



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, September 13, 2020 Time: 6:30 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President
Jason E. Zinza, Treasurer
David Martin, Communications Director
Lorraine Flores, Professional Development Director
Amy June Rowley, Evaluation and Certification Director
Bo Clements, Chapter Affiliation Director
Jessica Parker, ASLHS Coordinator
Rhonda Jennings-Arey, Secretary
Lori Woods, 2021 Conference Co-Chair
Arlon Nash, 2021 Conference Co-Chair

Absence(s):

James Wilson, Vice President

2. Meeting called to order at 6:33 pm EST

MOTION #2020-079: I, Jason Zinza, move to approve the meeting minutes from 08/09/2020 as read.

Seconded: Bo Clements

Vote: Passed

3. President's Report

- a. Welcome Jessica Parker, ASLHS Coordinator
- b. ASLTA Board rep for CIT Board meeting (quarterly)
- c. Mark Apodaca, Parliamentarian, will explain about our existing bylaws and virtual business meeting in 2021

Mark Apodaca

The National Parliamentary is silent, COVID19 has caused some changes because RRO (Robert Rules of Order) says that if your bylaws do not say anything about virtual meetings,

etc., you cannot do it, but with the emergency we are facing, not sure what to expect. However, if our bylaws say that we must have a general member meeting every two years, we must have it. If we are still interested in having a business meeting and election, he will be happy to bring in a NAD person to explain how it works and their experience. If we have a business meeting, all members must be notified and have access no matter how many members we have.

- d. Tawny Holmes-Hlibok will explain about her recent experience with virtual National Deaf Education Conference (NDEC)
 - i. Keynote was into two days and the conference used YouTube released links (YouTube lasted shorter than a normal presentation time frame). Suggested that there be at least 2 people experienced with Zoom. Zoom has three levels including webinar. They decided to go with up to 100 and then do FB live. Those who have needs were invited in Zoom. Required people to take a quiz in order to get CEUs and participation in Zoom (first and last of the meeting). Webinar has features where the panelists get a different link from participants. There are features that are problematic such as video/ppt at the same time on Zoom has the right ratio but FB is different. Two years ago they released a keynote video in Instagram live but not workshop content. Purpose is to promote their brand. Zoom has a feature called Zoom Q/A. Need a team of people to help run this type of virtual conference. Need at least 4 to 9 people to run this platform. Pros: more people could come, more people were interested, people are focused, Cons: Technology is hit or miss for example wifi bandwidth has a lot to do with having the conference run smoothly.
- e. Schedule for a virtual town hall meeting with ASLTA members: we are to decide when on a Saturday.

Action Item: Find a date on Saturday in October to do this town hall.

4. Vice President's Report

- a. No Report

5. Secretary's Report

- a. Got an email from someone asking if we had videos showing how to teach ASL like other foreign languages. We might want to think about conducting a project like this.

6. Treasurer's Report

- a. Preliminary 2020-2021 budget sent to Board members for feedback (none yet). Based the budget on 600 members, a reduction of 12% over 2019-2020 and 25% compared to 2018-2019 (and 20% smaller than 2017-2018). Expenses approximately \$72,000 (frozen at 2018-2019 levels). Felt it was wiser to be more

cautious than optimistic regarding membership levels due to Covid and 2021 conference changes. Budget estimate shows \$10,000.00 surplus. Want to remind Board members that this is a cautious estimate. Finalized budget due October 1 so please send me any additional funding needs.

- b. Proposed budget includes \$2,500.00 support for NASL-EHL to partially settle claims to the L1 Initiatives Fund. Currently being negotiated.

MOTION #2020-081: I, David Martin, move that we pay NASL-EHL \$2,500 this year and another \$2,500 next year, conditional on signing the MOA.

Seconded: Lorraine Flores

Vote: Passed

- c. Motion proposal: Would like to include \$2,500.00 for a 2019-2020 audit of ASLTA accounts. Actual price may be higher depending on additional audit needs.
- d. Motion proposal: Would like for ASLTA to renew its affiliate memberships with AADB, ACTFL, CIT, Council de Manos, NADC, NAD, NBDA, and Sacred Circle for 2020-2021. Total cost is \$1,185.00.

MOTION #2020-082: I, David Martin, move that we pay various membership dues.

Seconded: Bo Clements

Vote: Passed

- e. Proposal: Trilingual Online Summit. Would like to see ASLTA send a representative to this online event. Registration fee is \$125.00. September 24, 2020 (7-9pm CST).

MOTION #2020-083: I, David Martin, move that we pay Jessica Parker to go to Trilingual Online Summit.

Seconded: Bo Clements

Vote: Passed

- f. Proposal regarding external donations. Right now, all external donations go to the general account (unless the donor specifies otherwise). How does the Board feel about directing external donations to the restricted funds? Doing so would help grow the restricted fund amounts. Downside: Would mean funds are not available for daily operations.

MOTION #2020-084: I, David Martin, move that we put an unspecified amount of deposit of our four restricted funds, Schwab investments equally.

Seconded: Bo Clements

Vote: Passed

- g. Network for Good donation. ASLTA received \$1,323.00 in August and right now is unallocated. Allocate to restricted funds or to the contingency fund? Amount was donated after the last Board meeting.
- h. LaVerne Cagle Certification Fund. There has been no movement in setting up the proposed fund in 2+ years. I move to close down the account and transfer its assets (\$50.00) to the general fund.

MOTION #2020-085: I, Bo Clements, move that we close the Cagle fund and transfer the \$50 to the Evaluation account.

