



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, October 14, 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 (left at 8:09 pm)

Lorraine Flores, Professional Development Chair

Jason E. Zinza, Secretary/Acting Treasurer

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Special Committee: ASLHS Coordinator, Christine Sharkey

Treasurer [vacant]

a. Absence(s):

Evaluation Chair, Amy June Rowley

Special Committee: Communications, David Martin

Special Committee: Conference Chair, Kristine Hall

2. Meeting called to order at 7:05 pm EST

MOTION #2018-98: I, James Wilson, move that the Board approve the meeting minutes from 9/30/18 as read.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

- a. Follow-Up email message to CIT President Leslie Greer regarding her motion about partnering with CIT. Have not had a formal response since initial contact (have had unofficial response from CIT President). Will make one further attempt to communicate with CIT before tabling this until after CIT holds its conference and has new leadership.

ACTION ITEM: Vice President Wilson to brainstorm an initial document outlining ways in which ASLTA and CIT can partner with each other.

- b. Weekly meeting with the Copper & Water CEO & Web developer. Have set up weekly report meetings on Thursday evenings. The company has re-committed to completing the remaining work to ASLTA's satisfaction.
- c. Follow up with the Board Positions for amendments to the 2018 Bylaws.
 - 1. Board positions up for election are Vice President and Treasurer in 2019.
 - 2. Need an amendment to assign the Bylaws Chair responsibility to the Vice President (currently with the Chapters Chair).
 - 3. Want to explore infrastructure support for programs (ASLHS and Evaluation). Program leadership would report to the Vice President.
 - 4. Would like to make Communications from a standing committee to a full Board position.
 - 5. Would like to see Heritage Language and World Language as standing committees and take time to fully develop those positions to ensure ASLTA can support that expansion.
 - 6. Must keep an eye on the financial liability of expanding Board positions.
- d. Need to develop two policies (Grievance and Refund).
 - 1. Grievance policy: No progress made regarding this. Chapters Chair Pfaff caught up with Cynthia Sanders regarding the proposed grievance policy development, and she asked for more information about how to proceed.

ACTION ITEM: President Smith-Warshaw to contact Cynthia Sanders to discuss the project and what support is needed to move forward.

- 2. Refund policy urgently needed.

ACTION ITEM: Task force to develop refund policy. Vice President Wilson, Secretary Zinza, and Evaluation Chair Rowley assigned to develop a draft refund policy addressing all ASLTA transactions. Complete by end of November.

- e. Public Relations Campaign video #WhyIgoto2019ASLTAinSanDiego. Joel Garcia from the Conference Committee is spearheading this. Those who have registered for the conference have received an invitation to participate in the social media campaign.
- f. Follow up with our Board's Priorities and Dates.
 - 1. Building off of Amy June's spreadsheet she created listing the outstanding motions / to-do list. We need to create video content for the ASLTA website.

ACTION ITEM: Special meeting called to brainstorm video content for the ASLTA website.
Date: October 21.

- 2. Logo redesign. Chapters Chair Pfaff and Special Committee Communications Martin are tasked with moving forward on the logo

redesign. Beatrice and David need to brainstorm procedures and move forward with a new design. Want to get this going by October 30.

4. Vice President's Report

No report.

5. Secretary's Report

No report.

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

- a. Requested policy adoption: Financial donations to ASLTA, unless otherwise specified by the donor, are to be directed toward the ASLTA general account. RATIONALE: Current donations are directed to ASLTA's Main Investment (Schwab) fund for no specific reason.

MOTION #2018-99: I, Beatrice Pfaff, move to enact a policy regarding the handling of donations. Donations to ASLTA will be directed to ASLTA's general account unless otherwise specified by the donor.

Seconded: Lorraine Flores

Vote: Passed

- b. Requested policy adoption: Revenue from advertising is to be directed to the ASLTA general account. RATIONALE: No policy currently exists.

MOTION #2018-100: I, Beatrice Pfaff, move that revenue generated from advertising be directed to ASLTA's general account.

Seconded: Jason Zinza

Vote: Passed

- c. Requested policy adoption: ASLTA reimbursements for personal vehicle use (mileage, gas, etc) is to follow the IRS guidelines for non-profits. That amount for 2018 is 14 cents per mile. RATIONALE: ASLTA has not adhered to the allowable costs set by the IRS regarding use of personal vehicles in the recent past and this has caused confusion with the Bookkeeper while processing reimbursements. ASLTA needs to adopt a policy that limits reimbursement of personal vehicle expenses to the maximum allowed by the IRS for non-profits (which is different than the maximum allowed for typical use of the vehicle).

