to discuss insurance. Resulted in Gary’s agency working on insurance as a broker to cover ASLTA liability

Assisted with Editing
Assisted ASLTA Secretary with editing new ASLTA Brochure and membership packets.

Communicating with NAD on the Transition
Continued to respond on behalf of the ASLTA to the NAD with requests to make the transition smooth.

Report to the NAD
Prepared report of ASLTA activities for the NAD Board meetings.
Guest Presenter
Replaced President Greer as guest of the Montreal, Canada LSQ Teachers Association meeting to explain about ASLTA and the Evaluation system.

Powerpoint Presentations
Prepared two Powerpoint presentations for ASLTA. First on ASLTA history, Mission and Code of Ethics and second on ASLTA Evaluation System. Both are now available for all board members to use in presentations.

Presenter at the FASLTA Conference
Replaced Keith Cagle and Leslie Greer to present about ASLTA Evaluation and ASLTA as an Organization at the Florida ASLTA Conference in January 2004.

XI. Meeting Adjournment:
Meeting was adjourned at 3:33 pm.