

**ASLTA General Meeting  
Tampa, Florida  
Saturday, October 27th, 2007 at 11:15 to 2:00  
4th Annual National ASLTA  
Professional Development Conference**

**Call to Order: 12:14 p.m.**

**Mission Statement:** ASLTA Treasurer Betti Bonni signed:

The mission of the American Sign Language Teachers Association (ASLTA) is to preserve the integrity of American Sign Language (ASL) and Deaf Culture.

The Association is committed to:

- Insuring that teachers of ASL meet the highest level of professional competence in knowledge and skill;
- Improving the professional status of ASL and Deaf Studies teachers, and
- Promoting the teaching of ASL in all levels of education.

ASLTA supports the growth of the profession of American Sign Language and Deaf Studies teaching through exchange of ideas among teachers on best teaching practices at local, state, and national levels.

**Parliamentarian:** Angela Riha

If anyone makes a motion, 3 Pro and 3 Con are allowed with a 2 minute debate. The meeting must be adjourned by (time). However if it needs to extend meeting time, there must be 2/3 votes. Quorum: 25 voting members Elections of Vice-President & Treasurer will be occurred after new business.

Keith Sibley made a motion to accept Las Vegas ASLTA Minutes, November 7, 2005 in Alexis Park Resort at Las Vegas, Nevada as corrected. Judie Cronlund seconded. Carried.

**President Glenna Ashton's Report**

2005-2006-2007

- A. Transition from Treasurer position to President position – Betti Bonni appointed
- B. Conference 2007 planning with Betti Bonni
- C. JNCL – NCLIS May meeting, DC 2006 and 2007 – contacts
- D. July 2006 – Leadership Institute course – 2 weeks at Gallaudet University and On-line course on grant writing
- E. Established committees – Modern Language Association (MLA) & ASL in IHE
  1. Need people to fill committees
  2. Need to finish application for 501c3
- F. NAD conference July 2008 New Orleans
- G. CIT conference October 2008 Puerto Rico
  1. CIT October meeting San Diego 2006 - have informal cooperation Agreement but will make it more formal

**Vice President Thomas Riggs' Report**

- A. Worked with PDC Trix Bruce
  1. Call for presentation
  2. Schedule workshops for conference
  3. Draft acceptance/reject letters
- B. Revisited By-Laws and propose some revisions
  1. VP assumes role as By-Laws Chair (move from Chapters Affiliation Chair)
  2. Include “services” in compliance with 501 3 (c)
- C. Run on-line meetings during president's absence

### Treasurer Betti Bonni's Report

- A. Became appointed Interim Treasurer in 2005, to complete Glenna's term (2007).
- B. Inherited many boxes of old files.
  - 1. Backtracking: Previous records not always clear.
  - 2. Some financial transactions were not handled by ASLTA Board people (Executive Director, MSM Productions).
- C. We are still "affiliated" with NAD. Monthly financial reports are sent to NAD to include in their yearly tax statements. (NAD responsible for any tax liability.)
  - 1. 501 c 3 application was made prior to Las Vegas conference, and denied by IRS.
- D. Denial based on insufficient bookkeeping records (too much "Administrative costs" and very little "**service**" categories).
  - 1. Reason to deny: IRS recommended better "Chart of Accounts" and *cleaner* financial reports dating back 3 years.
  - 2. CPA's Advice: Treasurer consulted with CPA in May 2007.
  - 3. CPA gave *pro bono* consult, strongly recommended purchase of QuickBooks Pro software.
  - 4. CPA set up more detailed Chart of Accounts.
- E. Service Categories:
  - 1. Provide evaluation and certification
  - 2. Provide professional development activities
  - 3. Sponsor ASL Honor Society
  - 4. Produce regular newsletters
  - 5. Maintain a membership-centered website, etc.
- F. Example of Chart of Account items (now in QuickBooks)
  - Income:
    - 1. Contributions
    - 2. Evaluation fees
    - 3. Membership dues
    - 4. Retained Earnings
    - 5. NPDC registrations
    - 6. Dividends/Interest
    - 7. Market fluctuation
  - Expenses:
    - 1. Contract Labor
    - 2. Conference fees
    - 3. Insurance
    - 4. Postage and Delivery
    - 5. Printing and Reproduction
    - 6. Rent
    - 7. Supplies
    - 8. ASLTA Books: BoA Checking
      - a. BoA Savings
      - b. BoA ASL Honor Society
      - c. FN Checking (Evaluation Account)
      - d. Schwabb (Investment account)
      - e. Backtracking: Treasurer began inputting year 2006 into Quick Book Pro, and maintained 2007 monthly reports, using new CoA.  
**Time consuming!**
  - 9. Sample of monthly money flow:
    - a. January 2007
      - 1. Total income \$4,634.47
      - 2. Total expenses \$4,220.31
      - 3. Balance of all accounts: \$74,948.66
    - b. March 2007
      - 1. Total Income: \$5,915.00

