



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, March 3, 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

Amy June Rowley, Evaluation Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Christine Sharkey, ASLHS Coordinator

Lorraine Flores, Professional Development Chair

Special Committee: David Martin, Communications

Special Committee: Kristine Hall, Conference Chair (arrived at 6:45 pm EST)

Absence(s):

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

MOTION #2019-23: I, Amy June Rowley, move to approve the meeting minutes from 2/17/19 as corrected.

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2019-24: I, James Wilson, move to approve the special meeting minutes from 2/24/19 as read.

Seconded: Jason E. Zinza

Vote: Passed

3. President's Report

- a. Developed a draft letter to ASHA. Because NAD, the LASER committee, and LEAD-K (among others) are issuing strongly-worded letters providing feedback to the ASHA request for comments on its position paper on ASLTA, ASLTA will not send an additional letter. ASLTA's mission focuses on ASL education, which the draft position paper does not address.

- b. Repayment Policy. The draft policy developed by Lorraine, Bea, Christine, Janice, and Amy June, has been developed. Revocation of membership privileges was added to the draft policy.
 - The Evaluation program has some special, additional considerations regarding repayment policies that differ from the proposed policy.

ACTION ITEM: President Smith-Warshaw created an ad hoc committee (Evaluation Chair Rowley, Special Committee Communications Director Martin, Secretary Zinza) to discuss the issue of creating a flat fee approach to address the needs of lapsed certified individuals who wish to be reinstated. A proposed policy will be separate from the repayment policy presented here.

MOTION #2019-25: I, Beatrice Pfaff, move that ASLTA adopt the proposed repayment policy.

Seconded: Lorraine Flores

Vote: Passed

- c. 2021 NPDC Proposal for Columbus, Ohio is in the Google Team Drive. Board members are asked to review the document. Vice President Wilson and Professional Development Chair Flores to elaborate on this in the Professional Development report below.

4. Vice President's Report

- a. Nomination Committee Update. Currently have two interested members (Damon Johnson and Brenda Falgier). One other individual has provisional certification but does not have current membership.

ACTION ITEM: Vice President Wilson to have this third individual contact Acting Treasurer Zinza to resolve the membership issue.

Nominations Committee tasks:

- Brenda Falgier to create a video announcing the Board position openings (Treasurer and Vice President)
- Video to be released to members on April 1, 2019.
- Deadline is April 15, 2019.
- Nominations Committee to screen applicants, verify eligibility, etc.
- Voting for Board positions begins May 1, 2019.
- Voting for Board positions ends May 31, 2019 (30 days before the conference opens).

Related points:

- Vice President Wilson recusing himself from involvement or oversight of the Nominations Committee due to conflict of interest.

- Special Committee Communications Director Martin to serve as the point of contact between the Nominations Committee and the Board. He will not serve on the committee but serve as a liaison and assist with forming procedures, communicating with the Board and disseminating information to members.
- b. E-Vote video update. Vice President Wilson to create two videos to be shared with members.

ACTION ITEM: Vice President Wilson to create an introductory overview of ASLTA's online voting system, to be placed on the main voting page.

ACTION ITEM: Vice President Wilson to create a video outlining the next set of proposed bylaws amendment motions.

ACTION ITEM: Special Committee Communications Director Martin to distribute the proposed bylaws amendment video to members via eblast.

- c. 2018 Bylaws Phase 3 Update. See above.

5. Secretary's Report

- a. Board meeting scheduled for Sunday, March 17 has been rescheduled to March 10, to allow for family time during St. Patrick's Day.

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

- a. ASLTA liability insurance coverage from Travelers Insurance is due 3/18/19 in the amount of \$1,317.00. This is an increase of \$117.00 compared to last year. Budgeted \$1,200.00 so the remainder of \$117.00 needs to come from the contingency fund. This is liability insurance protecting ASLTA from claims incurred by accidents at ASLTA conferences (for example). "Travelers Insurance" is the name of the company providing the insurance; it is not a policy for ASLTA travel.

MOTION #2019-26: I, Beatrice Pfaff, move that ASLTA pay the Travelers Insurance premium of \$1,317.00 by 3/18/19, and to transfer \$117.00 from the contingency fund to pay the amount due in full.

Seconded: Lorraine Flores

Vote: Passed

- b. ASLTA's Registered Agent Service renewal through LegalZoom is due April 7, 2019. The cost has increased from \$108.00 in 2018 to \$159.00 in 2019. If ASLTA signs up for auto-renewal, the price is reduced to \$119.25.

MOTION #2019-27: I, James Wilson, move that ASLTA renew its Registered Agent Service through LegalZoom by paying \$119.25 by April 7, 2019 and set up automatic payments.

