



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, September 30, 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

Lorraine Flores, Professional Development Chair

Amy June Rowley, Evaluation Chair

Jason E. Zinza, Secretary/Acting Treasurer

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair (joined at 7:19 pm EST)

Special Committee - Communications, David Martin

Special Committee - Conference Chair, Kristine Hall

Treasurer [vacant]

a. Absence(s):

ASLHS Coordinator, Christine Sharkey (excused)

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

**MOTION #2018-93:** I, Lorraine Flores, move that the Board approve the meeting minutes from 9/16/18 as read.

**Seconded:** Amy June Rowley

**Vote:** Passed

### 3. President's Report

- a. Sent a follow-up email to CIT President regarding the ASLTA / CIT collaboration. Have not had a response as of 9/30/18.
- b. Create a video to inform our ASLTA members about a glitch on our ASLTA website.

**ACTION ITEM:** Contact Derrick Behm (Copper and Water) and request a meeting with Byron Behm, James Wilson, and Jason Zinza to flesh out deadlines and status of website update.

**ACTION ITEM:** David Martin to create an eblast regarding the automated email that was sent to certified members. Also include info about changing the password. No PW update, can't register for conference.

- c. Follow up with ASLRT conference. ASLTA has received two complimentary registrations: Janice Smith-Warshaw and Kristine Hall will use the registrations.
- d. ASLTA Board's Priorities with due dates. Appreciation to Amy June Rowley for putting together the outstanding / incomplete actions list. First priority is to begin filming for web content on Oct 12.
  - Desired videos: Which membership categories do we have?  
Mission statement  
Introduction for chapters
  - Video transcriptions must accompany each video for our DeafBlind members.
  - Include time anchors so viewers can jump forward to each new topic in the video.
- e. Guest speaker: Tawny Holmes re: LASER Alliance (30 mins). Unable to attend tonight's meeting.

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

- a. Audit materials received from Secretary Zinza. Now gathering additional data needed for the audit. ASLTA's audit guidelines are quite outdated and have some stipulations that are contradictory. Don't know when this was enacted. Will make recommendations for feedback from current Board to update and then enact.
- b. Auditing company needs 3 key documents from ASLTA: Articles of Incorporation; 501(c)(3) designation; tax returns.

**ACTION ITEM:** Secretary Zinza to send Vice President Wilson the 2016 tax return.

**ACTION ITEM:** Vice President Wilson to send the audit guidelines to the Board for feedback and update suggestions.

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

- a. Copper & Water update. The database sent another erroneous automated message (this time, to Certified members). This needs immediate action.
- b. Website guidance needed: Where to put the Members-only page portal?

**ACTION ITEM:** Secretary Zinza to place the Members-only page portal on the top-most menu bar on the ASLTA homepage, replacing the News portal link.

- c. Volunteer recognition and appreciation. Board decided to recognize Brad Cohen and Jon Savage for the first volunteer recognition.

**ACTION ITEM:** Conference Chair Hall to send David Martin content for use in his eblast recognizing Brad Cohen and Jon Savage's contributions to ASLTA.

**ACTION ITEM:** David Martin to send an eblast to all members recognizing and appreciating Brad Cohen and Jon Savage's contributions to ASLTA no later than the first week of October.

- d. Critical Bylaws amendment status.

**ACTION ITEM:** Chapters Chair Pfaff to plan a new Bylaws committee within the next 2 weeks (by October 15). Discuss the most urgent Bylaws amendments.

**ACTION ITEM:** Chapters Chair Pfaff to remind Bylaws committee members to renew their memberships. Individuals cannot serve on committees without current ASLTA membership.

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

- a. Need to complete the LaVerne Cagle fund.

**ACTION ITEM:** President Smith-Warshaw needs to set up a new Schwab account named the LaVerne Cagle Fund. First, find out what is the minimum amount needed to set up an account. Gather details and then contact Keith Cagle for transfer of funds.

- b. 2018-2019 budget. Budget is ready for review. It is balanced and includes savings, contingency fund, and funds set aside for the 2021 conference.

