AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
Board Meeting (open)
ASLTA Professional Development Conference
National Technical Institute for the Deaf
Rochester, NY
September 7, 2003

Members present: President Leslie Greer, Vice President Tom Riggs, Secretary Cindy Campbell, Evaluation Chair Keith Cagle, Chapter & Bylaws Chair Laura Thomas, and Professional Development Patricia Bruce. Liaison Bill Newell, is absent. Liaison Bill Newell, is absent.

Guest Visitor: CIT President Carolyn Ball

Guest Presenter: Gary Meyer.

Member absent: Treasurer Jan McCready, NAD President/Liaison Andrew Lange

I. Call to order
President Greer called the meeting to order at 9:20am.

II. Mission Statement
Evaluation Chair Cagle read the mission statement.

III. Guest Presenter Gary Meyer: Principal Owner of DHH Insurance
Mr. Meyer gave his presentation on various insurance liability, such as the ASLTA as an organization, the ASLTA's property, the evaluators' protection, the ASLTA Board's protection, ASL Teacher - group rates on protection and disability, and conference protection.

IV. President Greer’s Report


2005 Conference
The board will discuss on the plan of the ASLTA 2005 conference at the next Executive Board meeting.

V. Meeting Adjournment:
Meeting was adjourned at 12:00 pm.
AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
Board Meeting (closed)
National Technical Institute for the Deaf
Rochester, NY
September 6, 2003

Members present: President Leslie Greer, Vice President Tom Riggs, Secretary Cindy Campbell, Evaluation Chair Keith Cagle, Chapter & Bylaws Chair Laura Thomas, Professional Development Patricia Bruce, and Liaison Bill Newell

Guest Visitor: CIT President Carolyn Ball

Member absent: Treasurer Jan McCready, NAD President/Liaison Andrew Lange

I. Call to order
President Greer called the meeting to order at 9:02am.

II. Mission Statement
Chapter/Bylaws Chair Thomas read the mission statement

III. Treasurer McCready’s Report (Leslie took over)
The financial reports from January 2003 to present are to be tabled until the Board receive the report from the investigation.

IV. Approval of Board Meeting Minutes

Approval of October 11, 2002 Board Meeting Minutes
The board approved the minutes with revision.

Approval of October 12, 2002 Board Meeting Minutes
The board approved the minutes with revision.

Approval of April 9 2003 Board Meeting Minutes
The board approved the minutes with revision.

Approval of April 10 2003 Board Meeting Minutes
The board approved the minutes with revision.

Approval of April 13 2003 Board Meeting Minutes
The board approved the minutes with revision.
V. Secretary Campbell’s Report:

**Motion 03-042:** Arrangement of Board minutes in the binders
Campbell will arrange all the board meeting minutes, attachments, ASLTA Bylaws in the binders and will be mailed to the ASLTA Board members this week. **Passed.**

**Motion 03-043:** Two weeks reports to be sent to ASLTA secretary before Board meeting
ASLTA Officers send report to ASLTA secretary two weeks before the scheduled Board Meeting via email. **Passed.**

**Motion 03-044:** Purchase of Binders and Tabs
Campbell will buy some binders and tabs to arrange all the board meeting minutes, attachments, ASLTA bylaws and other related information. ASLTA board members will receive and bring the binders in all Executive Board meetings. **Passed.**

VI. President Greer’s Report

*Transition*
Furniture, computers, and supplies are still in NAD office. Cagle suggested that this should be continued until Newell gets information from NAD Executive Director Bloch for information on the rent of office space. Riggs will ask Lynn Jacobowitz to do an inventory and send the report within thirty days. Board would like to have a picture to be taken of an artwork in the office and sent it to President Greer for insurance purposes.

Newell will ask Executive Director Bloch to obtain ASLTA membership list, the use of software to handle the list, two different original brochures, letter head, guideline for Executive Director in a disk. The list of ASLTA members should be obtained in October and in December.

In the NAD brochure, to become a member of the ASLTA ($25) should be changed to “If you want to join ASLTA, please contact ASLTA.” In ASLTA brochure, a statement will written as for the readers who want to join NAD, contact NAD for more information.

*Hiring an Executive Director and Job Duties*
President Greer will discuss the ASLTA – CIT Dual membership dues, accessibility of both ASLTA and CIT website, Executive Director’s duties, possibility of creating a memo of understanding in next CIT board meeting in October.
Motion 03-045: Appointment of Interim Executive Director
Interim Executive Director ASLTA Board appoint an Interim Executive Director for the ASLTA with a salary ranged from 20,000 to $25,000. The position will start effective on December 1, 2003. The position will continue until a permanent Executive Director is hired. Passed.

