



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, December 16, 2018

Time: 6:30 PM [EST], 5:30 PM [CST], 4:30 PM [MST] & 3:30 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

Special Committee: ASLHS Coordinator, Christine Sharkey

Special Committee: Conference Chair, Kristine Hall

Evaluation Chair, Amy June Rowley (arrived at 7:25pm EST)

Treasurer [vacant]

Guests:

Absence(s):

Special Committee: Communications, David Martin

2. Meeting called to order at 6:37 pm EST

MOTION #2018-126: I, James Wilson, move that the Board approve the meeting minutes from 12/02/18 as read.

Seconded: Jason E. Zinza

Vote: Passed

MOTION #2018-127: I, Lorraine Flores, move that the Board approve the special meeting minutes from 12/06/18 as read.

Seconded: James Wilson

Vote: Passed

3. President's Report

- a. **TABLED FROM 12/2/18:** Approve the contract for the Parliamentarian for the ASLTA conference. ASLTA is offering the Parliamentarian a flat fee of \$2,500.00, which includes:
 1. Serving as Parliamentarian for Board and General Business meetings over two days;
 2. Presenting one workshop on Parliamentary procedure during the conference;
 3. Transportation to / from New Mexico;
 4. Hotel accommodations for two nights;
 5. Ground transportation from the airport to the hotel;
 6. ASLTA's per diem for meals (capped at \$50.00).

- b. ASLTA & ASLHS's Memorandum of Understanding (MOU).

The draft MOU has been completed and reviewed by Board members. Asking the Board to approve the MOU for enactment. Approving the MOU will require the Bylaws committee to include the ASLHS Coordinator position as part of Board position restructuring.

MOTION #2018-128: I, Beatrice Pfaff, move that the Board approve the memorandum of understanding (MOU) between ASLTA and the ASL Honor Society (ASLHS), effective December 16, 2018.

Seconded: Lorraine Flores

Vote: Passed

- c. Follow up regarding online / e-voting. President Smith-Warshaw asks Board members to be more conscientious regarding voting online - several people view the post, but don't vote. Please take the time to cast a vote.

- d. Evaluation Chair Rowley and ASLHS Coordinator Sharkey's reports via vlog on the Board's private Facebook group. Both reports were posted to the private group earlier to see whether online reports in this manner will allow more time during Board meetings for discussions, rather than delivering reports. This is a work in progress and may be revisited in the future.

4. Vice President's Report

- a. Appreciation extended to the Board for its support of the Bylaws committee and discussions. The amendments recently sent out for member voting reflect a true spirit of collaboration.

- b. Want to schedule a special meeting in early January to discuss Board positions and structure, as part of Phase 3 of the Bylaws amendments. The goal is to ask members to vote on the next set of Bylaws amendments by January 15, 2019, or no later than

February 1, 2019. The ad hoc committee (Vice President Wilson, Standing Committee: Communications Martin, and Secretary Zinza) will meet in late December to discuss the proposals and report to the Board on or by January 6, 2019 for discussion.

Phase 3 Bylaws Amendments:

1. Board positions.
 2. Amend the Bylaws to allow conferences during odd years (currently set for even years).
 3. Amend the Bylaws to allow voting during the conference.
 4. Define the business conflict of interest clause.
 5. Renumber the Articles properly (one Article is mis-numbered).
- c. Members have begun casting votes regarding the proposed Bylaws amendments.
- d. The next Bylaws committee meeting is on January 3, 2019.

ACTION ITEM: Chapters Chair Pfaff to provide Vice President Wilson with the password to the elections@aslta.org account shortly. If needed, President Smith-Warshaw can reset the password for access.

5. Secretary's Report

- a. ASLTA website update: New menu navigation is in place; new completed pages include: Donate, Advertising Opportunities, Get Involved, Chapters (needs some modifications), Committees. Please send feedback on these pages to Secretary Zinza. Next up: Revamping the News page; completing the Members-Only pages (Voting online, Certification tutorials, and Newsletter archive); adding additional conference program books; reconfiguring the Directories; adding pages to Teaching ASL.
- b. "Other ways to get involved" - asking members to share pictures of ASL teaching in progress to be placed on the website; also asking for short video testimonials from members.
- c. ASL Can-Do Statements committee plans for the conference: 3 hours + meeting space. Can use the ASL Center for this on both workshops (1.5 hours each), or have one workshop presentation and the second 1.5 hours held in the ASL Center where tables are available.

