



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Face-to-Face Board Meeting Minutes

Location: San Diego, CA

Thursday, June 28, 2019

Time: 9:00 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

James Wilson, Vice President

Christine Sharkey, ASLHS Coordinator

Absence(s):

Special Committee: Kristine Hall, Conference Chair

2. Meeting called to order at 9:20 am PST

MOTION #2019-80: I, Amy June Rowley, move to approve the Board meeting minutes from 06/27/19 as read.

Seconded: Beatrice Pfaff

Vote: Passed

3. President's Report

- a. Began by jumping into the things to do and creating a priority list for the board.

4. Vice President's Report

- a. Bylaws revisions overview. Compared the original 2003 version with the newly updated version (up through Phase 5 amendments). There are a few bugs that were

overlooked (for instance, Article II mentions the home office administrator). These minor errors need to be remedied.

- b. The bylaws clearly call for a 5 year plan. ASLTA needs to engage with that.
- c. Need to remove “newsletter and pertinent mailings” from the Bylaws and substitute with “Association’s communications.”

4. Secretary’s Report

No report.

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

- a. Budget surplus of approximately \$33,000.00 from 2018-2019 needs to be allocated.

Discussion ensued.

- \$4,000.00 directed to long-term Schwab accounts.
- \$2,000.00 directed to the 2018-2019 CED affiliation fee.
- \$8,000.00 set aside for the 2021 conference payment due in December 2019.
- \$7,000.00 set aside for a rainy day reserves fund.
- \$2,000.00 directed to Professional Development as seed money for one (or more) professional development opportunities for members on 2019-2020.
- \$10,000.00 directed to create an ASLTA promotional video.

MOTION #2019-83: I, David Martin, move to accept the 2018-2019 budget surplus allocations as follows: \$4,000.00 to Schwab Investments; \$2,000.00 to CED; \$8,000.00 for the 2021 conference deposit; \$7,000.00 to create a rainy-day reserves fund; \$2,000.00 for professional development projects during 2019-2020; \$10,000.00 to create an ASLTA promotional video.

Seconded: James Wilson

Vote: Passed

- b. Membership goals for 2019-2020 that will inform the budget:

- Supporting members: 200
- Associate members: 425
- Certified members: 200
- Retired members: 10
- Retired + certified members: 10
- Institutional members: 15

ACTION ITEM: Jason E. Zinza to develop a 2019-2020 budget outline based on the figures above and share with the Board.

- c. here is an unexpected AV charge to provide AV support in the ballroom for the business meetings. The original contract did not include the cost of an individual to operate the camera to zoom in to the person signing on the platform. The cost is \$150.00 per hour, in 5 hour minimum chunks. \$750.00 x 2 business days =

\$1,500.00. Conference budget is exhausted. Discussion ensued. Will not fund this unexpected charge.

- d. ASLTA Bookkeeper needs reliable internet access throughout the conference to complete her work.

MOTION #2019-81: I, David Martin, move that ASLTA purchase internet access for the ASLTA bookkeeper for the duration of the ASLTA conference, at a cost of \$155.00 / \$31.00 per day, to come from the general budget.

Seconded: Christine Sharkey

Vote: Passed

- c. An invoice for conference-related artwork (posters) needs to be paid.

MOTION #2019-82: I, Amy June Rowley, move to pay Ego ID the amount of \$280.15 for conference-related artwork from the conference account.

Seconded: Beatrice Pfaff

Vote: Passed

- d. Membership Update (see chart below).

Category	Current #	Last Meeting	2018-19 Goal #
Supporting	N/A	N/A	145
Associate	N/A	N/A	445
Certified	N/A	N/A	250
Institutional	N/A	N/A	8
Chapters	N/A	N/A	10
Conference	N/A	N/A	500

- e. 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:

Account Name	Account Balance	Available Funds
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
TOTAL ACCOUNT VALUE	\$ 98,552.32	\$ 80,587.70

7. Chapter Affiliation Director Pfaff

No report.

8. Evaluation and Certification Director Rowley

No report.

9. Professional Development Director Flores

- a. Would like to encourage people to attend the 2021 conference by offering a deposit discount. By paying the deposit now, members would lock in the most favorable registration amount and receive advance notice of 2021 conference deadlines.

MOTION #2019-84: I, Lorraine Flores, move to offer 2019 conference attendees a special deposit deal of \$50.00 to lock in the lowest 2021 conference registration fee. Offer is good only during the 2019 conference.

Seconded: James Wilson

Vote: Passed

ACTION ITEM: Jason Zinza to create a deposit flyer.

10. Special Committee: Communications Director David Martin

- a. Creating a schedule for Board members to staff the ASLTA booth. There are 15 slots that need to be filled in 1-hour increments. Please tally common questions that will populate the FAQ on the ASLTA website.
- b. Will make a major push to encourage donations to benefit the three restricted funds. Will create posters for people to see a visual reminder.

11. Special Committee: ASL Honor Society Coordinator Sharkey

- a. Been working on the business meeting PowerPoint. Asking Board to review the content to ensure accuracy.

12. Special Committee: 2019 NDPC Conference Chair Hall

- a. Bags to be stuffed on Saturday morning and requests Board assistance.

MEETING ADJOURNED AT 9:30 pm PST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

June 25 - July 3, 2019 (all day)
August 11, 2019 at 6:30 pm EST
September 8, 2019 at 6:30 pm EST
October 13, 2019 at 6:30 pm EST
December 15, 2019 at 6:30 pm EST
January 12, 2020 at 6:30 pm EST
February 9, 2020 at 6:30 pm EST
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