Seconded: Lorraine Flores

Vote: Passed

c. REMINDER: Please begin making your travel arrangements to San Diego. If you do not want to wait for reimbursement, please contact the Acting Treasurer who will work with you to use the ASLTA card to make the arrangements.

d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	144	137	145
Associate	416	404	445
Certified	181	179	250
Institutional	9	9	8
Chapters	2	1	10
Conference	263	253 (13 pending)	500

e. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 47,651.02	\$ 43,636.99
Evaluation Program	\$ 9,646.92	\$ 9,766.03
Main Checking	\$ 119,616.18	\$ 54,660.90
NPD Conference	\$ 37,309.20	\$ 30,055.47
National Standards Project	\$ 3,104.29	\$ 3,104.29

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,823.87	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,406.12	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,242.87	\$ 0.00 (until \$10,000)
Main Investment	\$ 72,400.66	\$ 72,400.66
Money Market Fund (cash)	\$ 7,513.97	\$ 7,513.97
TOTAL ACCOUNT VALUE	\$ 97,387.49	

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. Meeting with chapters on March 12.

8. Evaluation/Certification Rowley

- a. Suggestion from Conference Chair Hall: Create a video informing people about what information sessions / certification assistance / etc. the Evaluation Office is planning at the conference.

ACTION ITEM: Evaluation Chair Rowley and the Board to discuss this topic in more depth at the March 10 Board meeting.

9. Professional Development Chair Flores

- a. Ben Jarashow is now an ASLTA member; will proceed with sending him the contract for the ASL Literature pre-conference workshop. After he returns the signed contract, will have President Smith Warshaw sign it.
- b. 2021 Conference Co-Chairs Nash and Woods hosted a state-wide conference in late February. Fundraising occurred for the 2021 conference. They will provide a summary of events for the Board.
- c. 2021 conference registration fees need to be determined. Information coming from the conference co-chairs.
- d. 2021 conference hotel proposal needs to be decided on. Will discuss this in more depth on March 10.
 - Comment from Conference Chair Hall: It is essential to read the fine print in the hotel contract. Make sure there is a provision for training the hotel staff to be Deaf friendly (such as at check in, etc.). Get it in the contract because it can't be added once it is approved and signed.

ACTION ITEM: Professional Development Chair Flores to forward the 2021 conference hotel proposal to Board members for review.

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. ASL Night at the Padres baseball game on June 29 is confirmed. Further details coming soon.
- b. Pre-conference workshops update: The Children's Museum might not be suitable for the workshops. Night use is free; day use costs \$13,000.00. Working with the museum on clarifying costs (earlier emails said there was no cost). MP2 is gathering information on conference rooms at the Embassy Suites hotel.
- c. Youth Program / ASL Crew update: Met with Deaf Services Center (DSC) in San Diego. They are interested in partnering to support the program. Currently planning different workshops for Youth Program participants on self esteem, empowerment, etc. Will bring 5 youth from around San Diego to the conference; will also bring two interpreters.
- d. Volunteers update: There are two types of volunteers - regular and scholarship recipients. Regular volunteers must commit to at least 10 hours of volunteer service in exchange for attending one workshop for free; they will not receive goody bags or meals. Scholarship recipients agree to volunteer two hours per day of the conference and receive full benefits. There were a total of 11 scholarship applications.
- e. Hyatt hotel update:
 - Currently investigating audio visual equipment rental. Hotel informed the conference committee that a \$500.00 charge applies each time the ballroom seating is modified. There is no flexibility or waiving of this fee. This will require a decision on how best to arrange the seating; rows of chairs, round tables, or rows of rectangular tables with chairs?
 - Good news: The hotel will allow outside vendors to provide AV equipment for ASLTA needs in the workshop rooms. Ballroom AV equipment coming from the hotel. Currently budgeting \$30,000.00 for AV needs.
- f. There are 8 daily tracks at the conference:
 - 6 different workshops
 - 1 shaeshop track
 - 1 other (for ASLTA-specific topics, small-group discussions, member-initiated topics, etc.)
- g. RSVP update: Email went out to all registered attendees asking them to RSVP for the closing ceremony. DawnSign Press needs a headcount for the closing banquet. Exact numbers are needed for meal-planning.
- h. CEUs update: Challenging to complete. CEU sponsors are requesting more money than expected to process conference CEUs. Efforts continuing in this area.
Suggestions:

- Conference Professional Development Chair Gamache Jr. to handle all CEU paperwork;
 - Find a CEU sponsor willing to forgo payment but receive sponsorship benefits in exchange.
- i. Meals update: Meals will be buffet service, as this is less expensive. Dessert will be included and served after a short break for clean-up / set-up. ASLHS banquet fee is \$150.00 per person; investigating less expensive options. Still looking for a suitable location for the Chapters dinner.
- j. Booth / exhibitors update: 19 and still coming in!

MEETING ADJOURNED AT 8:25 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

March 10, 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