



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, May 19, 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

Beatrice Pfaff, Chapter Affiliation Director

Special Committee: Kristine Hall, Conference Chair (left at 6:56 pm to attend another meeting)

Absence(s):

Special Committee: David Martin, Communications Director

Amy June Rowley, Evaluation and Certification Director

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

MOTION #2019-42: I, Christine Sharkey, move to approve the meeting minutes from 05/09/19 as read.

Seconded: Jason E. Zinza

Vote: Passed

MOTION #2019-43: I, Lorraine Flories, move to approve the meeting minutes from 05/17/19 as read.

Seconded: James Wilson

Vote: Passed

3. President's Report

- a. **TABLED** from 05/05/19: Request for legislative assistance regarding ASL teacher certification from Minnesota. Met with Damon Johnson (Minnesota ASLTA President) and Evaluation and Certification Director Rowley regarding concerns in Minnesota over proposed changes to the Minnesota ASL teacher licensure program. Concern

- that a vocal group of people want to reinvent the certification wheel in Minnesota. Damon to explore areas of compromise and contact ASLTA at a future date.
- b. ASLTA Parliamentarian's dates at the NPDC conference are confirmed. Arriving June 29 (Saturday) in the early afternoon. Will meet with the Board on Sunday morning to review parliamentary procedures. Will leave the conference before the closing ceremony.
 - c. ASLTA President & Parliamentarian's live chat video on the week of June 10. Mark will create a FAQ to allow members to know what to expect during the business meetings. Post on website and Communications Director Martin to send the video to members via eblast.
 - d. Met with website infrastructure developer Copper & Water representative Byron Behm and Secretary Zinza on 5/16/19. Ready to wrap up and pay the final amount due for his services for migrating the website to WordPress (refer to minutes from 2018-2019). He is reviewing his notes to make sure everything is ready to hand off; Secretary Zinza to continue content development work and troubleshooting. Will send a final invoice. Will meet again in a week or so.
 - e. ASLTA scholarship for ASLTA members only. Scholarship recipients to the conference - many are not ASLTA members. The conference committee didn't follow ASLTA policy in the first place.

MOTION #2019-44: I, James Wilson, move that ASLTA waive the membership fees for the recipients of conference scholarship funds as a one-time gesture of goodwill if budget permits.

Seconded: Beatrice Pfaff

Vote: Passed

- f. Board meeting schedule during conference. Vice President Wilson arrives on Thursday, June 30, due to an unavoidable work conflict. Will shift the IPPG work to later in the Board schedule to accommodate his travel. Have scheduled all the Evaluation & Certification workshops on Monday, July 1, thus allowing the Board to meet on Tuesday and Wednesday of the conference week. After the general business meeting on July 1, Board members can attend one workshop and then will convene. Please expect emergency meetings as needed. The schedule is a general framework for us to follow.
- g. A review of documents shows that ASLTA has ten different versions of the IPPG, in different states of completion. It is unclear which version is the most updated; will work from this version during the summer.

ACTION ITEM: Vice President Wilson to review the IPPG versions and decide which one should be worked on.

4. Vice President's Report

- a. Bylaws committee responsibilities update. Have been in frequent communication with Mark Apodaca about the conference. This coming Tuesday night the Bylaws committee will meet to review all processes and know what to expect. Will inform Board about the info atn the next Board meeting.
- b. By-laws Committee Update/5th Phase of Amendments. Bylaws committee discussing Phase 5 amendments, focusing on meetings. Would like to ratify all amendments at the conference as a whole. Need to devise a way for members to vote via colored cards. The goal is to complete the Phase 5 vote before the end of May.

4. Secretary's Report

- a. CEUs update: Worked with Conference Chair Hall to ensure CEUs are available during the conference. Working with Angela Funke from California who is serving as the CEU sponsor. Created a spreadsheet to track all clock hours from the conference. Discussion ensued about ASLTA tracking clock hours as a member benefit.
 - ASLTA can track clock hours for all attendees at ASLTA conferences into the spreadsheet that has already been created.
 - Can offer the clock hour tracking service to ASLTA chapters and / or professional development opportunities.
 - People who want to access their hours can do so from the membership profile.
 - Will need to resolve who handles this responsibility moving forward. Will resolve this during the conference.

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

- a. Accounting update: Mark Apodaca has completed reviewing and correcting ASLTA's accounting through 2019. There are a number of questions that will require deeper research. The goal is to begin the first-ever audit in Fall 2019.

ACTION ITEM: Secretary Zinza to contact Mark Apodaca for recommendations on an accounting firm to complete the audit.

- b. The EventEspresso application handling conference registrations must either be canceled or renewed within the next 30 days. Looking into extending the subscription by 2 months. If ASLTA does not renew, we lose all of the valuable content in the application. Should ASLTA renew the application even though we don't have a conference in 2019-2020? Cost is \$299.99.

ACTION ITEM: Secretary Zinza to investigate whether a 2-month or other short-term extension of EventEspresso is an option.

MOTION #2019-45 : I, Christine Sharkey, move that ASLTA renew the EventEspresso subscription for another year if no short-term extensions are available.

Seconded: Lorraine Flores

Vote: Passed

c. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	186	184	145
Associate	498	497	445
Certified	190	190	250
Institutional	10	10	8
Chapters	8	8	10
Conference	430	425	500

d. 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. Concerned with the deadline to select the recipient of the chapter award. Meeting with regional representatives on June 3. Would like to select a recipient then.

ACTION ITEM: Professional Development Chair Flores to contact the awards artist to inquire about extending the due date for name submissions.

8. Evaluation and Certification Director Rowley

No report.

9. Professional Development Director Flores

- a. Award nominations are due May 26. Will send a reminder to members.

ACTION ITEM: Communications Director Martin to release an eblast reminder encouraging people to nominate individuals for ASLTA awards.

- b. Proposed award creation: Nathie Marbury Memorial Award. The Awards committee is recommending the addition of a new award to recognize achievements or contributions to the field by marginalized / less represented communities. If approved, the inaugural award would be given at the conference.

ACTION ITEM: Awards committee to complete the award criteria to emphasize advocacy, leadership, and include one year ASLTA membership to the recipient.

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. Urgently need to finish the program book. All content due by Monday, May 20.
- b. Concerned with attendance numbers. Unknown how many registrations need to be processed that are in the queue waiting to be processed. 34 people have registered but not paid.

ACTION ITEM: Conference Chair Hall to create a waiting list beginning on June 1 for overflow registrations. MUST REGISTER AND PAY BY JUNE 1.

MEETING ADJOURNED AT 8:46 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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