MOTION #2018-101: I, Beatrice Pfaff, move that ASLTA follow IRS regulations regarding mileage reimbursement for personal use of a vehicle while conducting ASLTA business, subject to future revision/s by the IRS.

Seconded: Lorraine Flores

Vote: Passed

- d. Requested policy adoption: 3% processing fee added to all financial transactions.
 RATIONALE: ASLTA is currently losing funds for each transaction processed via credit card. Adding 3% total to the amount due ensures ASLTA receives the full amount due, but credit card processing policies prohibit passing on costs to the consumer. Adding a surcharge / processing / service fee on all transactions is acceptable.

MOTION #2018-102: I, Lorraine Flores, move that ASLTA enact a 3% processing fee on all financial transactions.

Seconded: Beatrice Pfaff

Vote: Passed

- e. Registering board for conference. Would like approval to register 7 Board members for the ASLTA NPDC (one Board member’s registration is covered by an employer).

MOTION #2018-103: I, Lorraine Flores, move that ASLTA pay for 7 Board members’ conference registrations to the NPDC 2019, at a cost of \$3,150.00

Seconded: Beatrice Pfaff

Vote: Passed

ACTION ITEM: Secretary Zinza to work with Board members to complete the registrations.

ACTION ITEM: Secretary Zinza to set a deadline for Board members regarding NPDC hotel room assignments.

f. Membership Update

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	74	72	145
Associate	224	211	445
Certified	166	156	250
Institutional	8	7	8
Chapters	1	1	10
Conference	N/A	74	500

g. 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
ASL Honor Society	\$ 46,900.54	\$ 43,859.42
Evaluation Program	\$ 4,527.16	\$ 3,665.41
Main Checking	\$ 105,047.60	\$ 55,852.57
NPD Conference	\$ 8,357.49	\$ 1,117.26
National Standards Project	\$ 4,003.51	\$ 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. Bylaws Committee update. Working on the first set of emergency bylaws.
- b. Nomination Committee update. Beatrice to make a vlog announcement inviting members to join the nominations committee, responsible for soliciting nominations for Treasurer and Vice President. David Martin will release this announcement only to master and certified individuals.
- c. Elections. Question from the Bylaws committee: Should the Bylaws be amended to allow voting at the conference. **TABLED UNTIL THE NEXT BOARD MEETING.**

- d. Can ASLTA cover expenses for Regional Representatives to attend state conferences? The current budget is very tight and doesn't have much flexibility to cover conference costs. Want to explore ways to better support Regional Reps.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- a. 2015 awards update. Have not received information yet about recipients of ASLTA awards in 2015. Still working on this.

- b. Conference 2023 bidding. Question for the Board: Should ASLTA proceed with inviting state ASLTA chapters to submit bids to host the 2023 NPDC, or create a board position to manage conference? **TABLED UNTIL THE NEXT BOARD MEETING.**

- c. Updated the recipient of the 2007 Stephen M. Ryan Award. Adonia Smith received this award, but wasn't listed on the website.

10. Special Committee: Communications David Martin

No report.

11. Special Committee: ASL Honor Society Coordinator Sharkey

- a. MOU update. All ASLHS Board members have reviewed the proposed MOU. Will send it to President Smith-Warshaw by the end of the week.

- b. Membership is up to 70 for this year. We will continue to recruit.

- c. Many thanks to Jason for updating our website!! :-)

- d. Scholarship & Grant applications will be available Nov 1. Updating forms, etc.

- e. Art Competition-Entries due Nov 9, featuring Charles Wildbank. More info here: <http://aslhonorsociety.org/docs/2018competitionflyer.pdf>

- f. Graduation orders will be ordered this week - will confirm bids with the Treasurer before submitting orders.

- g. Has a debit card been ordered for Candice Yoder? Not yet.

- h. ASLHS Coordinator Sharkey is reminded that reasonable expenses for ASLHS-related work can be paid for from the ASLHS account.

ACTION ITEM: President Smith-Warshaw needs to go to a Bank of America branch in person and complete process the debit card order for Candice Yoder.

ACTION ITEM: Secretary Zinza to investigate the difference between credit / debit cards and determine whether one is preferred over the other and why.

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED AT 9:34 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

October 21, 2018 a 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