**MOTION #2018-94:** I, James Wilson, move to approve the proposed ASLTA budget for 2018-2019.

**Seconded:** Lorraine Flores

**Vote:** Passed

- c. ASLTA Advertisement fees. The pilot fees were well-received by ASLTA's first customer. Recommend full enactment, effective 09/2018.

**ACTION ITEM:** Ensure advertising emails have a "Sponsored / this is a paid announcement" tag.

**MOTION #2018-95:** I, Lorraine Flores, move that the Board approve the advertising fees, effective September 2018.

**Seconded:** James Wilson

**Vote:** Passed

- d. Schwab account reconciliation update. Bookkeeper and CPA to work on ensuring the Schwab accounts are reconciled (haven't been reconciled in 2+ years).
- e. NPDC account reconciliation update. Can begin using the funds in the NPDC account.

**ACTION ITEM:** Add Conference Chair Kristine Hall as signature authority with Bank of America, so she may write checks from the conference account for conference expenses as needed.

**MOTION #2018-96:** I, Amy June Rowley move that 2019 Conference Chair Kristine Hall be added to the Bank of America signature authority to sign checks from the conference account for conference expenses.

**Seconded:** James Wilson

**Vote:** Passed

- f. Bookkeeper accepted 5% increase in compensation.

d. Membership Update (as of 9/30/18)

Category	Current #	2018-19 Goal #
Supporting	72	145
Associate	211	445
Certified	156	250
Institutional	7	8
Chapters	1	10
Conference	74	500

d. Bank Balance Update

**NOTES:**

1. About \$28,000.00 in the Main Checking account is from Conference registrations. Funds will be transferred to the NPDC account.

**Bank of America:**

Account Name	BoA Balance	QuickBooks Balance
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ASL Honor Society	\$ 45,890.62	\$ 42,688.42
Evaluation Program	\$ 4,930.33	\$ 3,265.41
Main Checking	\$ 99,714.83	\$ 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**

- a. Regional representatives update. Regional representatives are eager to be more involved. Have two reports ready to go for the newsletter.
- b. Continuing to follow up with chapters and assigning new ASLTA-domain email addresses.
- c. Groups in Maine and New Mexico are working to establish chapters.
- d. Chapter registration. The new membership database has a bug preventing chapters from renewing chapter dues online.

**ACTION ITEM:** Chapters Chair Pfaff to send the paper chapter membership form to chapters since the website snafu is not operational yet.

**8. Evaluation/Certification Rowley**

- a. Programming Concerns. Concerned with the lack of clarity / expected scope of work for those who chair programs as part of their role on the Board (e.g., Evaluation and ASLHS). The workload of managing a program is considerable, and expectations of also taking on additional tasks as part of Board service makes it difficult to properly fulfill both responsibilities. Would like to see clarification made regarding roles, responsibilities, and

expectations for the chairs/coordinators of the Evaluation and ASLHS programs. This may necessitate Bylaws changes.

**ACTION ITEM:** Evaluations Chair Rowley to discuss solutions to this issue with ASLHS Coordinator Sharkey, and bring to the Board ideas of how to improve processes and functionality. The goal is to ensure these heavy-demand programs are supported well, while also fulfilling the responsibilities of serving on the Board. Is it better to remove the program chairs from the Board, or develop an alternative solution? This will be an on-going discussion.

**ACTION ITEM:** Evaluation Chair Rowley will look into the Trello application for possible use to manage communication regarding the certification program.

**9. Professional Development Chair Flores**

No 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**

- a. Any final feedback regarding the proposed 2019 conference schedule? Would like to release it to membership.

**MOTION #2018-97:** I, Beatrice Pfaff, move that the Board accept the proposed 2019 conference schedule and release it to members.

**Seconded:** Jason E. Zinza

**Vote:** Passed

**ACTION ITEM:** David Martin to send the 2019 conference schedule in an eblast to members.

**MEETING ADJOURNED AT 9:20 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

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

January 6, 2019 at 7 pm EST  
January 20, 2019 at 7 pm EST  
February 3, 2019 at 7pm EST  
February 17, 2019 at 7 pm EST  
March 3, 2019 at 7 pm EST  
March 17, 2019 at 7 pm EST