



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Friday, May 17, 2019

Time: 8:30 PM [EST], 7:30 PM [CST], 6:30 PM [MST] & 5:30 PM [PST]

SPECIAL MEETING CALLED BY PRESIDENT SMITH-WARSHAW

1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President

Amy June Rowley, Evaluation and Certification Director

Special Committee: Kristine Hall, Conference Chair

Lorraine Flores, Professional Development Director

Christine Sharkey, ASLHS Coordinator

Beatrice Pfaff, Chapter Affiliation Director

Special Committee: David Martin, Communications Director

Jason E. Zinza, Secretary/Acting Treasurer

Absence(s):

2. Meeting called to order at 8:39 pm EST

MOTION #2019-40: I, James Wilson, move to approve the meeting minutes from 05/05/19 as read.

Seconded: Bea Pfaff

Vote: Passed

3. President's Report

- a. This meeting was called to focus on conference programming.

4. Vice President's Report

No report.

4. Secretary's Report

No report.

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

a. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	184	175	145
Associate	497	487	445
Certified	190	188	250
Institutional	10	10	8
Chapters	8	8	10
Conference	425	370	500

b. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 49,855.22	\$ 51,194.15
Evaluation Program	\$ 8,550.49	\$ 10,347.97
Main Checking	\$ 183,164.86	\$ 81,065.15
NPD Conference	\$ 49,574.45	\$ 39,022.27
National Standards Project	\$ 3,104.55	\$ 3,104.42

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,873.06	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,498.92	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,324.31	\$ 0.00 (until \$10,000)
Main Investment	\$ 79,789.80	\$ 79,639.87

Money Market Fund (cash)	\$ 149.93	\$ 149.93
TOTAL ACCOUNT VALUE	\$ 97,486.09	\$ 79,789.80

7. Chapter Affiliation Director Pfaff

- a. The ASLHS is hosting a dinner banquet for its members at the same time as the Chapters banquet. Several Chapters representatives have indicated that they prefer to attend the ASLHS banquet. Cost was a factor in their decision (\$10.00 for the ASLHS banquet vs. \$55.00 for the Chapters dinner).
- b. Chapters Chair Pfaff is scouting for a different location for the Chapters dinner. Seasons 52 is too expensive for such a small group. Approximately 10-15 chapters leaders are interested in attending.

8. Evaluation and Certification Director Rowley

- a. The Evaluation and Certification program would like to have two people from the Evaluation committee attend the conference. They will support the Evaluation programming at the conference.

MOTION #2019-41: I, Amy June Rowley, move that the Evaluation program provide \$1,000.00 each to two evaluators to subsidize their costs of attending the 2019 NPDC to support Evaluation programming.

Seconded: Beatrice Pfaff

Vote: Passed

9. Professional Development Director Flores

No report.

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. Program book update: Will use the same company that is doing the conference bags. Cost for the program books will be \$3,000.00. Budgeted for \$2,500.00. Must be sent in by May 23. Currently working on completing the program book. Still gathering ads, higher resolution pictures, etc. This is a major push. Goal is to finish everything on Sunday, May 19. Will print 500 copies at 124 pages each. Full color. Mayor's letter will have to be printed on a poster and put up on a stand.

ACTION ITEM: Communications Director Martin to coordinate gathering of ASLTA photos for one page in the program book.

b. Need to finish the ASLTA certification info for the program book.

ACTION ITEM: Secretary Zinza and Evaluation and Certification Director Rowley to finish the draft certification map ASAP.

c. Registration update: Now up to 425 registrations. Full ballroom in classroom seating arrangement seats exactly 450 people. Will have tables on the outside terrace that can seat 60 people. Monitors there will show ballroom action to serve as overflow seating. Should we cap conference attendance? Obviously the more people will impact workshop space and the number of people who can attend each session. Discussion ensued. Will not cap attendance.

d. Presentations update: All tracks are 1.5 hours each. Ideal is 1 hour lecture, ½ hour discussion and application.

e. Registration backlog update: Concerned with Maria being behind in processing mailed-in registrations. Can we find some relief for Maria to help process registrations faster?

ACTION ITEM: Secretary Zinza to discuss with Maria options to speed up the registration processing.

f. Absolute registration cut-off date will be June 10, 2019.

g. Hotel update: Deeply concerned about the hotel situation (people booking rooms against ASLTA's room block but not registering for the conference). Asking the Board for help in tracking people down who reserved hotel rooms but have not registered for the hotel. Some people reserved rooms without putting down an email address or telephone number, which makes contact difficult.

h. Interpreting update: A group of 5 people from New Zealand are attending. They have requested NZSL interpretation. Found one NZSL interpreter from Austin. 3 of the 5 know ASL. Will pair with an Auslan terp (mutually intelligible). Have interpreters for DeafBlind all set. \$1,500.00 flat fee for 3-4 days' work (approx 10 hours per day). People from Japan coming - hearing - and will provide English voice interpretation rather than finding JSL interpreters. Total cost for interpreting services is \$8,500.00. LinguaBee is sponsoring 3 interpreters' travel to the conference from across the country.

i. Art auction update: Melissa Malzkuhn from Hu will donate something for the auction. May attend and present to the youth program.

j. Opening ceremony update: Theme is “be a kid again” - nice to have a spirit of fun to kick off the conference, especially since the opening ceremony is at the Children’s Museum. Might publicize and invite attendees to dress like children Committee members will do something thematic each day.

k. Meals update: The President suite where the Board meetings will be located has a refrigerator. Can stock up on snacks and meals to prepare there to avoid losing time heading off site. Can save money on meals that way. **TABLED** until 5/19/19: Motion to revise the meal per diem during the conference.

l. Schedule update: Presentation schedule is nearly finalized.

ACTION ITEM: Secretary Zinza to share the workshop session schedule with the Board after tonight’s meeting.

m. Sharesops update: Workshop sessions that are popular can be repeated here.

n. Board meetings during conference: President Smith-Warshaw is concerned that multiple presentations by Board members during the conference will make it a challenge for Board to meet during the conference days.

o. General business meeting 1 update: Will provide breakfast for 200 on July 1, prior to the general business meeting. Hope this will encourage people to attend the meeting.

MEETING ADJOURNED AT 10:32 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

- 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