



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, February 11, 2020 Time: 6:30 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President
James Wilson, Vice President
Jason E. Zinza, Treasurer
Beatrice Pfaff, Chapter Affiliation Director
Christine Sharkey, ASLHS Coordinator
David Martin, Communications Director

Absence(s):

Lorraine Flores, Professional Development Director
Amy June Rowley, Evaluation and Certification Director
Rhonda Jennings-Arey, Secretary

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

MOTION #2020-044: I, James Wilson, move to approve the meeting minutes from 01/12/20 as read.

Seconded: Christine Sharkey

Vote: Passed

3. President's Report

- a. Appreciation extended to David Martin for representing ASLTA at NAD's national interpreting summit this past weekend.

4. Vice President's Report

No report.

5. Secretary's Report

No Report

6. Treasurer's Report

- a. ASL Can Do Statements committee update. Tracy Washington Ivy has replaced John Pirone as committee chair. Making great progress; on track to complete project 4-5 months before the 2021 conference. Very interested in having a conference-wide forum during the 2021 conference to release the document and provide training to ASLTA members.
 - i. Thinking ahead to sharing the work, could place the document on the ASLTA site and password protect, for access limited to ASLTA members.
 - ii. Alternatively, share the document freely and hope people will see the value of ASLTA in ASL education.
 - iii. Will have additional costs (for printing, cover design), with more information coming.
- b. CIT conference is this summer. Typically, ASLTA supports the conference with a \$1,000.00 donation.

Motion # 2020-045: I, David Martin, move that ASLTA donate \$1,000.00 to CIT in support of their conference, in recognition of our longstanding ties together.

Seconded: Beatrice Pfaff

Vote: Passed

- c. CIT offered ASLTA the opportunity to have an exhibit booth (\$475.00) and / or advertise in the program book (\$500.00/full page, \$300.00/half page, \$200.00/quarter page). **TABLED. Ask Amy June if she is attending CIT.**
- d. ASLTA representation at NAD 2020? (Chicago, July 1-5). This is a priority for ASLTA. Janice, the CIT President, and head of the CCIE are submitting a paper for consideration. Janice is willing to leave the Board retreat in Ohio for 1 day, fly to Chicago, then return back to Columbus.

Motion #2020-046: I, Beatrice Pfaff, move that ASLTA send the President to NAD to represent ASLTA and cover flight expenses from Columbus, OH to Chicago, up to \$400.00.

Seconded: Christine Sharkey

Vote: Passed

- e. Completed all filing of 1099s with the IRS on 1/25/20, before the reporting deadline.
- f. Audit update: Unlikely to occur before Spring due to the current tax preparation rush that ends April 15. CPA suggests Fall is the best time for an audit. Does the Board prefer to wait until Spring, or should I look for an alternative CPA who can do the audit now?

ACTION ITEM: James Wilson to provide the Treasurer with NCASLTA's CPA contact information to inquire whether the firm can complete an audit sooner than later. Bea Pfaff to do the same with her CPA contact.

- g. ASLTA's Board & Directors Liability insurance policy is due on 2/24/20. Amount due is \$1,176.00 (same price as 2019).

Motion #2020-047: I, Christine Sharkey, move that ASLTA renew its Board & Directors Liability insurance by paying the premium due in the amount of \$1,176.00.

Seconded: James Wilson

Vote: Passed

- h. Would like to propose an incentive to encourage members to become more involved with ASLTA committees and continue involvement by enacting a graduated set of discounts for conference registration per year of committee service. Board members are barred from participating. Not transferrable; does not apply to volunteers. Membership not maintained means the credit/s is forfeited. Discount schedule:

Option A

\$50.00 for 1 year service

\$75.00 for 2 year service

\$100.00 for 3 year service

\$125.00 for 4 year service

\$150.00 for 5 year service

\$175.00 for 6 year service

\$200.00 for 7 year service

Max registration discount capped at \$200.00

Option B

\$75.00 for 1 year service

\$125.00 for 2 year service

\$225.00 for 3 year service

Max registration discount capped at \$225.00

ACTION ITEM: James Wilson and Jason E. Zinza to develop a comprehensive policy and guidelines and bring to the Board for consideration in March.

- i. Would like to amend Motion #(this motion is not numbered, but appears on line 259 in the Motions Tracker), which stipulates that the President, Vice President, Secretary, and Treasurer should have ASLTA credit cards. Propose to have credit cards only for the President and Treasurer to make banking issues less time-consuming each time a new Board member joins.

Motion #2020-048: I, Beatrice Pfaff, move to amend the Motion-on-line-259 to allow only the President and Treasurer to be issued credit cards.

Seconded: James Wilson

Vote: Passed

- j. CED dues for 2019-2020 are due. Amount is \$2,000.00. Affiliating with CED allows ASLTA to advocate for ASL instruction for L1 learners, and is thus a high priority.

Motion #2020-049: I, James Wilson, move that ASLTA pay the CED dues in the amount of \$2,000.00, from the L1 fund.

Seconded: Christine Sharkey

Vote: Passed

- k. ASLTA is not in compliance with IRS regulations regarding payments to independent contractors. Have spoken with the Evaluation Director to ensure all certification evaluators submit invoices for services rendered by December 31 of each year for work performed that calendar year. This is a high priority.
- l. Membership update.

Current ASLTA Membership (as of 2/6/20)			
Membership Category	Current #	Last Meeting #	2019-2020 Goal
<i>Supporting - 1 year</i>	67	63	
<i>Supporting - 2 years</i>	29	29	
<i>Associate - 1 year</i>	266	248	
<i>Associate - 2 years</i>	90	86	
<i>Certified - 1 year</i>	97	92	
<i>Certified - 2 years</i>	41	40	
<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	596	564	1,000
<i>Institutional Members</i>	12	12	
<i>ASLTA Chapters</i>	4	2	

- k. Financial update.

Current ASLTA Financial Status (as of 2/10/20)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 56,419.71	\$ 65,295.60	68
<i>Evaluation & Certification</i>	\$ 2,919.05	\$ 4,870.44	17
<i>Main Checking</i>	\$ 106,338.08	\$ -17,658.66	240
<i>Conference</i>	\$ 57,845.79	\$ 11,802.47	6
<i>National Standards</i>	\$ 3,105.71	\$ 3,105.59	1
<i>External Donations to Main Checking Account</i>	\$ 100.00	N/A	0
TOTAL ACCOUNT VALUE	\$ 226,728.34	\$ 67,415.44	N/A
Schwab Long-Term Investment Accounts	Account Balance	Available Funds	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 14,981.61	\$ TBD	+\$67.79 (.18%)
<i>LF2 Fund</i>	\$ 4,137.16	\$ 0.00*	+\$2.84 (.07%)
<i>Riggs Fund</i>	\$ 6,766.26	\$ 0.00*	+\$4.92 (.07%)
<i>Main Investment Fund</i>	\$ 82,929.30	\$ 271.90	+\$146.18 (.18%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 108,814.33	\$ 432.92	+\$158.58 (.16%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Chapter Affiliation Director Pfaff

No report.

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

No report.

MEETING ADJOURNED AT 10:01 pm EST

Meeting Minutes respectfully submitted by Treasurer Jason E. Zinza.

Future meetings:

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