



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Face-to-Face Board Meeting Minutes

Location: San Diego, CA

Thursday, June 27, 2019

Time: 8:30 AM [PST]

1. Roll Call

Janice Smith-Warshaw, President

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Director

Beatrice Pfaff, Chapter Affiliation Director

Amy June Rowley, Evaluation and Certification Director

David Martin, Communications Director

James Wilson, Vice President (joined at 12:30 p.m.)

Christine Sharkey, ASLHS Coordinator

Absence(s):

Special Committee: Kristine Hall, Conference Chair

Guest:

Mark Apodaca, certified parliamentarian (joined at 2:00 pm)

2. Meeting called to order at 8:57 am PST

MOTION #2019-73: I, David Martin, move to approve the Board meeting minutes from 06/26/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

3. President's Report

a) Honorary Lifetime Membership nominations:

- Matthew Moore (overlooked motion from 2009)
- Barbara Ray Holcomb
- Sam Holcomb
- Bill Newell

- E. Lynn Jacobowitz

ACTION ITEM: President Janice Smith-Warshaw to draft letters to each awardee. Include note saying inviting each to attend a future ASLTA conference. When you decide to attend a conference, contact us so ASLTA can waive the registration fee.

MOTION #2019-75: I, Beatrice Pfaff, move that ASLTA award five honorary lifetime memberships to Matthew Moore, Barbara Ray Holcomb, Samuel Holcomb, Bill Newell, and E. Lynn Jacobowitz, and waive one conference registration fee should an awardee choose to attend a future ASLTA conference.

Seconded: Christine Sharkey

Vote: Passed

ACTION ITEM: Professional Development Director Flores to work with the Awards Committee to develop criteria for honorary lifetime membership.

ACTION ITEM: Professional Development Director Flores to work with the Awards Committee to identify no more than 1-2 individuals to be granted honorary lifetime membership at each conference.

4. Vice President's Report

- a) Worked on the general business meeting agenda and the standing rules.

4. Secretary's Report

- a. Requesting clarification on Board meeting schedule. Discussion ensued. Next Board meeting: August 11, 2019. Monthly meetings beginning at that time, on the second Sunday of the month.

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

- a. Chapter dues fee of \$35.00 has not been changed in 15 years. Suggest raising the chapter dues fee to \$50.00 per year.

MOTION #2019-74: I, David Martin, move to raise the chapter dues fee to \$50.00, effective September 1, 2019.

Seconded: Amy June Rowley

Vote: Passed

B. New membership categories proposed for retired and retired + certified members. An individual qualifies for these categories upon reaching age 65.

MOTION #2019-78: I, Amy June Rowley, move to establish 2 new membership categories, retired and retired+certified, with dues set at \$50.00 per year, effective September 1, 2019.

Seconded: David Martin

Vote: Passed

ACTION ITEM: Secretary Zinza to update membership forms (paper and online) to reflect the new membership categories and dues.

c. Further discussion of the multi-year membership proposal.

MOTION #2019-79: I, David Martin, move that ASLTA adopt a multi-year membership option discount of 10% for 2 years available until July 3, 2019 and a 5 % discount available after July 4, 2019.

Seconded: Amy June Rowley

Vote: Pass

d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	N/A	218	145
Associate	N/A	525	445
Certified	N/A	193	250
Institutional	N/A	10	8
Chapters	N/A	13	10
Conference	N/A	520	500

e. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 61,441.39	\$ 63,798.97
Evaluation Program	\$ 7,607.52	\$ 10,347.97
Main Checking	\$ 158,438.61	\$ 43,795.23
NPD Conference	\$ 90,969.95	\$ 82,035.77

National Standards Project	\$ 3,104.68	\$ 3,104.42
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Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,932.17	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,610.18	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,422.27	\$ 0.00 (until \$10,000)
Main Investment	\$ 80,073.18	\$ 80,073.18
Money Market Fund (cash)	\$ 514.52	\$ 514.52
TOTAL ACCOUNT VALUE	\$ 98,552.32	\$ 80,587.70

7. Chapter Affiliation Director Pfaff

No report.

8. Evaluation and Certification Director Rowley

In-depth review of Evaluation & Certification program needs.

- a) People are paying for certification without being a member. This gums up the system and causes unnecessary confusion.

ACTION ITEM: Jason Zinza to add a membership verification splash to the certification page.