Seconded: Jason Zinza

Vote: Passed

- i. Policy clarification requested. The annual Evaluation headcount transfers \$10.00 per certified member to the Evaluation account to support activities. Question: Are Certified + Retired members included in the headcount transfer? What about honorary members that are certified? Need clarification.
- j. Policy clarification requested. How to handle dues for newly-certified members? Current practice is for Certified dues to be payable the following year. This is creating issues with members who paid 2-year Associate membership dues, and then became certified. Would like to see a newly-certified member pay the difference between Associate and Certified immediately, and then receive the formal certificate. Other solutions? This is a growing problem as more and more members purchase 2-year memberships.

Action Item: go ahead and do this

- k. Clarification needed. Members are purchasing 2-year Certified memberships and have Provisional certification. Some have purchased memberships through 2023. Any special considerations needed regarding the phase out of the old certification system?
- l. Bank transfers:
 - i. 20% chargeback from ASLHS to ASLTA general fund: \$8,150.60 (for 2019-2020). Completed on 9/10/20.
 - ii. 20% chargeback from PD to ASLTA general fund: N/A (need to work with PD to clear up some issues before transferring funds).
 - iii. Evaluation headcount from ASLTA general fund to Evaluation: \$1,153.00 (for 2019-2020). Completed on 9/10/20.
- m. Strategic Planning Committee update. I am requesting a replacement as chair of the Strategic Planning Committee. I am unable to support the committee in a reasonable fashion due to handling both treasurer and evaluation support. Really struggling and would like to ensure the committee has direct access to the Board.

Action Item: Ask JAMES to take over.

n. Membership update.

Current ASLTA Membership (as of 9/13/20)			
Membership Category	Current #	Last Meeting #	2020-2021 Goal
<i>Supporting - 1 year</i>	46	N/A	85
<i>Supporting - 2 years</i>	44	N/A	36
<i>Associate - 1 year</i>	124	N/A	218
<i>Associate - 2 years</i>	130	N/A	104
<i>Certified - 1 year</i>	66	N/A	100
<i>Certified - 2 years</i>	56	N/A	48
<i>Retired - 1 year</i>	0	N/A	2
<i>Retired - 2 years</i>	0	N/A	2
<i>Retired Certified - 1 year</i>	2	N/A	5
<i>Retired Certified - 2 years</i>	5	N/A	3
TOTAL MEMBERSHIP	473	N/A	603
<i>Institutional Members</i>	4	N/A	15
<i>ASLTA Chapters</i>	6	N/A	10

e. Schwab update.

Current ASLTA Financial Status (as of 9/13/20)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 59,562.94	\$ 75,246.78	55
<i>Evaluation & Certification</i>	\$ 1,906.11	\$ 854.73	1
<i>Main Checking</i>	\$ 154,842.38	\$ -81,159.13	288
<i>Conference</i>	\$ 59,862.84	\$ 37,258.75	2
<i>External Donations to the NPDC</i>	\$ 0.00	N/A	0

<i>(2021 Patrons)</i>			
<i>National Standards</i>	\$ 3,106.63	\$ 3,106.51	1
<i>Professional Development</i>	\$ 4,222.34	\$ 900.08	3
<i>Inclusion & Equity</i>	\$ 100.00	\$ 100.00	0
<i>Investment</i>	\$ 100.00	\$ 100.00	
<i>External Donations to Main Checking Account</i>	\$ 1,323.00	N/A	0
TOTAL ACCOUNT VALUE	\$ 285,026.24	\$ 36,407.72	350
Schwab Long-Term Investment Accounts			
	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 13,059.44	\$ TBD	-\$0.14 (-0.00%)
<i>LF2 Fund</i>	\$ 4,173.85	\$ 0.00*	-\$0.14 (-0.00%)
<i>Riggs Fund</i>	\$ 6,824.67	\$ 0.00*	-\$0.27 (-0.00%)
<i>Main Investment Fund</i>	\$ 81,430.58	\$ 10,237.31	+\$29.03 (+0.04%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 105,488.54	\$ 10,446.30	+ (0.03%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Professional Development Director Flores

- a. No Report

8. Evaluation and Certification Director Rowley

- a. No Report

9. Chapter Affiliation Director Clements

- Regional representatives video
- Next Region reps meeting - Tues. Sept 15.
- We will updated forms from all chapters for feed information/website:
Ohio, MD, WA, SC, FL, Greater Rochester - paid 2020/2021
- Willard ASLTA - Supporting group. The name of the organization will not be converted but just will not be active.

- Ontario, Canada wants to establish an ASLTA chapter.
- SC-ASLTA - Oct 24th - Webinar Mini Conference

10. Communications Director Martin

- Logo committee a little bit laid back but was thinking of between \$300-\$500
- Purchase Final Cut Pro (FCPX). Cost is \$299.00

MOTION #2020-086: I, Bo Clements, move that we pay \$299 to purchase Final Cut Pro X from the contingency fund.

Seconded: Lorraine Flores

Vote: Passed

11. ASL Honor Society Coordinator Parker

- No Report

2021 NPDC Report - Arlon Nash and Lori Woods

- a. Has not told the hotel that we have postponed from 2021 to 2023. We decided to keep the \$8,000 deposit for 2023.
- b. Need to decide for 2021 conference such as will it be conducted in 3-4 days in a row or monthly. That will be determined soon.
- c. We also need to decide about work conference location and what to do with WHOVA

MOTION #2020-080: I, Arlon Nash, move to postpone the conference from 2021 to June 28 to July 1, 2023.

Seconded: David Martin

Vote: Passed

MEETING ADJOURNED AT 9:48 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

Future meetings:

September 27, 2020 at 4:00 pm EST

October 11, 2020 at 6:30 pm EST

October 25, 2020 at 4:00 pm EST

November 8, 2020 at 6:30 pm EST

November 22, 2020 at 4:00 pm EST

December 13, 2020 at 6:30 pm EST