



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, November 5, 2017

Time: 7 PM [EST], 6 PM [CST], 5 PM [MST] & 4 PM [PST]

1. Roll Call

Arlene Garcia, Interim President

Jenny Gough, Vice President

Raychelle Harris, Secretary

David Martin, Communications Director

Daniel Gough, Advocacy Co-Director

Jason Zinza, World Languages Director

Amy June Rowley, Evaluation Director

Tim Riker, Advocacy Co-Director

Petra Horn-Marsh, Heritage Language Co-Director

Janice Smith-Warshaw, Professional Development Director

Beatrice Pfaff, Chapters/Regions Director

a. Excused absence: None

b. Absent: None

c. Late attendance:

Kristine Hall, NDPC 2019 Chair (arrived 7:09 pm EST)

Rayburn Boland, Heritage Language Co-Director (arrived 7:15 pm EST)

Daniel Heinze, Treasurer (arrived 7:25 pm EST)

2. Meeting called to order at 7:03 pm EST

3. Interim President Garcia

a. Interim President's Discussion Regarding 2017-2019 Term

b. Boards' Photo Head Shot & Introduction Video Clip

c. Board Report Template

d. Location & Dates for next Face-to-Face Board Meeting

e. Website with all out Marketing & Recommendations {included J. Gough, Harris and Heinze}

4. Vice President J. Gough

a. 2015 & 2017 Motions Passed

- b. Bylaws Committee Meeting Report
- c. ASLTA 2019 Conference Chair as the Board of National ASLTA Organization

MOTION: I, Jenny Gough, move that we appoint Kristine Hall, 2019 Conference Chair as a standing committee chair on the National ASLTA board.

Seconded: Amy Rowley

Passed, Unanimous

- d. ASLTA 2021 Conference Chair
 - i. Travel expense for 2019 Conference
 - ii. Hotel
 - iii. Mentoring with 2019 Conference Chair

ACTION ITEM: Interim President and Treasurer will investigate this further.

- e. ASLRT
 - i. Interim President and Vice President
 - ii. Hotel
 - iii. Transportation (B. Pfaff will help with transportation)

MOTION: I, Jason Zinza, move that ASLTA pay costs for staying at a hotel for 3 nights for the interim president and vice president to attend ASL RoundTable.

Seconded: D. Martin

Passed, unanimous

- f. Video Conference Account

ACTION ITEM: Daniel Gough will donate his own funds to set up an ASLTA account for video conferencing (and Daniel Heinze will investigate options for video conferencing).

- g. Finance Consultant

ACTION ITEM: Professional Development Director Janice Smith-Warshaw will contact CPA Mike Michner to explore possibilities of working with ASLTA accounts.

- h. Re-visit Terminology:
 - i. Heritage Language
 - ii. Community Language

ACTION ITEM: ASLRT determines the name, and they should be the ones determining the name change if needed.

i. ASLTA Executive Board attend CIT Conference [Salt Lake City – 10/31 to 11/3, 2018] {included Hall}

ACTION ITEM: We need a fiscal report before we can determine expenses in the future.

j. Executive Board Bi-Weekly Meeting {President, Harris & Heinze}

ACTION ITEM: Executive board will meet every other week when the National Board is not meeting.

5. Secretary Harris

a. CIT meeting & dual CIT & ASLTA membership fee (discounted)

ACTION ITEM: Refer to CIT-ASLTA MOU team

6. Treasurer Heinze

a. Bank

Bank of America:

Main Checking: \$36,939.50

ASL Honors Society: \$38,994.46

Evaluation Program: \$3,361.41 (**Loan Balance: \$11,840.00**)

NPD Conference: 37,073.65

National Standard Project: 4002.22 (Saving)

Credit Card Balance: \$946.79

Schwab Investment:

Unrestricted: \$78,085.18

LF2: \$3,668.49

L1 Fund: \$6,645.62

Riggs: \$6,011.10

Paypal:

Balance Available: \$1882.56

b. ASLTA Board Face-to-Face Meeting Final Expense [Colorado Springs 10/19 – 22, 2017] **\$5,200.90**

F2F Meeting in Colorado Springs	Keri	Arlene	Jenny	Raychelle	Daniel H	Tim	Daniel G	Rayburn	
Airfare		\$ -	\$ 326.96	\$ 296.96	\$ -		\$ 326.96	\$ 344.40	
Baggage Fees		\$ -	\$ -	\$ -	\$ -		\$ -	\$ 25.00	
Mileage		\$ 88.81	\$ -	\$ -	\$ 354.17		\$ -	\$ -	
Lodging		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Meals		\$ 527.49	\$ -	\$ -	\$ 251.82		\$ -	\$ 12.69	
Transportation		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Conference Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other expenses		\$ 15.80	\$ -	\$ -	\$ -		\$ -	\$ -	
	Total:	\$ -	\$ 632.10	\$ 326.96	\$ 296.96	\$ 605.99	\$ -	\$ 326.96	\$ 382.09
Travel Form Received:	Yes (Pending)	Yes	Yes	Yes	Yes	No	Yes	Yes	

Petra	Jason	Amy June	David M	Janice	Beatrice	Kristine	Mark	Ray	TOTAL
\$ -	\$ -	\$ 255.97	\$ 233.00	\$ 528.40	\$ 390.22	\$ 303.00	\$ -	\$ -	\$ 3,005.87
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -			\$ 50.00
\$ -	\$ -	\$ -	\$ 97.00	\$ -	\$ -	\$ -	\$ 25.00		\$ 564.98
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.77	\$ -			\$ 814.77
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55.00	\$ -	\$ 94.48		\$ 149.48
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00		\$ 615.80
\$ -	\$ -	\$ 255.97	\$ 330.00	\$ 528.40	\$ 492.99	\$ 303.00	\$ 719.48	\$ -	\$ 5,200.90
n/a	n/a	Yes	Yes	Yes	Yes	No (CC)			

ACTION ITEM: Heinze needs to revise reimbursement form to include donated mileage, time, expenses, etc.

7. Chapters & Regions Director Pfaff

NO REPORT

8. Professional Development Director Smith-Warshaw

NO REPORT

9. Evaluation & Certification Director Rowley

a. Renewals for Certified & Master Levels

MOTION: I, Amy Rowley, move that certificate renewal hours as proposed by Evaluation Revision committee are revised effective after conference 2019.

Seconded: Jason Zinza

Passed, unanimous (only those who have Professional/Master certification voted)

b. National ASLTA Professional Development Conference 2019

c. Re-Visit Requirements

- i. Heritage Language Certification {included Gough & Horn-Marsh}
- ii. Numbers of POC Applicants Failed

ACTION ITEM: Suggest that Evaluation Revision committee explore these topics in more detail and return to Board with a report.

d. Amazon Smile Foundation Donation Disbursement

ACTION ITEM: Treasurer Heinze will investigate to see if this is in compliance with non-profit fundraising 501 C 3 regulations. If so, then Communications Director D. Martin will advertise this fundraising opportunity to the rest of the members.

10. World Language [ASLHS Coordinator] Chair Zinza

a. Council on Education of the Deaf [CED] Report

ACTION ITEM: Refer to World Language Director Jason Zinza to meet with Heritage Language Directors and Advocacy Directors to discuss next steps.

b. ACTFL & World Language Survey

ACTION ITEM: Interim President will contact Mark Ramirez, Social Justice Trainer, to explore costs for reviewing and giving feedback on the design of ASLTA member survey questions.

c. AAAS/ACTFL/ASLTA Formal Letter

ACTION ITEM: Advocacy Directors, Professional Development Director and Whole Language Director will continue to meet about this.

