



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Tuesday, June 11, 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

Beatrice Pfaff, Chapter Affiliation Director

Amy June Rowley, Evaluation and Certification Director

Special Committee: David Martin, Communications Director

Absence(s):

Christine Sharkey, ASLHS Coordinator

Special Committee: Kristine Hall, Conference Chair

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

MOTION #2019-51: I, Beatrice Pfaff, move to approve the meeting minutes from 06/06/19 as read.

Seconded: Amy June Rowley

Vote: Passed

3. President's Report

- a. Completed the procedural overview of the General Business meeting with parliamentarian Mark Apodaca. Appreciation to Communications Director Martin for editing the video.

ACTION ITEM: Secretary Zinza to post the video on the ASLTA website and Communications Director Martin to release it on social media and eblast to members.

- b. Asking Board's assistance with obtaining conference registrants' contact info. There are 25-30 people who were able to register without inputting contact information. If you know one or more of the people on the list, please let Conference Chair Hall know.

ACTION ITEM: Conference Chair Hall and Secretary Zinza will flag these individuals and have them fill out contact information when picking up their conference badges.

- c. The 2018-2019 budget update was posted to the Team drive by Acting Treasurer Zinza. ASLTA has surpassed all financial targets for this year.
- d. Standing conference rules. Parliamentarian Mark Apodaca strongly recommends that ASLTA develop standing rules for the business meetings. The suggested list of points from Apodaca is extensive. Want to send a message to members that ASLTA is committed to doing things properly. Discussion ensued.

ACTION ITEM: Vice President Wilson and Communications Director Martin to develop guidelines to share with members. Due this week in English and ASL.

- e. Finalize the general business meeting agenda by Wednesday, June 26. Parliamentarian Apodaca would like to see the agenda 2-3 days before the business meeting.
- f. Board members attending the ASLHS and Chapters banquets. Would like to see Board representatives to both banquets.
- g. Conference spirit clothes and ASLTA polo shirts. Would like Board members to show support for the daily theme. During Monday and Tuesday, Board members are to wear the ASLTA polo shirts to the business meetings.

4. Vice President's Report

- a. Bylaws Amendments update. Phase 5 amendments voting deadline is Wednesday, June 12, 11:59pm. Good voting turnout.

ACTION ITEM: Communications Director Martin to encourage members to vote.

- b. Follow-up on identification for voting members during the business meetings. Working with ideas: Colored slips of paper in the conference badge vs. stickers on badges indicating which type of membership is held.

c. Need to encourage people to attend the business meetings to meet the 1/10 % of eligible voters minimum (if passed by members in Phase 5).

ACTION ITEM: Vice President Wilson and Communications Director Martin to work on encouraging people to attend the business meetings.

d. Update on IPPG. Standard nonprofit practice is to make any Board or Association guidelines like the IPPG available to all members for review. Would like to update ASLTA's IPPG and follow best practices. Current IPPG status is incomplete and not in easy-to-share format. Interested in having a committee collaborate on this and develop a user-friendly IPPG document. Looks like this might be a two year project to create an ehandbook. Will be a lot of work. Will scout for committee members during the conference.

4. Secretary's Report

No report.

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

a. Per diem issues for pre-conference board meals. Logistics at the conference and the Board meeting schedule make finding food options that meet the \$10.00 / \$15.00 / \$25.00 per diem limits challenging and time-consuming (particularly for breakfast and lunch). To maximize Board efficiency during the face-to-face meetings leading up to the conference, suggest modifying the per diem maximum to allow for the ordering of lunch from the hotel (or other source). Also recommend that the ASLTA credit card be used to pay for all group meals to reduce the need for Board members to submit individual reimbursement receipts. Discussion ensued on the existing per diem structure.

MOTION #2019-52: I, Beatrice Pfaff, move to authorize using the ASLTA credit card to purchase group meals for Board members, not to exceed \$75.00 per person per day, during the pre-conference face-to-face Board meeting. Per ASLTA policy, ASLTA will not pay for any alcohol expenses.

