



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, October 28, 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

Jason E. Zinza, Secretary/Acting Treasurer

Evaluation Chair, Amy June Rowley

Special Committee: Communications, David Martin

Special Committee: ASLHS Coordinator, Christine Sharkey (left at 8:30 pm EST)

Special Committee: Conference Chair, Kristine Hall (joined at 7:14 pm EST)

Treasurer [vacant]

a. Absence(s):

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

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

MOTION #2018-106: I, Lorraine Flores, move that the Board approve the meeting minutes from 10/14/18 as read.

Seconded: Jason E. Zinza

Vote: Passed

MOTION #2018-107: I, Jason E. Zinza, move that the Board approve the meeting minutes from 10/23/18 as read.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

- a. Accolades. Appreciation to the Board for using Marco Polo in a more professional manner that is respectful of everybody's time. Also appreciate Secretary Zinza working

with Byron Behm on the website. Also want to recognize the conference committee members who have contributed tremendous time and energy in conference planning: JD Willey and Christy Lively.

- b. Threat of litigation letter. ASLTA received a letter from an attorney representing Heart Cruises, LLC. The letter was sent to ASLTA via Legal Zoom and was received on 10/23/18, whereas the letter is dated 10/5/18. Michael Patton's attorney Dan Kehr has offered to meet with President Smith-Warshaw on Monday, 10/29/18. President has canceled her afternoon appointments with students in order to accommodate this meeting. Will share info with Board after meeting with Kehr.
- c. Online voting / e-voting policy and procedures. There is a clear need for online voting / e-voting on time-sensitive issues that arise between Board meetings. Developing an online voting policy and procedures would streamline decision-making and timely responses to urgent matters. As this is an internal policy change, a Bylaws amendment is not needed. Ideally, online voting would be for "simple" issues that don't require much discussion.

ACTION ITEM: President Smith-Warshaw, Vice President Wilson, and Professional Development Chair Flores to work together to develop online voting policies and procedures. The draft policy will be shared with the Board at the next meeting on November 11, 2018.

- d. Modifying Board meeting time. President Smith-Warshaw is requesting a change in the on-going Board meeting time from 7pm EST to 6:30 EST, to accommodate dietary routine needs.

ACTION ITEM: Board agreed to modify the Board's meeting times from 7pm - 9pm EST to 6:30pm - 8:30pm EST, effective on the next meeting on November 11, 2018.

- e. Board meeting re-structuring. Will begin asking Board members to share reports during alternating meetings to allow for more time to work on specific Board tasks. Reports can be shared on the private Facebook page, for discussion during the Board meeting.
- f. Board's organizational structure. The Bylaws committee shared a draft vision of Board structure and positions, but the document could not be opened / viewed by all. Vice President Wilson to get the draft structure from Katie O'Brien and forward it to the Board. In the meantime, there is variation in ideas of which Board positions should be elected by members rather than appointed.

Discussion points:

- Need a clearer process regarding appointments. What is the procedure?
- The Board, rather than the President, should appoint individuals to Board positions.
- What vision does the Bylaws committee have regarding Board positions?
- Program chairs (Evaluation and ASL Honor Society) are to be appointed by the program directors, rather than the ASLTA President.
- Should every Board position, except for program chairs, be directly elected by members? This is more democratic.

ACTION ITEM: President Smith-Warshaw appointed an ad hoc committee to focus on creating a Board restructuring vision. Vice President Wilson to chair. Special Committee: Communications Director Martin and Secretary Zinza to serve on the committee.

ACTION ITEM: Vice President Wilson to inform the Bylaws committee that the ad hoc committee has been formed.

4. Vice President's Report

No report.

5. Secretary's Report

- a. Website updates. Have been meeting weekly with Byron Behm to complete troubleshooting issues, maintenance, and website capability development. Continuing to work on the chapter membership renewal process. Next to be developed is the members-only online voting capability.
- b. Volunteer/s of the month.

ACTION ITEM: Conference Chair Hall to create a video recognizing Christy Lively and JD Willey's significant service as volunteers, and share that with Communications Director Martin. He will send the video via eblast to all members.

