



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, March 31, 2019

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 Director (left at 8:45)

Special Committee: David Martin, Communications Director

Beatrice Pfaff, Chapter Affiliation Director

Special Committee: Kristine Hall, Conference Chair (left at 8:45)

Absence(s):

Christine Sharkey, ASLHS Coordinator

Amy June Rowley, Evaluation and Certification Director

2. Meeting called to order at 6:35 pm EST

MOTION #2019-29: I, Beatrice Pfaff, move to approve the meeting minutes from 3/10/19 as read.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

- a. Final accounting from attorney William Small for legal work shows a positive balance remaining from the original retainer fee. A check in the amount of \$1,025.00 will be issued to ASLTA.
- b. Polo shirt update. Appreciation extended to the Board for being willing to pay for the shirt out of pocket. Because the company embroidered the logo incorrectly, replacement shirts are on the way. There is no charge for the second shirts.
- c. Board positions and service terms. The Bylaws committee needs feedback regarding the schedule of Board positions and elections. Strongly suggest the following:
 - President, Secretary, Professional Development go up for election together;

- Vice President, Treasurer, Chapters Chair, and Communications Chair go up for election together.
- As an appointed position, the Evaluation and Certification Director does not have a term limit.
- As an appointed position, the ASL Honor Society Coordinator does not have a term limit.

ACTION ITEM: Vice President Wilson to bring this suggestion to the Bylaws committee for deliberation.

d. Currently, there is no language governing how the Evaluation and Certification Director position functions; there is no set term or process for transferring to a new Director. This is something that needs to be examined at a later date.

e. Beginning to plan the agenda topics for the pre-conference Board meeting. Several Board members expressed interest in attending one of the pre-conference workshops, but this is discouraged to promote fairness and free up spaces for attendees.

- Specific items for attention are the 2019-2020 budget, the Evaluation program, and the Chapters program.
- Intend to create 1 month, 3 month, 6 month, 9 month, and 12 month goals and benchmarks.

ACTION ITEM: President Smith-Warshaw to create an ad hoc budget committee to begin initial discussion about the 2019-2020 budget. Vice President Wilson and Special Committee: Communications Director Martin to serve with Acting Treasurer Zinza.

4. Vice President's Report

a. Phase 3 Bylaws amendments vote results. It is clear that low voting numbers stem from the limited voting window. This is something to explore. Results:

- All amendments passed with more than 90% in favor of each amendment.
- Amendment 7: 44 votes cast; 43 in favor; 1 opposed.
- Amendment 8: 46 votes cast; 45 in favor; 1 opposed.
- Amendment 9: 44 votes cast; 41 in favor; 1 opposed; 2 abstentions.
- Amendment 10: 44 votes cast; 38 in favor; 5 opposed; 1 abstention.
- Amendment 11: 45 votes cast. 41 in favor; 2 opposed; 2 abstentions.

ACTION ITEM: Secretary Zinza to update the Bylaws Changes Record page on the ASLTA website immediately.

ACTION ITEM: Secretary Zinza to update the ASLTA Bylaws to reflect the amendment changes.

- b. Phase 4 proposed amendment. The Bylaws committee is proposing Amendment #12, focusing on Elections procedures and timelines. This amendment must be sent to members for a vote quickly and is very time sensitive.
- c. Amendment 12: Elections. Must send out for voting within the next 2 weeks. Amendment 12 focuses on the elections process. In 2019, the Vice President and Treasurer must go through the nominations process. Discussion: If Board positions can be nominated from the floor (for non-executive positions), does that encourage sloppy / unqualified / unprofessional procedures? Would like to encourage people to plan ahead and be professional about nominations, creating videos, etc. Key points:
 - June 1, announce to membership nominations are open.
 - Nominations due June 15.

ACTION ITEM: Secretary Zinza and Special Committee: Communications Director Martin to represent the Board at the next Bylaws committee meeting to share input from the Board.

ACTION ITEM: The Nominations committee to create videos explaining the nominations process and deadlines.

ACTION ITEM: The Nominations committee to make clear that executive Board positions can't be nominated from the floor during the conference.

