



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, October 13, 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

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer

Lorraine Flores, Professional Development Director

Beatrice Pfaff, Chapter Affiliation Director

Amy June Rowley, Evaluation and Certification Director showed up at 7:00 pm

David Martin, Communications Director

Christine Sharkey, ASLHS Coordinator

Absence(s):

None

### 2. Meeting called to order at 6:48 pm EST

**MOTION #2019-110:** I, Jason Zinza, move to approve the meeting minutes from 9/08/19 as read.

**Seconded:** David Martin

**Vote:** Passed

**MOTION #2019-111:** I, David Martin, move to approve the meeting minutes from 10/06/19 as read.

**Seconded:** James Wilson

**Vote:** Passed

### 3. President's Report

- a. Social Justice training for Board members:

Janice mentioned that not too long ago, NAD asked locals to take the social justice training and it was successful as noted by Tawny Holmes. However, it will be via Zoom for us board members.

Janice mentioned that the idea is to have someone, possibly a POC at a nearby location to join us. Jason does not feel it is appropriate to ask for volunteers. We should be willing to pay for the training. Maybe \$100 per hour. Asks what kind of idea of what the vision of the social justice training is. David agrees with Jason and mentioned that social justice has many subtopics, so we need to be clear on what we want and need.

James wonders if we can ask NAD what their sensitivity training format looks like and we can “copy” and adjust to fit our needs.

All others agree that there should be a specific structure so that we can do it the right way and not have to waste time of the board. Needs a content of some kind.

Jason mentioned that we should contact various places for this training. Beatrice mentioned that there was a social justice topic monthly in Indiana, which started with Laurene Simms. It was not free, it lasted for 5 months.

Janice wants to know if we like the idea of paying someone to help train us in social justice. Jason mentioned as a treasurer, he wants to know what this means in terms of money. Lorraine mentioned that this should not be a quick fix. Beatrice mentioned that one hour is not enough for us to digest this information and that it is not ideal. David mentioned that maybe it should be once every two months if for example it be \$800, but Jason thinks that this would not be enough time to impact us. Maybe it should be \$600 for 6 months. Christine thinks we should take some kind of pre and post test prior to the training to see where we are. Beatrice wants discussions to be involved rather than reading something and have a guest speaker in here. Janice thinks one person should be a leader to lead this training. David suggested that we send an announcement asking ASLTA members to contact us on their skills in this area. Christine thinks that we should ask that member to recommend someone outside of ASLTA.

**MOTION #2019-112:** I, Jason Zinza, move that the president contact affiliate organizations and collect names of potential social justice trainers.

**Seconded:** James Wilson

**Vote:** Passed

- b. Review a draft copy of the list of Committees and its duties:

David said that we need more time to look over that. Beatrice mentioned that she has her own committee in local chapters. Janice wants it in google drive. Jason said that of 40 only 3 are members, we need to make sure that the committee members are actually ASLTA members. Janice said that the reason for bringing this up is that she wants us to understand what the committee duties are. Jason saw a part of Janice's email to give committee leaders free registration in conference. David said that we have discussed this and this was the idea of incentives. Jason says waiving registration for all committee members could cost \$16,000+ dollars and that it is not ideal. Need to rethink incentives for committee members. James said that the IPPG says we have to do this and that we should not reinvent the wheel, so we should be checking IPPG. Janice says that she will copy that into the google drive to prevent us from reinventing the wheel. Amy June says that the IPPG is possibly old, and we should update it. James agrees. Jason explained that the IPPG was actually a draft. David thinks we should work on it little by little.

Action item: We, the board, need to go in the committee google drive folder and provide feedback. James will look at the IPPG and get back to us.

- c. Revisit members' voting privileges. Jason: we have 74 supporting members. Most of them are ASL teachers. If voting privileges are given to supporting members, will ASLTA see a shift in more people purchasing supporting membership rather than Associate? Currently at \$80.00, people complain about the high price of Associate membership. Yet we need to be more sensitive to students and figure out a way to engage this group. People will complain about the money because it is about values - people do not value ASLTA. Jason thinks we should refer this issue to the bylaws committee as this is the middle of the year. Janice wants to start talking about it and refer to bylaws committee. David says that we could frame it to show why we need all of this. Website also mentions transcript or id picture to show proof of student. Beatrice thinks we should wait till 2021 as most members have paid their membership dues.

