



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, February 17, 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

Lorraine Flores, Professional Development Chair

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 (left at 9:02 pm EST)

Special Committee: Conference Chair, Kristine Hall (left at 8:00 pm EST)

Treasurer [vacant]

Absence(s):

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

MOTION #2019-18: I, James Wilson, move that the Board approve the meeting minutes from 02/03/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

3. President's Report

- a. Accolades. Want to recognize each Board member for putting forth tremendous effort in accomplishing tasks over the past two weeks. The dedication to ASLTA is appreciated.
- b. Attending an initial meeting with NAD, CIT, CCIE representatives on February 18. Coordinators are reaching out to affiliated groups like ASLTA, NBDA, and Council de

- Manos for collaboration on developing standards for accrediting interpreter training programs. ASLTA will advocate for having higher standards for ASL-teaching faculty.
- c. Follow up with the preliminary hotel contract for the 2021 NPDC Co-Chairs. To date, President Smith-Warshaw has not received the preliminary contract for the 2021 conference hotel Conference Co-Chairs Lori Woods and Arlon Nash.

ACTION ITEM: Vice President Wilson and Professional Development Chair Flores to contact the 2021 conference co-chairs for follow up.

- d. Ad-hoc committee on financial policy update. Ad-hoc committee met (President Smith-Warshaw, ASLHS Coordinator Sharkey, Evaluation Chair Rowley, Professional Development Chair Flores, and Chapters Chair Pfaff) to outline new policies governing how ASLTA will pursue debts owed to ASLTA. Will share draft with the Board when complete.
- e. ASLTA logo update. Members passed Motion #11 at the 2017 NPDC, referring the issue of a logo redesign to the Board. Due to competing priorities since 2017, this topic has not been fully explored.

Discussion ensued on logo redesign efforts.

ACTION ITEM: Special Committee: Communications Director Martin assigned to lead an ad-hoc committee to explore a new design for the ASLTA logo.

ACTION ITEM: Special Committee: Communications Director Martin to put out a call for committee members.

ACTION ITEM: Logo ad-hoc committee to investigate artists, potential costs, a possible timeline towards completion., and also legal implications of DBA (“doing business as”) if changes are made to ASLTA’s public logo (like including a tagline, wording, etc.). At least 7 shirts are needed; some Board members already have shirts.

- f. Polo shirts for ASLTA Board members. Want everybody to look professional during the conference and in any ASLTA-related videos that are shared with members.

ACTION ITEM: Conference Chair Hall to follow up with Route 66 for pricing.

ACTION ITEM: Secretary Zinza to investigate receipts from previous shirt orders.

4. Vice President’s Report

- a. Grievance policy and procedures update. Much of the work is completed, and Board members are asked to provide feedback.

ACTION ITEM: President Smith-Warshaw to call a special meeting to focus on reviewing the grievance policy in depth.

ACTION ITEM: Vice President Wilson to send out a Doodle poll for Board members to coordinate a meeting time.

- b. Proposed bylaws amendments update. The proposed amendments are ready for review and feedback from members. The goal is to announce voting begins March 8, 2019 for the next batch of amendments, using the new online voting system.

ACTION ITEM: Special Committee: Communications Director Martin to send an eblast to members inviting feedback by Wednesday, February 20. Members asked to provide feedback on amendments via email to Vice President Wilson's email.

ACTION ITEM: Secretary Zinza to put the proposed bylaws amendments on the ASLTA bylaws tracking page immediately.

- c. Nominations committee update. Have received interest from 2 individuals so far: Brenda Falgier (Iowa; has master certification) and Damon Johnson (Minn). Two others have been in touch and are considering. Applications due February 22, so this is a good start. Will limit the committee to 3. If more apply, then the Board will screen and select 3.

5. Secretary's Report

a. Voting pages update:

- Google Doc vs. WordPress/NinjaForms for vote tally. Voting records will be tallied inside the ASLTA's website database, which is the most secure and fail-safe way to vote.

ACTION ITEM: Secretary Zinza to draft an instruction sheet on how to access the voting results.

- Requesting a decision on whether ASLTA should require a full vote or accept partial votes. Example: Member votes on Motion A, but skips Motion B (doesn't select In Favor, Opposed, or Abstain). How should this be handled?

ACTION ITEM: No partial votes to be accepted, to keep tracking easier to manage.

- Need more test votes ASAP to ensure there are no remaining bugs in the voting system.

ACTION ITEM: Vice President Wilson to ask the Bylaws committee members to vote using the same link Secretary Zinza sent out; ASLHS Coordinator Sharkey to invite C. Yoder

(uncertified) to try to vote for the certified-members-only portion, to check that the certification validation system is operational.

ACTION ITEM: Secretary Zinza to make modifications to the voting portal to reflect feedback from the Board:

1. The “close” button is larger than the “submit” button, which might confuse voters.
2. Use the embedded biography option, rather than a resume link.
3. Provide script to Vice President Wilson to create an ASL set of voting instructions to place on the main voting page.

b. Non-discrimination policy (part of an application for conference support). ASLTA needs to develop a non-discrimination policy.

ACTION ITEM: President Smith-Warshaw to form an ad-hoc committee tasked with developing a non-discrimination policy. Committee members: President Smith-Warshaw, Professional Development Chair Flores, Evaluation Chair Rowley, ASLHS Coordinator Sharkey, and Chapters Chair Pfaff.

c. ASLTA must designate a representative to ACTFL’s LILL (Leadership Initiative for Language Learning) by March 1. Fiscal impact (estimated):

- \$310.00 program fee
- \$433.00 hotel (3 nights)
- \$271.00 airfare (to Nashville, TN)
- \$40.00 books

TOTAL: \$1,054.00.

