



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, May 5, 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  
Lorraine Flores, Professional Development Director  
Christine Sharkey, ASLHS Coordinator  
Beatrice Pfaff, Chapter Affiliation Director  
Special Committee: David Martin, Communications Director

Absence(s):

Amy June Rowley, Evaluation and Certification Director  
Special Committee: Kristine Hall, Conference Chair  
James Wilson, Vice President

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

**MOTION #2019-38:** I, Lorraine Flores, move to approve the meeting minutes from 04/28/19 as read.

**Seconded:** Jason E. Zinza

**Vote:** Passed

### 3. President's Report

- a. **TABLED** from 4/28/19: A request for legislative assistance regarding ASL teacher qualifications from Minnesota ASLTA. Damon Johnson contacted ASLTA regarding the state's stance on ASLTA certification. Will seek additional information from Evaluation and Certification Director Rowley. **TABLED** until next meeting.

### 4. Vice President's Report

No report.

### 4. Secretary's Report

- a. Requesting clarification: How to handle conference motions submitted electronically. Add the motion to the motions tracker list and add a “C” to designate the motion as conference-related.

**ACTION ITEM:** Secretary Zinza to share the motions that come in electronically on the team drive.

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

- a. Finances update. Currently \$1,615.00 below membership revenue goal for 2019. Strong growth in Associate membership helping offset deficit from Certified membership dues.
- b. Refund dispute: ASLTA member R.T. (name withheld for privacy). Member insisting on a full refund despite published refund policy.

**ACTION ITEM:** Acting Treasurer Zinza to schedule a meeting with RT, President Smith-Warshaw, and Conference Chair Hall.

- c. Several groups of conference attendees have paid reduced rates (members-only, students, and scholarship recipients) without having ASLTA membership. Unclear why the registration system has not prevented them from registering but this is clearly an error that needs to be corrected.

**ACTION ITEM:** Acting Treasurer Zinza to contact these individuals and request they either join ASLTA or pay the registration rate they should have paid.

**MOTION #2019-39:** I, Bea Pfaff, move that ASLTA require conference attendees to be either members of ASLTA or pay the full non-member published rate. This applies to students and those receiving conference scholarships.

**Seconded:** Christine Sharkey

**Vote:** Passed

- d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	168	164	145
Associate	483	474	445
Certified	188	187	250
Institutional	10	10	8
Chapters	8	7	10

Conference		370	500
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e. Bank Balance Update

**Bank of America:**

<b>Account Name</b>	<b>BoA Balance</b>	<b>QuickBooks Balance</b>
ASL Honor Society	\$ 58,035.19	\$ 56,614.59
Evaluation Program	\$ 9,350.49	\$ 10,364.51
Main Checking	\$ 164,685.01	\$ 76,152.07
NPD Conference	\$ 49,574.45	\$ 39,022.27
National Standards Project	\$ 3,104.55	\$ 3,104.42

**Schwab Investment: (site down due to maintenance at time of meeting)**

<b>Account Name</b>	<b>Account Balance</b>	<b>Available Funds</b>
LF2 Fund	\$ N/A	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ N/A	\$ 0.00 (until \$10,000)
Riggs Fund	\$ N/A	\$ 0.00 (until \$10,000)
Main Investment	\$ N/A	\$ N/A
Money Market Fund (cash)	\$ N/A	\$ N/A
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ N/A</b>	<b>\$ N/A</b>

**7. Chapter Affiliation Director Pfaff**

- a. Bylaws committee update: 5 of 6 Bylaws committee members are attending conference. Members are disappointed in the lack of communication regarding the need for members to gather in the evenings prior to the General Business Meetings, as well as work during the meetings themselves. The committee is meeting on Tuesday, May 7, to iron out differences and clarify expectations.
- b. Chapters banquet update: Need 50 people to ensure the best price at Seasons 52 across from the Hyatt. Working on contacting chapters to see if they plan to attend the banquet at the conference. Am concerned by not meeting this number, which would make ASLTA responsible to pay the difference. Discussion ensued.

**ACTION ITEM:** Chapter Affiliation Director Pfaff to cancel the proposed chapters banquet at Seasons 52 and look for an alternate location for 20-25 attendees.

c. Pleased to report ASLTA now has 10 active chapters. Pennsylvania ASLTA is motivated to reactivate; New Mexico is moving slowly but still interested.

**ACTION ITEM:** Secretary Zinza to send an updated list of chapters that have paid dues for this year and the rest who have not to Chapter Affiliation Director Pfaff.

f. Some chapters have expressed interest in possibly bidding to host the 2023 conference and would like to review the conference guidelines. Still unresolved is the idea to hire a conference planner rather than rely on conference committees to host future conferences.

**ACTION ITEM:** Professional Development Director Flores to give Chapter Affiliation Director Pfaff the conference guidelines.

## **8. Evaluation and Certification Director Rowley**

(given by President Smith-Warshaw)

a. CEU update. Evaluation and Certification Director Rowley has a potential lead for conference CEU processing. Secretary Zinza has also discussed CEU sponsorship with Angela Funke from Northern California and is moving forward with processing the paperwork needed.

**ACTION ITEM:** Secretary Zinza to update the Board via Marco Polo regarding the CEU sponsorship.

## **9. Professional Development Director Flores**

a. ASL Literature pre-conference workshop update: Possible venue change from the Children's Museum to the Hyatt hotel. More information coming.

## **10. Special Committee: Communications Director David Martin**

No report.

## **11. Special Committee: ASL Honor Society Coordinator Sharkey**

a. ASLHS conference scholarship update: Applications are coming in. Looking forward to sponsoring at least two attendees to the conference.

b. ASL Literature competition update: Jessica Parker is managing the competition and doing a great job. Reports the highest-ever number of entries and participants. Has postponed the winners announcement date due to needing more time to process and have the judges evaluate each entry.

- c. ASLHS conference banquet update: Registration now open for ASLHS members to attend the banquet dinner. Cost is \$10.00 per person. Open only to ASLHS members.

**ACTION ITEM:** Communications Director Martin to send an eblast to members informing them of the ASLHS banquet and provide a link to the information page. Will emphasize only ASLHS members may attend this banquet.

**12. Special Committee: 2019 NDPC Conference Chair Hall**

No report.

**MEETING ADJOURNED AT 8:55 pm EST**

Meeting Minutes respectfully submitted by Secretary Zinza.

**Future meetings:**

- May 9, 2019 at 8:30 pm EST (conference focus)
- May 17, 2019 at 8:30 pm EST (conference focus)
- May 19, 2019 at 6:30 pm EST
- June 2, 2019 at 6:30 pm EST
- June 6, 2019 at 8:30 pm EST (conference focus)
- June 9, 2019 at 6:30 pm EST
- June 25 - July 3, 2019 (all day)
- 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