



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Agenda Meeting Minutes

Sunday, April 22, 2018

Time: 6 PM [EST], 6 PM [CST], 4 PM [MST] & 3 PM [PST]

SPECIAL MEETING CALLED BY PRESIDENT SMITH-WARSHAW

1. Roll Call

Janice Smith-Warshaw, President

Jason E. Zinza, Secretary

David Martin, Member-at-Large

Beatrice Pfaff, Chapter Affiliation Chair

Kristine Hall, NDPC 2019 Chair [guest]

Lisa Godfrey, ASLHS Coordinator [standing committee]

Vice President [vacant]

Treasurer [vacant]

Professional Development Chair [vacant]

Advocacy Director [vacant standing committee]

Heritage Language Director [vacant standing committee]

World Languages Director [vacant standing committee]

a. Absence(s):

Amy June Rowley, Evaluation Chair

b. Guest(s)

Byron Behm (web developer)

2. Meeting called to order at 6:05 pm EST

3. President's Report

President Smith-Warshaw asked Byron Behm, website developer, to give his report on the ASLTA website update.

- Been working with the Evaluation Office to review the front and back ends of the website, since there are several issues that require special attention given the two different databases currently in use for Evaluation purposes.
- Beta testing new member and newly-certified accounts.
- After this technical update, what remains is layout and appearance modifications, rather than the technical infrastructure.
- Timeline: Users need to be informed that they MUST log in to the new system to update / validate their accounts. All users must reset the password. Users can log in using their user name or email address. Users will see:
 - a) Contact information (address, email, etc.)
 - b) Membership expiration date
- Likely problem: Users might not remember their original email address used to establish their ASLTA account. Will need to track down this information individually.

ACTION ITEM: Board members are asked to review the new site for feedback and input, with particular interest in feedback regarding the banner.

ACTION ITEM: David Martin to create a vlog announcement asking members to begin logging into the ASLTA account and updating their profile / contact information.

Questions to Byron:

- Beatrice Pfaff: Who will handle the ticket / problems once the new system goes live?
- A: Byron Behm.
- Beatrice Pfaff: For how long will Byron handle these log-in problems?
- A: For two weeks. After that period, users will need to contact someone on the Board to reset their account, resolve forgotten password requests, etc.
- Jason Zinza: Among the Board members, who should be the point of contact? The Treasurer?
- A: Ideally, the Treasurer. The Board will need to discuss this.
- Beatrice Pfaff: The chapters information on the site is very limited. Will it be expanded?
- A: The 9 current chapters are on the new site.
- Beatrice Pfaff: I'm referring to the ability for each chapter to have a profile or chapter page, to improve the user experience and make it easier for chapters to post announcements to general membership.
- A: Byron is willing to expand the information available. Chapters can't advertise info (workshops, etc) on the chapters page. They will have to fill out the EVENTS form and then that content will go on the NEWS page. NEWS will be a page under the HUB page.
- Beatrice Pfaff: I'd like for chapters to be able to check that they are current in their dues, and an FAQ and guidelines for chapters.

ACTION ITEM: Beatrice Pfaff to develop a sample look with desired information and features for the chapters page and share it with Byron.

ACTION ITEM: Board needs to resolve what to do with chapters that are multiple years in arrears (beyond 1-3 years).

ACTION ITEM: Need to discuss how to handle inactive chapters that want to become reactivated, but no one remembers who was the previous leadership.

4. Vice President's Report

No report.

5. Secretary's Report

No report.

6. Treasurer Heinze

No report.

7. Chapter Affiliation Chair Pfaff

No report.

8. Member-at-Large Martin

No report.

9. Evaluation/Certification Rowley

No report.

10. Professional Development Chair [vacant]

No report.

11. ASL Honor Society Coordinator Godfrey

No report.

12. Standing Committee: Heritage Language [vacant]

No report.

13. Standing Committee: World Language Director [vacant]

No report.

14. Standing Committee: Advocacy [vacant]

No report.

15. Guest: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED 7:32 EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

May 6, 2018 at 7 pm EST

May 20, 2018 at 7 pm EST

June 3, 2018 at 7 pm EST

June 24, 2018 at 7 pm EST