ACTION ITEM: Conference Chair Hall to inform Keith Gamache, Jr. to expect presentation information from the ASL Can-Do Statements Committee and to schedule both sessions.

ACTION ITEM: Secretary Zinza to introduce ASL Can-Do Statements Committee Chair John Pirone to Conference Chair Hall to facilitate communication of needs for conference planning.

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

- a. **TABLED FROM 12/2/18:** Donor recognition (required by law). See <https://asлта.org/donations/>. All current donors for 2017-2018 have been listed, along with all volunteers. Need a better procedure to recognize donations as they are made.

ACTION ITEM: President Smith-Warshaw to send personalized thank-you letters to each donor after each donation is processed by the ASLTA Bookkeeper.

ACTION ITEM: Standing Committee: Communications Martin will publicly recognize donors every three months via e-blast sent to all members.

ACTION ITEM: Secretary Zinza to place public recognition of donors on the slider on the main ASLTA homepage.

ACTION ITEM: Secretary Zinza to create a graphic explaining how members can designate ASLTA as a beneficiary for their Amazon purchases (via the Amazon Smile charitable giving designation).

- b. **TABLED FROM 12/2/18:** CPA/Mark Apodaca update. Mark will help clean up ASLTA's accounting to prepare for the filing of taxes. He is very supportive and his help will ensure ASLTA's QuickBooks program gets the tune-up it needs.

MOTION #2018-129: I, Beatrice Pfaff, move to pay Mark Apodaca \$350.00 for the first 10 hours of the accounting work needed to prepare the taxes and clean up ASLTA's QuickBooks accounting program.

Seconded: Amy June Rowley

Vote: Passed

- c. Mark Apodaca is working with the ASLTA bookkeeper to complete the 2017 tax filings. Suggest taking the \$350.00 recently approved from the \$1,800.00 already budgeted for accounting purposes for 2018-2019. This will leave \$1,450.00 budgeted for accounting needs for the rest of the year. (See Annual Expenses, CPA line).

Approved without a motion, since the budget for accounting purposes was previously approved.

- d. MemberPress annual subscription for the website is due. This is the program that runs the entire website. \$215.10 must be paid by January 1, 2019.

MOTION #2018-130: I, Amy June Rowley, move to pay the annual MemberPress dues of \$215.10 to continue operating the ASLTA website.

Seconded: James Wilson

Vote: Passed

- e. Requesting the Board approve changing ASLTA's QuickBooks account from a monthly subscription payment of \$60.00 (\$720.00 per year total) to an annual payment of \$645.00 to save money.

MOTION #2018-131: I, Beatrice Pfaff, move that ASLTA change from a monthly to an annual QuickBooks subscription, at a cost of \$645.00, to save money.

Seconded: Lorraine Flores

Vote: Passed

- f. Legal retainer fee of \$3,500.00 is due. Three options available to source the funds: Via budget cuts; withdraw the amount from long-term savings; pay from the current General Account. Acting Treasurer Zinza proposes the Board adopts the budget cuts and transfers as outlined to raise the retainer fee.

Budget Cuts & Transfers:

1. \$3,014.99 remains in the contingency fund.
2. **Transfer \$500.00** from the 2018-2019 budget for "professional services" to the contingency fund. Legal services is a professional expense, so this use is acceptable. Brings the contingency fund to a balance of \$3,514.99. Pay William Small, Esq., the retainer from this fund, leaving a balance of \$14.99.
3. **Transfer \$1,000.00** from the 2018-2019 budget for the CED Spring Board meeting to the contingency fund. ASLTA earlier discontinued affiliating with CED, so this money is available.
4. **Cut \$1,050.00** from the 2018-2019 budget for sending an ASLTA representative to the FASLTA conference in 2019. Transfer this amount to the contingency fund.
5. Contingency fund now has a balance of \$2,064.99 after paying the legal fee.

MOTION #2018-132: I, James Wilson, move that the Board approve the Acting Treasurer's budget transfers and spending cuts in order to pay the legal retainer fee for Will Small's legal services.

Seconded: Amy June Rowley

Vote: Passed

- g. LucidPress renewal is due December 21, 2018. The cost is \$155.40. LucidPress is the application ASLTA purchased for the 2017 digital newsletter.