Action item: Refer this issue to the bylaws committee.

- d. Propose the bi-weekly meetings for Board & Executive Committee. Rationale is that one month is too long. We can finish projects faster this way. Jason feels that this monthly meeting impacts treasurer reports, etc. Beatrice feels that bi-weekly meetings in the past causes committee reports to be really short.
- e. Set a plan to work on a 5-year strategic plan. Wants the members to be involved. Asked Christine what she wants us to do. She is not sure if we should wait till we have a committee. Janice asks if we should open this to ASLTA members. Christine is ready, just need action. David reminded us that IPPG is the only committee that the board is responsible for and all others are open to the ASLTA members. Amy

June mentioned that a timeline will help us with this five year strategic plan. David mentioned that he needs to know who is who in each committee so that he can help connect the chair with the committee and identify how many volunteers are needed first before he does anything.

#### **4. Vice President's Report**

- a. Phase 6 Update. E-vote was not done, asked Jason if he can be trained to set up the online voting system, so he can start working on it.
- b. E-vote page training is needed.
- c. IPPG Progress. The idea of its history was not known, so we will discuss this later.
- d. Wanted us to know that one person Cynthia Kaniski resigned from the bylaws committee. Jason mentioned we are not following IPPG policy if a person resigns from a committee, they need to put it in writing. We need to follow what we developed so that the members see we are following procedures.

Action item: We, the board will discuss two IPPG items to the meetings.

Action item: Janice needs to bring the confidentiality agreement to the next meeting.

#### **5. Secretary's Report**

- a. Thanked the board for choosing her and appreciated everyone for being so welcoming.

#### **6. Treasurer's Report**

- a. ACTFL conference representation (estimated cost: \$2,300.00 for hotel, transportation, per diem for 3 people).

**MOTION #2019-112:** I, David Martin, move that we pay for Rhonda Jennings-Arey and Christine Sharkey to go to the ACTFL conference.

**Seconded:** Beatrice Pfaff

**Vote:** Tabled until the next meeting

- b. National Asian Deaf Congress affiliate membership dues of \$125.00 due.
- c. Sacred Circle affiliate membership dues form not working. Reach out to DeafNative for assistance.
- d. National Association of the DeafBlind affiliate membership dues of \$75.00 due.
- e. Council de Manos does not have dues. Suggest \$100 donation from ASLTA.
- f. CIT affiliate membership dues of \$260.00 due.

**MOTION #2019-113:** I, Amy June Rowley, move that we pay \$760 for the affiliate memberships.

**Seconded:** David Martin

**Vote:** Passed

- g. NAD conference (June 30-July 5, 2020) in Chicago. Send rep?
- h. CIT conference (August 12-15, 2020) in Minneapolis. Send rep?
- i. National Deaf People of Color conference (June 25-28, 2020) in Boston. Send rep?
- j. ASL Round Table conference (Nov. 7-9, 2019) in Salt Lake City, UT. Send rep?  
Financial support? Janice said that Rayburn contacted her prefers to keep both organizations separate.
- k. FASLTA conference (February 14-16, 2020) in Jacksonville, FL. Send rep?

Amy June suggests the president goes to NAD conference. Jason asks how much should we pay Janice because hotel alone is expensive, plus flight and meals. Janice wants to hold this till later.

- l. 2019-2020 budget update. Need to finish it by October 10.
- m. Audit update. Should we ask the same company to do our audit. Janice clarified that she was just putting ideas on paper. Janice stated that her committee for IPPG will look at it to figure out what to do about audits. Jason says that our bylaws do not say how often we need to audit. However, the CPA says it is not going to be cheap and they require the last three years. Jason says that the report of audit must be on the website for everyone to see, but there is not anything on paper in the bylaws or IPPG about this.

**MOTION #2019-114:** I, Amy June Rowley, move that Jason contact the CPA on procedures for the audit.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

- n. Bookkeeper update. Beatrice's idea to involve Lauren Lawer, Jason contacted her, but she has not responded. Jason thinks we should think about stop accepting checks.
- o. Two new proposed web pages: ASLTA's Affiliations and How to Join the Board
- p. Inquiry into status of ASLTA's non-discrimination policy (need to put on website). We do not have one, so we need to do that.

Action item: We focus on confidentiality agreement and anti-discrimination policies at the next meeting.