2. Total Expenses: \$4,201.20
3. Balance of all accounts: \$81,911
10. 4<sup>th</sup> NPDC – Board managed this year all conference related monies flowed directly to the ASLTA accounts, creating a huge demand on Treasurer’s time.
  - a. NPDC: Conference income and expenses began accumulating after the March report.
11. Treasurer only up to March 2007 with audited monthly reports.
12. Treasurer prefers to do a final audit of Conference income/expenses before submitting a financial report to the membership.
  - a. This will be distributed via newsletter before the end of 2007.
  - b. Looking Ahead: Now that we have 2006 and most of 2007 into “IRS-acceptable” format, we only need one more year of “clean financial records”.
- G. New 501 c 3 application can be re-submitted in 2008.
- H. The Good News: We are in the black!
- I. Good relationship with sponsors and exhibitors
- J. Good turnout at conference
- K. Fiscally responsible Board members

**Evaluation Chair Keith Cagle’s Report**

A;	<b>2005</b>	<b>2007</b>
Professional	72	72
Qualified	62	81
Provisional	170	222
Total	<b>304</b>	<b>365</b>

- B: Many Evaluations are coming from Virginia, Florida, New York, Ohio, and Wisconsin.
- C. Professional Interviews
1. 2005 in Las Vegas: 11 candidates
  2. 2007 in Tampa: 16 candidates; 3 on a waiting list; & 4 inquiries
- D. Next Possibility Professional Interviews
1. *NAD Convention* in New Orleans in July 2008
  2. *CIT Conference* in Puerto Rico in October 2008
  3. *ASLTA Conference* in ? 2009
  4. Another site if there are at least 10 candidates ready and some financial supports for the evaluators’ expenses
- E. Many thanks for the Evaluators to *Judie Cronlund* of AZ, *Sandra Fontana* of CA, *Chuck Gramly* of OH, *Leslie Greer* of CA, *Lynn Jacobowitz* of MD, *Ken Mikos* of CA, *Jan McCready-Johnson* of MN, *William Newell* of GA, *Anne Potter* of ME, *Barbara Ray-Holcomb* of NY, *Tom Riggs* of AZ, *Rachel Stone* of CA, *Barbara Stansbury* of VA, *Laura Thomas* of IL, & *Christine Wood* of IN
- F. Special Thanks to: **LaVerne J. Verwiebe**, *Evaluation Assistant* & **Mark D. Jones**, *Coordinator of ASLTA Membership Office*
- G. Happening in 2007:
1. Provisional, Qualified, Professional and Renewal packages are in our ASLTA website for any person to download and print.
  2. DVDs / CD-ROMs accepted.
  3. Office moved to Charlotte, NC.
  4. ASLTA Membership Office assumes a responsibility for an annual valid stamp.
  4. Trained 4 board members: *Pat Beech* of Virginia, *Trix Bruce* of Washington, *Betti Bonni* of Florida, and *Dorothy M. Wilkins* of NY for Provisional evaluations.
- H. Important Change:
1. **ASLPI** or **SLPI**: **ASL** documentation prior to taking the Provisional

Evaluation, effective on July 1, 2008

2. **Bachelor degree** for all evaluation levels, effective on July 1, 2012

3. Note: All who already have the Provisional and Qualified certification are exempt.

I. Membership Renewal: **IMPORTANT** to maintain your

ASLTA membership in a good standing to maintain your ASLTA Certification valid.

J. Certification Forum: On Sunday from 9:00 am to 11:00 am for only valid certified members to discuss ideas and suggestions for future.

