



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, January 12, 2020 Time: 6:30 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President
James Wilson, Vice President
Jason E. Zinza, Treasurer
Lorraine Flores, Professional Development Director
Beatrice Pfaff, Chapter Affiliation Director
Christine Sharkey, ASLHS Coordinator
Amy June Rowley, Evaluation and Certification Director (joined at 8:05 EST)

Absence(s):
David Martin, Communications Director

2. Meeting called to order at 6:36 pm EST

MOTION #2020-001: I, Christine Sharkey, move to approve the meeting minutes from 12/15/19 as corrected.

Seconded: James Wilson

Vote: Passed

3. President's Report

- a. Janice will go to Atlanta Georgia for a conference. Because of the conference, she will be near FASLTA. The ASLTA board suggested that she go to the conference since she is nearby.

MOTION #2020-002: I, James Wilson, move that ASLTA pay President Janice up to \$500 to go to FASLTA in February..

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2020-003: I, Jason Zinza, move to defray Rhonda Jennings-Arey's expenses to FASLTA in the amount of \$250.

Seconded: Christine Sharkey

Vote: Passed

MOTION #2020-004: I, Jason Zinza, move to pay David Martin's mileage for his transportation to the NAD's interpreter summit.

Seconded: Beatrice Pfaff

Vote: Passed

Action item: Janice will look into how much it costs FASLTA registration, hotel, flight, etc.

b. Janice will also go to the Bay Area ASLTA on February 22, 2020.

4. Vice President's Report

- a. IPPG committee had a meeting. They made some progress. The description of the committee and subcommittee (7 core members and 6 supporting members). The core committee members must be ASLTA members. The sub-committee members must be local chapter members.

MOTION #2020-005: I, James Wilson, move to accept the Core Committee statement and list from the IPPG: NPDC: Core conference committee members must maintain ASLTA membership for the duration of the conference planning. Core committee refers to individuals who are the chairs or primary coordinators of key conference efforts:

Core Conference Committee
Conference Coordinator / Chair
Finance
Conference PD
Registration
Sponsorships
PR / advertising / social media
Exhibits

Seconded: Beatrice Pfaff

Vote: Passed

MOTION #2020-006: I, Beatrice Pfaff, move to accept the Sub Core Committee statement and list from the IPPG: Conference committee members who support the work of the conference core are known as sub-committee members. Sub-committee members are not obligated to have ASLTA membership but are required to be members of the local ASLTA chapter hosting the conference.

Sub Conference Committee Members
AV / tech coordinator (reports to Finance)

Publications coordinator (program book, forms, proofreader, etc.) (reports to PD chair)

CEU Coordinator (reports to conference PD)

Hospitality / Meals Coordinator (reports to conference chair and finance)

Volunteer / Interpreter Coordinator (reports to conference chair)

Entertainment (reports to conference chair)

Seconded: James Wilson

Vote: Passed

MOTION #2020-007: I, Jason Zinza, move to accept IPPG #3: Chapters interested in hosting an ASLTA conference must be current in national ASLTA membership dues for the past 2 years in order to bid to host a conference.

Seconded: Lorraine Flores

Vote: Passed

MOTION #2020-008: I, Beatrice Pfaff, move to that we accept IPPG motion #4: At least one officer from the chapter interested in hosting an ASLTA conference must have attended at least one national ASLTA conference in order to bid to host a conference.

Seconded: Jason Zinza

Vote: Passed

MOTION #2020-009: I, Lorraine Flores, move to accept IPPG motion #6 must live at a reasonable distance within the area of conference: A majority of the core conference committee members are required to reside in, or a reasonable distance from, the city where the ASLTA conference will be held. Conference planners cannot select a host city in a location distant from where core committee members reside.

Seconded: Jason Zinza

Vote: Passed

MOTION #2020-009: I, Jason Zinza, move to amend this motion from “reasonable distance” to “no more than one hour distance”.

Seconded: Lorraine Flores

Vote: Passed

MOTION #2020-010: I, Beatrice Pfaff, move to accept the general business meeting statement about meeting for 3 hours without conflict with workshops for the general meeting at the conference for the IPPG motion #7:

General Business meeting:

- 2 days
- 3 hours each day dedicated to the meeting, first thing in the morning.
- Other conference programming at the same time is not allowed.

