



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, May 20, 2018

Time: 7:00 PM [EST], 6:00 PM [CST], 5:00 PM [MST] & 4:00 PM [PST]

### 1. Roll Call

Janice Smith-Warshaw, President

Jason E. Zinza, Secretary

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Amy June Rowley, Evaluation Chair

Special Committee - Communications, David Martin

Special Committee - Conference Chair, Kristine Hall (arrived at 8pm EST)

Vice President [vacant]

Treasurer [vacant]

Professional Development Chair [vacant]

a. Absence(s):

Special Committee - ASLHS Coordinator, Lisa Godfrey [due to technical difficulties]

### 2. Meeting called to order at 7:04 pm EST

**MOTION #2018-48:** I, Amy June Rowley move that the Board approve the meeting minutes from 5-06-18 as read.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

### 3. President's Report

- a. Two recent videos about 2003 Bylaws and vacant board positions have been released with some positive comments received. No applications yet for the vacant Board positions.

**MOTION #2018-49:** I, Amy June Rowley, move that the Board enter into closed session.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

Board met in closed session to discuss a Board member.

**MOTION #2018-51:** I, Amy June Rowley, move that the Board end the closed session.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

- b. Met with Byron Behm (Copper & Water Web Developer) and Secretary Zinza for an update on the website development. Emphasized the need to complete the website in order to begin conference registrations on June 1, 2018. Byron has been working on the back end; he can find a web designer to issue a bid to do a “facelift” of the ASLTA home page.
- c. Follow up with David Martin regarding contacting the attorney in North Carolina / direction on voting procedures. Update: David Martin to contact the attorney again since there was no returned call from the first message.

Question from Amy June Rowley: Which has the final authority: The Bylaws or North Carolina’s non-profit laws governing how to change the voting process.: David Martin to request a response in writing so it can be shared with members. Alternative: Email a ballot to members to be printed and mailed back to the ASLTA office.

**ACTION ITEM:** David Martin to contact the North Carolina attorney again.

**ACTION ITEM:** David Martin to make a FAQ section about making sure membership is up to date in order to receive mailings.

- d. Bylaws FAQ. Bylaws FAQ (2nd draft) sent to Board earlier. Please review the post on Facebook to ensure they are ready to be posted online.

**ACTION ITEM:** Board members to review the FAQ and approve them by Wednesday; Secretary Zinza will then post them no later than Thursday, May 24.

- e. Bylaws Committee update. Beatrice Pfaff and Amy June Rowley to set up a Bylaws meeting to be held in two weeks. Beatrice is using Doodle to help determine the meeting date.

**ACTION ITEM:** Contact the Bylaws committee members and inform them that they are being recalled to service.

**ACTION ITEM:** Beatrice Pfaff and Jason Zinza need to complete the committee member grievance / discipline policy prior to the Bylaws committee's regrouping.

- f. Meeting with Melissa Draganac-Hawk, NAD President. If the President can't attend the NAD conference, then NAD will waive the registration fee for a Board member replacement to serve as a representative.
- g. TrackItForward - Needs to log your volunteer hours in a timely manner.
- h. Recruit professional-level/master-level ASLTA members for our current vacant Board positions. Have not received any applications from people interested in the Board positions. If we do not receive applications, then we need to determine other alternatives.

#### **4. Vice President's Report**

No report.

#### **5. Secretary's Report**

- a. Update on committee volunteer application form with Beatrice Pfaff. Form has been approved and is ready for use.
- b. Question about Bylaws committee members: Who is actively serving on the committee? Beatrice Pfaff (chair), Leslie Greer, Daniel Gough, Karyn Huston, Anthony Isaacs, Katie O'Brien.

#### **6. Treasurer's Report**

- a. Bill to be paid: Namecheap expires on June 5, 2018 (aslta.org and aslta.com domain renewals)
  - 1 year: \$34.08
  - 2 years: \$70.64
  - 3 years: \$101.04

**MOTION #2018-52:** I, Amy June Rowley, move that ASLTA purchase domain name renewals with the three-year option

**Seconded:** Bea Pfaff

**Vote:** Passed

- b. Approve the ASLTA 2017-2018 budget.