### **Chapter Affiliation Chair Pat Beech's Report**

A. ASLTA Chapter Affiliation for 2007

1. Active	26
2. Inactive	9
Total	<b>35</b>

B. Reasons for Inactive Chapters

1. Not enough members
2. Hard to get new officers
3. No replies

C. Two in process to become Affiliated Chapters

1. South Carolina
2. West Virginia

D. 2-year review reports from 13

1. *California - San Diego: 66 members*
2. *Kentucky - Bluegrass: 45 members*
3. *Maryland - Frederick: 30 members*
4. *Michigan: 44 members*
5. *Minnesota - Loon: 29 members*
6. *New York - NYC Metro: 44 members*
7. *North Carolina: 24 members*
8. *Oregon - Northwest: 17 members*
9. *Pennsylvania: 24 members*
10. *South Dakota*
11. *Texas - Houston*
12. *Washington: 35 members*
13. *Wisconsin: 31 members*

E. 43 Reps to Chapters Luncheon

- |                            |                        |
|----------------------------|------------------------|
| 1. Florida                 | 10. New York Lilac     |
| 2. Georgia                 | 11. New York NYC Metro |
| 3. Kentucky Bluegrass      | 12. North Carolina     |
| 4. Maryland Chesapeake Bay | 13. Ohio               |
| 5. Maryland Frederick      | 14. Oregon Northwest   |
| 6. Michigan                | 15. Pennsylvania       |
| 7. Minnesota Loon          | 16. Texas Houston      |
| 8. Missouri                | 17. Virginia Veditz    |
| 9. New Jersey              | 18. Washington         |
|                            | 19. Wisconsin          |

F. Presenters at the Chapter Luncheon

1. "Planning Conferences" and "501 3 (c)" by Cheryl Zuckerman
2. "Leadership" by David Martin and Dr. Eddy Laird

G. Chapters Bid for 2009

1. Now accepting bid proposals to host the next conference in 2009.
2. First preference is during the summer but will consider spring or fall depending on low season rates, weather, etc.
3. All chapters that wish to host future conference must show evidence of good standing

- H. Keep these in mind when making bid proposals
1. 2008 NAD conference in New Orleans (July)
  2. 2008 CIT conference in Puerto Rico (October)
  3. 2010 NAD (location TBA)
  4. 2010 CIT (location TBA)

- I. Past and Future Conferences
1. 1999 - Rochester, NY
  2. 2003 - Indianapolis, ID
  3. 2005 - Las Vegas, NV
  4. 2007 - Tampa, FL
  5. 2009 - Must be Midwest or West
  6. 2011 - West or Midwest - different from 2009
  7. 2013 – East

- J. Send us updates re:
1. Officers
  2. Contact information (i.e. e-mail addresses)
  3. Workshops
  4. Revisions to Bylaws

- K. Thanks to:
1. Thomas Riggs for help with review of bylaws
  2. Betti Bonni for help with chapters on advice re: 501c3, etc.
  3. Matthew Disch for updates to Chapters web page

**Professional Development Chair Trix Bruce's Report**

- A. Received about 3-4 emails per week
- B. Chapter Officers, PDC, and members have asked questions related to:
1. Workshop clock hours earned paperwork
  2. Posting ads and workshop flyers to our website
  3. Design of flyers
  4. (encourage them to look at website for samples)
  5. Job Announcements – Resume Advise? Interview?
  6. (encourage them to look at website, check out qualifications)
  7. Chapters Officers → Chapter Pat Beech
  8. Presenters List (encourage them to look at website, check out workshop lists)
- C. Conference Proposals
1. 59 presenter submitted
  2. 35 selected workshop
  3. Three presenters asked why not selected
  4. Three presenters declined our offers: 1) won't pay expenses, 2) schedule conflict 3) health reason.
  5. One presenter replaced another presenter.
  6. Added three back-ups presenters
  7. One presenter couldn't come last minute – project due.
- D. Total of Workshops
1. 2007- 24 workshops posted in our website
  2. Popular Question Asked:
    - a. Do you have a list of presenters?
    - b. Do you have a sample of workshop flyer?
  3. Long Run Goal:
    - a. Create Presenter Submit Online
- E. Total of Job Announcements
1. 2007-42 posted in our website
  2. Popular Question Asked:
    - a. Is there any charge to post our AD in your website?
    - b. Do you have a list of ASL teachers that seeks jobs?
  3. Long Run Goal:

- a. Create ASL Teacher Directory
  - b. Create ASL Teacher to Submit Resumes
- F. Update Website;
  - 1. News: Secretary follows up with our webmaster in person.
  - 2. Improved: Job Announcement Submit Online
  - 3. Timeframe: Workshop posting still awaiting as per Chapter PDC's concerns, through our emails, our webmaster needs to post ASAP.
  - 4. Hosts: Tend sending directly to us to post in our webmaster. Webmaster may not take my forwarded workshop as an approval. For example, a host sent to me, and I forwarded to our webmaster – declined to post – not related to our workshop such as CDI. CDI is a part of a career development to help ASL teacher to understand the role of CDI for future studies in (ASL, Interpreter, DEAF as per Keith's merge goal together). CIT, RID, ASLTA have "all-workshops" that benefit for all teachers to grasp all of the ideas.
- G. Professional Development Chair's Long Term Goals
  - 1. More "SUBMIT online" in our website
  - 2. Create a sample of Flyer – placed in website for them to follow, create
  - 3. FQA common questions – type lists
  - 4. Workshop Mentor Plans

**Newsletter Editor (Publications/Media)'s Report, Alyssa Ramussen, Editor**

- A. Printing
  - 1. Printer offers reduced rate as a community service
  - 2. Format
    - a. Using WORD documents
    - b. 8 ½" x 11", 12 point font
- B. Publication
  - 1. goal 4, short by 1
- C. Content
  - 1. Focus on Board to Membership Communication
- D. Recommendation: Form Publications / Media Committee
  - 1. Position expands to Publications/Media Committee
    - a. ASLTA News
      - 1. Production goal 4x/year
      - 2. Focus: Board-to-Membership Communication
    - b. Added Responsibilities
    - c. Regular
      - 1. Website Communications
      - 2. Vlogs
      - 3. Online Press Releases / Announcements
  - 2. Periodic
    - a. Conference Publications: Program Book & Conference Proceedings
    - b. Peer Reviewed Journal (Professional Development)
  - 3. Additional Communicative Media (i.e. ASLTA DVDs)

**ASL Honor Society's Report, Jason Zinza, Chair**

- A. 2007-2008 Membership
  - 1. As of 10-18-07, 29 chapters have been formed so far
  - 2. In all of 2006-2007, 33 chapters were formed
  - 3. This suggests a much greater interest in ASLHS
  - 4. High schools, universities, and community colleges have formed chapters
  - 5. Majority of chapters are at high schools
  - 6. Goal for 2007-2008 was 50 chapters, so we will likely meet and exceed the goal by December
  - 7. As of October 20, 13 people joined ASLTA in order to form an ASLHS chapter for 2007-2008
  - 8. Since being offered as an ASLTA program, more than 40 new people joined ASLTA because

they wanted to join ASLHS

B. Financial Information

1. As of October 20, ASLHS has a positive balance of \$2,894.12
2. Majority of funds come from chapter and graduation honors fees
3. Sign Media, Inc. and Dawn Sign Press have expressed the desire to support ASLHS through financial contributions

C. 2007-2008 Projects

1. Annual ASL Literature Competition:
  - a. ASL I: ABC Story
  - b. ASL II-IV: Funny story, any topic
  - c. Entry deadline is April 18, 2008
2. First *Teacher to Teacher Seminar*
  - a. Weekend PDC: October 12-14, 2008
  - b. Location: Dallas, TX
  - c. ASLHS is working with DFW-ASLTA to host this professional development conference that focuses on in-depth training & creation of materials (less theory, more hands-on approach!)
3. ASLHS Scholarship
  - a. ASLTA has funded the creation of a new ASL scholarship in the amount of \$500.00 to be administered by ASLHS
  - b. Committee is developing awards guidelines and criteria
  - c. First award will be in June, 2008
  - d. Open to both high school / college students pursuing ASL studies
4. *ASL Teacher Excellence Award*
  - a. Sign Media, Inc. has funded the creation of an award for ASL teachers in the amount of \$500.00 per year
  - b. Committee is developing awards guidelines and criteria
  - c. First award will be in June, 2008
  - d. Undecided whether award will be limited only to ASLHS members (still discussing!)
5. ASLHS Scholarship
  - a. ASLTA has funded the creation of a new ASL scholarship in the amount of \$500.00 to be administered by ASLHS
  - b. Committee is developing awards guidelines and criteria
  - c. First award will be in June, 2008
  - d. Open to both high school / college students pursuing ASL studies
6. Unsolved business
  - a. Membership cycles:
  - b. ASLTA is Jan-December;
  - c. ASLHS is August-July
  - d. To join ASLHS, must join ASLTA - causes A LOT of confusion for members since the membership cycles are not aligned
  - e. Motion to be made at ASLTA to change membership cycle to August-July, effective January 2008
  - f. Unexplained charges by Bank of America - what are these for? \$10.00 "cash processing fee"; ".24 records fee" etc.
  - g. Makes it difficult to maintain clear financial records
7. 2007-08 Goals
  - a. Establish a minimum of 60 ASLHS chapters total
  - b. Establish a minimum of 5 college / university chapters
  - c. Host the ASL Literature Competition
  - d. Award the first ASL Scholarship
  - e. Award the first Teacher Excellence Scholarship
  - f. Host the Teacher to Teacher Seminar
  - g. Increase ASLHS Advisory Committee members