For the motion 03-044, President Greer, Vice President Riggs, Secretary Campbell, Evaluation Chair Cagle, Chapter and Bylaws Thomas, and ASLTA Liaison Newell were presented for the discussion and voting on the motion. President will talk with Trix Bruce to see if she is interested in filling the position of Interim Executive Director.

Motion 03-046: Job Description of Interim Executive Director
President Greer and ASLTA NAD Liaison Newell will develop the job description of Interim Executive Director by next week on September 12th. Passed.

Investigation

Motion 03-047: Letter to Executive Director Nancy Bloch
In the wake of NAD investigation on $10,000 incident, ASLTA board request NAD executive director Bloch to communicate directly with ASLTA President Greer before taking any action, such as a list of financial institution names and an approval of every check that exceeding $750. ASLTA Board request a response from NAD Executive Director Bloch by September 9th on whether the list of financial institution for separation of ASLTA banking fund from Treasurer McCready’s current banking, and if an action of separation has occurred or not. Passed.

Arizona ASLTA Website
Vice President Riggs showed the new Arizona ASLTA Chapter webpage on the computer.

Motion 03-048: Tom Buell, ASLTA Webmaster
Campbell moved that Tom Buell to be the webmaster for ASLTA web page for a year effective on the following Monday, September 8th. Tom Riggs will meet with Tom Buell to start the process. Passed.

VII. Meeting Adjournment:
Meeting is adjourned at 5:15 pm.
AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION
Board Meeting (closed)
National Technical Institute for the Deaf
Rochester, NY
September 5, 2003

Members present: President Leslie Greer, Vice President Tom Riggs, Secretary Cindy Campbell, Evaluation Chair Keith Cagle, Chapter Chair Laura Thomas, Professional Development Patricia Bruce Liaison and Bill Newell

Guest Visitor: CIT President Carolyn Ball

Member absent: Treasurer Jan McCready, NAD President/Liaison Andrew Lange

I. Call to order
President Greer called the meeting to order at 9:22am.

II. Mission Statement
Professional Development Chair Bruce read the mission statement.

III. President Greer’s Report:


Motion 03-030: A Letter to the ASLTA Treasurer McCready
The letter will be written and sent to Jan. The expectations will be outlined: 1) complying the request of transferring $$ to another financial institution, 2) requesting ASLTA president for permission for any withdrawal over $250 via email, 3) sending monthly financial reports to the ASLTA Board due on the following month of 15th, 4) getting an audit on ASLTA fiscal year financial monetary due on January 31, 2004 and July 31, 2004, 5) The audit will be appointed by the ASLTA Board, 6) informing that ASLTA President will get legal advice to maintain integrity within the organization and responsibilities to the members, and 7) putting ASLTA treasurer on probationary status effective now until the confidential investigation sends a report to ASLTA Board. Passed.

Motion 03-031: Establishing an independent investigation
A confidential independent investigation will be formed. Three Professional certified ASLTA members will be appointed by the Board. A report should be completed and submitted to the Board by December 1st. Passed.

INCL-NCLIS
President Greer and Liaison Newell went to the conference last spring.
Foreign Language Association Program has some grants. A question was asked in a workshop if ASLTA can participate in writing and receiving the
grants. The main issue is that ASL still is not recognized as a language in ACTFL. Carolyn Ball informed that ASL is recognized as a language under Modern Language Association (MLA). A recommendation is for any language organization like ASLTA to find a new office in a small private college. A bartering situation can be done; i.e. the organization name provides a college with a national recognition and the college can support by providing the supplies.

Newsletter Editor
Mr. Michael Kaufer accepted to be the ASLTA newsletter editor. President Greer thanked Professional Development Chair Bruce for her time making the recent newsletter. The board are asked to send the articles to Editor Kaufer by September 15th at editor@aslta.org.

ASLTA Handbook
The duties will reviewed by the Board. The final draft will be completed by Dec. 1st.

Indianapolis Professional Development Conference Financial Report
The financial report will be distributed to the Board members to read tonight. This matter will be discussed tomorrow.

Articles of Incorporation
The request was denied. A resident from a state who is a board member of the ASLTA can sign the application. Newell will check the states and their application fee of 501.C3.

NAD Board Meeting
Newell will not be able to attend to the meeting. He will send a report to Nancy Bloch and all NAD Board members. Cagle asked him to include the status on the candidates’ checks that were deposited in NAD account.

NAD Updates
Former NAD President resigned and a new President is appointed. Now NAD is facing a serious financial crisis. One of the NAD board members was not able to represent as the ASLTA liaison. NAD Liaison Nancy Bloch was not able to come to our ASLTA Board Meeting on this weekend.

