



WKU ASLO Members Meeting Minutes

March 1, 2021

Meeting Started

7:00 pm

Meeting Adjourned

7:45 pm

Attendance

Board Members

Attendance of Board Members present was taken by the Secretary, Brooke Litteral.

Officer Title	Officer Name
President	Luke Akridge
Vice President	Brooke Manhanna
Educational Outreach	Courtney Hale
Secretary	Brooke Litteral
Membership	Bek Davis
Technology	Lori Jenkins
Marketing	Marlee Wilson (absent)
Faculty Sponsor	Ashley Fox

ASLO Members

Attendance of students was taken via the Secretary, Brooke Litteral.

- Malia Owens
- Mikaela Morgan
- Abby Blum



- Hannah Wirth
- Kara Brunot
- Madelyn Richman

Reports from the Board

President (Luke Akridge)

- upcoming ASLEs
 - March 8
 - March 29
- upcoming Deaf Culture Series
 - March 16
 - TBA date - end of March
- ASLO election announcements
 - Nominations will be open until Thursday, March 4. Ashley will reach out to those who have been nominated to accept or not accept nominations.
 - Elections will take place at the next ASLO meeting in April.
- Bylaws
 - ASLO is moving towards a flatter board structure next semester.
 - to qualify for Board
 - current or alumni of WKU
 - current member of ASLO and in good standing with WKU
 - may be nominated by self or by others
 - mandatory dates for elected positions
 - ASLO Board transition meeting - April 18th
 - ASL Studies Leaders Retreat - April 24th
 - executive chairperson
 - chair the meetings
 - work with Events and Membership Chairperson to plan the meetings
 - monitor delegated duties and oversee until completed
 - ensure accurate communication among officers
 - official spokesperson of ASLO (along with faculty advisor(s))

Vice President (Brooke Manhanna)

Nothing to report.



Educational Outreach (Courtney Hale)

- Describe Outreach Chairperson's responsibilities:
 - organize and supervise campus and community activities, events and educational programs such as:
 - Deaf Culture Series
 - Deaf Awareness Week
 - Signing Santa
 - supervise the Campus and Community Outreach Committee
 - spend a minimum of 30 minutes per week to complete "office hours" and meet with the ASLO Advisor(s) in the ASL Studies Office

Secretary (Brooke Litteral)

- Describe Communication Chairperson's responsibilities:
 - create/maintain shared documents for meetings
 - edit documents during meetings; send out typed minutes to members and upload on website
 - schedule handicap friendly rooms and interpreters when necessary
 - take attendance at Board and Member meetings
 - send thank you note to community members that attend events
 - spend minimum 30 minutes with adviser per week for "office hours"

Membership (Bek Davis)

- Membership Chairperson:
 - Organize/conduct membership drives/fairs.
 - Collect/record all dues for membership fees
 - Maintain/collect all membership applications
 - Maintain the membership records (one Active/Alumni and one Community)
 - Send out reminders/information regarding each membership meeting.
 - Create activities for each meeting
 - Work closely with the Events Chairperson to ensure ASL students, especially members, are welcomed and feel comfortable at meetings and events.



- Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office.
 - This involves discussing future plans for the next event or getting help for duties.

Technology (Lori Jenkins)

- Describe Public Relations Chairperson responsibilities:
 - Responsible for maintaining and updating social media accounts (ASLO Facebook, Instagram, TikTok and Twitter)
 - Responsible for creating and posting vlogs for American Sign Language Events on YouTube and social media
 - Work with the Board, Advisor(s) and ASL Faculty to create fundraising events
 - Work with the Events Chairperson to send invitations of upcoming events to the Deaf community
 - Create and maintain the ASLO bulletin board in the ASL Studies spaces.
 - Create, update and maintain ASLO Logos, t-shirts, and other ASLO marketing materials
 - Publicize events in/on: residence halls, assigned bulletin board in the ASL Studies area, and newspapers
 - Spend a minimum of 30 minutes per week to complete “office hours” and meet with the ASLO Advisor(s) in the ASL Studies Office
- Spring Signs
 - SEARCH
 - GOOGLE IT
 - EASTER
 - BUNNY
 - EGG

Marketing (Marlee Wilson)

Nothing to report.

Faculty Sponsor (Ashley Fox)

- Described the abilities of Events Chairperson:



- sign up lists
- sign in/out lists of events
- securing locations and prices (if required)
- email sign-in lists to faculty after the event
- generate, organize, monitor sign-up lists for ASL studies leaders attendance of events
- peer mentor liaison
- create and design monthly newsletter