ACTION ITEM: Cut item from budget. Do not renew.

ACTION ITEM: Acting Treasurer Zinza to create a budget update showing current income, spending cuts, and transfers.

- h. Policy clarification request: Should ASLTA accept job announcements for interpreters, or limit announcements only to ASL-teaching related positions? Board decides not to accept job announcements for interpreter positions since this perpetuates the misconception that interpreting and ASL education are interchangeable.

ACTION ITEM: Secretary Zinza to add language to the Jobs page on the ASLTA website stating that interpreting positions will not be accepted.

MOTION #2018-133: I, Amy June Rowley, move that ASLTA accept only job postings that are specifically for ASL education-related positions, including teacher, professor, mentor, tutor, etc.

Seconded: James Wilson

Vote: Passed

- i. Membership update:

ACTION ITEM: Standing Committee: Communications Martin to send an e-blast to members who have not renewed 2018-2019 membership, reminding them to renew their dues.

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	101	99	145
Associate	351	347	445
Certified	174	174	250
Institutional	9	9	8
Chapters	1	1	10
Conference	143	122	500

- j. Bank Balance Update

k. Conference payment due January 1, 2019. The second installment due to the conference hotel for \$30,00.00 is due January 1. Maria is focusing on ensuring all conference registration fees are reconciled and transferred into the conference account before January 1.

MOTION #2018-134: I, Beatrice Pfaff, move that ASLTA pay the second installment of \$30,000.00 to the Manchester Grand Hyatt for the 2019 NPDC on or by January 1, 2019.

Seconded: Lorraine Flores

Vote: Passed

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	\$48,286.38	\$42,234.91
Evaluation Program	\$ 8,949.32	\$ 8,206.05
Main Checking	\$131,614.87	\$74,231.81
NPD Conference	\$11,057.49	\$ 3,817.26
National Standards Project	\$ 4,003.84	\$ 4,003.84

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. Guidelines for chapters and group and chapter profile form update. Have worked with the Regional Representatives to do a comprehensive update. Requesting feedback on the documents from the Board. Want to send the updated forms to ASLTA chapters no later than January 1, 2019.

ACTION ITEM: Acting Treasurer Zinza to look into whether ASLTA can “hold” on to finances donated from a dissolved chapter and then return that money if the the chapter revives.

ACTION ITEM: Chapters Chair Pfaff’s central role as chapters chair is to train the local chapters and make sure the dissolution clause is in their Bylaws. It doesn’t matter if funds are donated to

ASLTA or to another organization as long as a chapter has a dissolution clause governing how to handle chapter funds.

ACTION ITEM: Share the updated form with ASLTA chapters, but hold off on contacting the “groups” to allow for more discussion on the proposed \$75.00 fee.

ACTION ITEM: Chapters Chair Pfaff to develop one set of bylaws for all chapters to follow, since this seems to be a major concern among local groups.

- b. Certification support workshops at the conference / evaluation track. Want to see more evaluation support for members at the conference, such as a step-by-step guide to help people through the certification process. Interested in several topics related to certification to support members (example: Methods, Assessment, Pedagogy Theory). Want a track on “How to get certified” at the conference. Workshops in the ASL Center? Would like to see more of a coordinated effort.

ACTION ITEM: Conference Chair Hall, Professional Development Chair Flores, and Evaluation Chair Rowley will meet to discuss the conference and certification / evaluation presence.

- c. Question: What will be the schedule of Board meetings during the conference? Possibility they will conflict with giving a workshop? **TABLED UNTIL JANUARY 6, 2019.**
- d. Regional representative contact for 2023 conference bid. Will work with Lorraine. **TABLED UNTIL JANUARY 6, 2019.**
- e. Next newsletter to be released: TBA.

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

- a. Posted the ASLHS report on the private Facebook page. Details:
 - 1. Operations: Temporary hold placed on scholarships and teacher grants due to coordinator’s illness.
 - 2. Membership is at 160 chapters. Certificates are mailed upon request. ASLHS website to be updated.
 - 3. Deaf Art Competition is complete. Expressed appreciation to Board members for helping judge submissions.

4. Graduation materials re-stocking in progress: \$15,085.00 in materials have been ordered, with approval of Acting Treasurer Zinza.

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED AT 9:04 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

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