



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, April 28, 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

Christine Sharkey, ASLHS Coordinator

Amy June Rowley, Evaluation and Certification Director (arrived at 8:06 pm EST)

Special Committee: Kristine Hall, Conference Chair

Absence(s):

Beatrice Pfaff, Chapter Affiliation Director

Special Committee: David Martin, Communications Director

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

**MOTION #2019-34:** I, Lorraine Flores, move to approve the meeting minutes from 04/14/19 as read.

**Seconded:** Jason E. Zinza

**Vote:** Passed

### 3. President's Report

a. **TABLED** from 04/14/19: Scheduling of ASLTA topics during the conference (8th track).

- Evaluation programming to be located in the room on the 3rd floor in this track.
- ASLHS presentation moved from the 8th track to the K-12 track.
- ASL Can-Do Statements presentation moved from the 8th track to the Advanced ASL topics track.
- A session on ASLTA Chapters will be added to the 8th track.

- b. Board's Pre-conference meeting schedules and meal plans must be finalized by June 2. Want to have the agenda set so everyone can hit the ground running in San Diego rather than creating the agenda there. So far:
- Board members arrive in San Diego on Tuesday, June 25. ASLHS Coordinator Sharkey arriving on June 26 due to the LILL training. Vice President Wilson arriving on June 27th due to a work demand that cannot be modified.
  - Tuesday, June 25 evening: Board meets to review the agenda for Board work.
  - ASLTA Bookkeeper arriving on June 29, morning or mid-day. That afternoon, Maria, Conference Chair Hall, and Secretary Zinza to coordinate work locations and times.
  - Registration opens on June 30 in the morning only for pre-conference workshop attendees. A registration table will be set up at the Children's Museum to process registrations and resolve any registration problems. Maria and Secretary Zinza to work with the conference staff.
  - At or around 2pm on June 30, the registration staffers will relocate to the Hyatt registration table. General registration opens at 3pm. Maria and Secretary Zinza to work with the conference staff.
  - Maria will work in the Parlor room; Secretary Zinza to be at the main registration desk. Maria will process accounting issues; Zinza will address membership issues.
  - By 6pm, the registration staffers will relocate back to the Children's Museum. The conference opening ceremony begins at 7pm at the Children's Museum. A registration desk may be set up there to address any attendees who go directly to the museum since all individuals must have a conference badge. Maria and Secretary Zinza to work with the conference staff.

**ACTION ITEM:** Secretary Zinza to coordinate a planning meeting with Maria and Conference Chair Hall.

c. Requesting the Board to meet every Sunday until the conference begins. ASLTA business to be focused on every other Sunday with conference business on the interim Sundays. Feeling pressured to make sure we have adequate time to complete all tasks prior to the conference. May 12 and May 26 conflicts, so will meet on Thursday, May 9 and Friday, May 11 (see revised meeting schedule below, at the end of the minutes).

c. A request for legislative assistance regarding ASL teacher qualifications from Minnesota ASLTA. Damon Johnson contacted ASLTA regarding the state's stance on ASLTA certification. **TABLED**; seeking additional information from Evaluation and Certification Director Rowley.

#### 4. Vice President's Report

- a. Voting results from Phase IV Bylaws amendments: Voting closes tonight at 11:59pm PST. Approximately 45 people voted. Initial counting: Amendments 12 (1 opposed); Amendment 13 (1 opposed, 2 abstained), Amendment 14 (1 opposed, 1 abstained). Clearly each will pass. Concern with Amendment 12 wording: Time concern, since says 12 to 12, rather than 12 to 11:59 of the following day. Want to ensure this can be changed.

**ACTION ITEM:** Vice President Wilson to contact certified parliamentarian Mark Apodaca for input on how to handle the amendment time issue, to ensure ASLTA proceeds appropriately. Can the revision be made without an amendment process?

- b. Phase IV Bylaws amendments: Currently, no draft amendments are ready. Phases V and VI will focus on less-critical Bylaws issues.
- c. Keeping members updated about conference planning. Interested in making a vlog to inform people what to expect between now and conference. Examples: Nominations deadline is \_\_\_\_, awards deadline is \_\_\_\_ etc.

**ACTION ITEM:** Vice President Wilson to create a vlog with various deadlines leading up to the conference. Communications Director Martin to release an eblast.

- d. Preparing for the Vice President's report given during the General Business Meeting. It is an overview of all the work done since the last General Business Meeting. The Bylaws amendments, IPPG, and other topics will be covered. Would like to make this more visual.

**ACTION ITEM:** Vice President Wilson and Communications Director Martin to collaborate on creating a visual approach to the Vice President's report.

#### 4. Secretary's Report

- a. Requesting clarification of process to handle conference motions and inform members about the process. The motions page on the ASLTA website is complete; a video to members should explain how motions from the conference floor work, versus submitting an online motion.

