



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, September 8, 2019 Time: 6:30 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President
James Wilson, Vice President (joined at 7 pm EST)
Jason E. Zinza, Treasurer / Interim Secretary
Lorraine Flores, Professional Development Director
Beatrice Pfaff, Chapter Affiliation Director
David Martin, Communications Director
Christine Sharkey, ASLHS Coordinator

Absence(s):

Amy June Rowley, Evaluation and Certification Director

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

MOTION #2019-101: I, Beatrice Pfaff, move to approve the meeting minutes from 7/23/19 as read.

Seconded: Christine Sharkey

Vote: Passed

MOTION #2019-102: I, David Martin, move to approve the meeting minutes from 8/11/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2019-103: I, Lorraine Flores, move to approve the meeting minutes from 8/18/19 as read.

Seconded: Christine Sharkey

Vote: Passed

MOTION #2019-104: I, Beatrice Pfaff, move to approve the meeting minutes from 8/25/19 as corrected.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

- a. Council on Education of the Deaf (CED) membership. Amount due is \$2,000.00.

Motion #2019-105: I, Jason E. Zinza, move that ASLTA pay CED dues for 2018-2019 in the amount of \$2,000.00.

Seconded: David Martin

Vote: Passed

- b. ASLTA conference workshop videos (YouTube). Jason to work with Garrett Boser on porting over the conference videos.
- c. Track-It-Forward app for keeping the track of volunteering hours. Issues with submitting hours. Jason will look into this.
- d. Follow up with the progress of IPPG revisions. Must get going with the IPPG committee. James is heading up the committee. Jason and Janice to work with the committee.

Action item: David to assign videos for specific committees to each board member who is chair of the committee to get the word out. Will work with each board member to get that going.

- e. Set a plan to work on a 5-year strategic plan. Want members to be involved.

Action item: Christine to create a google survey for members. Ask members, "What do you want to see ASLTA do / be / etc." Provide some options and a blank for inputting space.

Action item: Christine to gather some ideas from Board members via email. Due by next Sunday to Christine.

- f. Needs to purchase some office supplies (envelopes, postage stamps, & printer inks). Janice to make purchases and submit reimbursement form.
- g. Request for a Closed Session meeting to discuss the Secretary position.

Motion #2019-106: I, David Martin, move to enter into closed session.

Seconded: Lorraine Flores

Vote: Passed

Motion #2019-107: I, James Wilson, move to end the closed session.

Seconded: Jason Zinza

Vote: Passed

4. Vice President's Report

No report.

5. Secretary's Report (reported by Jason E. Zinza)

- a. TABLED FROM 8/25/19: Two individuals have expressed interest in the Secretary position since Communications Director Martin released the eblast. Individuals are Karyn Houston and Rhonda Jennings Arey.

6. Treasurer's Report

- a. TABLED FROM 8/25/19: Renewal dues for CED (Council on the Education of the Deaf) in the amount of \$2,000.00 are due.
- b. ASLTA Bookkeeper workload. Requesting additional support.

Action item: meeting with James, Janice, Maria to discuss the issues and start the discussion.

- c. Backlog of transactions (still working on conference, plus membership renewals)
- d. Requesting clarification: Policy regarding available use of restricted funds (L1 Initiatives has cleared the \$10,000.00 requirement).

Action item: Bea to chair committee. Lorraine to serve.

- e. 2019-2020 budget update. Need to really pursue the membership drive. Janice idea: Board collaborate to create a high-visibility message split between board members, similar to the conference promos.
- f. ACTFL affiliate dues (\$250.00) due promptly.

Motion: I, James Wilson, move that ASITA renew its dues with ACTFL in the amount of 250.00 for 2019-2020.

Seconded: David Martin

Vote: Passed

- g. National Black Deaf Advocates (NBDA) organizational dues of \$75.00.

Motion: I, David Martin, move to affiliate with NBDA

Seconded: James Wilson

Vote: Pased

- h. Council de Manos & other organizations. National Asian Deaf; Rainbow Alliance
- i. Articulating Deaf Experiences conference (Nov. 6-9 in Rochester). ASLTA representation? (schedule: <https://www.ntid.rit.edu/adec/schedule>)

Action item: james wilson to check into.

