



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Face-to-Face Board Meeting Minutes

Location: San Diego, CA

Wednesday, June 26, 2019

Time: 8:00 AM [PST]

### 1. Roll Call

Janice Smith-Warshaw, President

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Director

Beatrice Pfaff, Chapter Affiliation Director

Amy June Rowley, Evaluation and Certification Director

David Martin, Communications Director

Absence(s):

James Wilson, Vice President (arriving on 6/27/19)

Christine Sharkey, ASLHS Coordinator (arriving on 6/26/19)

Special Committee: Kristine Hall, Conference Chair

### 2. Meeting called to order at 8:30 am PST

**MOTION #2019-70:** I, Lorraine Flores, move to approve the Board meeting minutes from 06/25/19 as read.

**Seconded:** Beatrice Pfaff

**Vote:** Passed

### 3. President's Report

- a) Parliamentarian Mark Apodaca's advice on ensuring an efficient general business meeting requires developing an agenda and adopting standing rules. Board members developed an agenda for the general business meetings. Vice President James Wilson developed standing rules that will be reviewed after he arrives in San Diego.
- b) David Martin is now in full compliance with ASLTA certification requirements set forth in the ASLTA Bylaws. Want to make sure that this is recorded in the minutes.

- c) Want to make the list of all ASLTA Board meeting and General Business Meeting motions available to members, to increase transparency.

**ACTION ITEM:** Jason Zinza to add the motions file to the members-only section of the website by the end of August (or earlier, if time allows).

- d) Parliamentarian Mark Apdoaca suggested that minutes from the 2017 general business meeting be reviewed by members at the 2019 general business meeting, though it is unknown whether members from 2017 will be present at the 2019 meeting. Because of this, Apodaca suggests the minutes be approved by the Board.

**MOTION #2019-71:** I, Amy June Rowley, move to approve the meeting minutes from the 2017 ASLTA general business meetings as corrected.

**Seconded:** Lorraine Flores

**Vote:** Passed

- c) Mark Apodaca also suggested that the minutes from the final Board meeting at the 2017 ASLTA NPDC be approved by the Board, or by appointing a committee. In the interest of time, the Board prefers to approve those minutes.

**MOTION #2019-72:** I, Amy June Rowley, move to approve the Board meeting minutes from 07/04/17 as corrected.

**Seconded:** Lorraine Flores

**Vote:** Passed

- e) Review of old motions / action needed motions from 2005. Remaining: #4 from 2005; #9 from 2011; un-numbered motion from 2014; Motion #17 from 2015. All four motions require a writing committee to complete.

**ACTION ITEM:** President Janice Smith-Warshaw to form an ad hoc writing committee. Announcement to be released to members after the conference ends.

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

No report.

#### **4. Secretary's Report**

- a. Would like to update ASLTA's confidentiality agreement. The current form is not directly applicable to ASLTA (looks like it was cut-and-pasted from another organization). Will need to examine it more in-depth.

**ACTION ITEM:** Jason and several Board members to review the confidentiality agreement before August 31.

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

- a. Members have expressed interest in a multi-year membership option. There is a potential negative fiscal impact in the short run that could be offset by a positive fiscal impact in the long run. Membership tends to drop by about 10 - 15% in the non-conference year. Discussion ensued.
  - Will do a pilot for one year (2019-2020) to track response and any revenue loss/gain.
  - 10% discount offered to those who renew membership for two years.

**ACTION ITEM:** Develop a two-year membership option form.

- b. Need to create dues for two new membership categories: Retired and Retired+Certification. Discussion ensued. New fees: \$50.00 for both categories.
- c. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	218	216	145
Associate	525	519	445
Certified	193	191	250
Institutional	10	10	8
Chapters	13	10	10
Conference	524 (paid)	479	500

- d. Bank Balance Update

**Bank of America:**

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 61,441.39	\$ 63,798.97
Evaluation Program	\$ 7,607.52	\$ 10,347.97
Main Checking	\$ 158,438.61	\$ 43,795.23
NPD Conference	\$ 90,969.95	\$ 82,035.77
National Standards Project	\$ 3,104.68	\$ 3,104.42

**Schwab Investment:**

<b>Account Name</b>	<b>Account Balance</b>	<b>Available Funds</b>
LF2 Fund	\$ 3,932.17	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 7,610.18	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,422.27	\$ 0.00 (until \$10,000)
Main Investment	\$ 80,073.18	\$ 80,073.18
Money Market Fund (cash)	\$ 514.52	\$ 514.52
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 98,552.32</b>	<b>\$ 80,587.70</b>

**7. Chapter Affiliation Director Pfaff**

Waive chapter dues for social aslta in recognition of their hosting of the 2019 conference.

**8. Evaluation and Certification Director Rowley**

No report.

**9. Professional Development Director Flores**

- a. All awards ordered from DeafRoot have arrived without any shipping damage.
- b. ASL Literature pre-conference workshop is completely sold out. Would like to offer the same course at the 2021 conference, or Deaf Culture/ Community or ASL Linguistics. ASL Literature is less readily available, so might offer that again.

**10. Communications Director David Martin**

- a. Newsletter concern. Propose dropping “newsletter” as a member benefit in favor of an Annual Report, plus maintain the high frequency eblasts that ASLTA has favored over the past two years. Discussion ensued. Board adopted this approach and will drop newsletter from member benefits.

**ACTION ITEM:** James Wilson to inform the Bylaws committee to remove all mention of “newsletter” from the Bylaws for a vote by members in Phase 6.

- b. Need an updated institutional member graphic for display during the conference. Was supposed to be included in the conference program book but looks like it was overlooked. Really want institutional members to be acknowledged and appreciated. Will show the graphic prominently at multiple opportunities and will make sure to show appreciation during key moments (business meetings, during announcements, etc.)

**ACTION ITEM:** Jason Zinza to create a revised institutional member graphic.

c. Need to have members review the 2017 General Business meeting minutes.

**ACTION ITEM:** Send an eblast immediately to all members.

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

No report.

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

No report.

**MEETING ADJOURNED AT 10:45 pm PST**

Meeting Minutes respectfully submitted by Secretary Zinza.

**Future meetings:**

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