



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, June 24, 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

James Wilson, Vice President

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair (joined at 7:18 pm)

Amy June Rowley, Evaluation Chair (joined at 7:33 pm)

Special Committee - Communications, David Martin

Special Committee - ASLHS Coordinator, Lisa Godfrey

Special Committee - Conference Chair, Kristine Hall

Treasurer [vacant]

a. Absence(s):

2. Meeting called to order at 7:00 pm EST

MOTION #2018-58: I, Jason Zinza, move that the Board approve the meeting minutes from 6-3-18 and 6-8-18 as read.

Seconded: James Wilson

Vote: Passed

3. President's Report

- a. Accolades to Board members. Appreciation for David Martin's speedy announcements of the new positions. Appreciation to Kristine Hall and Jason Zinza for preparing the sponsorship letters. Appreciation to Lisa Godfrey and team for a successful ASL Honor Society literature competition. Appreciation to Amy June Rowley for her well-received keynote at the ASDC conference. And appreciation to Bea Pfaff for her wonderful support to the team.

- b. Two new Board members. Lorraine Flores and James Wilson have completed their oaths of office. They have been recorded / stored.
- c. Vacant Board position - Treasurer. We need to do more outreach to find the right person to fill this position. Ray Conrad from Maryland is a potential lead.

ACTION ITEM: Schedule a catch-up meeting about the 2003 Bylaws with James Wilson, Bea Pfaff, Amy June Rowley, and Janice Smith-Warshaw before the next Bylaws committee meeting.

- d. Reserve a parliamentarian for the 2019 NPDC. Cost is \$1,200 per day, plus travel, hotel, and meals. Current conference plan is to have 3 days of short business meetings.

ACTION ITEM: David Martin to create a vlog asking for a Deaf, certified parliamentarian, or an uncertified individual interested in mentoring with a certified parliamentarian. Distribute widely via social media.

ACTION ITEM: Lisa Godfrey to find out from CIT who is their parliamentarian.

ACTION ITEM: Jason Zinza to find out from NAD / Tawny Holmes who is the NAD parliamentarian.

- e. F2F meeting agenda & meals for July 31 - Aug 5 (feedback needed). Ask Board to review the proposed agenda for the face-to-face meeting. Also would like input on a grocery list.

ACTION ITEM: Kristine Hall to ask Holly Savage if she'd be interested in cooking for ASLTA during the F2F as a money-saving effort.

- f. ASL Teaching job posting on "ASL Teacher Share" Facebook page. Possible poaching of ASLTA announcements.

4. Vice President's Report

No report.

5. Secretary's Report

- a. TrackItForward reporting. Board members are asked to keep on top of recording hours. TrackIt also has an app that can be used on mobile devices. Make sure all committee members input hours.

6. Treasurer's Report (reported by Secretary Zinza)

- a. Updating ASLTA's advertising policies and rates. (Unfinished business from Daniel Heinze's tenure.)

ACTION ITEM: Board members are to review the proposed advertising policies and rates at the F2F meeting. David Martin to investigate how CIT handles these types of ads and ad charges. Complete the discussion at the F2F (in July).

- b. Revised Reimbursement / Expense Reporting Form. Sent to email. Any feedback? If not, then the revised form will go into effect immediately.
- c. ACTFL dues payment of \$250.00

Motion #2018-59: I, James Wilson, move that ASLTA continue its membership with ACTFL and authorize payment of 2018-2019 dues in the amount of \$250.00

Seconded: Amy June Rowley

Vote: Passed

- d. Website update: Beta testing. Focusing on resolving tech tickets. Content decisions are not Byron's responsibility.

c. Bank Balance Update

*Note: Secretary Zinza is meeting with ASLTA Bookkeeper on Monday, June 25 to investigate why the Evaluation Program funds aren't reconciled yet.

Bank of America:

Account Name	Account Balance	Available Funds
ASL Honor Society	\$ 52,188.17	\$ 52,962.75
Evaluation Program	\$ 1,817.92	\$ 6,162.97
Main Checking	\$ 32,519.08	\$ 31,561.81
NPD Conference	\$ 7,532.49	\$ 292.26
National Standards Project	\$ 4,002.92	\$ 4,002.92

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2	\$ 3,650.37	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 6,636.24	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,169.61	\$ 0.00 (until \$10,000)

Main Investment	\$ 48,538.43	\$ 48,538.43
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7. Chapter Affiliation / Bylaws Chair Pfaff

Met with regional representatives. They will make videos for the newsletter (have already received some). Need to reset one password. Will work with Janice Smith-Warshaw to accomplish that.

Will arrange a Bylaws committee meeting.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

No report.

10. Special Committee: Communications David Martin

No report.

11. Special Committee: ASL Honor Society Coordinator Godfrey

ASLHS will have a face to face meeting July 15 - July 18 in Philadelphia, PA

Steve Singer (NJ) will be replacing Kristi Mortensen as Membership Coordinator. He will begin July 1, 2018.

- Will focus on developing bylaws
- Will start planning for ASLHS presence at conference. Will follow up with Kristine Hall with more information after the retreat.

12. Special Committee: 2019 NDPC Conference Chair Hall

- a. Registration form and fees. \$450 registration based on estimated attendance of 500 people.
- b. Social media campaign will begin as soon as the registration form is approved.
- c. Sponsorship and exhibit forms are ready to go. Really hoping for strong sponsorship support of the conference.

ACTION ITEM: Janice Smith-Warshaw would like to have a meeting with Heart Cruises and Kristine Hall.

Motion #2018-60: I, Amy June Rowley, move that the ASLTA Board accept the registration and sponsorship forms as discussed for the 2019 conference.

Seconded: Lorraine Flores

Vote: Passed

MEETING ADJOURNED 9:35 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

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