##### Motions from the Floor:

- a. Member approaches part of the Bylaws committee, sitting at a table in the back of the room. Bylaws committee members review the proposal to ensure it is not out of order / conflicts with ASLTA Bylaws.
- b. If the proposed motion is approved, the motion-maker may approach the platform to ask members for a second, give rationale, etc.
- c. Members vote on the proposal.
- d. The other half of the Bylaws committee sits in the front to clearly see the motion maker and confer on possible amendments to the motion.

Motions Filed Electronically:

- a. Member fills out the requested information on the Motions page.
- b. Can be seconded by asking another member to second (and include his / her name on the form).
- c. If there is no second on the form, then members will be asked to second the motion from the business meeting floor.
- d. Motions are given to the Bylaws committee for evaluation to ensure none are out of order each evening before the general business meetings occur.

**ACTION ITEM:** Secretary Zinza to ask Communications Director to make a vlog informing members of motions procedures, and link to the Motions page. Communications Director Martin to release an eblast the first week of May.

**ACTION ITEM:** Vice President Wilson to discuss the motions procedures and request assistance from the Bylaws committee to facilitate motions during the conference. The committee will need to meet at least on Sunday and Monday to review all motions submitted prior to each general business meeting.

**ACTION ITEM:** Vice President Wilson to ask if Bylaws committee members who are not attending the conference to meet via Zoom to help review motions.

- b. New institutional member: University of Tennessee - Knoxville. Information being placed on the ASLTA website.

**ACTION ITEM:** Communications Director Martin to announce UT-Knoxville's institutional membership on social media channels.

- c. Reminder about next Board meeting: May 5, rather than May 12, to avoid conflicting with Mother's Day.
- d. ACTFL is developing an ASL proficiency assessment. Should ASLTA express concern about test development? Several years ago, ACTFL and ASLTA agreed on the principle of "nothing about us without us."

**ACTION ITEM:** President Smith-Warshaw to contact ACTFL headquarters and request more information about this test development.

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

- a. Accounting update: Mark Apodaca now working through 2015 data.
- b. Authorization needed. Need to update ASLTA's W9 form using the revised 2018 form. This requires the signature of the organization's Treasurer. Requesting the Board to make a motion authorizing the Acting Treasurer to sign the document.

**MOTION #2019-35:** I, Christine Sharkey, move to allow Acting Treasurer Jason Zinza to sign the updated IRS W9 form.

**Seconded:** Amy June Rowley

**Vote:** Passed

c. Conference questions:

- How to handle people who arrive at the conference and didn't register (but think they did), or individuals whose payments from schools via purchase order haven't arrived by conference? Solution: Ask members to write a check or give their credit card numbers; if payment doesn't arrive by the end of the conference period, then deposit the check or run the registration charge on the card. If payment does arrive, then destroy the check or credit card number.
- Need to purchase credit card processors for conference use.

**ACTION ITEM:** Acting Treasurer Zinza to investigate the costs of Stripe-compatible mobile device credit card swipers and report to the Board.

**ACTION ITEM:** Maria to check the ASLTA post office box the Friday before she leaves for California.

**ACTION ITEM:** Communications Director Martin to make a vlog and ask members attending the conference to bring their receipts with them. This will help avoid delays in processing their registration badges.

d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	164	161	145
Associate	474	459	445
Certified	187	183	250
Institutional	10	9	8
Chapters	7	5	10
Conference	370	350	500

e. Bank Balance Update

**Bank of America:**

<b>Account Name</b>	<b>BoA Balance</b>	<b>QuickBooks Balance</b>
ASL Honor Society	\$ 58,308.34	\$ 56,383.51
Evaluation Program	\$ 10,158.01	\$ 10,364.51
Main Checking	\$ 157,048.63	\$ 70,023.85
NPD Conference	\$ 49,765.70	\$ 39,022.27
National Standards Project	\$ 3,104.42	\$ 3,104.42

**Schwab Investment:**

<b>Account Name</b>	<b>Account Balance</b>	<b>Available Funds</b>
LF2 Fund	\$ 3,900.55	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,546.26	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,371.09	\$ 0.00 (until \$10,000)
Main Investment	\$ 80,742.49	\$ 80,742.49
Money Market Fund (cash)	\$ 125.60	\$ 125.60
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 98,560.39</b>	\$ 80,868.09

**7. Chapter Affiliation Director Pfaff**

No report.

**8. Evaluation and Certification Director Rowley**

- a. GoReact course verification interviews are now operating. Glad to make that change.
- b. Evaluation Assistant Tony has shared his intent to step down. Evaluation and Certification Director Rowley met with President Smith-Warshaw and Tony to discuss the transition. Tony doesn't want to resign until a fully qualified replacement is identified. Will work together for a smooth transition. He's concerned about the old evaluation system info being complex for a new person to take on, so will figure ways to make the transition easier. Will review his job description and tasks to streamline and clarify procedures. Goal is for a replacement in the Fall and end on a good note. Must also address the issue of ASLTA's equipment in his home - the ASLTA-issued laptop, file cabinets, etc. Will need to address these little details as we progress.

