



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, September 9, 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

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Lorraine Flores, Professional Development Chair

Amy June Rowley, Evaluation Chair (internet interrupted at 8:32 pm EST)

Jason E. Zinza, Secretary/Acting Treasurer

Special Committee - Communications, David Martin (left at 9:03 pm EST)

Special Committee - ASLHS Coordinator, Christine Sharkey

Special Committee - Conference Chair, Kristine Hall (arrived at 7:31 pm EST; left at 9:15 pm EST)

Treasurer [vacant]

a. Absence(s): None

2. Meeting called to order at 7:01 pm EST

MOTION #2018-82: I, Lorraine Flores, move that the Board approve the meeting minutes from 7/31/18 - 8/04/18 as corrected.

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2018-83: I, James Wilson, move that the Board approve the meeting minutes from 8/19/18 as read.

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2018-84: I, Amy June Rowley, move that the Board approve the meeting minutes from 8/26/18 as read.

Seconded: James Wilson

Vote: Passed

3. President's Report

- a. Tabled from 8/19/18: Announcement regarding Mark Apodaca's service as Parliamentarian. He supports having a forum at the NPDC focusing on the parliamentary issues ASLTA has faced over this year, to address member questions and concerns.

ACTION ITEM: Janice Smith-Warshaw to create a vlog focusing on ways ASLTA supports the Deaf ecosystem. Examples to include hiring of Mark Apodaca as conference Parliamentarian, website support company, etc.

- b. Tabled from 8/19/18: Michael Pimental, owner of Heart Cruises, LLC (update). The contract with Michael Pimental was terminated due to dissatisfaction with his services. No further response needed.
- c. LASER (Language Accountability, Support and Empowerment Roundtable) Alliance video conference meeting on Sept. 24, 2018. Attendees are stakeholders in ASL education for heritage learners, advocates for Deaf education, etc. An in-person meeting to be held in Washington, DC on October 5-6, 2018. President Janice Smith-Warshaw has asked Vice President Wilson to attend the meeting.

MOTION #2018-85: I, Jason Zinza, move that ASLTA send Vice President Wilson to represent ASLTA at the LASER conference and cover his direct expenses.

Seconded: Lorraine Flores

Vote: Passed

- d. Special guest, Tawny Holmes from LASER Alliance (Sept. 16 or 30). Will join the Board meeting to share some information about ways LASER and ASLTA can collaborate.

ACTION ITEM: Janice Smith-Warshaw to inform Tawny Holmes of the change in date to September 16, not 24.

- e. CED Board meeting in Washington, DC on September 27, 2018. Have asked Secretary Zinza to attend the meeting from 4-8pm.
- f. ASLRT and Ohio ASLTA Regional Conferences in November. See Treasurer's report.
- g. IPPG updates needed. Vice President Wilson will take the lead on updating and revising the IPPG manual.

4. Vice President's Report

- a. Tabled from 8/19/18: ASLTA and ASLHS's Memo of Understanding (MOU). Need to reschedule the meeting with Christine Sharkey, Janice Smith-Warshaw, and James Wilson.

ACTION ITEM: Christine Sharkey, Janice Smith-Warshaw, and James Wilson need to meet to review the MOU proposal between ASLTA and the ASL Honor Society.

- b. Tabled from 8/19/18: Audit update. Contacted an auditor in North Carolina by the name of Bernstein, who works with various nonprofits, and has extensive experience working with a Deaf-run organization in particular. Bernstein asked several questions that Vice President Wilson couldn't answer, so will refer him to contact Secretary Zinza and ASLTA Bookkeeper Maria. This is only for informational consulting first. He is bonded and that's important.
- c. Tabled from 8/19/18: 2021 conference. Vice President James Wilson will initiate contact with the Ohio ASLTA conference planners (Daniel Lunt, Lori Woods, Arlon Nash).

ACTION ITEM: James Wilson to contact Daniel Lunt, Lori Woods, and Arlon Nash regarding the 2021 NPDC.

- d. Increasing compensation for ASLTA Bookkeeper. Want to develop policies regarding standardization and consistency of increases in pay across ASLTA to determine the processes by which raises are completed, evaluation of performance, etc. Policies will help develop consistency. Recommending a 5% increase (\$600.00) in the annual compensation for 2018-2019.

