



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, February 3, 2019

Time: 3:00 PM [EST], 2:00 PM [CST], 1:00 PM [MST] & 12:00 PM [PST]

1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President

Jason E. Zinza, Secretary/Acting Treasurer

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Lorraine Flores, Professional Development Chair

Special Committee: Communications, David Martin

Special Committee: Conference Chair, Kristine Hall (arrived at 3:47 pm EST)

Treasurer [vacant]

Absence(s):

ASLHS Coordinator, Christine Sharkey

Evaluation Chair, Amy June Rowley

2. Meeting called to order at 3:07 pm EST

MOTION #2019-11: I, James Wilson, move that the Board approve the meeting minutes from 1/20/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

3. President's Report

- a. Registration, hotel, and flight arrangements for the 2019 ASLTA conference.
 - Board members are asked to arrive in San Diego on June 25 in the early afternoon if possible (preferably between 12 and 4pm). We will meet for a working dinner that evening.
 - Depart San Diego on July 4, but not before 12 noon. We will meet for a working breakfast that morning.

- Conference registrations: Communication Director Martin and Secretary Zinza's registrations have been paid by their employers. Appreciation extended to both. Professional Development Chair Flores may be able to obtain sponsorship, which saves more money.
 - Conference Chair Hall is working with Mr. Michael Patton, Pothos, Inc. to find financial support for Board meal expenses for June 25-June 29.
- b. Board meeting schedule during the conference on Google Team Drive.
- Board members are reminded that our priority during the conference is to work and support conference needs first, with lesser priority on attending workshops. President Smith-Warshaw has created a master schedule on the Team Drive that will show all Board meetings and commitments during conference week. Hopefully Board members can find time throughout the day to attend workshops.

ACTION ITEM: Conference Chair Hall to coordinate with Conference Professional Development Chair Keith Gamache, Jr. to schedule presentation slots given by Board members so that presentations do not conflict with scheduled Board work.

- c. Revised the promo video, "2019 ASLTA Conference". Appreciate Communication Director Martin's fast work swapping out the correct promo video.

ACTION ITEM: Vice President Wilson urges Conference Chair Hall to get all agreements in writing and not rely on verbal discussions regarding release of info to public (e.g., pre-conference workshops). Don't announce to the public until authorization is in place.

- d. Bank of America Business Service Center update. President Smith-Warshaw was informed by the previous Treasurer that he was continuing to receive ASLTA documents from Bank of America, despite ASLTA having filed the appropriate forms to rescind access.
- Further investigation revealed that two former Board members are still listed on ASLTA accounts (former Secretary Raychelle Harris and former President Jenny Gough). Bank of America has asked ASLTA to provide the bank with meeting minutes indicating change in authorization. Bank of America could not explain why the ASLTA account had not been updated properly.
 - Motion #2018-10 details removal of former Secretary Raychelle Harris. However, no record shows removal of former President Jenny Gough.

ACTION ITEM: Secretary Zinza to provide a copy of Motion #2018-10 from the 1/21/18 Board meeting minutes to President Smith-Warshaw, as requested by Bank of America.

MOTION #2019-12: I, Beatrice Pfaff, move that the Board rescind authorization extended to Jenny Gough to serve as an authorized contact regarding ASLTA accounts.

Seconded: James Wilson

Vote: Passed

ACTION ITEM: Secretary Zinza to provide a copy of Motion #2019-12 from the 2/2/19 Board meeting minutes to President Smith-Warshaw, as requested by Bank of America.

- e. Requesting the Board to enter into closed session to discuss legal compliance issues and Board member ASLTA certification.

MOTION #2019-13: I, Lorraine Flores, move for the Board to enter into closed session, beginning at 4:32 pm EST.

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2019-14: I, Beatrice Pfaff, move for the Board to end closed session at 5:03 pm EST.

Seconded: Lorraine Flores

Vote: Passed

4. Vice President's Report

- a. Grievance policy development update. Meeting with Dr. Cynthia Sanders on February 8 to review feedback from Board members.

- b. 2021 Conference Co-Chairs Nash and Wood are requesting the Board proceed with signing the preliminary hotel contract. Doing so confirms the conference dates and locks in the room rate of \$159.00 per night. Vice President Wilson extends appreciation to Professional Development Chair Flores, who has worked closely with the Co-Chairs. The Co-Chairs are doing an excellent job.
 - Food costs are not known at this point. The preliminary hotel contract does not outline a specific amount to be spent on food, but does obligate ASLTA to use the hotel's food services. Quotes for food costs forthcoming.