Seconded: Lorraine Flores

Vote: Passed

- b. By-Laws Update: had a meeting last Thursday. There is a new Article for Code of Ethics using the sample from Minnesota ASLTA and will give credit. Have not decided which Article yet. Beatrice suggests that this belongs to the member area of the Bylaws. Daniel Lunt will compare our structure with ACTFL structure. Possible change of membership. Phase 6 must be passed first before we do Phase 7.

Arlon Nash showed up:

1. Had some confusion about when we have our meetings. Rhonda will send the list of meeting schedule to Arlon.
2. Committee has some questions.
3. OSD needs our confirmation that we will stay there. Jason Zinza suggested that we call a special meeting to answer this question. Arlon will ask to confirm the hard deadline that we have to answer this.
4. They had a meeting with committee regarding sponsorship.
5. Friday met with golf director. Everything is ready, just need to make a brochure.

Jason Zinza offered praise to Ohio committee on how their planning. We agree.

5. Secretary's Report

No Report

6. Treasurer's Report

- a. Membership concerns. Current membership has dropped by over 200 compared to last year. Action is desperately needed.

Action Item: Janice will follow up with David Martin re: membership committee.

- b. Policy proposal. Would like to enact December 31 as a membership cut-off date. Struggling to create an accurate and reliable budget because numbers change almost daily. Renewal period would be Sept. 1 - December 31. After January 1 is late; certified members who do not renew by December 31 lose their certification (since they are obligated to maintain membership). To go into effect for 2020-2021 year, with multiple announcements to members.

MOTION #2020-011: I, Jason Zinza, move to that the board change the membership renewal period to be September 1 to December 31 starting 2020-2021 year, with the cut off date for certified member's renewal. Those who have certification, their certificates will expire if payment is not made by December 31.

Seconded: Lorraine Flores

Vote: Motion withdrawn

- c. Bylaws modification request if Board approves #B above. Change budget due date to after December 31 so a budget can be made with the most accurate and reliable information for the year.
- d. Policy proposal: Would like to give job posting approval duty to Communications, since Communications is responsible for removing outdated posts.

MOTION #2020-012: I, Jason Zinza, move that the Communication Director be given the responsibility to approve and remove outdated job posts by accessing the WordPress control panel.

Seconded: James Wilson

Vote: Passed

Action Item: add this in the IPPG.

- e. Cancellation of Motion #2019-121 from the December meeting for tech support. Treasurer rebuilt the membership directory without external assistance, so the \$500.00 was not needed / used. New membership directory includes a person's name, city, state, ASLTA certification status, and service to ASLTA. Photos are self-populating from the ASLTA website or if a member has a Twitter account. Does the Board want to see other info on the membership directory? Am thinking of adding current ASLHS status.
- f. Keith Cagle's situation needs discussion.

MOTION #2020-013: I, Amy June Rowling, move to that the discussion issue F be closed.

Seconded: Lorraine Flores

Vote: Passed at 8:25 pm EST

MOTION #2020-014: I, James Wilson, move to that the closed discussion be closed.

Seconded: Jason Zinza

Vote: Passed at 8:54 pm

- g. Policy request: ASLTA cannot accept in-kind donations from individuals.

MOTION #2020-015: I, Jason Zinza, move that ASLTA board do not accept in-kind donations from individuals, except for conference items.

Seconded: Amy June Rowley

Vote: Passed

- h. Policy request: ASLTA does not accept third-party beneficiary donations from individuals. Example: Person X paid for conference registration for Person Y; asked ASLTA for a donation letter.

MOTION #2020-016: I, Jason Zinza, move to that ASLTA board do not accept third-party beneficiary donations from individuals.

Seconded: Lorraine Flores

Vote: Passed

- i. Policy request: ASLTA provides donation receipts only to individuals who donate directly to ASLTA.

MOTION #2020-016: I, Jason Zinza, move to that ASLTA board provide donation receipts only to individuals who donate directly to ASLTA.

