



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes**  
**Tuesday, July 23, 2019**  
**Time: 4:00 PM [EST]**

## **Special meeting called by President Janice Smith-Warshaw**

### **1. Roll Call**

Janice Smith-Warshaw, President  
Jason E. Zinza, Secretary/Treasurer  
Lorraine Flores, Professional Development Director  
Christine Sharkey, ASLHS Coordinator  
David Martin, Communications Director

#### Absence(s):

James Wilson, Vice President  
Beatrice Pfaff, Chapter Affiliation Director  
Amy June Rowley, Evaluation and Certification Director

### **2. Meeting called to order at 4:10 pm EST**

**MOTION #2019-98:** I, Lorraine Flores, move to approve the Board meeting minutes from 07/21/19 as read.

**Seconded:** Christine Sharkey

**Vote:** Passed

### **3. President's Report**

- a. Called the special meeting to complete tasks remaining from the conference, specifically creating new committees and informing members of service options.
  - i. New ad-hoc committee: 5 year strategic plan. Christine Sharkey to chair; James Wilson to serve. Would like to invite 3 members to join the committee; at the conference, Jason Listman expressed interest in the committee during the conference.

**ACTION ITEM:** Secretary Zinza to contact Jason Listman directly to see if he would like to serve on the committee.

- ii. New ad-hoc committee: Writing committee. This committee would oversee the writing of position papers, website content, advocacy letters, and other writing needs. The new incoming Secretary will chair this committee. Would like to invite 3-4 members to join the committee.
- iii. New ad-hoc committee: Logo development. David Martin to chair. Would like to invite 3 people to serve on the committee to oversee development of a new ASLTA logo.
- iv. New ad-hoc committee: IPPG committee. James Wilson to chair; Jason Zinza to serve. Would like to invite 2-3 members to serve on this committee to develop a comprehensive document containing all of ASLTA's information, policies, procedures, and guidelines (IPPG).
- v. New ad-hoc committee: International Baccalaureate (IB). Tom Wills and Amy Crumrine have expressed interest in this topic. Tom Wills has ASLTA certification so would be eligible to chair the committee if he is interested.

**ACTION ITEM:** Secretary Zinza to contact Tom Wills directly to see if he would chair the IB committee.

- vi. New standing committee: Restricted funds committee. Janice Smith-Warshaw to chair. Would like to invite 4-6 people to serve to develop guidelines managing use of the restricted funds (award guidelines, applications process, screening criteria, qualifications, etc.), beginning with the L1 Initiatives fund. Ideally, committee members will involve people with direct experience in L1/heritage teaching, chapter leadership, and / or general leadership development. Priority if the L1 Initiatives fund to develop criteria and disburse one grant from that fund in 2019-2020.
- vii. New ad-hoc committee: Conference protocol. Lorraine Flores to chair; Kristine Hall, Arlon Nash, Lori Woods, and Kelly Leeper will be invited to serve. Intent is to standardize conference policies, protocols, and procedures to ensure best practices are maintained from one conference to the next.
- viii. Anticipated new standing committee: Diversity and social justice advisory board. Clear need for guidance and consultation to ensure ASLTA is not only a safe space for all members but also addresses issues of diversity and social justice appropriately. Will ask MJ Bienvenu, Octavian Robinson, and Laurene Simms for suggestions on creating this committee.

**ACTION ITEM:** Communications Director Martin to release an eblast inviting members to participate in the following committees by August 16, 2019. Open committees: 5 year strategic plan; writing committee; logo development; IPPG committee; IB committee; restricted funds committee.

**ACTION ITEM:** Secretary Zinza to update the online Google form for committee service applications.

**ACTION ITEM:** President Smith-Warshaw to invite Tim Riker to serve on the restricted funds committee.

**4. Vice President's Report**

No report.

**5. Secretary's Report**

No report.

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

- a. A donor would like to donate funds to a new account dedicated to supporting certification and conference attendance for marginalized groups.

**MOTION #2019-99:** I, David Martin, move to establish a new Bank of America account to receive funds dedicated to supporting certification and conference scholarships for marginalized groups, and assign development of criteria to the restricted funds committee.

**Seconded:** Christine Sharkey

**Vote:** Passed

- b. Membership Update (see chart below).

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

- c. Bank Balance Update

**Bank of America:**

<b>Account Name</b>	<b>BoA Balance</b>	<b>QuickBooks Balance</b>
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

**Schwab Investment:**

<b>Account Name</b>	<b>Account Balance</b>	<b>Available Funds</b>
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
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 98,552.32</b>	<b>\$ 80,587.70</b>

**7. Chapter Affiliation Director Pfaff**

No report.

**8. Evaluation and Certification Director Rowley**

No report.

**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 5:21 pm EST**

Meeting Minutes respectfully submitted by Secretary Zinza.

**Future meetings:**

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