ACTION ITEM: People must vote for executive Board positions 30 days prior to conference.

5. Secretary's Report

- a. Suggestion for Bylaws amendment consideration: 51% Deaf majority on Board. Discussion occurred, with the Board in favor of this.

ACTION ITEM: Vice President Wilson to bring this proposal to the Bylaws committee.

- b. Clarification requested: What is the process for members NOT attending the conference to submit a motion for consideration during the General Business Meetings? What is the procedure and timeline? Member contacted ASLTA asking for this info. Discussion ensued.
 - Members not attending may submit a motion online for consideration.
 - Seconding of the online motion to be made during the General Business meeting.
 - Motion language will be projected on the screen for members to view prior to voting.
 - The Bylaws committee will review motions to ensure Bylaws compliance.
 - Members will be invited to submit motions beginning May 1, 2019. Submission deadline is May 31, 2019.

ACTION ITEM: Secretary Zinza to create a Google form for members to submit motions through a new webpage on the ASLTA website.

ACTION ITEM: The Bylaws committee to screen motions to ensure Bylaws compliance.

ACTION ITEM: Vice President Wilson to create a video explaining how to submit motions online, to be released no later than May 1, 2019.

- c. Non-profit advocacy update. Non-profit 501(c)(3) entities are allowed to advocate on political issues directly related to the organization's mission, but cannot direct members on voting on issues or candidates.

ACTION ITEM: Secretary Zinza to draft a simple explanation of advocacy policies for review by the Board.

- d. Letter to NAD update. President Smith-Warshaw sent the letter to NAD.

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

- a. Proposed refund policy processing charge. ASLTA loses money on all credit card charges and refunds. Policy enacted in the fall added a processing fee to cover the cost, but ASLTA did not enact a policy for refunds. I propose refunds be subject to a 15% processing fee, effective April 30, 2019.

MOTION #2019-30: I, Beatrice Pfaff, move that refunds be assessed a 15% processing charge of the total amount to be refunded, effective April 1, 2019.

Seconded: James Wilson

Vote: Passed

- b. Proposed Bylaws consideration: To amend the bylaws to require the annual ASLTA budget be due by October 1 of each year, rather than May 15. This impacts Article V, Section 2 of the Bylaws. Rationale: The budget deadline is not aligned to the fiscal and membership year. Alignment ensures budget decisions are made with the most accurate information available.

ACTION ITEM: Vice President Wilson to bring this proposed Bylaws amendment to the Bylaws committee. This would be amendment #14.

- c. Proposed Evaluation Program Support modification. Current policy is to transfer \$10.00 per certified member to the Evaluation account on August 31 of each year. Propose dividing this payment into two: September 1 - December 31 (transfer #1 due) and January 1 - August 31 (transfer #2 due). Rationale: Allows for more convenient budget planning and tracking of expenses, and provides Evaluation with a more predictable revenue stream. Fiscal impact: None.

MOTION #2019-31: I, James Wilson, move that ASLTA pay the Evaluation headcount amount in two payments each year by counting certified members from Sept. 1 to Dec 31, and from Jan. 1 to August 31, effective April 1, 2019.

Seconded: Bea Pfaff

Vote: Passed

d. Accounting / Mark Apodaca / Audit update. Mark Apodaca is continuing his work with the ASLTA Bookkeeper and Acting Treasurer to prepare the tax filings and get everything ready for an audit. An audit can't be completed at this time until the work is complete. Currently, the team has progressed through records up to 2015, so there is still a lot more work to complete.

e. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	152	145	145
Associate	443	423	445
Certified	181	181	250
Institutional	9	9	8
Chapters	4	2	10
Conference	330	268	500

f. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 48,256.19	\$ 44,296.01
Evaluation Program	\$ 9,403.01	\$ 9,531.41
Main Checking	\$ 135,661.31	\$ 65,498.42
NPD Conference	\$ 41,839.20	\$ 34,585.47
National Standards Project	\$ 3,104.42	\$ 3,104.29