ACTION ITEM: Professional Development Chair Flores to get specifics from the hotel regarding the number of rooms in the room block, conference meeting rooms, and additional rooms for pre-conference needs.

ACTION ITEM: Vice President Wilson to inform Ohio ASLTA (OASLTA) to proceed with the preliminary contract and send it to President Smith-Warshaw.

ACTION ITEM: Once President Smith-Warshaw receives the preliminary hotel contract, she will schedule a meeting with key individuals (Co-Chairs Arlon Nash and Lori Woods,

Professional Development Chair Flores, Acting Treasurer Zinza, and hotel event management) to review questions and contract details.

c. Bylaws update: The Bylaws committee appreciates the feedback and suggestions made by the Board regarding the current proposed amendments. Some important points:

- a) Treasurer: Should that position be elected or appointed. The Bylaws committee strongly feels members should elect that individual.

ACTION ITEM: The Nominations Committee must thoroughly screen applicants to ensure Treasurer candidates possess the skills and background knowledge of accounting.

ACTION ITEM: Acting Treasurer Zinza to draft a list of Treasurer responsibilities, necessary skills, and essential knowledge to share with the Board and Bylaws committee.

- b) There is inconsistency in the ASLHS title: ASLHS Program Coordinator versus ASLHS National Coordinator. Bylaws committee is asked to defer to the MOU language of National Coordinator.

ACTION ITEM: Vice President Wilson to suggest to the Bylaws committee to change the Evaluation & Certification Chair title to Evaluation & Certification National Coordinator. This way, both ASLHS and Evaluation program chairs have related titles.

- c) Board vs. President appointments. The Board prefers direct involvement in Board member appointments and approval, rather than having the President make an appointment without the Board being fully involved in the process.
- d) Term limits and policies regarding Board member service needs further discussion.
- e) Resignations and appointments procedures also need further discussion. Point being: At what point are new elections called for a vacant position versus being appointed by the President?

ACTION ITEM: The Bylaws ad hoc committee (Communications Director Martin, Secretary Zinza, and Vice President Wilson) to meet and provide feedback on term limits and appointment / new elections procedures for the Bylaws committee.

- f) Amendment 5 was passed in January. This means the Nominations Committee MUST BE established ASAP to remain in compliance.

ACTION ITEM: Vice President Wilson to make a video call for Nominations Committee members by Wednesday, February 6. Seeking at least 3 members, all certified; chair must

have master certification. Communications Director Martin to release it via eblast to members. The due date for Nominations Committee applications set for Friday, February 22.

Discussion ensued regarding Bylaws amendments:

- Comment from Communications Director Martin: Really important that members have a voice in the bylaws amendment discussions, which means we shouldn't rush to push the amendments through. These two issues are discussion intensive and need full attention.
- Comment from Chapters Chair Pfaff: The goal is to invite members to give feedback on the proposed amendments on April 1 or 2nd. Allow 30 days for feedback, and then voting occurs on May 1, 2019.
- Comment from President Smith-Warshaw: May 1, 2019 is much too late, given the need for additional bylaws amendments to bring the ASLTA bylaws current.
- Comment from Vice President Wilson: Bylaws committee feels timing the amendments to allow a vote during the conference is a good idea. The downside of this is that bylaws amendments will drag on interminably.
- Comment from Secretary Zinza: There are many inconsistencies in the Bylaws (referring to ASLTA's "home office" is one example) that need to be updated and standardized. This will require amendments for each change, which will require a lot of time.
- Comment from President Smith-Warshaw: One possible situation is that there will not be enough time during the conference business meetings to complete ASLTA business + bylaws amendments discussion and / or voting at the same time.
- Comment from Vice President Wilson: Suggested revised timeline of Amendments 7 and 8 sent out to members during the week of February 12-17. Feedback deadline at the end of February, and send the updated proposals to members for a vote in early March. This would allow a pattern of amendment development followed by member feedback, followed by a vote almost every two weeks.

ACTION ITEM: Vice President Wilson to inform the Bylaws committee of this revised approach to speeding up the Bylaws amendments process.