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

- a. Amnesty proposal. A significant number of members have lapsed certification, and hesitate to bring their certification current due to the costs involved. An amnesty would allow people who let their certifications lapse become current by paying ½ of what would be normally required. This could be a great incentive for people to renew. Discussion: Evaluation Chair Rowley shared that lapsed certifications is a systemic and long-standing issue, compounded by people who have exhausted their extension options. Firmly opposed to an amnesty like this proposal, but welcomes other ideas.
- b. Requested policy: The ASL Honor Society is an optional, add-on program available only to Associate or Certified ASLTA members. Must have ASLTA membership first before adding the ASLHS program.

ACTION ITEM: Referred to Special Committee: ASL Honor Society Coordinator Sharkey. Please have the ASLHS team develop a policy.

- c. Requested policy to reduce confusion: Individuals who want to bring their ASLTA certification current must pay ASLTA membership dues for the missing year/s that person did not remain in good standing. Are those dues charged at the current rates, or at the rates that were in effect during the time the dues were not paid?

MOTION #2018-108: I, Amy June Rowley, move that individuals who have lapsed ASLTA certification and want to bring their certification current be required to pay back dues at the current membership rate for the time their certification was lapsed.

Seconded: James Wilson

Vote: Passed

d. Requested policy: Board members cannot incur costs beyond \$_____ without prior authorization via formal motion that is passed by the Board. Discussion: Every expenditure to be authorized by the Board? Expenditures over a certain amount? How to prevent abuse of ASLTA credit cards or abuse of financial policies?

e. Requested policy clarification: Travel policy.

ACTION ITEM: President Smith-Warshaw appointed an ad hoc committee to focus on creating policies regulating use of ASLTA finances and include procedures governing abuse of those policies. Vice President Wilson and Secretary Zinza to serve on this committee.

e. Requested policy: Travel policies are not comprehensive and do not include procedures to address abuse of travel policies.

ACTION ITEM: President Smith-Warshaw appointed an ad hoc committee to focus on creating a comprehensive ASLTA travel policies and include procedures governing abuse of those policies. President Smith-Warshaw, Professional Development Chair Flores, and Special Committee: Conference Chair Hall to serve on this committee.

f. Membership Update

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	78	74	145
Associate	278	224	445
Certified	166	166	250
Institutional	8	8	8
Chapters	1	1	10
Conference	75	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	\$ 46,701.54	\$ 43,859.42
Evaluation Program	\$ 4,520.64	\$ 3,665.41
Main Checking	\$ 107,574.34	\$ 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	\$ 3,728.61	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,233.80	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,083.94	\$ 0.00 (until \$10,000)
Main Investment	\$ 64,469.31	\$ 64,469.31
Money Market Fund (cash)	\$ 14,152.27	\$ 14,152.27

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. Question from the Bylaws committee: Should the Bylaws be amended to allow voting at the conference.

ACTION ITEM: Chapter Affiliation / Bylaws Chair Pfaff to inform the Bylaws committee to move ahead to enact Bylaws changes to allow voting during the NPDC.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- a. Conference 2023 bidding. Should ASLTA proceed with inviting state ASLTA chapters to submit bids at the San Diego conference to host the 2023 NPDC, or create a Board position to manage conference planning?

ACTION ITEM: Evaluation Chair Rowley to gather information on the pros and cons of having a conference planner as she interacts with CIT Board individuals at the upcoming CIT conference, and share with ASLTA Board.

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. Weak registration figures are a concern. Early Bird prices are due to expire on December 1. Would like to extend Early Bird pricing to March 1.

ACTION ITEM: Special Committee: Conference Chair Hall to make a video informing the public of the extended Early Bird pricing for the 2019 ASLTA conference.

MEETING ADJOURNED AT 9:16 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

November 11, 2018 at 6:30 pm EST

December 2, 2018 (in lieu of November 25 / Thanksgiving) at 6:30 pm EST

December 16, 2018 at 6:30 pm EST

January 6, 2019 at 6:30 pm EST

January 20, 2019 at 6:30 pm EST

February 3, 2019 at 6:30 pm EST

February 17, 2019 at 6:30 pm EST

March 3, 2019 at 6:30 pm EST

March 17, 2019 at 6:30 pm EST