Seconded: Beatrice Pfaff

Vote: Passed

- j. Policy proposal: Would like to give Secretary the responsibility for tracking volunteer hours. Suggestion to put in how many hours each individual has done be collected at the end of each meeting. That includes other people not just board.

Action Item: Jason and Rhonda will figure out how to track all hours.

- k. Any way ASLTA can offer an online PD workshop this Spring 2020?

- l. Membership update.

Current ASLTA Membership (as of 1/10/20)			
Membership Category	Current #	Last Meeting #	2019-2020 Goal
<i>Supporting - 1 year</i>	63	60	
<i>Supporting - 2 years</i>	29	29	
<i>Associate - 1 year</i>	248	239	
<i>Associate - 2 years</i>	86	82	
<i>Certified - 1 year</i>	92	88	
<i>Certified - 2 years</i>	40	38	
<i>Retired - 1 year</i>	0	0	
<i>Retired - 2 years</i>	0	0	
<i>Retired Certified - 1 year</i>	4	4	
<i>Retired Certified - 2 years</i>	2	2	

TOTAL MEMBERSHIP	564	542	1,000
<i>Institutional Members</i>	12		
<i>ASLTA Chapters</i>	2		

k. Financial update.

Current ASLTA Financial Status (as of)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 59,183.77	\$ 64,868.54	51
<i>Evaluation & Certification</i>	\$ 2,922.28	\$ 7,717.30	20
<i>Main Checking</i>	\$ 100,883.92	\$ 44,919.33	240
<i>Conference</i>	\$ 57,845.79	\$ 3,326.02	13
<i>National Standards</i>	\$ 3,105.46	\$ 3,105.20	1
<i>External Donations to Main Checking Account</i>	\$ 0.00	N/A	0
TOTAL ACCOUNT VALUE	\$ 223,941.22	\$ 123,936.39	N/A
Schwab Long-Term Investment Accounts	Account Balance	Available Funds	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 14,460.27	TBA	-\$7.28 (.09%)
<i>LF2 Fund</i>	\$ 4,085.19	\$ 0.00*	-\$4.13 (.10%)
<i>Riggs Fund</i>	\$ 6,679.31	\$ 0.00*	-\$6.99 (.10%)
<i>Main Investment Fund</i>	\$ 82,528.74	\$ 82,528.74	-\$115.15 (.14%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 107,753.51	\$ 82,528.74	-\$133.55 (.13%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Chapter Affiliation Director Pfaff

- a. Minnesota ASLTA. Asking Jason if chapters can use 501 C3, did not contact Jason. February 29 they have a big event. Jason: thinks if ASLTA is co-host, it is possible.
- b. West Region: Barbara is going to retire, so Beatrice wonders what the procedures for announcing position vacancy are. Barbara did suggest Kristin to be the substitute.
- c. SoCal: The people responsible are done, need replacement. Suggest Lisa.
- d. Region Chapters: Brenda followed up with the tri-state interest in becoming one chapter for the three states: NJ, NY, and PA. Brenda mentions that PA is working on a directory of who is teaching ASL. Damon also asked about region chapters, for example Iowa and Minnesota are working together. This is not in the IPPG. It is something we need to work on.

8. Evaluation and Certification Director Rowley

No Report

9. Professional Development Director Flores

No Report

10. Communications Director David Martin

No Report

11. ASL Honor Society Coordinator Sharkey

- a. ASLHS Art Competition- outstanding increase in participation. Will consider how to better manage for next year.
- b. Online graduation store in progress (Jason). They will meet soon.
- c. 5-year strategic plan- Plan. Feels bad that she did nothing. But it is okay!
- d. LILL project. Went to the LILL meeting at ACTFL. Group is great, but is unsure if should continue and how to support this situation. LILL is a leadership training for people to work with groups. She needs to figure out what she needs to do for ASLTA.
- e. National Coordinator term. No one who would replace her in the future. There are not enough people on the board that are certificated by ASLTA. Will have a meeting in two weeks.

MEETING ADJOURNED AT 9:47 pm EST

Meeting Minutes respectfully submitted by Secretary Jennings-Arey.

Future meetings:

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