**MOTION #2018-53:** I, Amy June Rowley, move that the Board approve the 2017-2018 budget and post it on the ASLTA website.

**Seconded:** Bea Pfaff

**Vote:** Passed

c. Zoom.us videoconferencing access. Called Zoom to inquire about non-profit / 501(c)3 pricing. No discounts. Each account costs \$14.99/month. Can have multiple accounts (each \$14.99) under one name (ASLTA).

**ACTION ITEM:** David Martin to look into other videoconference options (Appear.In, ec.).

d. Bank of America access (to inquire about online bill payment options / fees). President Smith-Warshaw needs to update the ASLTA account.

**ACTION ITEM:** President Smith-Warshaw to make an appointment with a Bank of America branch to update the ASLTA account.

e. TrackItForward. Currently using the free version, capped at 25 volunteers. In the system:

- ASLTA Board (7 people)
- Special Committee: Communications (1 person)
- Special Committee: ASL Honor Society (5 people)
- Special Committee: Conference Planning (12 people) TOTAL: 25 volunteers
  
- Need to include: Bylaws committee (5 people?)
- Need to include: ASL Can-Do Statements committee (4 people)
- Need to include: Regional Reps (5 people)

Suggest purchasing TrackItForward for up to 100 people (the smallest number) to allow for future growth and better tracking of volunteers and time spent serving ASLTA. This will ensure we remain in IRS compliance for non-profit organizations.

Financial impact: 0-100 volunteers.... \$144.00/year (includes 20% discount)

**ACTION ITEM:** Set up a second (free) ASLTA account to handle the smaller committee volunteers to log their hours, rather than purchasing the application.

f. Bank Balance Update

**Bank of America:**

ASL Honor Society	\$ 44,969.29
Evaluation Program	\$ 2,369.44
Main Checking	\$ 41,363.46

NPD Conference	\$ 7,532.49
National Standards Project	\$ 4,002.81

**Schwab Investment:**

LF2	\$ 3,650.37
Main-Unrestricted	\$ 48,538.43
L1 Initiatives Fund	\$ 6,636.24
Riggs	\$ 6,169.61

**7. Chapter Affiliation / Bylaws Chair Pfaff**

Currently dealing with challenges in trying to identify who is a current chapter. This needs to be resolved. This type of confusion is why having a chapters profile page on the website will make it easier to obtain and track current information regarding chapters; will use Google Form to collect the information.

Next meeting with the regional representatives is June 8.

**ACTION ITEM:** Communicate with Bylaws committee members and let them know that they will be recalled shortly (explain briefly the reasons) to get them ready to meet and start working again.

**8. Evaluation/Certification Rowley**

No report.

**9. Professional Development Chair [vacant]**

No report.

**10. Special Committee: Communications David Martin**

No report.

**11. Special Committee: ASL Honor Society Coordinator Godfrey**

No report.

**12. Special Committee: 2019 NDPC Conference Chair Hall**

- a. Purchase of EventBrite's Espresso (conference registration software). \$299.95 for 1 year.

Kristine Hall negotiated a better price of \$254.96.

**MOTION #2018-54:** I, Amy June Rowley, move that the Board authorize the purchase of EventBrite Espresso conference registration software in the amount of \$254.96.

**Seconded:** Bea Pfaff

**Vote:** Passed

**MEETING ADJOURNED 9:28 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

**NOTE: Special meeting to focus on Conference issues: May 24 (Friday), 6pm PST.**

June 3, 2018 at 7 pm EST

June 24, 2018 at 7 pm EST

July 8, 2018 at 7 pm EST

July 22, 2018 at 7 pm EST

August 5, 2018 at 7 pm EST

August 19, 2018 at 7 pm EST

September 9, 2018 (in lieu of September 2 / Labor Day) at 7 pm EST

September 16, 2018 at 7 pm EST

September 30, 2018 at 7 pm EST

October 14, 2018 at 7 pm EST

October 28, 2018 at 7 pm EST

November 11, 2018 at 7 pm EST

December 2, 2018 (in lieu of November 25 / Thanksgiving) at 7 pm EST

December 16, 2018 at 7 pm EST