



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, August 19, 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

Amy June Rowley, Evaluation Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Special Committee - Communications, David Martin

Special Committee - Conference Chair, Kristine Hall

Treasurer [vacant]

#### a. Absence(s):

Special Committee - ASLHS Coordinator, Christine Sharkey (previous engagement)

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

**MOTION #2018-75:** I, Vice President Wilson, move that the Board approve the meeting minutes from 7-22-18 as read.

**Seconded:** Chapters/Bylaws Chair Pfaff

**Vote:** Passed

### 3. President's Report

- a. Move to confirm appointment of Christine Sharkey as ASL Honor Society Coordinator. (C. Sharkey signed the oath of office after read the oath with the President Smith-Warshaw via Zoom video; signed the confidentiality/ethics form; and received a new password for ASLHS email account on 8/17/18.)

**MOTION #2018-76:** I, Chapters/Bylaws Chair Pfaff, move that the Board approve Christine Sharkey as the coordinator of the ASL Honor Society and to serve the Board as a standing committee member.

**Seconded:** Evaluation Chair Rowley

**Vote:** Passed

b. Discussion about Hyatt and food prices. President Smith-Warshaw and Conference Chair Hall will contact Hyatt to determine whether there is any flexibility in reducing food prices. The goal is to have 3 lunches and (hopefully) some other benefits such as beverages and snacks throughout the day.

c. President Smith-Warshaw invited Michael Patton to answer questions from the Board regarding his proposed contract to serve as the NPDC agent. At 7:30 pm EST, connected to Convo VRS to meet with Michael Patton. Conference Chair Hall served as CDI between the interpreter and the Board.

### Meeting Transcript

Q1 (President Smith-Warshaw): I see many points in the proposed contract that are not needed. Are you willing to delete some provisions to better suit ASLTA's needs?

A1 (Patton): Yes, of course. Absolutely.

Q2 (Evaluation Chair Rowley): There are many "maybes" or "mights" in the proposed contract (such as assisting with transportation), which ASLTA has never done before. Can you tell me how you would go about helping with transportation (for example). What do you have in mind specifically?

A2 (Patton): I am a full-service company and those options are available. If you didn't want some provisions, then we don't need to use them. Simple as that. Essentially, we are a full-service company that functions in many ways like a travel agency. We can help arrange transportation, hotel stays, etc. But you're not required to use those specific services. Whatever a conference needs, we are equipped to deliver and fulfill those needs, ranging from interpreting services to obtaining discounts, etc.

Q3 (Evaluation Chair Rowley): Would an individual contact you for full services, or how does this work? Can you elaborate?

A3 (Patton): It's optional. You might want as a group to offer some optional services. There is a 35 dollar fee but we'd work with the individual to handle those services, rather than with the organization. There's no contractual obligation on anybody's part for these services.

Q4 (Vice President Wilson): Would you want ASLTA to promote your company to our membership in order for members to contact you? Would that be contractually obligated?

A4 (Patton): We'd ask you to post information online for your membership and say something like a general announcement - if you want help making rental reservations, hotel reservations, etc., contact the company, etc.

Q5 (Conference Chair Hall): Can you clarify this \$35 dollar fee. That's paid by the consumer, not the organization, correct:?

A5 (Patton): Correct. It's a service charge based on using the service. Individuals would pay that, not the organization.

Q6 (Evaluation Chair Rowley): Have you worked with the Manchester Hyatt before?

A6 (Patton): I'm a professional conference event planner. I've not worked with that particular hotel before but I've represented many large group events before (30 years' experience) at various Hyatt hotels.

Q7 (Chapters/Bylaws Chair Pfaff): I want to understand how this works. The contract outlines obligations and expectations. Can you tell me more about the expected commission you would earn? What do we need to know about commissions?

A7 (Patton): The agreement sent to ASLTA outlines the commission and what the hotel would pay my company. If there was no commission, then there would be a negative impact on business. Commissions are between the company and the hotel, not me and ASLTA.

Q8 (President Smith-Warshaw): Regarding food, we signed a contract with Manchester Hyatt. That stipulates 80k minimum spending on food for the conference. Are you able to negotiate with Manchester Hyatt to reduce the food costs so we can provide meals for 3 full days?

A 8 (Patton): Simple answer is yes. The more complex answer is that the best time to negotiate with the hotel is when you were ready to sign the initial contract. Now that it's been done, I don't know if that would be possible to change what was previously agreed upon. I can't confirm that I'd be able to effect a discount or savings.

Q9 (President Smith-Warshaw): On the service agreement (page 5), item 2-F, refers to costs of services. Can you please elaborate on this item?

A9 (Patton): I will receive a commission based on work done on your behalf. This is agreed upon based on the previous contract you had with Michael Pimental.