5. Secretary's Report

- a. Website update: Voting pages are complete and ready for testing. Asking Vice President Wilson to make a video explaining the voting procedures. Board members

asked to do a sample ballot for testing; suggest also the Bylaws committee help test. Question: Where should the voting results Google doc go? In the Vice President's private folder, or on the Board shared drive?

ACTION ITEM: Secretary Zinza to place the voting results form in the Team Drive and then alert the Board to proceed with testing of the voting pages.

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

- a. TABLED FROM 01/20/19: Discussion of policy request: How to handle collection of monies owed to ASLTA by individuals. Need a clear set of policy procedures.

ACTION ITEM: President Smith-Warshaw to set up an ad hoc committee to develop solutions for fiscal issues. Evaluation Chair Rowley, President Smith-Warshaw, Professional Development Chair Flores, Chapters Chair Pfaff, and ASLHS Coordinator Sharkey to serve on this committee.

- b. TABLED FROM 01/20/19: CIT membership dues are due. Budgeted \$500.00, but dues amount is \$260.

MOTION #2019-15: I, James Wilson, move to pay the CIT institutional membership dues for 2019-2020 in the amount of \$260.00, and to transfer the remaining budget balance of \$240.00 to the contingency fund.

Seconded: Lorraine Flores

Vote: Passed

- c. TABLED FROM 01/20/19: Bookkeeper arrival in San Diego for conference. Currently scheduled to be in SD 6/29/19 - 7/4/19. Would like her to be available for any transaction issues during the pre-conference workshop, so suggest she arrive 6/29/19.

ACTION ITEM: Acting Treasurer Zinza to inform ASLTA Bookkeeper Nikolaou to arrive in San Diego on 6/29/19, in the morning.

- d. Policy clarification request from the ASLTA Bookkeeper. Clarify exactly how the Board wishes to handle reimbursement requests that lack some or all of the required receipts.

ACTION ITEM: Acting Treasurer Zinza to inform ASLTA Bookkeeper Nikolaou to process reimbursements only for expenses with actual receipts.

ACTION ITEM: Acting Treasurer Zinza to add language to the ASLTA reimbursement form explaining the need to keep paper receipts (or taking photos of the paper receipts). The Bookkeeper must see the breakdown of purchases, rather than just the total paid (rationale: ASLTA cannot reimburse expenses for alcohol, etc.).

e. ASLTA's Corporate Liability insurance through Philadelphia Insurance is due 2/17/19 (\$1,143.00). Budgeted amount was \$1,400, so there is \$257.00 savings that can be transferred to the contingency fund.

MOTION #2019-16: I, Beatrice Pfaff, move to pay the Corporate Liability insurance policy from Philadelphia Insurance in the amount of \$1,143.00, and to transfer the remaining \$257.00 from the budgeted amount of \$1,400.00 to the contingency fund.

Seconded: James Wilson

Vote: Passed

f. The Rochester P.O. Box payment is due 2/14/19. Price has increased to \$67.00 per 6 months (previously was budgeted \$60.00).

MOTION #2019-17: I, Beatrice Pfaff, move to pay the P.O. Box dues of \$67.00.

Seconded: Lorraine Flores

Vote: Passed

g. Membership Update (see chart below).

ACTION ITEM: Communications Director Martin to make a video explaining the ASLTA membership options and how to use the website to join / renew membership, followed by how to register for the 2019 conference online.

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	118	111	145
Associate	377	369	445
Certified	178	178	250
Institutional	9	9	8
Chapters	1	1	10
Conference	170 (+ 5 pending)	158 (+ 8 pending)	500

h. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 46,670.21	\$ 40,670.00
Evaluation Program	\$ 8,139.90	\$ 8,565.04
Main Checking	\$ 105,602.67	\$ 61,775.11
NPD Conference	\$ 21,202.46	\$ 12,762.23
National Standards Project	\$ 3,104.17	\$ 3,104.17

Schwab Investment:

- Volatility in the stock market has had a slight impact on ASLTA's long-term investments.
- Discussion ensued about the need to build the long-term funds beyond the \$10,000.00 requirement.
- Suggestion from Communications Director Martin: Create a chair for each fund who would be responsible to fundraise, increase donations, and thus help grow the funds. This to be explored at a later date.

