



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, September 16, 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

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Lorraine Flores, Professional Development Chair

Amy June Rowley, Evaluation Chair

Jason E. Zinza, Secretary/Acting Treasurer

Special Committee - Communications, David Martin

Special Committee - ASLHS Coordinator, Christine Sharkey

Treasurer [vacant]

#### a. Absence(s):

James Wilson, Vice President (excused)

Special Committee - Conference Chair, Kristine Hall

### 2. Meeting called to order at 7:03 pm EST

**MOTION #2018-89:** I, Beatrice Pfaff, move that the Board approve the meeting minutes from 9/09/18 as corrected.

**Seconded:** Lorraine Flores

**Vote:** Passed

### 3. President's Report

- a. Bylaws. There are 5 months remaining to do Bylaws revisions (since they must be completed 3 months prior to the conference). Very concerned with the amount of work needed and the limited time available. This is an urgent matter. Chapters Chair / Bylaws Chair Pfaff mentioned that the intent is to ask members to vote on amendments in batches of 5, to avoid vote weariness.

### Critical Bylaws Amendments

- 1) Allow for motions / amendments to be made during the conference (per Wanda Sims' suggestion)
  - 2) Expand Board positions (Communications, Advocacy, Conference Chair, etc.)
  - 3) Revised membership categories
  - 4) ASL Honor Society position
  - 5) Spouses / nepotism policy (per CPA's advice)
- b. ASLTA Newsletter. The last newsletter was released in December 2017. We have not been able to get 3 newsletters out since. Facing severe logistical issues in gathering content that need resolution.

**ACTION ITEM:** David Martin to gather retreat information, updates from the regional representatives, and other stakeholders and begin work on a newsletter.

- c. Membership Drive. Want Board to brainstorm a membership drive. Make videos "why it's important to join ASLTA"? Or ask people who are current in dues to make video why it's important to join? We need a campaign to encourage membership.

**ACTION ITEM:** Set up a task force to focus on membership categories and benefits. Vice President Wilson to take the lead; Secretary Zinza, Chapters Chair Pfaff, and Professional Development Chair Flores to serve on the task force.

- d. ASLTA & ASLHS MOU. Met previous Wednesday (9/12/18). ASLHS Board to review the final proposed MOU.

**ACTION ITEM:** Finalize the MOU draft and sign it / enact by September 30, 2018.

- e. Will inform the ASLTA bookkeeper of the 5% increase in her compensation next week when she returns from her scheduled vacation.

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

No report.

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

- a. Tabled from 9/9/18: CIT Conference Representative (**per Motion #2018-45**)  
Salt Lake City, UT  
October 31 - Nov. 3, 2018  
Registration: None (waived)  
Transportation: Approximately \$200  
Lodging: None (staying with a friend)  
Per diem total: \$150.00  
Total estimated cost: \$350

**MOTION #2018-90:** I, Beatrice Pfaff, move to amend Motion #2018-45 and have Amy June Rowley represent ASLTA at the upcoming CIT conference. ASLTA will cover her transportation and per diem expenses.

**Seconded:** Lorraine Flores

**Vote:** Passed

b. Tabled from 9/9/18: 2018 Deaf Studies Conference.

Gallaudet Univ.

November 1-3, 2018

Registration: \$225.00

Transportation: None

Lodging: None

Per diem total: \$100.00

Total estimated cost: \$325.00

**MOTION #2018-91:** I, Amy June Rowley move that David Martin represent ASLTA at the Deaf Studies conference at Gallaudet in October and cover his expenses (registration and per diem).

**Seconded:** Lorraine Flores

**Vote:** Passed

**ACTION ITEM:** David Martin needs an ASLTA shirt for use in his videos. Secretary Zinza to facilitate this.

c. Ohio ASLTA Statewide Conference.

Columbus, OH

November 16 (evening) - 17, 2018

Registration: \$100.00

Lodging: \$150.00

Transportation: \$80

Per diem total: \$70.00

Total estimated cost: \$350.00

**MOTION #2018-92:** I, Jason E. Zinza, move that ASLTA have Beatrice Pfaff represent ASLTA at the ASLAU conference in Indianapolis, and cover her direct expenses.  
conference.

**Seconded:** Lorraine Flores

**Vote:** Passed

d. Board meeting schedule for 2019: Will continue to meet every other week through 2019.

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

a. Want to recognize ASLTA's institutional members.

**ACTION ITEM:** David Martin to make an eblast showing appreciation for all of ASLTA's members that have recently joined and renewed.

**ACTION ITEM:** Jason Zinza to add a graphic of the institutional members to the slider on ASLTA's website.

- b. Board, Special Committee, and Committee members (Bylaws, Can-Do Statements) must renew their ASLTA memberships.
- c. Can-Do Statements committee update. Chair Karen Boyd stepped down; meeting tomorrow (9/17/18) to discuss moving forward. Jason Zinza to join the meeting and remind them of the \$4,000.00 budgeted for the project.

a. 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	\$ 48,890.62	\$ 42,688.42
Evaluation Program	\$ 4,938.48	\$ 3,265.41
Main Checking	\$ 98,115.42	\$ 53,022.57
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

**ACTION ITEM:** Bea Pfaff needs the ASLTA conflict of interest Google document to have new Bylaws committee members read / review / consent.

**ACTION ITEM:** Bea Pfaff to make a new vlog inviting new Bylaws committee members. Emphasize that applicants must have current ASLTA membership.

New ASLTA chapter: South Carolina sent chapter packet to Rochester.

Need to develop / revise chapter guidelines.

Bay Area ASLTA (BA-ASLTA), Washington (WA-ASLTA), and South Carolina (SC-ASLTA) need to be issued ASLTA domain email addresses. Also contact Minnesota ASLTA (Loon ASLTA) leadership.

Meeting with regional reps on September 20th.

## 8. Evaluation/Certification Rowley

No report.

**ACTION ITEM:** Send to Board the list of outstanding / incomplete motions. Please prioritize (check email and respond). Prioritize and then begin working on priority 1, 2, 3, etc.

## 9. Professional Development Chair Flores

No report.

## 10. Special Committee: Communications David Martin

No report.

**ACTION ITEM:** David Martin to start gathering content for a newsletter. Reminder of content from Barbara Hayes and Bo Clements from regional reps.

**ACTION ITEM:** Please send Bylaws and chapters videos update via eblast.

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

- a. Asking the Board if the ASLHS coordinator can join Board meetings once per month rather than twice. The workload is too much and takes away from ASLHS duties.

**ACTION ITEM:** Procedural change. ASLHS Coordinator Sharkey to attend once a month and deliver the ASLHS report at the beginning of the meeting, and then can leave. When ASLHS has a matter to discuss / report, the coordinator is to contact President Smith-Warshaw who will make arrangements. Similarly, the President will inform the coordinator if ASLHS matters will be discussed during a Board meeting, so the coordinator can make arrangements to attend.

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

No report.

**MEETING ADJOURNED AT 9:10 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

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