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,859.08	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,472.79	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,300.99	\$ 0.00 (until \$10,000)
Main Investment	\$ 72,262.30	\$ 72,262.30
Money Market Fund (cash)	\$ 7,665.40	\$ 7,665.40
TOTAL ACCOUNT VALUE	\$ 97,560.56	

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. Report from institutional membership ad hoc committee. Committee met and discussed the state of institutional membership, and will make recommendations about how to improve the value of this membership option. Major question: Who is responsible for outreach to the institutional members? Should it be added to a specific Board member's responsibility? (this could be a Bylaws change). Special Committee: Communications Director Martin is interested in adding outreach to institutional members to his other duties as assigned, rather than going through a Bylaws change. But in the future, it might make sense to have someone who focuses solely on this work, but not at this time.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- a. Nomination committee update. Now that Phase 3 amendments voting is complete, the Nominations videos may be released to members.

ACTION ITEM: Special Committee: Communications Director Martin to send out the Nominations eblast on March 31, 2019.

- b. Awards update. The Awards committee will release the awards nomination video on May 1.
- c. Ben Jarashow contract for the ASL Literature pre-conference workshop. Jarashow has signed the contract and submitted the W9 form, and will send the contract to President Smith-Warshaw for her signature.

ACTION ITEM: President Smith-Warshaw to sign the ASL Literature workshop contact with Ben Jarashow and send copies to Jarashow and Secretary Zinza for filing.

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. Poster displays at conference. Hard paper posters can be placed on easels in specific places (due to tripping hazards, etc.). Posters may be placed on walls if a specific type of adhesive is used (more info coming). Posters or banners may not be hung on handrails and balcony railings.
- b. Pre-conference workshops are full. Board members are invited to join pre-conference participants during the lunch break.
- c. ASL Crew / youth program is moving ahead. Contracts have been signed. Participants will be placed in one of two groups based on age: 9-13 and 14-17. Goal is to have 20 attendees; so far, no parents have signed up for this. DCS will bring 5 participants. Program will go on regardless of enrollment numbers. Special workshops are planned, to prepare participants for roles in the closing ceremony, to introduce workshop presenters, etc. Samy Ruiz and Melissa Yinist will train participants on how to conduct interviews, and the ASL Crew will interview conference attendees before and after workshop sessions. Rhonda Jennings Avery will deliver a workshop on games and activities; Butch Zein will give a workshop on Deafhood; Ben Jarashow to give a workshop on ASL storytelling; Keith Gamache, Jr. will do a session on Deaf history. All adult counselors must undergo fingerprint background prior to the event.
- d. Nine confirmed workshop presenters have not registered for the conference at this point.
- e. Missy Keast's topic was released to public and caused some concerns. She decided to drop her proposal.
- f. The seventh daily track is being called a shreshop and is offered as an informal session on topics important to the group. For example, attendees interested in discussing materials can gather, or a researcher who wants to host a discussion may schedule a session.
- g. Concern with ballroom seating. Round tables take up too much space in the ballroom. Using rectangular tables (like in a workshop) means more people can fit into the room, and eliminates the \$1,000.00 charge to change room set up from rows of chairs (during general meetings and workshops held in the ballroom) to round tables (during meals). This is not ideal, but have no choice. Major disappointment but no other options exist. Seating space is an issue.

ACTION ITEM: Conference registration will be cut off at 400 individuals, due to space concerns.

- h. Meeting with Route66 this week to review bag and shirt options. If it doesn't work out, have a back up printing company to work with.
- i. Challenge is finding interpreters, particularly for our DeafBlind attendees. Working hard to source different CDIs and agencies to support.
- j. SOCAL ASLTA is sponsoring AAVA because the conference committee couldn't find a sponsor for that event.
- k. Some of the presenters haven't confirmed, which poses a problem for getting the schedule out. Working hard to get everything confirmed and then release info to the public.

ACTION ITEM: Conference Chair Hall to work with Conference Professional Development Chair Gamache to release the conference workshop schedule ASAP.

- l. Looking into using the Whova application to handle crowd control and room assignments. The app allows people to reserve a spot, so planners can move a workshop to a larger room if needed. Still evaluating the pros and cons.

MEETING ADJOURNED AT 9:45 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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