



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, January 6, 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 Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

ASLHS Coordinator, Christine Sharkey

Evaluation Chair, Amy June Rowley

Special Committee: Communications, David Martin

Special Committee: Conference Chair, Kristine Hall

Treasurer [vacant]

Guests:

Absence(s):

2. Meeting called to order at 6:33 pm EST

MOTION #2019-1: I, Lorraine Flores, move that the Board approve the meeting minutes from 12/16/18 as read.

Seconded: Christine Sharkey

Vote: Passed

3. President's Report

No report.

4. Vice President's Report

- a. Results of Bylaws amendments 4, 5 and 6. Nearly all votes cast were in favor of each amendment, with some no votes and some abstentions. Approximately 40

votes were cast. Amendments to go into effect immediately, except for #6 (Membership categories), which will go into effect on September 1, 2019.

Discussion points:

- Need to give members more time to vote.
- Make it easier to cast votes. If the website voting portal is not ready for the next batch of amendments, then let's prepare an alternative, such as Google Doc.
- Invite members to provide feedback prior to sending amendments to a vote.

ACTION ITEM: Secretary Zinza to review all membership forms (paper and online) for membership category modifications, and add the retired levels to MemberPress.

ACTION ITEM: Vice President Wilson to draft a policy defining eligibility for the new retired categories.

b. 2021 Conference Proposal. 2021 NPDC co-chairs Lori Woods and Arlon Nash submitted a final 2021 conference proposal from OASLTA. Very impressed with the quality of Lori and Arlon's work to date, and appreciates Professional Development Chair Flores' involvement on this task.

Proposed dates: June 29, 2021 - July 4, 2021.

Two hotels best meet conference needs: Hilton (preferred) and Renaissance. Both are approximately 30 minutes from the Columbus airport. The Hilton is one block outside the downtown core, with many activities and restaurant options in the surrounding area. The Renaissance is further outside the core in a more residential area.

Location advantage: The Columbus City Community College campus is a few minutes away from the Hilton. Meeting rooms are available for use, which could be a convenient option if needed.

Hotel wants a conditional guarantee of January 15, 2019 for the 2021 dates.

Discussion Points:

- Feedback has been given by members to the Conference Chair regarding conference dates. There is a strong interest in moving the ASLTA conference to October, rather than summer.
- One issue seems to be that the conference doesn't fall within one fiscal year for many institutions (e.g., fiscal year ends June 30). If possible, it's suggested for future conferences that dates fall within one month (conference ends by June 30, for example).

- Historically, ASLTA has chosen these summer dates because they're the least expensive. The last week of June / beginning of July is not a high-demand time for conferences, which means lower hotel prices.
- Any changes made to ASLTA conference dates would go into effect in 2023.

ACTION ITEM: President Smith-Warshaw to get more specific information from the Hilton hotel prior to signing the contract. Specific questions to be answered:

- a. Is there a resort fee or any other 'hidden' costs that will be passed on to those reserving rooms?
- b. Is there a food service fee?
- c. What are the audio-visual costs?

ACTION ITEM: Professional Development Chair Flores to coordinate a meeting between President Smith-Warshaw, Acting Treasurer Zinza, 2021 Conference Co-Chairs Woods and Nash, and the Hilton hotel for a Q&A session before signing the contract.

ACTION ITEM: 2021 Conference Co-Chairs Woods and Nash will provide ASLTA more information regarding the expected deposit schedule. Typical schedule is a deposit prior to the conference and a final payment due after the conference ends (compared to the Manchester Hyatt, which required the deposit fully paid prior to the conference beginning).

MOTION #2019-2: I, Amy June Rowley, move to authorize the ASLTA President, Janice Smith-Warshaw, to enter into a contract with the Hilton Columbus Downtown as the site for the 2021 NPDC, with the understanding that the contract will not be signed until all outstanding questions are resolved to our satisfaction.

Seconded: Beatrice Pfaff

Vote: Passed

c. Initial draft of ASLTA grievance policy received from Cynthia Sanders. This needs more detailed attention for review and discussion. Board members are invited to review the document and submit questions for follow-up.

ACTION ITEM: Vice President Wilson to contact Cynthia Sanders and acknowledge receipt, and request time for review.

ACTION ITEM: President Smith-Warshaw to call a special meeting to focus on the proposed grievance policy for Wednesday, January 9, 2019. Vice President Wilson, Evaluation Chair Rowley, and Professional Development Chair Flores are requested to attend. Other Board members may submit questions beforehand.