Seconded: James Wilson

Vote: Passed

MOTION #2019-53: I, Beatrice Pfaff, move that the meal per diem rates of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner be adjusted by following the federal GSA per diem recommendations for the location where ASLTA work will occur, effective immediately. User-friendly tool available to determine per diem rates:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Seconded: Amy June Rowley

Vote: Passed

- b. Asking Board to authorize the purchase of two credit card readers compatible with ASLTA's Stripe credit card processing company. Would like to buy the "Credit Card Reader for Stripe Terminal" device for \$79.00 each. Question: Does this come from the conference or general budget? Total cost, including shipping: \$178.00.

MOTION #2019-54: I, Amy June Rowley, move that ASLTA purchase two credit card processing readers from the general account for use at the 2019 and future ASLTA conferences.

Seconded: Bea Pfaff

Vote: Passed

- c. Conference donations / fundraising brainstorming update. Director Martin and Acting Treasurer Zinza are collaborating on ways to encourage members to support the L1, LF2, and Riggs funds. Zelle donations can be made, but would like to add CashApp and Venmo options.

ACTION ITEM: Acting Treasurer Zinza and Communications Director Martin to do more research on app payment options and develop a fundraising plan.

- d. Have received the final invoice from Copper & Water for all back-end work on the website. The amount due is \$4,236.00, which includes an additional \$400.00 charge for services rendered to conference planning (setting up EventEspresso). Amount was set aside in the 2017-2018 budget.

Motion #2019-55: I, Amy June Rowley, move to pay \$4,235.00 to Copper & Water in fulfillment of the contracted website design services that was budgeted in 2017-2018.

Seconded: Lorraine Flores

Vote: Passed

- e. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	216	211	145
Associate	519	518	445
Certified	191	191	250
Institutional	10	10	8
Chapters	10	10	10
Conference	NA	467	500

f. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 47,169.74	\$ 63,798.97
Evaluation Program	\$ 8,410.42	\$ 10,347.97
Main Checking	\$ 195,995.24	\$ 43,795.23
NPD Conference	\$ 48,288.95	\$ 82,035.77
National Standards Project	\$ 3,104.68	\$ 3,104.42

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,897.02	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,544.98	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,363.68	\$ 0.00 (until \$10,000)
Main Investment	\$ 79,608.90	\$ 79,608.90
Money Market Fund (cash)	\$ 133.23	\$ 133.23
TOTAL ACCOUNT VALUE	\$ 97,547.81	\$ 79,742.13

7. Chapter Affiliation Director Pfaff

- a. Chapter banquet update. Menu selections must be made 1 week prior to the event. Attendees limited to active chapters or those currently forming chapters.

ACTION ITEM: Secretary Zinza to create an EventEspresso event page and send Chapters Director Pfaff the link so chapter banquet participants can register and pay online.

- b. Chapter handbook issue. Chapters are asking for a chapter handbook or guidelines. Will set up a task force at the conference.

- c. Chapters Facebook page. Working with Communications Director Martin on this. Want a way to easily communicate with other chapters, so this will be a chapters “hub.”
- d. FASLTA will receive award.

ACTION ITEM: Communications Director Martin to look for some token of appreciation / recognition for San Diego ASLTA and conference committee members.

8. Evaluation and Certification Director Rowley

- a. Certification revisions update. Working with the Evaluation Advisory committee has been a positive experience. Meeting frequently and accomplishing quite a few tasks. Have made some proposed modifications to the certified requirements to streamline the process to better reflect field realities.

MOTION #2019-56: I, Amy June Rowley, move that ASLTA enact the proposed revisions for the certified level evaluation, effective immediately.

Seconded: Loraine Flores

Vote: Passed

- b. Certification video update. One of the videos used for Master certification is desperately in need of updating. Keith Cagle is working on this and has sourced an individual willing to participate in the video.

MOTION #2019-57: I, Amy June Rowley, move to pay \$200.00 from the Evaluation account as compensation for participating in the filming of an updated Evaluation video.

Seconded: James Wilson

Vote: Passed

- c. Evaluation content changes on the website need to be done to reflect the modifications made to Certified-level evaluation.

ACTION ITEM: Secretary Zinza to work with Evaluation and Certification Director Rowley to update the evaluation content immediately.

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

No report.

MEETING ADJOURNED AT 9:10 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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