



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, March 10, 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

Jason E. Zinza, Secretary/Acting Treasurer

Amy June Rowley, Evaluation Chair (excused at 8:00 pm EST)

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Christine Sharkey, ASLHS Coordinator

Lorraine Flores, Professional Development Chair

Special Committee: David Martin, Communications

Special Committee: Kristine Hall, Conference Chair (excused at 8:45 pm EST)

Absence(s):

James Wilson, Vice President

Guest:

Lori Woods (Ohio), 2021 Conference Co-Chair (joined at 8:00 pm EST; departed at 8:45 pm EST)

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

MOTION #2019-28: I, Lorraine Flores, move to approve the meeting minutes from 3/03/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

3. President's Report

- a. Proposed Bylaws Amendment #8 concern. Current proposal from the Bylaws committee requires ASLTA master certification for all Board member positions, with the role of Treasurer given one year to gain such certification and the ASLHS Coordinator requiring any ASLTA certification as outlined by the MOU. The concern is that there are insufficient numbers of people with master certification to operate

ASLTA. This is a serious issue that could potentially have a negative impact on the Association. Discussion occurred on the pros and cons of this proposed amendment and the potential impact on ASLTA. Certified member statistics were examined.

ACTION ITEM: Vice President Wilson to inform the Bylaws committee that the Board has determined that the proposed master ASLTA certification requirement for Board positions is not feasible. Positions of President, Vice President, Evaluation Chair and Professional Development Chair to be required to have master certification; Secretary, Treasurer, Chapters Chair, and the proposed Communications Chair to have any ASLTA certification.

- b. Announce three vacant Board positions up for election (Vice President, Treasurer, and Communications Director). Professional Development Chair Flores to serve as the liaison between the Elections and Nominations committee and the Board. One more individual is needed to serve on the committee.

ACTION ITEM: Professional Development Chair Flores to ask Elections and Nominations committee members (Brenda Falgier and Damon Johnson) to recommend a third person to join the committee.

- c. Polo shirts for Board members. Really want standardized shirts for all ASLTA videos, plus to allow for visibility during the conference. JohnnyBattle.com is running a free embroidery promotion, which would bring the cost to approximately \$25.00 each for a navy blue polo shirt (the same style as the older shirts). Board members who do not have ASLTA shirts offered to pay for them out of their own pocket, rather than using ASLTA funds.

ACTION ITEM: President Smith-Warshaw to coordinate the shirt order. Board members to individually reimburse the President for the shirts.

ACTION ITEM: Chapters Chair Pfaff to take pictures of the ASLTA shirt's label showing the composition (cotton/rayon, etc.) and send them to President Smith-Warshaw.

- d. Invited guest. President Smith-Warshaw invited Lori Woods, 2021 Conference Co-Chair, to join the Board meeting at 8 pm EST to give an update about the Ohio 2021 conference and receive answers to some questions the committee has.
- e. Would like to send a thank-you letter to NAD for referencing ASLTA in its recent open letter to ASHA (American Speech Hearing Language Association).

ACTION ITEM: Secretary Zinza to draft a letter and share it with the Board for approval.

4. Vice President's Report

No report.

5. Secretary's Report

- a. Received a request from a state chapter for a formal response from ASLTA clarifying what "advocacy" means and what limits exist for ASLTA and ASLTA chapters regarding advocating for particular issues that are political in nature. What guidelines exist for political action that does not harm ASLTA or its state chapters or violate laws governing nonprofit organizations? ASLTA does not have any guidelines in place, so this resource will need to be developed.

ACTION ITEM: Secretary Zinza to research how other non-profits address this issue, and contact certified Parliamentarian Mark Apodaca for suggestions or guidance.

- b. Proposal: ASLTA to become an organizational sponsor of RID CEUs. Eliminates need to find CEU sponsors who charge reasonable fees for conference CEUs; can also offer the service as a benefit to state-level ASLTA chapters to increase value.

Requirements:

- Complete online training (approximately 15 hours);
- Become familiar with RID CMP policies (CMP = Certification Maintenance Program);
- Maintain records that can / will be audited regularly;
- Select a primary person responsible to serve in the position;
- Is not required to have RID certification or have RID membership.

Fiscal impact: \$300.00 one-time application fee, non-refundable.