**ACTION ITEM:** Evaluation and Certification Director Rowley to create a job description and duties outline for the Evaluation Office Assistant.

- c. Course Verification Interview fee structure review. The pricing structure was intended to encourage people to take courses, but it has also become a deterrent because it is expensive, particularly if doing all 3 interviews at the same time. Would like to revise the fees to the following: 1 course interview is \$225.00; 2 interviews is \$425.00; 3 interviews is \$600.00.

**MOTION #2019-36:** I, Amy June Rowley, move to modify the Course Verifican Interview price structure. One interview to cost \$225.00; two interviews to cost \$425.00; three interviews to cost \$600.00, effective immediately.

**Seconded:** James Wilson

**Vote:** Passed

**ACTION ITEM:** Secretary Zinza to update the Evaluation fees on the ASLTA website and inform Evaluation and Certification Director Rowley to proceed with making an announcement of the changes.

D. Evaluation plans for the conference. Will give presentations during the 8th track, on the 3rd floor. Need to work out topics, such as how to describe your teaching philosophy, how to assemble your portfolio, etc.

## 9. Professional Development Director Flores

- a. **TABLED** from 4/14/19: Board needs to decide whether the Excellent Service award will be given in 2019. After discussion, decided that this award will be given in 2019. Awards:

- Isabelle Calvacca Award (given by President)
- Chapter Excellence Award (given by Chapters Director)
- Stephen Ryan Teacher of the Year Award (nominated by members)
- TJ O'Rourke Memorial Award (nominated by members)
- George Veditz Award (nominated by members)
- Marie Jean Philip Memorial Award (nominated by members)
- Sponsor Excellence Award (nominated by Board)
- ALB Distinguished Service Award (given by Evaluation Director)

**ACTION ITEM:** Professional Development Director Flores to contact the artist to inquire about costs for smaller awards.

- b. **TABLED** from 4/14/19: CLTA (<https://clta.net/>). The California Language Teachers Association (CLTA) is hosting a conference in California in the spring. They are adding an ASL-specific track.

- c. As of today, no nominations have been made for the positions of Vice President or Treasurer.

**ACTION ITEM:** Professional Development Director Flores to create a friendly reminder eblast regarding Board position nominations. Nominations are due May 31.

- d. The Awards committee is considering adding a new permanent award. Will provide more information at the next Board meeting for discussion.

**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**

- a. Need discussion about shreshop scheduling. Should people be allowed to reserve a space before the conference begins, or wait until the conference begins?  
Shreshop details: 1 room with 8 tables; no projectors or screens; possibility of up to 48 shreshop sessions may be scheduled (8 tables available per workshop session); Discussion ensued.

**ACTION ITEM:** Conference Chair Hall to invite members to submit shreshop session topics and table reservations.

- b. Boxes and items needing to be shipped to San Diego will be sent to a Post Office box, rather than the hotel which charges expensive storage fees. Conference Committee member Brad Cohen will check on the PO Box rather than paying hotel storage fees.

**ACTION ITEM:** Conference Chair Hall to inform Board members of the San Diego PO Box address.

- c. Board meetings will all be held at the Hyatt (rather than DCS and other locations).
- d. Having a sufficient number of interpreters is a major concern; need both CDI and International Sign. Sorenson is sponsoring 2 interpreters which is wonderful, but we need a total of 12 interpreters. Will give an update next meeting.
- e. Want Maria to have a room to work in that ensures she will not be bothered by individuals requesting assistance. Will assign maria to the Parlor room if the Board isn't using it. Will also look for another place (original plan was to have Maria in the 8th track room on the 3rd floor, but that might not work out).



- f. The Treasurer and bookkeeper were busy the entire time in Salt Lake City, so will work with Acting Treasurer Zinza and Maria to develop a work schedule during the conference.
- g. Maria needs to work on July 3rd (to handle any issues at the closing ceremony). Silent auction on July 2 will need processing of immediate payments. One day passes can be sold on July 3rd. Can post Maria's working schedule so everybody knows when transactions can be do.
- h. The morning after the conference will require a lot of work to handle all final hotel payments.

**ACTION ITEM:** President Smith-Warshaw, Conference Chair Hall, and Acting Treasurer Zinza will handle check out and all final payments during morning of July 4.

- i. 10 am July 4 conference committee will have wrap-up brunch. Board is invited.

**MEETING ADJOURNED AT 9:33 pm EST**

Meeting Minutes respectfully submitted by Secretary Zinza.

**Future meetings:**

May 5, 2019 at 6:30 pm EST  
May 9, 2019 at 8:30 pm EST (conference focus)  
May 17, 2019 at 8:30 pm EST (conference focus)  
May 19, 2019 at 6:30 pm EST  
June 2, 2019 at 6:30 pm EST  
June 6, 2019 at 8:30 pm EST (conference focus)  
June 9, 2019 at 6:30 pm EST  
June 25 - July 3, 2019 (all day)  
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