



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, August 11, 2019 Time: 7:00 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President
James Wilson, Vice President
Jason E. Zinza, Treasurer / Interim Secretary
Lorraine Flores, Professional Development Director
Christine Sharkey, ASLHS Coordinator
Beatrice Pfaff, Chapter Affiliation Director
David Martin, Communications Director
Amy June Rowley, Evaluation and Certification Director

Absence(s):

2. Meeting called to order at 7:04 pm EST

3. President's Report

- a. Several outstanding payments from the conference need to be made.
- b. Investigating availability for the Board to meet with the three keynote presenters from the 2019 conference.

4. Vice President's Report

No report.

5. Secretary's Report (reported by Jason E. Zinza)

- a. Conference attendees who purchased mugs have not received them. Who is the point of contact for this issue?

ACTION ITEM: Communications Director Martin to take the lead on the mug issue.

- b. Conference minutes from the 2019 General Business Meeting have been reviewed by the minutes committee and approved by each individual.

ACTION ITEM: Interim Secretary Zinza to upload the conference minutes to the website.

6. Treasurer’s Report

- a. 2019-2020 membership renewal reminders have gone out. Members are renewing for both one-year and two-year options.
- b. 2017 and 2018 tax returns filed. CPA sent the forms to Rochester and President Smith-Warshaw’s home for signature. Will find out of any penalties for the late filings.
- c. Once the ASLTA Bookkeeper finishes conference-related transactions, ASLTA will be ready for the audit. Will get pricing information.
- d. Must record volunteer hours!

- e. 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

- f. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 64,101.99	\$ 61,322.54
Evaluation Program	\$ 7,395.38	\$ 7,723.37
Main Checking	\$ 82,765.76	\$ 36,491.34
NPD Conference	\$ 71,474.28	\$ 6,911.02
National Standards	\$ 3,104.94	\$ 3,104.94

Project		
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Schwab Investment:

Account Name	Account Balance	Available Funds
LF2 Fund	\$ NA	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ NA	\$ 0.00 (until \$10,000)
Riggs Fund	\$ NA	\$ 0.00 (until \$10,000)
Main Investment	\$ NA	\$
Money Market Fund (cash)	\$ NA	\$
TOTAL ACCOUNT VALUE	\$ NA	\$

7. Chapter Affiliation Director Pfaff

- a. Chapter guidelines development committee is starting up. Beatrice Pfaff serving as chair of the committee.

8. Evaluation and Certification Director Rowley

No report.

9. Professional Development Director Flores

- a. Conference survey results are overwhelmingly positive.
- b. 2021 Conference update. The coordinators are planning a golf fundraiser for the 2021 conference and would like one or more Board representatives to attend. The event is estimated for June 2020. The Board site visit can be scheduled to coincide with the event if 2020 income allows for a face-to-face meeting.

ACTION ITEM: Interim Secretary Zinza to send Professional Development Director Flores the ASLTA confidentiality agreement for 2021 conference co-chairs Lori Woods and Arlon Nash to sign.

10. Communications Director David Martin

- a. Secretary position update. There has been informal expressions of interest in the position from individuals who attended the conference. Would like to send an eblast to all members to invite participation.

ACTION ITEM: Communications Director Martin to send an eblast to all members promoting the vacant Secretary position and include the Google document application form.

11. ASL Honor Society Coordinator Sharkey

No report.

MEETING ADJOURNED AT 8:34 pm EST

Meeting Minutes respectfully submitted by Secretary Zinza.

Future meetings:

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