- b) The Evaluation Advisory Committee has proven to be an outstanding help. Four people have been meeting frequently to accomplish different tasks.

- c) Course Verification concerns. Might be better to call it a content knowledge interview, rather than course verification because “course verification” presumes a class on a transcript.

ACTION ITEM: Amy June Rowley to discuss this proposed modification with the Evaluation Advisory Committee.

- d) Applicants have an unrealistic expectation of the amount of time the evaluation process takes. Some start and then go dormant; others finish and expect results within a week.

ACTION ITEM: Develop a timeline / general advisory regarding expected wait times in the first paragraph of the certification pages.

e) Clear need for advocacy to address state and local ASL teaching certification issues, and to promote ASLTA certification as a viable pathway to the K-12 system. Discussion ensued about expanding the ASLTA Board to include an advocacy director.

- Can ASLTA afford to expand the Board?
- Would it be more / less effective to have an Advocacy committee?
- If an Advocacy Committee is created, we could evaluate the financial basis for expanding the Board at a later date.

f) Evaluation program finances.

Evaluation revenue is not consistent. Tends to spike in the summer, which provides the funding needed to pay the Evaluation Assistant. In fiscal year 2019, the Evaluation program is \$11,000.00 below projections. This is not sustainable. Discussion ensued.

- Clear need to expand the number of people pursuing ASLTA certification.
- Less than half of all certified people are current in their dues.
- Need to enforce and inform certified individuals that if their ASLTA membership lapses after certification, that their certification also lapses.

MOTION #2019-76: I, Jason E. Zinza, move that the Evaluation Office send emails to all individuals with ASLTA certification reminding each that membership must be current or their certification will lapse.

Seconded: David Martin

Vote: Passed

MOTION #2019-77: I, Jason E. Zinza, move that all individuals who have been granted ASLTA certification but have not renewed ASLTA membership in 3 years be removed from the ASLTA certification database and their certifications be canceled.

Seconded: David Martin

Vote: Passed

9. Professional Development Director Flores

No report.

10. Special Committee: Communications Director David Martin

- a. Continues to post conference-related content to all social media channels.

11. Special Committee: ASL Honor Society Coordinator Sharkey

- a. Took initiative to develop the PowerPoint file for the General Business meetings.

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

13. Special Guest: Mark Apodaca, registered parliamentarian

- a. Preparing Board for the General Business meetings.
- b. Credentials Committee is responsible for ensuring accurate head counts for quorum and voting purposes. 1/10 of certified + associate members = 718 members, so quorum will be at least 72 individuals.
- c. Phase 6 Bylaws amendments can't be included in the Bylaws until after the conference.
- d. There is no need to ratify the Bylaws because members clearly voted on each amendment and records exist on each vote.
- e. Members in attendance must vote on the standing rules for the general meeting with a $\frac{2}{3}$ majority. Individual rules may be modified by majority vote; repeat the vote one standing rule at a time until the entire set is passed with a $\frac{2}{3}$ majority. If no one objects to the standing rules, the rules are in effect. If there are no objections, then there is no need for a vote.

ACTION ITEM: ASLTA needs to develop a permanent set of standing rules.

- f. Reminder the ASLTA's Bylaws and standing rules take precedence over RRO.
- g. President needs to appoint a spotter to help identify people who wish to comment.
- h. Members can fill out a form to make a motion, or make a motion directly on the platform.

ACTION ITEM: Vice President Wilson to print copies of the motion form and have ready during the general meetings.

- i. Old motions: If a motion was passed in the past but no action was made due to lack of volunteers to do the work, then the motion dies. Ask members for re-approval of the motion by inviting them to participate and execute the motion. If no one does, then the motion is called dead and no further work is needed.
- j. Reminder: Motions may be referred to a specific committee, not to the Board as a whole.

MEETING ADJOURNED AT 6:40 pm PST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

June 25 - July 3, 2019 (all day)
August 11, 2019 at 6:30 pm EST
September 8, 2019 at 6:30 pm EST

October 13, 2019 at 6:30 pm EST
December 15, 2019 at 6:30 pm EST
January 12, 2020 at 6:30 pm EST
February 9, 2020 at 6:30 pm EST
March 15, 2020 at 6:30 pm EST
April 12, 2020 at 6:30 pm EST
May 10, 2020 at 6:30 pm EST
June 14, 2020 at 6:30 pm EST