Conference 2004
The Board discussed different issues on the next conference. Chapter/Bylaws Chair Thomas will send a survey and nomination forms to the ASLTA members

Motion 03-032: Conference Letter To Nancy Bloch, NAD Executive Director
Newell will write an official letter including liaison report to NAD board Nancy Block, and Anita Farb. A question will be asked if NAD is willing to
split the partial revenues from registration fees. Response to the letter should be on September 20th. Passed.

**Motion 03-033:** “IF” Response
If NAD Board decide not to share the partial revenues, limited participation will be occurred during NAD July Conference 2004. The limited participation will be: evaluation, Board and committee meetings with ASLTA’s approval. Passed.

**Motion 03-034:** ASLTA-CIT Conference
The motion states that ASLTA will be joined with CIT for the next conference on October 13-17, 2004. President Leslie (Alternative: Cindy Campbell) will attend the next CIT Board meeting to gather information. These information will be shared via email to the ASLTA board members and electronic copy to Carolyn Ball) by November 5th. Passed.

**Motion 03-035:** Student Scholarship Award
Chapter/Bylaws Chair Thomas and Cindy Farham will explore the feasibility of having a student scholarship award. Passed.

**IV. Approval of Board Meeting Minutes**

**Approval of October 11 and 12, 2002 Board Meeting Minutes**
To be tabled until tomorrow

**Approval of April 9, 10 and 13, 2003 Board Meeting Minutes**
To be tabled until tomorrow

**Email motions to be ratified:**

**Email Motion 02-036:** expenses to be paid for President and Chapter Chair Thomas to attend WFD conference
The expenses will be paid to President Greer and Chapter Chair Thomas to attend WFD conference in July. Ratified/Passed.

**Email Motion 02-037:** Holiday Greeting Calendar Card
Evaluation Chair Cagle will order Holiday Greeting Calendar cards and mail the cards to the ASLTA members. Ratified/Passed.

**V. Vice President Riggs’s Report:**

*Logo*
Lisa Moore, Professional designer, is working on the logo. It will be finalized by Sept. 19th. The logo will be sent to the Board by email
Website
Tom Buell owns a business in creating the web pages. First year of service is free. His examples of various web pages will be shown on the computer tomorrow.

VI. Secretary Campbell's Report:
Holiday Cards
Next year the secretary will take care of this.

Members' Addresses
President Greer (via Newell's report) request Ron Nomeland to send the members' addresses in a zip.

VII. Chapter Chair Thomas' Report:

Chapter Affiliation Status
Motion 03-038: 35th Chapter of the ASLTA
Alabama joins as the 35th Chapter of the ASLTA. Passed.

Chapters
Five chapters are not doing well.

(Laura Thomas, I need your corrected report to insert in this.)

VIII. Professional Development Chair Bruce's Report:

Presenter's Bureau
Only five presenters sent the form. Chair Bruce will redesign the form. She will discuss more with Carolyn Ball to see if CIT can join with ASLTA on Presenter's Bureau. Evaluation Chair Cagle suggests that this information should be disseminated in the ASLTA website.

Workshop Posters
Information about the workshops will be disseminated in the ASLTA website and newsletters.

Denim Shirts
Bruce designs a new advertisement for Treasurer McCready. The board will receive it via email.

Free Riders
Bruce discussed her concern. On the weekends she travels all over in the United States to give her performance, she often finds herself in a position where everyone asks her about the ASLTA. The board suggest that she creates
a short report included the contacts and the information that she shares with the ASLTA Board members.

**Motion 03-039: Brochures**
ASLTA brochure to be redesigned by Secretary Campbell. The design should be ready by December 1st. Passed.

**Motion 03-040: Post Office Box**
Campbell will find a post office box for rent effective November 30th. Passed.

IX. ASLTA Liaison Newell’s Report:

*President’s Medical Leave of Absence*
September 10 – October 1 – President Greer will be on a medical LOA for a month. She is asking Tom Riggs to assume her duties for ASLTA while she is recuperating.

*ASLTA Board Manual*
ASLTA Board Manual will be finalized with addition of Professional Development Chair duties and a final draft will be distributed to ASLTA Board and Nancy Bloch for a review by Dec.1, 2003

*Articles of Incorporation*
Articles of Incorporation were denied from our Maryland application because we need a “registered agent” who lives in Maryland. ASLTA Board decided to re-apply for Articles of Incorporation in North Carolina using Keith Cagle as the designated “registered agent”. We have request Karen Bosley, who is helping us with these matters to reapply in North Carolina.

