



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, April 14, 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 (internet interruption occurred at 7:05 pm EST)

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Director

Christine Sharkey, ASLHS Coordinator (departed at 7:25 pm EST due to illness)

Amy June Rowley, Evaluation and Certification Director

Special Committee: David Martin, Communications Director

Special Committee: Kristine Hall, Conference Chair

Absence(s):

Beatrice Pfaff, Chapter Affiliation Director

2. Meeting called to order at 6:45 pm EST

MOTION #2019-32: I, James Wilson, move to approve the meeting minutes from 3/31/19 as read.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

No report.

4. Vice President's Report

No report.

4. Secretary's Report

- a. Website development: News page. Options are to limit the page to formal ASLTA announcements or a blog similar to Facebook with postings of ASL-related news,

ASLTA announcements, and more. Will need an individual assigned to upkeep the news page. Alternative: Delete the news page from the website and rely on making announcements via Facebook, eblasts to members, and as graphics on the main ASLTA website slider. Discussion ensued and Board reached consensus to eliminate the news page entirely from the ASLTA website.

ACTION ITEM: Secretary Zinza to delete the news page from the ASLTA website immediately.

b. ASLTA mission video. Is it approved to be placed on the website?

ACTION ITEM: President Smith-Warshaw to refilm the ASLTA mission statement wearing the ASLTA shirt.

c. National ASL Day is observed on April 15.

ACTION ITEM: Special Committee: Communications Director Martin to release the National ASL Day graphic on ASLTA's Facebook page.

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

a. Completed travel arrangements to / from San Diego:

- Janice Smith-Warshaw: Yes
- James Wilson: N/A
- David Martin: Yes (employer)
- Amy June Rowley: No
- Bea Pfaff: Yes
- Lorraine Flores: Yes
- Christine Sharkey: Yes
- Jason E. Zinza: Yes (employer)

b. Budget update. Current difference between anticipated revenue and revenue to date is \$18,022.92, but the difference stems from the expected budget surplus of \$35,747.93. What this means is that ASLTA is operating at a deficit of \$1,576.60 if spending is the minimum operations amount (\$56,553.68 + desired deposit to build Schwab savings of \$3,900.00 + desired 2021 Conference deposit of \$12,500.00).

- On June 30, 2019, the ASLHS chargeback of 20% will occur, likely \$6,500+. This will ensure ASLTA does not go into the red.
- Major revenue shortfall is from the Evaluation program. Certified members are not renewing memberships, plus fewer people have paid certification fees this year (total deficit to date: \$14,475.00).
- Urgent need to better support the Evaluation program to help it meet revenue goals.

- c. Action needed: Resolve LaVerne Cagle fund plans. Must address this issue so accounting cleanup can proceed.

ACTION ITEM: President Smith-Warshaw to contact Schwab and set up a sub-account for the LaVerne Cagle fund.

- d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	161	152	145
Associate	459	443	445
Certified	183	181	250
Institutional	9	9	8
Chapters	5	4	10
Conference	350	330	500

- e. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 47,281.89	\$ 47,281.89
Evaluation Program	\$ 8,288.01	\$ 9,386.41
Main Checking	\$ 149,777.88	\$ 68,072.35
NPD Conference	\$ 41,839.20	\$ 33,985.47
National Standards Project	\$ 3,104.42	\$ 3,104.42

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,882.08	\$ 0.00 (until \$10,000)

L1 Initiatives Fund	\$ 7,511.79	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,340.46	\$ 0.00 (until \$10,000)
Main Investment	\$ 70,091.97	\$ 70,091.97
Money Market Fund (cash)	\$ 10,552.68	\$ 10,552.68
TOTAL ACCOUNT VALUE	\$ 98,378.98	\$ 80,644.65

7. Chapter Affiliation Director Pfaff

No report.

8. Evaluation and Certification Director Rowley

- a. Evaluation Advisory Committee update. Committee has been formed with Glenna Ashton, Keith Cagle, Lisa Johnston, and Sharon Lott serving. One issue for resolution is the requirement that Master-level certification applicants must teach advanced ASL courses. However, some colleges do not offer advanced courses, so some instructors would therefore not qualify for Master certification. This will be handled on a case-by-case basis but will be exploring possible solutions.

ACTION ITEM: Evaluation Director Rowley to update online certification language to clarify the advanced ASL coursework requirements and workarounds.

