



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, January 20, 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

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):

Lorraine Flores, Professional Development Chair

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

**MOTION #2019-6:** I, Beatrice Pfaff, move that the Board approve the meeting minutes from 1/06/19 as read.

**Seconded:** Jason E. Zinza

**Vote:** Passed

**MOTION #2019-7:** I James Wilson, move that the Board approve the special meeting minutes from 1/13/19 as read.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

**3. President Smith-Warshaw invited Conference Chair Hall to share her in-depth conference update first.**

- a. Conference Chair Hall, President Smith-Warshaw, and Secretary Zinza met on Saturday (01/19/19) and had a productive meeting where information was clarified regarding budget concerns, hotel room overflow contract, meeting room plans, and more.
- b. ASL Crew is the updated name of the youth program. Limited to Deaf and KODA youth, up to a maximum of 20 participants. The program can't be dropped because there is sponsorship funding supporting the program. Christy Lively and Conference Chair Hall will manage the youth program. In discussions with DPAN for collaborative projects for the youth program. Youth program has no charge; at least one parent must register for the conference in order to participate. In talks with DCS (Deaf Community Services), who has a summer youth program to possibly partner together. Publicity will begin once details are worked out.
- c. Pre-conference workshops update. The location for the pre-conference workshops has been a concern given the Hyatt's refusal to rent space in advance. Have decided to host the workshops at the Children's Museum, which has no charge. 5 rooms will be available (2 for pre-conference workshops), with 3 open for other uses on June 30, with set-up and take-down required the same day.
- d. Pre-conference workshops hosted by True+Way ASL and DawnSign Press will be at no cost for attendees.
- e. Standing Committee Communications Chair Martin to contact Garrett Bose to distribute more conference graphics made by Secretary Zinza.
- f. Opening ceremony update. Budget still being developed. Will be at the Children's Museum. Working on food and beverage plans.
- g. Budget update. The contract with the Hyatt requires spending at least \$80,000.00 on food; the tax and service fees are excluded from this amount. Current food planning amounts to \$57,500 so additional food needs to be provided. ASLHS to host a dinner at approximate cost of \$4,000.00. Auction night at the ballroom will cost approximately \$10,000.

**ACTION ITEM:** Conference Chair Hall to send ASLHS Coordinator Sharkey the hotel dinner menu for ASLHS event planning.

- h. MASLED and UNC coordinators have expressed desire to host alumni gatherings at the hotel during the conference. More info forthcoming.

i. Extending the \$450.00 registration price. Committee feels strongly that the current registration fee should be extended until 3 weeks out from the conference (since numbers need to be known by that time for food arrangements).

**MOTION #2019-8:** I, Beatrice Pfaff, move that the Board approve keeping the \$450.00 registration cost for the NPDC until June 1, 2019 for members, and \$550.00 for non-members. This to be announced on February 16, 2019.

**Seconded:** James Wilson

**Vote:** Passed

j. The Hyatt is fully booked, so we will not have to deal with the shortfall penalty. Room block of 125 rooms is sold out. Approximately 30 people have reserved rooms but have not registered for the conference.

k. Registration number is increasing. Have had 1 person donate a scholarship registration. Conference committee to screen scholarship applicants and bring to Board for approval. Deadline is April 2, 2019 (might be changed to March 2) for conference scholarships and February 1 for the ASLHS scholarship.

**ACTION ITEM:** Secretary Zinza to add a page to the conference drop down menu on the ASLTA website and add all the scholarship information (both ASLTA and ASLHS).

l. Presenters update. Need to remind presenters who have been accepted that they need to register for the conference. Goal is to complete the presenter schedule by February 1. Idea: If a presentation is offered twice, have the first one focus on college-level instruction, and the second presentation focusing on K-12 needs.

**ACTION ITEM:** Conference Chair Hall to share the Google Doc form on the drive so Board members can see all of the proposed presenters.

m. Discussion-based opportunities will be held in the ballroom. This will be self-directed. Similar to shreshop (or think tank) / poster session idea. In discussion with the committee to make this work - if members are not interested in any of the sessions offered during a time, then go to the poster session.

o. Sheri Youens-Un is interested in making the awards for ASLTA. Handcrafted, wood, made by a Deaf artist. The look would be very different from the typical acrylic awards, and less expensive.

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

No report.

#### 4. Vice President's Report

No report.