### **ASL Standards Report, Glenna Ashton, Chair**

- A. Committee Members: Kim Kurz, Bill Newell, Rico Peterson, Jason E. Zinza & Keith Cagle.
  - 1. Meet twice
    - a. August 2007
    - b. February 2008
  - 2. Provided a workshop at the conference on Friday, Oct. 26th
    - a. Review standards
  - 3. Got a financial support from NECIE
  - 4. Goal to complete in 2008
  - 5. Next step to work:
    - a. ACTFL
    - b. K-12
    - c. Higher education

### **ASL & Institutions of Higher Education Report (Alysse Rasmussen)**

- A. Formed June 2006
  - 1. Chair: Alysse Rasmussen
  - 2. Committee Members
    - a. Jason Zinza
    - b. James Womack
    - c. Robin Portnoy
    - d. Cheryl Zuckerman
- B. Impetus
  - 1. High school graduates, who have studied ASL, struggle to have their ASL courses count as foreign languages in some colleges and universities.
  - 2. The charge (duties)
    - a. Develop materials that will
    - b. enable the students,
    - c. enlighten the administrators
    - d. present it in an Internet accessible format
- C. The plan
  - 1. Complete a needs assessment.
  - 2. First: determine why Higher Educational organizations are refusing to recognize ASL
  - 3. Second: target those responses to draft materials for the ASL RIHE web pages
- D. Funding
  - 1. There is no funding for the ASL RIHE Committee
    - a. Brainstorming
      - 1. The committee decided to develop an online survey in order to communicate with Admissions personnel at each 4 year college or university throughout the United States & its protectorates. James Womack began to draft possible web responses & FAQs
  - 2. The survey
    - a. 9 brief questions
    - b. Sent electronically to the person identified (by phone or website) as the college or university's Admissions Director
  - 3. Contact
    - a. Identified 1961 4-year colleges and universities in the United States. 2 year colleges were not included at this time
- E. ASL RIHE Email Solicitation
  - 1. SUBJECT HEADER:





Responses were low

To date we have received 137 replies (7% response)

14% were “out of office” or “bad address”

78% did not respond

Personalized follow-up indicated that the admissions staff at colleges and universities preferred a phone call or a letter (snail mail) prior to receiving an email request with a link in it.

The committee went into hiatus for a bit to think about options, i.e. asking ASLTA for funding to continue the study

6. ASL RIHE Data to Date (1)

Accept ASL

Not Applicable (N/A):	Count	Percent
N/A	42	(31%)
Yes:		

Entrance & Exit: 52 (38%)

Sort of:

Entrance, Not Exit:	16	(12%)
Graduation	5	( 4%)
Conditional	7	( 5%)
No:	14	(10%)
No Response	1	( 0%)

7. ASL RIHE Data to Date (2)

8. ASL RIHE Data to Date (3)

Written Policy:

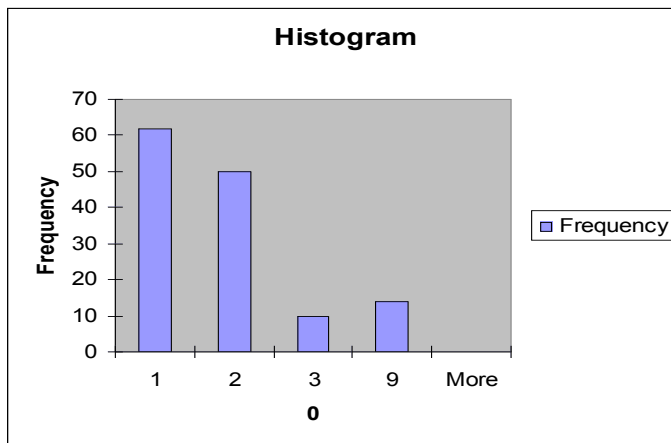
Yes: 62 (45%)

No: 50 (37%)

Don't Know: 10 (7%)

No Response: 14 (10%)

9. ASL RIHE Data to Date (4)



10. ASL RIHE Data to Date (5)

a. Accept Less Commonly Taught Languages

1. Yes: 62 (45%)

2. No: 24 (18%)

3. Don't Know: 30 (22%)

4. No Response: 21 (16%)

b. Accepts Indigenous Languages

1. Yes: 52 (38%)

- 2. No: 30 (21%)
- 3. Don't Know: 32 (24%)
- 4. No Response: 23 (17%)

11. ASL RIHE Revitalization

- a. TeachASL members (7) offered to help will the individualized, personal solicitation of data from colleges and universities within their area.
- b. The committee is piloting this data collection procedure at the moment.
- c. States (27) have been assigned and the telephone work, being conducted by student volunteers, is being monitored by ASLTA members.