- q. Inquiry into status of whistle-blower / grievance policy (need to put on website).

Action item: We focus need to pick a chair for the grievance policy at the next meeting.

- r. Suggestion: Create ASLTA-domain email addresses for 2021 conference committee to keep info from conference to conference. We need to stop the asltaconference2019.

- s. Really need to create guidelines for use of L1 Initiatives fund. Need a committee. Beatrice volunteered.

Action item: Janice, Jason, and Beatrice will develop a brainstorming guidelines before making it official.

- t. Membership update.

<b>Current ASLTA Membership</b>			
<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>2019-2020 Goal</b>
<i>Supporting - 1 year</i>	51	41	
<i>Supporting - 2 years</i>	23	18	
<i>Associate - 1 year</i>	144	111	
<i>Associate - 2 years</i>	56	24	
<i>Certified - 1 year</i>	61	49	
<i>Certified - 2 years</i>	25	13	
<i>Retired - 1 year</i>	0	0	
<i>Retired - 2 years</i>	0	0	
<i>Retired Certified - 1 year</i>	3	3	
<i>Retired Certified - 2 years</i>	2	2	
<b>TOTAL MEMBERSHIP</b>	<b>365</b>	<b>261</b>	<b>1,000</b>
<i>Institutional Members</i>	4	3	
<i>ASLTA Chapters</i>	0	0	

- k. Financial update.

<b>Current ASLTA Financial Status</b>			
<b>Bank of America Accounts</b>	<b>Bank Balance</b>	<b>QuickBooks Balance</b>	<b>Needs to be Processed</b>
<i>ASL Honor Society</i>	\$ 55,021.61	\$ 57,496.54	44 transactions

<i>Evaluation &amp; Certification</i>	\$ 6,584.63	\$ 7,717.30	12 transactions
<i>Main Checking</i>	\$ 83,189.63	\$ 29,459.70	196 transactions
<i>Conference</i>	\$ 68,299.28	\$ 3,326.02	13 transactions
<i>National Standards</i>	\$ 3,105.20	\$ 3,104.81	3 transactions
<i>External Donations to Main Checking Account</i>	\$ 0.00	N/A	0
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 216,200.35</b>	<b>\$ 101,104.37</b>	<b>N/A</b>
<b>Schwab Long-Term Investment Accounts</b>			
	<b>Account Balance</b>	<b>Available Funds</b>	<b>Investment Notes</b>
<i>L1 Initiatives Fund</i>	\$ 14,634.18	TBA	+\$23.00 (0.30%)
<i>LF2 Fund</i>	\$ 3,944.82	\$ 0.00*	+\$13.10 (.33%)
<i>Riggs Fund</i>	\$ 6,443.34	\$ 0.00*	+\$22.20 (0.35%)
<i>Main Investment Fund</i>	\$ 80,111.86	\$ 30,503.55	+\$440.83 (0.55%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 105,134.20</b>	<b>\$ 30,503.55</b>	<b>+\$499.13 (0.51%)</b>
*Fund cannot be used until it has reached \$10,000.00 in value.			

## 7. Chapter Affiliation Director Pfaff

- a. Had a meeting last Wednesday, October 9. Three states will join (NY/NJ/PA). PA decided to join but wanted to call it NJ/NY/PA chapter because of money left from NJ. Brenda will meet with them. Pittsburg wants to establish chapter but needs to follow the seven steps. Maybe they will make it into one chapter. Mentioned to the chapter leaders to suggest not to use checks. Jason mentioned that IPPG mentioned that regional chapters are not allowed, only states. Jason mentioned that we are not enforcing that chapter that has money left, if they close they are supposed to give the money to ASLTA.
- b. Brought up the tutorial video for websites. Wants to know if we would like to go ahead.

## 8. Evaluation and Certification Director Rowley

- a. Evaluation Committee are going through life changes, etc., so will have a meeting to make a plan on what to do next.

**9. Professional Development Director Flores**

No Report

**10. Communications Director David Martin**

- a. Will follow up with international members as his next project.

**11. ASL Honor Society Coordinator Sharkey**

- a. Wants to know what should happen with Maria and the bookkeeping situation.

**MEETING ADJOURNED AT 9:15 pm EST**

Meeting Minutes respectfully submitted by Secretary Jennings-Arey.

**Future meetings:**

November 17, 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