Q10 (Conference Chair Hall): Our previous agent through Heart cruises was to receive a commission. We were hoping that commission would be used to help support this conference.

A10 (Patton): I understand. My intent is to advocate with the conference and other entities as needed to help put on an outstanding committee.

Q11 (Chapters Chair Pfaf): For clarification: The previous agent would receive a commission for booking a set number of rooms at \$169.00 per room night. Now if you receive our contract, and can negotiate a reduction in the food prices, would that affect the commission you earn from the hotel?

A11 (Patton): There is no commission from food and drink sales. I will get a commission from booking rooms, yes. That was already agreed upon with the hotel. It appears that Heart Cruises did not engage fully in in-depth negotiations with the hotel. That is something I pledge to do on your behalf. We will do our best to work on your behalf and thus earn our commission. The contract with the hotel limits what we can earn in terms of commission but we are pledging to negotiate best to reduce food and beverage costs. There are things I do not see in the current contract that should be there (things that might not have been thought about previously), so that's where my company would step in and assist. I believe in presenting options to you and for

you to make the decisions. There are no additional fees beyond the room reservation commission, and that is paid by the hotel, not ASLTA.

Q12 (Chapters Chair Pfaff): You mentioned you would get a commission from the hotel, not ASLTA. Would your company be willing to sponsor our conference, since you are deriving a profit from our event? Would you return some money to us in the form of support?

A12 (Patton): I will develop a scope of work to outline the work expected by my company to do. Sponsorships are a separate issue from what we will need to do. That's a different goal. If you wanted my company to do additional promotions, that'd be different. We can do an Expo to increase support for the conference, etc.

Q13 (Conference Chair Hall): For clarification. If you did this expo or what not would there be a n additional cost?

A13 (Patton): There would be no additional costs for ASLTA. We could coordinate sponsorships to the event. Costs would be proportionate to our efforts. A percentage would come from exhibit sponsors, not ASLTA itself.

Q14 (President Smith-Warshaw): Refer to page 13, Appendix A. I want to understand that you will not charge ASLTA for the services listed there.

A14 (Patton): The only profit I will earn is the commission from the hotel, period. Any additional fees for services will be paid by the individual travelers who use our services, not ASLTA. Look at 2E. My staff can do that. If you want us to do that, then ASLTA would have to pay for those services. Entirely optional at your discretion.

Q15 (Chapters Chair Pfaff): I've toured the Manchester Hyatt with other Board members and learned some information that was confusing. Can you explain what the deal is regarding food off-site from the hotel? Is that part of the 80k or not? Are you able to work on this on our behalf as well?

A15 (Patton): You're referring to offsite catering via Matt Baker's company, I believe. Yes, we would help coordinate that. We'd work with you to get that going and make sure the food and beverage costs fall within budget.

Q16 (Conference Chair Hall): Do we have to pay you anything if we have an event at the Children's Museum that has nothing to do with the hotel?

A16 (Patton): No.

No additional questions. President Smith-Warshaw thanked Michael Patton for his time to clarify the proposed contract.

d. Discussion by Board on pros and cons of working with Michael Patton as a new agent. Since Baker's estimated costs of 3 nights banquet (opening, auction, closing) is roughly around 100k, in addition to current hotel costs.

**ACTION ITEM:** Conference committee to draft a revised budget and send to Board first before proceeding with Michael Patton.

e. Should Mark Apodaca do a session on parliamentary procedure at the conference? Kristine Hall can make room. Suggestion from Amy June Rowley: Maybe have him host a separate Bylaws session during the conference.

**ACTION ITEM:** Conference Chair Hall will send the Board the conference schedule. Considering opening with a panel discussion on the first day to address questions and concerns by members regarding the Bylaws issues of 2018.

f. Discussion about CIT. Raise concerns with CIT or move ahead? Need to arrange a meeting with CIT to discuss the motions made at the conference.

**ACTION ITEM:** President Smith-Warshaw to draft a letter to CIT board regarding meeting with ASLTA board.

g. Sympathy card for Tony Ellis, Evaluation Assistant. President Smith-Warshaw will send a condolence card on behalf of ASLTA to Tony Ellis.

h. Mark Apodaca as our Parliamentarian during the 2019 NPDC in San Diego - Announcement needed **TABLED**

i. Michael Pimental, owner of Heart Cruises, LLC (update) **TABLED**

#### 4. Vice President's Report

a. ASLTA and ASLHS's Memo of Understanding (MOU). **TABLED**

b. Auditor update. **TABLED**

c. 2021 conference. **TABLED**

#### 5. Secretary's Report

a. Website update: Members-only section content: **TABLED**

- Certification content
- Communications (eblasts? newsletters?)
- Online voting portal
- Other?

b. Membership database issues update. **TABLED**

c. Chapters ASLTA.org email addresses. Each ASLTA chapter is to be assigned an ASLTA-specific email address to facilitate chapter membership payments and communication.