12. ASL RIHE

Respectfully submitted for the ASLTA 2007 Annual Conference in Tampa, FL  
October 20<sup>th</sup>, 2007

Modern Language Association (MLA) Report:

**ASLPI/SLPI Report: Eddy Laird, Chair**

A. The committee members are Keith Cagle, William Newell, Loretta Roulit & Rachel Stone

- 1. Purpose: Explore feasibility of using ASLPI or SLPI as part of ASLTA certification evaluation
- 2. Recommendations:
  - a. Accept both ASLPI and SLPI (within 5 years of interview)
  - b. Implementation date: July 1, 2008
  - c. Evaluation requirements
  - d. Equitable levels (ASLPI & SLPI) to be determined
  - e. Explore possibility of combined system

<b>ASLTA Certification</b>	<b>New ASLPI</b>	<b>SLPI</b>	<b>Current ASLPI</b>	<b>SLPI</b>
<b>Provisional</b>	3	Intermediate	---	----
First Renewal	3+	-----	3+	Intermediate Plus
Second (and consecutive) renewal	4	----	4	Advanced Plus
<b>Qualified</b>	3+	Advanced	----	----

<b>Professional</b>	4	Advanced Plus	4	4
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**Unfinished Business:** None

**Elections: Vice President & Treasurer**

The nomination for vice president was Larry Forestal and treasurer was Betti Bonni for the term of 2008 to 2011. It was accepted as ACL.

**New Business**

**Bylaws**

**Motion #1**

Thomas Riggs moved that we suspended the current Bylaws and have the vote from the floor. Seconded. Carried.

**Motion #2**

Thomas Riggs moved that ASLTA mail out the new revised Bylaws to meet the requirement of 501 3 (c) application. Seconded. Carried.

**Motion #3**

Thomas Riggs made a motion that ASLTA reinstate the current Bylaws. Seconded. Carried.

**2009 Conference**

No chapters were bidding for the 2009 Conference.

**2011 Conference**

Two chapters: North Carolina and Washington State were bidding for the 2011 Conference. Washington State chapter won the majority vote for 2011 ASLTA Conference.

**Motions**

**Motion #4**

Larry Forestal move that all ASLTA members receive gentle reminder letters for their annual membership due payments.

Board has passed this motion last June 2007 and will implement by November 2007.

**Motion #5**

Larry Forestal move that those ASLTA members with the Qualified-level certificate have the option to maintain this certificate permanently as long as they are ASLTA members in good standing.

Refer to committee - Certification Evaluation System

**Motion #6**

Mary Jean Shahan move that national ASLTA create and maintain a certification database (Pro, Q, Prov) because k-12, colleges, and universities can look to the website to ensure that their teachers are appropriately certified and taught.

It is already in bylaws, need to follow up with a committee

**Motion #7:**

Mary Jean Shahan, move National ASLTA assist all the state chapters in creating a national letter template (or website page) that states can pass on to their state colleges, universities to educate the program

administration on the importance of hiring teachers with ASLTA certification. Otherwise we will not see an increase in ASLTA membership and attendance.

Refer to committee – ASL in IHE

**Motion #8**

Mary Jean Shahen move that National ASLTA create and maintain a login and username to access the resources, guidelines, information sharing, files, lesson plans, etc.

Refer to committee – web site

**Motion #9**

Lynne Jacob move that ASLTA website server offer the place (links) for all the chapters that host their own websites.

Refer to committee – web site

**Motion #10**

Delia Lozano and Jennifer Furlano move that ASLTA recognizes L1 (ASL), develops ASL L1 curriculum and trains k-12 teachers.

It is already in bylaws – need to follow up with a committee

**Motion #11**

Pat Beech made a motion that ASLTA refer all the motions to the board meeting to discuss. Seconded. Carried.

**Adjourned:** 2:17 p.m.

Submitted by:  
Dorothy M. Wilkins