MOTION #2019-19: I, James Wilson, move to have ASLHS Coordinator Christine Sharkey represent ASLTA at the Leadership Initiative for Language Learning training, hosted by ACTFL, and to split the cost of \$1,054.00 between ASLTA and ASLHS.

Seconded: Lorraine Flores

Vote: Passed

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

- a. ASLTA Bookkeeper time concern. Bookkeeper is focusing on processing conference needs first, which might cause a backlog for Evaluation and ASLHS. Backlog expected to end in late March.
- b. Budget update: Membership dues shortfall (as of 2/15/19) is \$11,155.00 compared to 2017-2018. Breakdown: Supporting Membership is -\$550.00; Associate Membership is -\$3,400.00; Certified Membership is -\$7,100.00. Combined with shortfalls from Evaluation & ASLHS revenue, total income shortfall is \$26,459.53.

ACTION ITEM: Acting Treasurer Zinza to provide Evaluation Chair Rowley with a list of certified members who have not renewed membership for 2018-2019. Rowley will contact each via email.

- c. MailChimp expense. ASLTA now has more than 2,000 subscribers so the free MailChimp service has ended. Must either reduce subscribers or begin paying \$30.00 per month for service. Board budgeted \$250.00 for MailChimp services, so money is already set aside.

MOTION #2019-20: I, Jason E. Zinza, move that ASLTA begin paying \$30.00 for MailChimp services.

Seconded: Lorraine Flores

Passed: Passed

- d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	137	118	145
Associate	404	377	445
Certified	179	178	250
Institutional	9	9	8
Chapters	1	1	10
Conference	253 (13 pending)	170 (+ 5 pending)	500

- e. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 46,455.86	\$ 40,621.00
Evaluation Program	\$ 7,338.45	\$ 8,565.04
Main Checking	\$ 118,703.39	\$ 70,949.74
NPD Conference	\$ 20,002.46	\$ 12,762.23
National Standards	\$ 3,104.17	\$ 3,104.17

Project		
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Schwab Investment:

Account Name	Account Balance	Available Funds
LF2	\$ 3,818.18	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,395.45	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,233.43	\$ 0.00 (until \$10,000)
Main Investment	\$ 72,093.45	\$ 72,093.45
Money Market Fund (cash)	\$ 7,513.97	\$ 7,513.97
TOTAL ACCOUNT VALUE	\$ 97,054.48	

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. Met with the Regional Representatives. Acting Treasurer Zinza and Professional Development Chair Flores joined to discuss chapter renewal and conference planning issues.
- Time for chapters to meet will be dedicated during the 8th track during the conference.
 - Chapter renewal processes need to be streamlined to reduce chapter frustration. To do so, Chapters Chair Pfaff needs to gather leadership contact info for chapters.

ACTION ITEM: Secretary Zinza to put the chapter profile and renewal dues form online.

ACTION ITEM: Chapters Chair Pfaff to reach out to chapters and obtain leadership contact information.

ACTION ITEM: Chapters Chair Pfaff to make a vlog encouraging chapter leadership to fill out the profile info form.

MOTION #2019-21: I, Beatrice Pfaff, move that ASLTA waive the local ASLTA chapter dues for 2018-2019. If a chapter has already paid for 2018-2019, then the chapter will have its fees waived in 2019-2020.

Seconded: Amy June Rowley

Vote: Passed

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

- a. ASL Literature pre-conference workshop update. Ben Jarashow has committed to providing a pre-conference workshop on ASL literature; course length will be one full day, followed by some additional assignments after the session concludes. This is intended to support those individuals interested in obtaining ASLTA certification.
- b. Fees for Ben Jarashow: Proceeds to be divided 50-50.

MOTION #2019-22: I, Amy June Rowley, move that the Board approve the drafting of a contract letter inviting Ben Jarashow to present on ASL Literature as a pre-conference workshop, and waive his conference registration, and to divide the proceeds 50-50.

Seconded: Lorraine Flores

Vote: Passed

ACTION ITEM: Professional Development Chair Flores to draft the contract letter to Ben Jarashow, and share with the Board prior to sending it to him.

c. Awards committee update: **TABLED**

d. Met with Chapters Chair Pfaff and the Regional Representatives to discuss the pros and cons of having a conference chair position vs. hiring a conference planner. They provided feedback. Several of them had experience running a conference. Will continue doing research with RID to find out more info about the pros and cons of hiring a conference planner. Will share with Board at future date.

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

- a. Conference registration update. Pricing deadline extended through to conference. Payment plans continue to be accepted, and must be paid off by June 1, 2019.

ACTION ITEM: Conference website payment page must be updated.

- b. Sign ups for pre-conference workshops to begin March 1. Still working out logistics issues with room size / crowd limits. Flyer for two free workshops and a separate flyer for the ASL literature workshop to go out.

- c. Pre-registration is online using the same EVENTS option online. People will see the ASL literature course option.
- d. 38 presenters have confirmed; 2 backed out. Members will be able to set up their own conference workshop by creating a calendar in the events page. Will direct people to this events page.
- e. Embassy Suites hotel rooms. Our overflow hotel. Recently inked contract at \$199.00 per night. More expensive than the Hyatt but the conference obtained the best discounted rate possible and includes breakfast with cheaper parking option.
- f. Several members of the conference team to do a site visit at the hotel on February 22.
- g. Sponsorships update: CIT recently committed. Others have signed up or declined to sponsor. VRSII won't be known until closer to the conference.

MEETING ADJOURNED AT 9:45 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

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