Account Name	Account Balance	Available Funds
LF2	\$ 3,774.53	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,314.46	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,160.66	\$ 0.00 (until \$10,000)
Main Investment	\$ 88,636.68	\$ 88,636.68
Money Market Fund (cash)	\$ 7,480.66	\$ 7,480.66

7. Chapter Affiliation / Bylaws Chair Pfaff

- Chapter renewal process is frustrating. Chapters must first obtain the ASLTA email address before they can make a payment online.
- Possible idea: Waive all chapter dues fees for 2018-2019, and ensure procedures are clarified and set in place for 2019-2020.
- Need to discuss whereabouts chapters dinner at the conference - still waiting to hear from Kristin Hall of the site

- Discuss about 8th track possible time slot for the chapters to discuss the goals and improvement

ACTION ITEM: Chapters Chair Pfaff to give Acting Treasurer Zinza a list of chapter leadership names of people who might have submitted payments, in order to match payments with names manually.

ACTION ITEM: Acting Treasurer Zinza and Chapters Chair Pfaff to collaborate to resolve the chapter renewal challenge.

ACTION ITEM: Chapters Chair Pfaff to coordinate a meeting with chapter leadership and invite Acting Treasurer Zinza to attend.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- Awards Committee update. Need to form this committee soon, to prepare for the 2019 conference. Seeking 3-4 members, and the chair must be certified. Application deadline to be February 20.

ACTION ITEM: Professional Development Chair Flores to create a video call for Awards Committee volunteers, for release on February 6.

- Conference 2023 update. Concerned with the ability or interest of state chapters to host the 2023 conference. One chapter has signaled some interest, but we must have a solid location in place for announcement at the 2019 conference.
- Question for the Board: Should ASLTA hire a dedicated conference planner to coordinate all conference work, or create a Board position dedicated to the conference?

Discussion ensued, with a clear need to focus on this question in depth at a future meeting.

ACTION ITEM: Professional Development Chair Flores to contact NAD, RID, and CIT to gather information regarding how their conferences are coordinated. Do they use the services of a professional conference planner?

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

- Hotel overflow with the Embassy Suites is nearly complete. Board members, committee members, and others will move to the Embassy Suites on June 29, 2019, to allow more rooms at the Hyatt hotel become available for conference attendees.
- Exhibits update. Booth fees for non-profits is set at \$50.00, which allows one presenter. \$150.00 for small for-profits. The fees have been reduced because the Hyatt offered the tables free of charge, so the savings have been passed on to exhibitors. Seeing an uptick in the number of exhibitors!
- Pre-conference workshops update. Confirmed workshops are Signing Naturally (DawnSignPress), True+Way ASL (Purple Moontower), and an all-day ASL literature class for those wanting to pursue ASLTA certification. A fourth proposal is in the works: The social media influencer Melmira might provide a workshop to the Youth Program attendees on how to conduct an interview, create videos, etc.
- Need to make clearer that the Youth Program is limited to 20 participants.
- Matthew Baker is preparing costs for lunchboxes for pre-conference workshop attendees.
- Unfortunate news from the University of Northern Colorado. Their summer session schedule directly conflicts with the 2019 conference. Conference Chair Hall has received a number of complaints from UNC students over the conflict, and some have indicated they will attend the conference regardless.
- The daily rate for conference attendance is set at \$150.00.
- The 8th daily track at the conference is reserved for ASLTA shareshop / poster sessions on particular topics.

ACTION ITEM: The Board needs to develop a schedule of topics for the 8th track each day.

ACTION ITEM: Conference Chair Hall asks all Board members to continue to repost conference announcements on social media. Please include adding transcriptions for our DeafBlind members.

MEETING ADJOURNED AT 6:20 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

February 17, 2019 at 6:30 pm EST

March 3, 2019 at 6:30 pm EST

March 17, 2019 at 6:30 pm EST
March 31, 2019 at 6:30 pm EST
April 7, 2019 at 6:30 pm EST
April 14, 2019 at 6:30 pm EST
May 5, 2019 at 6:30 pm EST
May 19, 2019 at 6:30 pm EST
June 2, 2019 at 6:30 pm EST
June 16, 2019 at 6:30 pm EST
June 30, 2019 at 6:30 pm EST
July 7, 2019 at 6:30 pm EST
July 21, 2019 at 6:30 pm EST
August 4, 2019 at 6:30 pm EST
August 18, 2019 at 6:30 pm EST
September 1, 2019 at 6:30 pm EST
September 15, 2019 at 6:30 pm EST
September 29, 2019 at 6:30 pm EST