



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, January 13, 2019

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

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

ASLHS Coordinator, Christine Sharkey

Special Committee: Communications, David Martin

Special Committee: Conference Chair, Kristine Hall (joined at 7:49 pm EST)

Treasurer [vacant]

Guests:

Absence(s):

Evaluation Chair, Amy June Rowley

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

### 3. President's Report

This meeting is called to focus solely on budget concerns and updates regarding the 2019 conference. The intent is to share information about the conference budget, registration numbers, and develop solutions.

- Concerned that the conference committee had not completed and submitted a conference budget despite multiple requests, nor have there been timely updates.
- The information that was provided was based on an expected attendance of 500 individuals, so cost estimates do not correspond with the registration numbers we've seen.

- Asked the Acting Treasurer to work with the conference treasurer (Christy Lively) to create a conference budget overview for us to look at and see our current fiscal situation.
- Without either boosted conference registration or conference budget cuts, the conference may have a financial deficit of up to \$55,000.00.
- We need 364 attendees to break even (which includes repaying ASLTA for the \$20,000.00 initial hotel deposit).
- DawnSign Press is hosting the closing ceremony, which allows ASLTA to afford breakfasts and lunches as planned.
- The hotel is requesting an unexpected, additional deposit of \$16,000.00 required for food that will be refunded after the conference. Must figure out where that deposit money will come from.

**ACTION ITEM:** Conference Chair Hall will meet with the Hyatt food coordinator on February 22 and discuss the 20% required deposit of \$16,000. Will share with the Board when that payment will be expected.

- We are 6 months out of the conference, it's imperative the Board and conference committee work closer and support each other.
- Special Committee Communications Martin reports that he has had a positive experience working with the public relations committee - Garrett Bose and Jon Savage been great. Very responsive.
- Professional Development Chair Flores has been working with conference workshop planner Keith Gamache, Jr. and reports that the third round of presentation proposals is being reviewed now.
- ASLHS has discussed programming plans for the conference with Conference Chair Hall, which includes a banquet dinner for ASLHS members. Been working out well.

Some conference needs:

- Costs for audio video equipment may be \$30,000.00. Will need equipment in addition to technicians who know how to use that equipment. Suggest reaching out to ask an AV specialist from the school for the Deaf in Riverside to help out, or maybe technical staff from DawnSign Press.

- Conference committee needs a media technician person on the committee. Garret Bose and Adam Frost are potential leads That might be their job during the conference itself.
- Early bird registration ends February 15. Need a big outreach to encourage attendance.
- Need to finalize room arrangements for Board, committee members (ASLHS, ASL Can-Do Statements, and conference committee), and support staff (Parliamentarian, Bookkeeper). Secretary Zinza to create a chart showing who is sharing a room.

#### Budget Cuts:

- AVA has asked for support from the California Association of the Deaf (CAD). Haven't responded yet. Desperately need a sponsor for the \$5,000.00 cost.
- The conference opening ceremony is budgeted at \$25,000. That amount is for food at the opening ceremony (off site from hotel). \$25k is too much money for the ceremony unless outside sponsors cover that cost.

**ACTION ITEM:** Conference Chair Hall to obtain more precise cost estimates for the opening ceremony and share with the Board and develop a Plan A option and a Plan B option (where Plan B is a drastic cost cut).

- Cut presenter fees (\$6,150) from the budget.
- The youth program is still on but have downsized to reflect a smaller budget. Goal is to keep costs at \$4,000.00 and use the remaining \$6,000.00 to pay for conference committee member hotel rooms. This is outside funds donated by SOCAL ASLTA.

#### Overflow Hotel Update:

- Need to move quickly and secure the contract with the overflow hotel. The Hilton at Gaslamp is willing to match the \$169 per night fee. Contract is for 20 rooms per night for 4 nights. Downside: Hotel is not conveniently located by the Hyatt.
- The Embassy Suites is very close to the hotel and will cost \$209.00 per night. Suggestion: Board, ASLHS, Can Do statements, and conference committee members stay at Embassy Suites, which will free up a number of rooms at the Hyatt. This will have only a minor overall cost.

#### Meeting Rooms Update:

- The Manchester Hyatt will NOT give additional meeting room space until the conference opens, so that is not an option. Need to secure space for:
  - a. ASLTA Board meeting room
  - b. Conference committee meeting room
  - c. ASL Honor Society meeting room
  - d. ASL Can-Do Statements committee meeting room

General:

- From now until the conference, Conference Chair Hall is allocated a guaranteed time of at least 30 minutes per Board meeting to share updates and needs.

**4. Vice President’s Report**

No report.

**5. Secretary’s Report**

No report.

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

a. Membership Update

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	109	105	145
Associate	366	353	445
Certified	176	175	250
Institutional	9	9	8
Chapters	1	1	10
Conference	138	138	500

b. Bank Balance Update

**Bank of America:**

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 46,840.48	\$ 41,704.98

Evaluation Program	\$ 8,944.52	\$ 9,511.05
Main Checking	\$ 108,536.21	\$ 55,097.37
NPD Conference	\$ 50,952.46	\$ 43,712.23
National Standards Project	\$ 4,004.01	\$ 4,004.01

**Schwab Investment:**

<b>Account Name</b>	<b>Account Balance</b>	<b>Available Funds</b>
LF2	\$ 3,688.77	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,176.83	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,016.24	\$ 0.00 (until \$10,000)
Main Investment	\$ 41,013.09	\$ 41,013.09
Money Market Fund (cash)	\$ 35,575.40	\$ 35,575.40

**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**

No report.

**MEETING ADJOURNED AT 8:45 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

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