



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Agenda & Meeting Minutes

Sunday, December 17, 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

Daniel Heinze, Treasurer

David Martin, Communications Director

Jason Zinza, World Languages Director

Amy June Rowley, Evaluation Director (joined us while on a road trip, connectivity issues)

Daniel Gough, Advocacy Co-Director

Petra Horn-Marsh, Heritage Language Co-Director

Janice Smith-Warshaw, Professional Development Director

Beatrice Pfaff, Chapters/Regions Director

#### a. Absence(s):

Tim Riker, Advocacy Co-Director

Kristine Hall, NDPC 2019 Chair

Rayburn Boland, Heritage Language Co-Director

#### b. Late attendance: None

### 2. Meeting called to order at 7:02 pm EST

### 3. Interim President Garcia

a. Status as Interim President

b. President's Report for Newsletter & Newsletter Deadlines

c. Goals, Action Plans, Successes and Strategic Priorities

d. ASLTA Board Face-to-Face Meeting: July 2018 - San Diego, California

**TASK:** Send out Doodle poll to find best weekend for majority of members to convene.

e. Board's Roles & Responsibilities

- f. ASLTA Facebook Page (with almost 4,000) and ASLTA Official Facebook Page

**MOTION:** I, Jenny Gough, move that we close the ASLTA group facebook page by the end of the month.

**Seconded:** Petra Horn-Marsh

**Passed, majority**

- g. Membership Dues for those who are not actively in ASL Teaching (like Dr. Lynn E. Jacobowitz) and Re-Visit Cycle of Membership Renewal
- h. CED - February 14 in Tucson, Arizona
- i. Partnering with other Deaf-Organizations (NBDA: Evon Black, NAD: Melissa Draganac-Hawk, etc.)
- j. Happy New Year 2018 Greetings by ASLTA Board
- k. Meeting Dates for January, February, March, April, May, and June
- l. ASLTA Logo Competition for 9 - 12 Deaf High School Students

#### **4. Vice President J. Gough**

- a. Interim President Status

Interim President was asked to leave the meeting while we discussed appropriate protocol and next steps for the interim president position.

**MOTION:** I, Daniel Heinze, move that we close discussion regarding the interim president and invite a parliamentarian for the next board meeting.

**Seconded:** Petra Horn-Marsh

**Passed, majority**

- b. Bylaws Committee: Vice President Gough shared an update on bylaws committee - and their progress. They have made progress on the proposed revisions, including ASLTA mission and vision, as well as each of the articles within bylaws.
- c. All Out Marketing (website), Copper & Water and Gingko fees: Vice President Gough met with AOM representative Alicia Lane-Outlaw and discussed more about their invoices and fees, and what each costs are for, and to move forward with the transition to Copper and Water, including the database (which is a huge undertaking).
- d. Membership Survey: Vice President Gough worked with Professional Development Director Smith Warshaw and World Languages Director Zinza on the membership survey. We want to know more about what our members want. So far there are 40 questions.

#### **5. Secretary Harris**

- a. Please review and approve the following Board Meeting Minutes:  
December 3, 2017 Minutes

**MOTION:** I, Janice Smith Warshaw, move that the board approve the meeting minutes as read.

**Seconded:** Jenny Gough

**Passed, majority**

**6. Treasurer Heinze**

- a. Bank Balance Update

**Bank of America:**

Main Checking: \$43,296.35

ASL Honors Society: \$38,705.64

Evaluation Program: \$3,834.78 (**Loan Balance: \$12,840.00**)

NPD Conference: \$37,233.65

National Standard Project: \$4002.32 (Saving)

**Schwab Investment:**

Unrestricted: \$78,915.54

LF2: \$3,709.29

L1 Fund: \$6,706.17

Riggs: \$6,079.63

- b. Number of ASLTA Members in good standing (compared with last report)

Members by Type	December (MTD)			Current #
	New	Renew	Total	
Supporting Individual	4	0	4 [ 4 ]	<a href="#">90</a> [ <a href="#">90</a> ]
Associate Individual	6	7	13 [ 13 ]	<a href="#">321</a> [ <a href="#">321</a> ]
Certified Individual	1	2	3 [ 3 ]	<a href="#">220</a> [ <a href="#">220</a> ]
Institutional	0	1	1 [ 1 ]	<a href="#">5</a> [ <a href="#">5</a> ]