- b. ASLTA certification modification. Course Verification Interviews will no longer require scheduling an appointment with a rater and an applicant. Course Verification Interview questions will be recorded and candidates will respond in ASL on the GoReact platform.
- c. Tony Ellis, Evaluation Office Assistant update. Ellis has submitted his resignation, though it has not taken effect at this time. Processes were being bogged down, leading to frustration on his end. Urgent to find a replacement assistant for training. An ASLTA member or ASL teacher would have a conflict of interest.

ACTION ITEM: President Smith-Warshaw to coordinate a meeting with Tony Ellis, Evaluation Director Rowley, and Secretary Zinza to discuss the transition.

ACTION ITEM: Evaluation Director Rowley to draft a duty description for the Evaluation Office assistant.

- d. Evaluation issue: People are applying for ASLTA certification but signing up for Supporting membership when they should be Associate; others want to proceed with evaluation requirements before paying the fees. Currently working with Secretary Zinza

to streamline processes and payment flow. Suggestion from Communications Director Martin: Create a step-by-step checklist for certification, such as: Step 1, purchase Associate-level membership. Step 2, pay this fee. Step 3... etc.

e. Certification support at the ASLTA conference update. Discussed conference planning with Conference Professional Development Chair Keith Gamache, Jr. He suggests the Evaluation Director look over the list of topics and see whether a separate track can be made for sessions all focusing on ASLTA certification. That might not be viable but discussion will continue. Would especially like a session on how to assemble the certification portfolio, since this is a noticed weakness.

ACTION ITEM: Evaluation and Certification Director Rowley to inform Conference Chair Hall know room / booth / filming area needs for the Evaluation presence, along with necessary equipment (film screen, TV monitors, etc.).

f. Ben Jarashow's ASL Literature pre-conference workshop is full. Would like to plan an opportunity for those unable to attend the conference.

g. Would like to invite at least one Board member to attend the ASL Literature workshop to form a better understanding of how the course could be offered online in the future.

MOTION #2019-33: I, Jason Zinza, move that the Board appoint Professional Development Director Flores to attend the ASL Literature pre-conference workshop and cover her registration and lunch fees.

Seconded: Amy June Rowley

Vote: Passed

9. Professional Development Director Flores

- a. Awards update. The awards committee is developing criteria for each award and a selection rubric. There is a lack of documentation for each award, making this effort a challenge.
- b. Board needs to decide whether the Excellent Service award will be given in 2019.

TABLED

ACTION ITEM: Professional Development Director Flores to order 8 awards and will find out how much lead time the artist needs to add recipient names to each award.

- c. CLTA - <https://clta.net/> **TABLED**

10. Special Committee: Communications Director David Martin

No report.

11. Special Committee: ASL Honor Society Coordinator Sharkey

No report.

12. Special Committee: 2019 NDPC Conference Chair Hall

- Sharesops do not have assigned meeting rooms. They will be assigned tables in the ballroom.
- High demand for the ASL Literature pre-conference workshop might mean a change of venue to the DCS facility. Transportation is a major concern. Hiring a bus would cost \$600.00. Still investigating options.
- Booths update: 28 booths and 5 on the waiting list. Problem: Not enough room in main area. Thinking of dividing exhibits into 3 areas.
- Some booth companies want the committee to do some social media outreach on their behalf. Will charge \$150.00 to do social media promos during and before the conference.
- Will invite all exhibitors to add bag inserts for free. Encouraging them to include coupons or special deals for their merchandise.
- The program book is full. Negotiating with the printer for additional pages.

ACTION ITEM: Conference Chair Hall and Communications Director Martin to contact ASLTA institutional members. They receive free program book advertisements and conference bag inserts.

ACTION ITEM: Secretary Zinza to provide Communications Director Martin the list of institutional member contact people.

- Must begin scheduling ASLTA-specific topics (the 8th conference track). ASLHS, Evaluation, ASL Can-Do Statements committee presentations, etc. need to be scheduled.

ACTION ITEM: President Smith-Warshaw to make scheduling the 8th conference track a topic priority at the April 28 Board meeting.

- Problem with Board meeting room. Will use the meeting room at DCS on June 26, but cannot on June 28. Meetings on June 29 will be at the Hyatt.
- Discussion about capping the registration at 450. Now at 360 with strong interest. Room space is an issue in individual meeting rooms. Trying to figure it out. 400 is the ideal, but there is strong interest.
- Registration fee remaining at \$450.00 until June 1.
- International registrants: Giving them the student rate.
- Sorenson is sponsoring \$3,000 plus additional scholarship registrations.
- VRSII hasn't responded to our invitation to partner for CDI training.
- Need 10 interpreters to do international sign. Will give more information about this at the next Board meeting.

MEETING ADJOURNED AT 9:18 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

April 28, 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