*Transition Issues*
Our target date for disassociation with NAD is still December 31, 2003. There are some “transition issues” we need to work cooperatively with NAD to resolve:

A) Membership files on zip disk need to be transferred to Cindy Campbell.
Her email is cacnss@rit.edu. We need to know what computer program NAD Membership coordinator uses to manage Membership. Data we receive should clearly indicate when membership expires. We request NAD to remove “check box” for ASLTA membership on all membership and renewal materials distributed by the NAD and replace with a “referral to our website” for interested in ASLTA membership. We will do the same, referring interested person to NAD website to join NAD.

B) We will move the ASLTA office and we are requesting Lynn Jacobowitz to assist us to “inventory” ASLTA items and files in the office before
December 31. We are requesting NAD to give us a 3 month grace period after
December 31 (until April 1, 2004) to have the ASLTA office moved.

C) We need immediately the “electronic file” or “camera ready” hard copy of
ASLTA Membership Brochure, ASLTA Guidelines for Hiring ASL Teachers
Brochure, ASLTA Letterhead...These items have been printed in the past
through NAD. We need these immediately to make changes. Please send to
Cindy Campbell, cadnss@rit.edu

Interim Executive Director
ASLTA will be hiring an interim Executive Director to begin work on January
1, 2004. This person will work on a part-time basis until such time as ASLTA
hires a full time Executive Director. ASLTA is exploring options with the
Conference of Interpreter Trainers to possibly hire a “shared” Executive
Director to work for both of our organizations.

Mid-handling of checks
There is still need to investigate possible mis-handling of checks sent in by
our members for the Evaluation System which may have been incorrectly
applied to NAD instead of sent to ASLTA Evaluation Chair. These are:

A) Jamie Pederson (circa Dec 2002) amount of $10 (Screen. App. Fee)
B) Trudy Suggs (circa April 2002) amount $75 (Evaluation Fee)
C) Brian Malzhun (circa 2002, month unknown) $75 (Eval Fee)
D) Jodene Anicello (circa Dec. 6, 2002) $75 (Eval. Fee)

We would like to have these checks investigated and find out what happened
to these payments. These members told us they sent checks to NAD HQ
instead of to Keith Cagle, Evaluation Chair.

2004 NAD Conference
Regarding 2004 NAD Conference, ASLTA requests clear response from
NAD Board with regard to profit sharing for a joint NAD/ASLTA Conference
in KC in July 2004. Can registration procedures be worked out between our
two organizations to mutual benefit as per the MOU between our
organizations. We request NAD Board to discuss this at its meeting and
respond with a proposal to us by September 20, 2003 so that planning for a
joint conference may proceed.
X. Evaluation Chair's Report by Keith Cagle

Number of Certifications

Total of certifications: 312

Professional: 62
Qualified: 61 (17 ready for Professional interviews)
Provisional: 189
Paid Screening fees & sent Prov. Packages: 94

Suspend evaluations in summer?
Many evaluators (around 7) requested to be “LOA” during the summer. Should we “suspend” evaluations during July and August? Discussion from the ASLTA Board members presented a suggestion that we will have ASLTA evaluation during the NAD conference.

New Evaluators’ Training:
Judy Cronlund of Arizona (already approved by the board)
Rachel Stone of California
Christine Woods of Indiana
Glenna Ashton of Florida
Alma L. Bournazian of Mass.
Lori Wood of Ohio
Rachel Naiman (suggested by the board)

Professional interviews in July 2004:
Laura Thomas and Sue Boesen responded.

ASLTA Evaluation System Review Committee:
Chuck Gramly, Barbara Ray-Holcomb, Cindy Campbell and Barbara Stansbury expressed their interests to serve on the committee.

ASLTA Evaluation checks cashed by NAD Home Office:
Evaluation Chair Cagle still does not get a response from the NAD Home Office about several evaluation checks cashed by the NAD Home Office. Cagle emailed Nancy Bloch again last week, but still haven’t heard from her.

Holiday Greeting Cards
Cagle already ordered 1,200 cards. He will receive them soon in Sept-Oct, then mail them out to the members right after Thanksgiving.

Expenses for ASLTA Evaluation Office in my basement
It is over $600.00. The actual expenses are $826.99. Additional items were a bulletin board, moving underlying items for filing cabinets, copier-laptop
cable and a wireless internet card for laptop). Request the board to approve me for exceeding the approved limit.

**Motion 03-041:** *Exceeding the approved limit*
$226.99 to be paid to Keith Cagle for the office supplies (see Expenses for ASLTA Evaluation office). **Passed.**

**XI. Meeting Adjournment:**
Meeting was adjourned at 5:45 pm.