5. Secretary's Report

- a. Review conference and membership promotional materials. Will make modifications (remove the Deaf Union flag in favor of the USA / Canadian flags), and add the #whygotoasla byline.

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

- a. \$30,000.00 payment to Manchester Hyatt is due January 10, not January 1. Check will be sent.
- b. Mark Apodaca / accounting clean-up update.
 - Maria completed researching the first batch of clean-up questions from Mark. A significant amount of time will need to be set aside to get the accounting books cleaned up.
 - Old debts to ASLTA will be batched and brought to the Board for remediation. Suggested to charge off bad / overdue debts from 2004-2014 owed to ASLTA since it is unlikely ASLTA can pursue payment successfully. Amounts and debt information to be presented to Board for each batch.
- c. CED membership reconsideration. CED President Joe Fischgrund contacted ASLTA and offered a 1-time waiver of membership dues (\$2,000) and asked ASLTA to attend the Spring 2019 meeting in Chicago. ASLTA does not have any budget flexibility at this time.

ACTION ITEM: President Smith-Warshaw is already planning to attend the ASDCH conference in Chicago and will be able to attend the CED Board meeting and represent ASLTA.

- d. Budget update.
 - Many members have not renewed membership so far, in the amount of \$17,615.00. Compared to 2017-2018, we are facing a \$33,172.05 revenue difference. We need to either boost membership renewals or cut spending to maintain a balanced budget.
 - Heart Cruises has accepted the negotiated settlement of \$3,500.00. This amount will be due in July 2019. Board will need to review the budget to determine where these funds can come from:
 - Option A: Reallocate from the \$3,900.00 that was budgeted to be placed in long-term savings; or
 - Option B: Reduce the amount from the \$12,500.00 budgeted to pay half the deposit of the Ohio 2021 conference.

MOTION #2018-3: I, Beatrice Pfaff, move to approve the \$3,500.00 settlement offer from heart Cruises.

Seconded: James Wilson

Vote: Passed

e. Membership Update

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	105	101	145
Associate	353	351	445
Certified	175	174	250
Institutional	9	9	8
Chapters	1	1	10
Conference	138	143	500

f. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 48,193.48	\$ 41,257.98
Evaluation Program	\$ 8,944.52	\$ 7,406.05
Main Checking	\$ 130,462.79	\$ 69,474.87
NPD Conference	\$ 11,057.49	\$ 3,817.26
National Standards Project	\$ 4,004.01	\$ 4,004.01

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2	\$ 3,688.77	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,176.83	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,016.24	\$ 0.00 (until \$10,000)
Main Investment	\$ 41,013.09	\$ 41,013.09
Money Market Fund (cash)	\$ 35,575.40	\$ 35,575.40

7. Chapter Affiliation / Bylaws Chair Pfaff

No report.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- a. Conference 2021 update. (see Vice President's report above).
- b. ASLTA Awards clarification needed. What is the procedure?
 - Awards nomination committee solicits nominations from members for the Ryan Teacher of the Year award; TJ O'Rourke award; Veditz award; Philip Memorial award.
 - President nominates one award (Calvacca).
 - Chapters Chair nominates one award (Chapter Excellence Award).
 - Evaluation Chair nominates one award (ALB Distinguished Service).
 - ASLTA Board nominates two awards (Sponsor Excellence Award and Excellent Service Award).
 - Costs for awards comes from the conference budget.

ACTION ITEM: A conference awards committee needs to be formed. Professional Development Chair Flores, Evaluation Chair Rowley, and 2019 Conference Chair Hall to work together on this.

c. Planning for 2023 conference. Will reach out to FASLTA for conference consideration. Will also make a vlog to spread the word.

Discussion:

- Should ASLTA continue to partner with local chapters to host the conference, or hire a professional conference planner? There are pros and cons for this that need deeper discussion. **TABLED UNTIL FEBRUARY 3, 2019.**

ACTION ITEM: Professional Development Chair Flores to attend the next regional ASLTA representatives meeting to solicit feedback and ideas regarding the 2023 conference. Chapters Chair Pfaff will coordinate the meeting details.

10. Special Committee: Communications 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 8:50 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

January 20, 2019 at 6:30 pm EST
February 3, 2019 at 6:30 pm EST
February 17, 2019 at 6:30 pm EST
March 3, 2019 at 6:30 pm EST
March 17, 2019 at 6:30 pm EST