



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Wednesday, November 14, 2018

Time: 9:00 PM [EST], 8:00 PM [CST], 7:00 PM [MST] & 6:00 PM [PST]

### SPECIAL MEETING CALLED BY PRESIDENT SMITH-WARSHAW

#### 1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President

Lorraine Flores, Professional Development Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Jason E. Zinza, Secretary/Acting Treasurer

Special Committee: Communications, David Martin

Special Committee: Conference Chair, Kristine Hall

Guest: Conference Committee Entertainment Chair: Erin Olsen

Treasurer [vacant]

##### a. Absence(s):

Special Committee: ASLHS Coordinator, Christine Sharkey

Evaluation Chair, Amy June Rowley

#### 2. Meeting called to order at 9:01 pm EST

##### President's Report

###### a. Conference update.

1. Concerned with the conference budget. Since the last update in August 2018, the conference budget hadn't been finalized. The Board needs to see an updated conference budget that reflects most current spending and vision.

**ACTION ITEM:** Conference Chair Hall to meet with MP2 on Friday, November 16. Will discuss specific costs for food, audio visual needs, and input the totals into the conference budget spreadsheet.

**ACTION ITEM:** Secretary Zinza to work with Conference Treasurer Christy Lively to update the conference budget.

2. Question regarding food costs. The contract requires \$80,000 in spending on food, which is broken into three payments (September 2018, January 2019, May 2019). However, the current food costs total \$99,000. When will that \$19,000 payment be expected? Adding in the 24% tax and service fee, \$99,000 on food becomes \$120,000.

**ACTION ITEM:** Conference Chair Hall to answer this question at the next Board meeting.

3. The Board wants to encourage more conference registrations. What does Conference Registration Chair Joel Garcia need? ASLTA Board members will create videos, social media posts, and Instagram posts promoting the conference.
4. AAVA plans at the conference. The Board appreciates and likes the AAVA plans as presented by Jon Savage. Concerns have been raised given his dual status as a committee member and business owner who wishes to receive financial compensation for his work on AAVA. To avoid conflict of interest, the Board wishes to have the AAVA costs be covered by sponsorships rather than by the Board or conference directly.
  - Conference Entertainment Chair Oleson: There is concern that AAVA would not be able to secure outside sponsorships due to donor fatigue.
  - Minimum amount needed to include the AAVA is \$2,000.00 (for prizes).
  - Question: The proposed AAVA fee of \$5,000.00 is based on the expectation that 500 people register for the conference. If say, 250 register, will that fee be reduced / pro-rated?

**ACTION ITEM:** Conference Chair Hall to answer this question at the next Board meeting, in collaboration with Conference Entertainment Chair Oleson.

5. Conference wish-list. The priority is to ensure the next conference hotel payment of \$30,000.00 can be made on January 1, 2019. Right now, registration fees haven't raised that amount, so additional spending on conference luxuries or wants can't be considered.

6. Conference planners can't overlook the ancillary expenses incurred by the conference Parliamentarian and Bookkeeper. These costs come from the conference budget.

b. President Smith-Warshaw received an email from ASLTA member and Bylaws committee member Katie O'Brien. She shared concerns with the Bylaws committee's progress being slower than what's needed. Also shared that ASLTA is now out of compliance with its Bylaws since the nominations committee is behind schedule.

**ACTION ITEM:** President Smith-Warshaw and Vice President Wilson to meet with Katie O'Brien on Sunday, November 18.

#### 4. Vice President's Report

No report.

#### 5. Secretary's Report

No report.

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

- a. ASLTA's CPA. Sandra Turner, ASLTA's CPA, announced that her firm is unable to continue serving ASLTA. The 2017 tax return is due on December 31, 2018. ASLTA needs to secure the services of a new CPA quickly.
- Reach out to Mark Apodaca, who has his own accounting firm.
  - Can contact DeafTax for referrals.
  - Chapters Chair Pfaff can also recommend some accountants.

**MOTION #2018-117:** I, Beatrice Pfaff, move that the Board authorize the acting ASLTA Treasurer to share confidential financial information from Quickbooks with a certified, professional CPA, to help prepare the 2017 tax return before the December 31 due date.

**Seconded:** James Wilson

**Vote:** Passed

b. Membership update:

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	83	83	145
Associate	282	282	445
Certified	168	167	250
Institutional	9	8	8

Chapters	1	1	10
Conference	72	76	500

c. 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	\$ 45,531.43	\$ 41,548.18
Evaluation Program	\$ 4,517.47	\$ 3,665.41
Main Checking	\$ 109,518.64	\$ 83,691.17
NPD Conference	\$ 8,357.49	\$ 1,117.26
National Standards Project	\$ 4,003.68	\$ 4,003.68

**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**

No report.

**8. Evaluation/Certification Rowley**

No report.

**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**

Conference updates:

- Adam Frost will handle emails from the public (replacing JD Willey).
- If Vice President James Wilson wants to work with the sponsorship team, how will the 5 people work together? Will need some thought on this.
- 30 presentation proposals have been received. The goal is to have 56 presentations total. May extend the proposal deadline to December or even January/February 2019.

**ACTION ITEM:** Conference Chair Hall will ask Conference Sponsorships Chair Lisa Hermatz to share the Google Drive folder containing the sponsorship forms and letters with Vice President Wilson.

**MEETING ADJOURNED AT 11:00 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

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