MOTION #2018-88: I, Beatrice Pfaff, move that ASLTA increase the pay of the ASLTA Bookkeeper by 5%, beginning October 1, 2018.

Seconded: Lorraine Flores

Vote: Passed

5. Secretary's Report

- a. Tabled from 8/19/18: Website update: Members-only section content to include:
 - Certification support content (sub-section only for those who have paid certification fee)
 - Communications (eblasts and newsletters)
 - Online voting portal
- b. Tabled from 8/19/18: Membership database issues update. Need to revise renewal emails sent to members and revisit content for 2019. Also want a how-to video showing members how to access their ASLTA account (people are not using My Account, and thus have problems accessing their account).

ACTION ITEM: James Wilson and Jason Zinza to work together on revising automated messages.

ACTION ITEM: Jason Zinza to create an outline video showing members how to log in successfully, and have David Martin create a finished video. Video will be placed on the ASLTA home page.

ACTION ITEM: NPDC Chair Kristine Hall will create a space for registration issues to be handled at the NPDC that is convenient for members.

c. Tabled from 8/19/18: Zoom account. Zoom account info and password will be placed on the Google Drive shared folder.

d. Tabled from 8/19/18: Board needs to decide what demographic information to collect from members.

ACTION ITEM: Jason Zinza to collect sample demographic information used in ASLTA's member survey from 2017 and submit ideas for discussion to the Board by September 14, 2018.

e. Conference representation proposals:

i. ASLAU Forum: ASL Now & Forever.

Indianapolis, IN

October 5-7, 2018

Registration: \$100.00

Transportation: \$~50.00

Lodging: None

Per diem total: \$100.00

Total estimated cost: \$250.00

MOTION #2018-86: I, Jason Zinza, move that ASLTA send Beatrice Pfaff to represent ASLTA to the upcoming ASLAU conference in Indianapolis, IN.

Seconded: Lorraine Flores

Vote: Passed

ii. CIT (**per Motion #2018-45**)

Salt Lake City, UT

October 31 - Nov. 3, 2018

Registration: \$550.00 (non-member rate)

Transportation: \$500.00

Lodging: \$698.10

Per diem total: \$150.00

Total estimated cost: \$1,898.10

TABLED UNTIL SEPTEMBER 16, 2018.

ACTION ITEM: Jason Zinza to contact CIT conference coordinator Carole Lazorisak to inquire about waiving of registration fees.

iii. 2018 Deaf Studies Conference.

Gallaudet Univ.

November 1-3, 2018

Registration: \$225.00

Transportation: \$500.00

Lodging: \$200.00

Per diem total: \$100.00

Total estimated cost: \$1,025.00

TABLED UNTIL SEPTEMBER 16, 2018.

iv. Ohio ASLTA Statewide Conference.

Columbus, OH

November 16 (evening) - 17, 2018

Registration: \$100.00

Lodging: \$150.00

Transportation: \$500.00

Per diem total: \$70.00

Total estimated cost: \$820.00

TABLED UNTIL SEPTEMBER 16, 2018.

ACTION ITEM: Jason Zinza to contact Ohio ASLTA conference coordinator to inquire about waiving of registration fees.

v. Florida ASLTA Statewide conference

Ft. Lauderdale, FL

February 15-17, 2019

Registration: \$150 (by Oct. 31) / \$200 (by Jan. 31)

Lodging: \$300.00

Transportation: \$500.00

Per diem total: \$100.00

Total estimated cost: \$1,050.00

MOTION #2018-87: I, James Wilson, move that ASLTA send a representative to the FASLTA 2019 statewide conference and cover all expenses (travel, per diem, etc).

Seconded: Jason Zinza

Vote: Passed

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

- a. Would like to finalize 2018-2019 budget at next Board meeting (9/16/18)
- b. Tabled from 8/19/18: NPDC account update. The ASLTA Bookkeeper and Secretary Zinza continue to work on resolving the account balance difference between Bank of America and QuickBooks. Sandra (CPA) has made some suggestions.
- c. Tabled from 8/19/18: Ask David Martin to create a vlog encouraging members to renew membership. This will be sent via eblast and posted on Facebook.