- j. Membership update.

| Current ASLTA Membership | | | |
|------------------------------------|------------------|-----------------------|-----------------------|
| Membership Category | Current # | Last Meeting # | 2019-2020 Goal |
| <i>Supporting - 1 year</i> | 41 | 0 | |
| <i>Supporting - 2 years</i> | 18 | 0 | |
| <i>Associate - 1 year</i> | 111 | 0 | |
| <i>Associate - 2 years</i> | 24 | 0 | |
| <i>Certified - 1 year</i> | 49 | 0 | |
| <i>Certified - 2 years</i> | 13 | 0 | |
| <i>Retired - 1 year</i> | 0 | 0 | |
| <i>Retired - 2 years</i> | 0 | 0 | |
| <i>Retired Certified - 1 year</i> | 3 | 0 | |
| <i>Retired Certified - 2 years</i> | 2 | 0 | |
| TOTAL MEMBERSHIP | 261 | 0 | 1,000 |
| <i>Institutional Members</i> | 3 | 0 | |
| <i>ASLTA Chapters</i> | 0 | 0 | |

- k. Financial update.

| Current ASLTA Financial Status (as of 9/7/19) | | | |
|--|---------------------|---------------------------|------------------------------|
| Bank of America Accounts | Bank Balance | QuickBooks Balance | Needs to be Processed |

| | | | |
|---|------------------------|------------------------|-------------------------|
| <i>ASL Honor Society</i> | \$ 61,768.75 | \$ 61,322.54 | 31 transactions |
| <i>Evaluation & Certification</i> | \$ 7,390.76 | \$ 7,717.30 | 8 transactions |
| <i>Main Checking</i> | \$ 75,810.92 | \$ 28,299.70 | 163 transactions |
| <i>Conference</i> | \$ 71,474.28 | \$ 3,326.02 | 11 transactions |
| <i>National Standards</i> | \$ 3,105.07 | \$ 3,104.81 | 2 transactions |
| <i>External Donations to Main Checking Account</i> | \$ 11.85 | N/A | 0 |
| TOTAL ACCOUNT VALUE | \$ 219,561.63 | \$ 103,770.37 | N/A |
| Schwab Long-Term Investment Accounts | | | |
| | Account Balance | Available Funds | Investment Notes |
| <i>L1 Initiatives Fund</i> | \$ 14,313.40 | TBA | +\$1.56 (0.02%) |
| <i>LF2 Fund</i> | \$ 3,951.32 | \$ 0.00* | +\$0.81 (.02%) |
| <i>Riggs Fund</i> | \$ 6,454.23 | \$ 0.00* | +\$1.33 (0.02%) |
| <i>Main Investment Fund</i> | \$ 80,381.28 | \$ 611.60 | -\$7.38 (-0.01%) |
| <i>External Donations (specify account)</i> | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| TOTAL ACCOUNT VALUE | \$ 98,432.73 | \$ 611.60 | -\$3.68 (0.00%) |
| *Fund cannot be used until it has reached \$10,000.00 in value. | | | |

7. Chapter Affiliation Director Pfaff

Vlog on renewal for Chapters and (members) ? would like to add the video for chapters to renewal.

Action item: Bea to send video to Jason and David. David to put it on youtube.

Chapters Due \$50.00? Yes. Updated online and paper forms already.

8. Evaluation and Certification Director Rowley

No report.

9. Professional Development Director Flores

- Arlon/Lori (Ohio 2021). Looking into being hosted at OSD for a July meeting (stay in the dorms for the possible face to face meeting / golf fundraising. J

Action item: Lorraine to see if the event can be held the end of June. wednesday through sunday? June 24-28ish?

- Kristine Hall. Meeting logistics.

10. Communications Director David Martin

No report.

11. ASL Honor Society Coordinator Sharkey

No report.

MEETING ADJOURNED AT 9:05 pm EST

Meeting Minutes respectfully submitted by Interim Secretary Zinza.

Future meetings:

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