ASLTA Chapter	0	0	0 [0]	<a href="#">8</a> [ <a href="#">8</a> ]
Honorary	0	0	0 [0]	<a href="#">11</a> [ <a href="#">11</a> ]
ASLHS Chapter	5	8	13 [13]	<a href="#">148</a> [ <a href="#">148</a> ]
Retired	0	0	0 [0]	<a href="#">1</a> [ <a href="#">1</a> ]
<b>Totals (all types)</b>	<b>16</b>	<b>18</b>	<b>34 [34]</b>	<b><a href="#">804</a> [<a href="#">804</a>]</b>

c. Database & Mailing

**MOTION:** I, Daniel Heinze, move that the board approve October 2017 Colorado Springs Face-to-Face Board meeting - Raymond Chayed’s invoice for chef and lodging service of \$1,250.00

**Seconded:** Jenny Gough

**Passed, majority**

**MOTION:** I, Daniel Heinze, move that the board approve paying Certified Public Accountant (CPA) Sandra Turner’s invoice for tax preparation and filing for 2016 in total of \$850.00.

**Seconded:** Jenny Gough

**Passed, unanimous**

**MOTION:** I, Daniel Heinze, move that the board approve to pay AllOut Marketing’s invoice for website maintenance service in total of \$1799.23, and pay up to \$1000.00 for their final upcoming invoice.

**Seconded:** Daniel Gough

**Passed, unanimous**

**MOTION:** I, Daniel Heinze, move that the board approve to pay MemberPress, a new membership database platform, an annual fee of \$239.00, to save costs.

**Seconded:** David Martin

**Passed, majority**

**Fiscal Impact:** ASLTA organization will save approximately \$1,000 dollars annually using the Memberpress’ seamless database system as recommended by Copper and Water, our new web manager.

**MOTION:** I, Daniel Heinze, move that the board pay up to \$3,000 dollars to Copper & Water, to begin website transition.

**Seconded: Jenny Gough**

**Passed, majority**

**7. Chapters/Regions Director Pfaff**

- a. Chapters & Regions update
- b. Colorado Chapters update
- c. Regional conference - next meeting on January 2018
- d. Chapters Guideline
- e. Professional Development Guidelines for Chapters
- f. ASL RoundTable Teacher Certifications
- g. Regional Conference Guideline

**8. Professional Development Director Smith-Warshaw**

- a. Reimbursement for ACTFL conference - Update
- b. ASL Literature Course by Dr. E. Lynn Jacobowitz
- c. NPDC 2021 Co-Chairs - Initial contact - hold to next meeting
- d. NPDC Planning Guidelines (2015) - needs to be updated
- e. Is the ASLTA board and organization protected from lawsuits?
  - i. Treasurer Heinze will explore our legal coverage with Legal Zoom and other possible avenues (e.g. Legal Shield).

**9. Evaluation/Certification Director Rowley**

- a. No report

**10. World Language Director Zinza**

- a. Incentives / Recognition for members who serve on ASLTA committees: Members are not joining ASLTA committees. How do we convince them to join and help out? Is there a way to provide an incentive for them?

**11. Communications Director Martin**

- a. Newsletter Dates & Deadlines  
Deadline: December 20th
- b. ASLTA Facebook Page Update

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

- a. No report

**13. Advocacy Co-Directors D. Gough & Riker**

- a. Involvement with bylaws and CASLTA/RMASLTA
- b. Clarification on advocacy position and bylaws

- c. Suggestion: committee on identification of different sign languages and networking

**MOTION:** I, Daniel Gough, move that we establish a committee on identifying different sign languages in the United States and Canada (North America).

**Seconded:** Petra Horn-Marsh

**Passed, unanimous**

#### **14. 2019 NDPC Conference Chair Hall**

- a. NPDC 2019 Conference Update (including status on Call for Proposals) - move to next meeting, when Kristine is present.

#### **MEETING ADJOURNED 9:13 EST**

Meeting Minutes respectfully submitted by Secretary R. Harris

#### **Future meetings:**

January 7, 2018 at 7 pm EST  
January 21, 2018 at 7 pm EST  
February 4, 2018 at 7 pm EST  
February 18, 2018 at 7 pm EST  
March 4, 2018 at 7 pm EST  
March 18, 2018 at 7 pm EST  
April 1, 2018 at 7 pm EST  
April 15, 2018 at 7 pm EST  
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