Discussion took place on this proposal. Concerns that this might not be fiscally feasible over the long term, as well as maintaining records and documentation might become burdensome. Resolution: Table this idea until 2019-2020 and examine it further at that time.

ACTION ITEM: Evaluation Chair Rowley to contact conference committee professional development chair Keith Gamache, Jr. with suggestions for possible CEU sponsors.

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

- a. Requesting ASLTA review the purpose and benefits given to institutional members. Primary issue: MemberPress doesn't allow for an ASLTA member to be an institutional member - has to be one or the other. This affects most of the institutional member accounts. This problem was shelved for 2018-2019, and resolution is needed for 2019-2020.

ACTION ITEM: President Smith-Warshaw appointed an ad hoc committee to overhaul the benefits offered to institutional members. Committee members: ASLHS Coordinator

Sharkey, Chapters Chair Pfaff, and Special Committee Communications Director Martin. Suggest to contact an institutional member to serve on the committee as well.

b. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	145	144	145
Associate	423	416	445
Certified	181	181	250
Institutional	9	9	8
Chapters	2	1	10
Conference	268	263	500

c. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 46,458.47	\$ 42,905.99
Evaluation Program	\$ 9,646.92	\$ 9,536.03
Main Checking	\$ 122,572.75	\$ 62,262.99
NPD Conference	\$ 37,309.20	\$ 30,055.47
National Standards Project	\$ 3,104.29	\$ 3,104.29

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ 3,805.93	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,374.63	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,212.46	\$ 0.00 (until \$10,000)

Main Investment	\$ 71,731.11	\$ 71,731.11
Money Market Fund (cash)	\$ 7,534.92	\$ 7,534.92
TOTAL ACCOUNT VALUE	\$ 96,659.05	

7. Chapter Affiliation / Bylaws Chair Pfaff

No report.

8. Evaluation/Certification Rowley

- a. Ad hoc committee update. Evaluation Chair Rowley, Special Committee Communications Director Martin, and Secretary Zinza met to develop a solution to encourage re-activation of certification and membership for those whose ASLTA certification has lapsed. Points:
- Many individuals have fallen behind in certification maintenance or membership dues, and catching up becomes too expensive, which discourages reinstatement.
 - A considerable number of individuals could be reinstated if fees were less of a barrier (approximately 200+).
 - Reactivating these individuals would increase the number of people eligible to serve ASLTA in leadership positions.
 - The proposed policy is intended to encourage individuals to reinstate their ASLTA certification and membership by paying a flat rate fee of \$500.00.
 - This proposed policy applies only to those certified under the old system.
 - This proposed flat fee would apply to all individuals who have lapsed certification, regardless of how many years one is in arrears or how much it would cost to be reinstated in the current process (paying all past membership dues, all past certification extension fees, and all past certification renewal fees).
 - The proposed policy would allow a one-time-only use.
 - Individuals could make payments over time but the flat fee must be paid off within one year.
 - If the policy proposal is approved, then it would go into effect immediately.

ACTION ITEM: Evaluation Chair Rowley to draft a policy outline and share it with the ad hoc committee for review. After revisions, to be presented to the Board for motion in April.

9. Professional Development Chair Flores

- a. Awards committee update. No applications from individuals to serve on the Awards committee.

ACTION ITEM: Professional Development Chair Flores to join the next Regional Representatives committee meeting to request help in recruiting members.

ACTION ITEM: Professional Development Chair Flores to draft another call for Awards committee members with a link to the Google Doc committee application. Special Committee Communications Director Martin to release an eblast immediately.

- b. Nomination Committee update: Three members have applied (Damon Johnson, Brenda Falgier, Katie O'Brien) and will meet next week.

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. Hotel update regarding the Hyatt and Embassy Suites (overflow hotel). The Hyatt is full. Rooms are available at the Embassy Suites.

13. Special Report: 2021 Conference Co-Chair Woods

- a. President Smith-Warshaw welcomed 2021 Conference Co-Chair Lori Woods. Co-Chair Arlon Nash couldn't make the meeting.
- b. A Google Doc outlining the 2021 conference plans have been shared with the Board. Please review the plans immediately. If approved, then Co-Chair Woods will ask the conference hotel to send the contract to President Smith-Warshaw.
- c. Co-Chair Woods proceeded to ask 10 specific questions that needed responses from the Board, regarding processes, timelines, and various conference options.

MEETING ADJOURNED AT 9:00 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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