#### 5. Secretary's Report

- a. Request from ACTFL for a Leadership Initiative for Language Learning (LILL) representative. Must select a representative by March 1, 2019 to attend the 2019 LILL training (June 24-26, Nashville) and commit to trainings in June 2019 and June 2020. Goal is to be trained and then take training to organization members. Typically a K-12 instructor / world language coordinator / training director. ASLTA needs to commit to the following costs: a) \$310 training fee; transportation; lodging; book materials.

**ACTION ITEM:** Secretary Zinza to find out the topic and share at the next Board meeting.

- b. Board meeting schedule: Board meeting scheduled for April 21, 2019, conflicting with Easter and Passover. Suggest meeting instead on April 14 or April 28 (pushing everything back a week then interferes with Memorial Day weekend).

**ACTION ITEM:** Schedule a Board meeting on April 14.

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

- a. Past Due Accounts. Requesting charge-offs for the following:
  1. Felicia Williams (Invoice #6445), 3/13/2017. Owes \$300.00 (certification fees and back dues). Has not responded to 15+ requests for payment.
  2. Exemplars (Invoice #4683), 11/23/2015. Owes \$1,000.00 (corporate sponsorship). Folded in 2016.
  3. Amanda Pierce (Invoice #8780), 9/26/2018. Owes \$777.86 (certification fees and course verification fees). Has not responded to 4 requests for payment.  
**TABLED**
  4. Willy Moers (Invoice #8779), 9/26/2018. Owes \$777.86 (certification fees and course verification fees). Has not responded to 4 requests for payment.  
**TABLED**

**MOTION #2019-9:** I, Amy June Rowley, authorize the closing of Invoice #6445 in the amount of \$300.00, owed by Felicia Williams, that has been overdue since 3/13/2017.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

**MOTION #2019-10:** I, Amy June Rowley, authorize the closing of Invoice #4683 in the amount of \$1,000.00, owed by Exemplars, that has been overdue since 11/23/2015. Exemplars is no longer in business and thus payment cannot be obtained.

**Seconded:** James Wilson

**Vote:** Passed

b. Discussion of policy request: How to handle individuals who owe ASLTA money. Would like to request policy that selected presenters be cleared for any past due amounts prior to being notified of acceptance, and / or no refund checks are issued to a person without first verifying whether they owe ASLTA money. **TABLED**

c. CIT membership dues are due. Budgeted \$500.00, but dues amount is \$260. **TABLED**

d. Bookkeeper arrival in San Diego for conference. Currently scheduled to be in SD 6/29/19 - 7/4/19. Would like her to be available for any transaction issues during the pre-conference workshop, so suggest she arrive 6/29/19.

e. Membership Update

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	111	109	145
Associate	369	366	445
Certified	178	176	250
Institutional	9	9	8
Chapters	1	1	10
Conference	158 (+ 8 pending)	138	500

f. Bank Balance Update

**Bank of America:**

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 46,805.41	\$ 41,440.08
Evaluation Program	\$ 8,144.52	\$ 8,711.05
Main Checking	\$ 111,666.39	\$ 54,333.81

NPD Conference	\$ 51,202.46	\$ 14,262.23
National Standards Project	\$ 4,004.01	\$ 4,004.01

**Schwab Investment:**

Account Name	Account Balance	Available Funds
LF2	\$ 3,755.47	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,276.31	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,128.47	\$ 0.00 (until \$10,000)
Main Investment	\$ 78,500.32	\$ 78,500.32
Money Market Fund (cash)	\$ 39,646.39	\$ 39,646.39

**7. Chapter Affiliation / Bylaws Chair Pfaff**

No report.

**8. Evaluation/Certification Rowley**

No report.

**9. Professional Development Chair Flores**

No report.

**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**

See report at beginning of minutes.

**MEETING ADJOURNED AT 8:45 pm EST**

Meeting Minutes respectfully submitted by Secretary J. Zinza

**Future meetings:**

February 3, 2019 at 3:00 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  
March 31, 2019 at 6:30 pm EST  
April 7, 2019 at 6:30 pm EST  
April 14, 2019 at 6:30 pm EST  
May 5, 2019 at 6:30 pm EST  
May 19, 2019 at 6:30 pm EST  
June 2, 2019 at 6:30 pm EST  
June 16, 2019 at 6:30 pm EST  
June 30, 2019 at 6:30 pm EST  
July 7, 2019 at 6:30 pm EST  
July 21, 2019 at 6:30 pm EST  
August 4, 2019 at 6:30 pm EST  
August 18, 2019 at 6:30 pm EST  
September 1, 2019 at 6:30 pm EST  
September 15, 2019 at 6:30 pm EST  
September 29, 2019 at 6:30 pm EST