



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, June 2, 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

Special Committee: David Martin, Communications Director

Absence(s):

Amy June Rowley, Evaluation and Certification Director

Special Committee: Kristine Hall, Conference Chair

Beatrice Pfaff, Chapter Affiliation Director

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

MOTION #2019-47: I, James Wilson, move to approve the meeting minutes from 05/19/19 as read.

Seconded: Jason E. Zinza

Vote: Passed

3. President's Report

- a. President and Acting Treasurer met with 2019 Conference Committee to review the conference budget & conference registration numbers. Spending cuts were made to remain in the black. Cut breakfast for a savings of \$25,000.00. Currently at 450 attendees. Capping registration at 450 and will create a waiting list for any additional attendees. At 500 attendees, food costs exceed revenue projections.
- b. ASL Night at San Diego Padres game on Saturday, June 29. Would like to see the Board and conference committee members to attend the baseball game together. If

tickets are bought in groups of 10, savings are better than buying individually online. Garrett Bose will coordinate ticket arrangements.

- c. Two upcoming Board meetings on Thursday, June 6 (8:30 pm EST) and Sunday, June 9 (6:30 pm EST) will be the final meetings before we convene in San Diego, CA on Tuesday, June 25. The Thursday meeting will be short and focus on the Board's conference planning.

4. Vice President's Report

- a. Phase 5 Amendments. Voting in progress. Please encourage members to vote by June 12.
- b. Information Policies and Procedures Guidelines. Question from the Bylaws committee: Is the IPPG for internal use only or is it shareable with members? Documentation doesn't exist suggesting whether the IPPG is to be private or not. The many incomplete draft versions of the IPPG make it difficult to share a single document.

ACTION ITEM: Vice President Wilson to investigate how other nonprofits handle sharing / not sharing their IPPGs.

ACTION ITEM: President Smith-Warshaw to contact parliamentarian Mark Apodaca for input regarding the IPPG and sharing it with members.

- c. General Business Meeting update: Robert's Rules of Order requires that Board members deliver reports to members.

ACTION ITEM: Each Board member to prepare a short summary report to deliver during the General Business meeting.

4. Secretary's Report

- a. The welcome letter from the mayor of San Diego arrived via email. Unfortunately it missed the printing deadline so will not appear in the conference program book. The letter is also being mailed to the conference PO Box in San Diego.
- b. Conference attendee breakdown suggests nearly 200 members can fully participate in the General Business meetings:
 - Certified members: 81
 - Associate members: 190
 - Supporting members: 118
 - Non-members: 153

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

- a. 2017 tax reporting update. The 2017 and 2018 990 forms are taking longer than anticipated to complete. This will push back the audit to mid-Fall rather than end of summer as originally planned.

- b. QuickBooks price increase to \$70.00 per month, effective 7/1/19.
- c. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	202	186	145
Associate	514	498	445
Certified	190	190	250
Institutional	10	10	8
Chapters	10	8	10
Conference	450	430	500

- d. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 49,252.12	\$ 51,194.15
Evaluation Program	\$ 8,544.42	\$ 10,347.97
Main Checking	\$ 209,485.80	\$ 81,065.15
NPD Conference	\$ 38,512.95	\$ 39,022.27
National Standards Project	\$ 3,104.68	\$ 3,104.42

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,834.60	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,432.86	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,258.68	\$ 0.00 (until \$10,000)
Main Investment	\$ 78,488.37	\$ 78,488.37

Money Market Fund (cash)	\$ 149.93	\$ 149.93
TOTAL ACCOUNT VALUE	\$ 96,164.44	\$ 78,638.30

7. Chapter Affiliation Director Pfaff

No report.

8. Evaluation and Certification Director Rowley

No report.

9. Professional Development Director Flores

- a. Awards update: The Awards committee met last night. Summary of recipient decisions was shared on the Board’s private Facebook group. There are some sensitive issues involved with the awards selection process. Strongly feel the committee put forth sincere effort to select the best candidate via in-depth discussion and consideration of each nominee. In the future the committee would like to revise the award criteria and develop protocol and guidelines for future awards committees to follow.
- b. Chapter Award update: Chapter Affiliation Director Pfaff has not submitted the recipient for the Chapter Award yet. Says will have it ready by June 3.
- c. Nominations update: Nominations received for Vice President and Treasurer were for James Wilson (Vice President) and Jason Zinza (Treasurer). No other nominations made. Discussion ensued about voting procedures if there are only one nominee per position.

ACTION ITEM: Professional Development Director Flores to investigate what Robert’s Rules of Order stipulates for acclaim voting procedures.

ACTION ITEM: Professional Development Director Flores to announce the two nominations and vote by acclaim after contacting the Bylaws committee to ensure Bylaws compliance.

- d. Conference 2023 update: The Florida chapter (FASLTA) is very interested in bidding. What is the deadline for submitting a bid, and what is the process? Discussion covered the need to develop clear guidelines for conference bidding, as well as provisions for obtaining sales tax exemption. California does not exempt non-profits from paying sales tax, so this had a significant negative impact on the conference budget. ASLTA needs to ensure conferences are hosted in states where sales tax exemptions are available.

ACTION ITEM: Professional Development Director Flores to contact FASLTA and inquire about Florida’s sales tax policies regarding non-profits.

10. Special Committee: Communications Director David Martin

- a. Committee member recognition. Communications Director Martin to take the lead on recognizing committee members during the conference.

11. Special Committee: ASL Honor Society Coordinator Sharkey

No report.

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED AT 7:47 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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