11. Communications Director Martin

a. ASLTA Facebook

- i. Facebook Group (3,800+ members)
- ii. Facebook Page

ACTION ITEM: Communications Director Daniel Martin will continue to moderate the Facebook group even though the majority of people in the group are non-members; continue exploring options. Ensure that when using videos in MailChimp, video thumbnail does not have a white background, making it difficult to identify that it is a video. Also, inform Treasurer to update membership database right before sending out an e-blast to ensure all members receive the email.

b. E-Newsletter

- i. Quarterly Deadlines
- ii. Distribution Dates

ACTION ITEM: Communications Director D. Martin will determine deadline dates for newsletter submissions from Board and members, and run this by the Board first.

12. Heritage Language Co-Directors Horn-Marsh & Boland

- a. Explore financial infrastructure for ASLRT representatives.

ACTION ITEM: Interim President and Vice President will meet with Heritage Language Directors and ASLRT representatives to discuss budget and financial accounts and decisions.

MEETING ADJOURNED 9:10 pm EST

Meeting Minutes respectfully submitted by Secretary R. Harris

Action Items:

- 1) Everyone on board reviews all meeting minutes and gives feedback - by Friday November 10th - then minutes will be accepted as read.
August 8, 2017 Minutes
September 10, 2017 Minutes
September 24, 2017 Minutes
October 15, 2017 Minutes
October 17, 2017 Minutes
- 2) Interim President will send out Board Report Template - we can revise to fit our needs.
- 3) Please think about location and dates for next face-to-face meeting - either at Colorado Springs or in San Diego (to review site for 2019 conference).
- 4) Interim President and Treasurer will investigate why Utah 2017 committee did not cover Conference 2019 Chair expenses in attending the 2017 conference - and figure out what happened.
- 5) Advocacy Director D. Gough is interested in initiating and participating in dialogue with J. Maucere about 2017 Conference entertainment and continue to learn and improve from the process.
- 6) Advocacy Director Daniel Gough will donate his own funds to set up an ASLTA account for video conferencing (and Daniel Heinze will investigate options for video conferencing).
- 7) Professional Development Director Janice Smith-Warshaw will contact CPA Mike Michner to explore possibilities of working with ASLTA accounts.
- 8) CIT meeting & dual CIT & ASLTA membership fee (discounted) - refer to CIT-ASLTA MOU team.
- 9) Executive Board will discuss more about transportation to and from airport - what is the policy for this?
- 10) Treasurer D. Heinze will revise form to include donated mileage, parking, etc.
- 11) Evaluation and Certification Director Rowley will explore the topic of requiring social justice hours more with Evaluation Revision Committee; if supported, possibly inform members during 2019 conference so they have time to prepare.
- 12) Council on Education of the Deaf [CED] Report: Refer to World Language Director Jason Zinza to meet with Heritage Language Directors and Advocacy Directors to discuss next steps.

- 13) Interim President will contact Mark Ramirez, Social Justice Trainer, to explore costs for reviewing and giving feedback on the design of ASLTA member survey questions.
- 14) AAAS/ACTFL/ASLTA Formal Letter -Advocacy Directors, Professional Development Director and Whole Language Director will continue to meet about this.
- 15) Communications Director Daniel Martin will continue to moderate the Facebook group even though the majority of people in the group are non-members; continue exploring options. Ensure that when using videos in MailChimp, video thumbnail does not have a white background, making it difficult to identify that it is a video. Also, inform Treasurer to update membership database right before sending out an e-blast to ensure all members receive the email.
- 16) Communications Director D. Martin will determine deadline dates for newsletter submissions from Board and members, and run this by the Board first.
- 17) Interim President and Vice President will meet with Heritage Language Directors and ASLRT representatives to discuss budget and financial accounts and decisions.
- 18) Interim President will explore ASLRT sponsorship levels and email us ASAP for our votes.
- 19) Next meeting Sunday December 3rd 4 pm PST/7 pm EST. Secretary will email Calendar invites for 1st and 3rd Sundays for the next few months.