ACTION ITEM: David Martin to create a vlog for membership renewal and send it in an eblast and post it on Facebook.

- d. Tabled from 8/19/18: 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?

ACTION ITEM: Vice President Wilson and Secretary Zinza to develop a donation acknowledgment process and share it with the Board.

- e. Donations update: CIT conference support has been sent. Waiting for a form from ASLRT to move forward. Will ask CIT to acknowledge ASLTA's donation in the conference program book.
- f. 501(c)3 designation, Bylaws, & Articles of Incorporation. Warned by Sandra (CPA) that ASLTA should consider modifying policies regarding relatives serving on the Board.

ACTION ITEM: Chapters Chair / Bylaws Coordinator Pfaff to take the lead on drafting proposed Bylaws amendment prohibiting spouses, partners, and relatives from serving on the ASLTA Board at the same time.

- g. Plan for Treasurer position. Need to inform members of the vacant position and invite applications.

ACTION ITEM: Secretary Zinza to draft a list of position responsibilities and technical skills performed by the Treasurer.

c. Bank Balance Update

NOTES:

1. Funds transfers to the LF1, LF2, and Riggs accounts have not been completed. President Smith-Warshaw needs to contact Schwab for account access.
2. About \$24,000.00 in the Main Checking account is from Conference registrations. Funds not yet transferred until the account discrepancy in the NPDC account is resolved.

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 51,890.62	\$ 42,688.42
Evaluation Program	\$ 4,949.90	\$ 4,065.41
Main Checking	\$ 95,430.47	\$ 54,322.57
NPD Conference	\$ 7,907.49	\$ 667.26
National Standards Project	\$ 4,003.35	\$ 4,003.35

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	\$ 16,483.18	\$ 16,483.18

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. New chapters update: Working with South Carolina, Missouri, and a possible third group to establish a chapter.

ACTION ITEM: Beatrice Pfaff to contact each chapter President and issue each the new ASLTA domain email addresses.

8. Evaluation/Certification Rowley

- a. Update regarding the proposed mentoring program. Will need to develop resources prior to launching the program. Professional Development Chair Lorraine Flores and

Evaluation Chair Rowley have been collaborating on this. Two ideas under consideration:

- i. Should ASLTA update / recreate Keith Cagle's old ASLTA certification video (currently sold through DawnSign Press)? The current video is hosted on Vimeo.com. The content is somewhat outdated.
- ii. Ask the Board to brainstorm individuals who could become the "face" of certification. In return for permission to use their videos to help others pursuing ASLTA certification, they will go through the process for free themselves. Would like to see 6 people (3 certified, 3 master). Key clips from these applications would be shared with would-be applicants, rather than the entire application video. Important is that the model videos be authentic, rather than role played or deliberately weak. These materials would be made available on the members-only section of the ASLTA website. This will help applicants develop a broader vision / understanding of the process and hopefully encourage more applicants to pursue ASLTA certification.

ACTION ITEM: Board members to send Amy June and Lorraine names of ASLTA members who might be interested in serving as model applicants for the project. Demographic variety is requested (Deaf, hearing, gender, diverse backgrounds, etc.).

b. An online ASL Literature course will be hosted by Gallaudet this Fall. The ASL and Deaf Studies Department would like to advertise this course to ASLTA membership.

ACTION ITEM: David Martin and Jason Zinza to update the advertising options and costs document and send to Guthrie Nutter.

9. Professional Development Chair Flores

- a. Tabled from 8/19/18: Conference 2023 plans. Bids to host the 2023 NPDC must be made in San Diego. Which chapters might be interested in hosting the conference?

ACTION ITEM: Chapters Chair Pfaff and Professional Development Chair Flores will collaborate to contact leadership of all ASLTA chapters. Would like to discuss potential hosting of the 2023 ASLTA conference with each.

ACTION ITEM: President Smith-Warshaw will look for the conference bidding guidelines document and get it to Professional Development Chair Flores. Lorraine will update the document as needed. When ready, she will make a video encouraging bids.

- b. Tabled from 8/19/18: Mentoring pilot. See Evaluation Chair Rowley's report.

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

No report.

MEETING ADJOURNED AT 9:39 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

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