**ACTION ITEM:** Beatrice Pfaff to contact chapter leadership and begin assigning ASLTA-specific email addresses.

d. Zoom account use. **TABLED**

e. 2019 conference: when do Board members need to arrive in San Diego? Hotel discount starts the day before conference begins. Need to extend the rate by several days.

**ACTION ITEM:** Conference Chair Hall to contact the conference hotel and negotiate an extension of the conference hotel room rate to align with dates the Board and conference team arrive in San Diego.

- f. Board needs to decide what demographic information to collect from members. **TABLED**
- g. Board conference dates:
  - Board members expected to arrive in San Diego, CA on June 26, 2019
  - Board meeting: June 27, 28, 29.

**ACTION ITEM:** Secretary Zinza to compile room needs and make hotel room reservations.

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

- a. 2017-2018 budget surplus. Ask Board to decide what to do with the **\$7,556.34** surplus.

**MOTION #2018-77:** I, Evaluation Chair Rowley, move that the Board allocate \$1,800.00 for four (4) scholarship awards to the 2019 NPDC worth \$450.00 each, from the surplus funds from the 2017-2018 fiscal year.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

**MOTION #2018-78:** I, PD Chair Flores, move that the Board allocate \$1,500.00 to support the four restricted funds in the following amounts: \$500.00 each to the L1 Initiatives Fund and the Riggs Fund; \$250.00 each to the LF2 Fund and the LaVerne Cagle Fund. Money to come from the surplus funds from the 2017-2018 fiscal year.

**Seconded:** James Wilson

**Vote:** Passed

**MOTION #2018-79:** I, Beatrice Pfaff, move that the Board authorize transferring the \$4,256.34 remainder from the 2017-2018 budget surplus to the 2018-2019 budget contingency fund.

**Seconded:** Jason Zinza

**Vote:** Passed

- b. 2018-2019 budget proposal (going into effect Sept. 1). **TABLED**

**ACTION ITEM:** Update the 2018-2019 budget to reflect the surplus allocation from 2017-2018. Send to Board for e-vote.

- c. NPDC account update. Maria and Jason continuing to work on resolving the account balance difference between BoA and QB. Sandra (CPA) has made some suggestions.

**TABLED**

- d. \$2,430.00 to be transferred to Evaluation account on August 31. Ended 2018 fiscal year with 243 certified members. \$10.00 per certified member helps funds the Evaluation program.
- e. Need clarification regarding conference expenses (EventEspresso cost of \$239.96 was paid from the General Account); parliamentarian fees; Bookkeeper fees. Conference-related costs to be taken from the conference account.
- f. Ask David Martin to create a time to renew your membership vlog (or resend old vlog?) on Sept. 1. **TABLED**
- g. Need to set up a donations acknowledgment process. 501(c)3 regulations require publishing an annual list of donations and submitting donation receipts to donors. Do this online? Via newsletter? eBlast? **TABLED**

c. Bank Balance Update (as of 8/15/18)

**Bank of America:**

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 51,563.69	\$ 48,793.26
Evaluation Program	\$ 3,169.89	\$ 3,595.30
Main Checking	\$ 70,091.13	\$ 52,676.82
NPD Conference	\$ 7,907.49	\$ 667.26
National Standards Project	\$ 4,003.19	\$ 4,003.05

**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
Money Market Fund	\$ 16,488.18	\$ 16,488.18

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

Contacted regional representatives. Will work with President Smith-Warshaw to assign ASLTA-domain email addresses. They're in favor of the ASLTA-domain addresses. Next meeting is on August 23, 2019 with the representatives.

#### **8. Evaluation/Certification Rowley**

Been working with PD Chair Flores on the proposed mentoring initiative. First step is to identify sample videos. It has been determined that existing videos are not exactly what is needed. Proposing to recruit 2 candidates for certified level and 2 for master level and have them do the certification process for free, with the understanding that their videos become public examples on the ASLTA members-only page.

#### **9. Professional Development Chair Flores**

- a. Conference 2023 plans. **TABLED**
- b. Mentoring pilot. **TABLED**

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

No report.

#### **11. Special Committee: ASL Honor Society Coordinator Sharkey**

No report.

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

- a. Meeting with Michael Patton (see above notes).
- b. 3 keynotes have been selected by the committee: Lorraine Simms (will need to consider it). Octavian Robinson. MJ Bienvenu.

**MEETING ADJOURNED 10:01 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

#### **Future meetings:**

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