



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, November 11, 2018

Time: 7:15 PM [EST], 6:15 PM [CST], 5:15 PM [MST] & 4:15 PM [PST]

1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President

Lorraine Flores, Professional Development Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Jason E. Zinza, Secretary/Acting Treasurer

Special Committee: Communications, David Martin

Special Committee: ASLHS Coordinator, Christine Sharkey

Treasurer [vacant]

a. Absence(s):

Special Committee: Conference Chair, Kristine Hall

Evaluation Chair, Amy June Rowley

2. Meeting called to order at 7:17 pm EST

MOTION #2018-112: I, James Wilson, move that the Board approve the meeting minutes from 10/23/18 as read.

Seconded: Lorraine Flores

Vote: Passed

MOTION #2018-113: I, Jason Zinza, move that the Board approve the meeting minutes from 10/28/18 as read.

Seconded: Lorraine Flores

Vote: Passed

MOTION #2018-114: I, Beatrice Pfaff, move that the Board approve the meeting minutes from 11/2/18 as read.

Seconded: James Wilson

Vote: Passed

President's Report

- a. Online / e-vote procedures. President Smith-Warshaw developed a draft policy to address online / e-voting procedures for the Board to review.

ACTION ITEM: Place the new online / e-vote vote procedures in the IPPG (Information, Policies, Procedures and Guidelines handbook).

MOTION #2018-115: I, James Wilson, move that the Board enact the proposed online / e-vote policy and procedures as modified.

Seconded: Beatrice Pfaff

Passed: Passed

- b. Cynthia Sanders and grievance policy update. She is interested in developing a draft grievance policy. Has asked for a month's time for preparation. Will invite her to share at the December 9 meeting. Grievance policy to provide a structure to address:
 - Complaints related to those who hold ASLTA certification;
 - Grievances against the Board as a whole;
 - Grievances against individual Board members;
 - Grievances against an ASLTA member.

ACTION ITEM: President Smith-Warshaw to invite Dr. Cynthia Sanders to present her grievance policy outline at the December 9, 2018 Board meeting.

4. Vice President's Report

- a. Non-discrimination policy. ASLTA needs to develop a non-discrimination policy. Completed research on what other non-profits / 501(c)3 organizations use. Will share with Board members for review. The first part is a general non-discrimination statement, followed by the specific policy.

ACTION ITEM: Board members are asked to share any examples of non-discrimination policy language with Vice President Wilson. Deadline: December 1, 2018.

ACTION ITEM: Vice President Wilson to share the proposed non-discrimination statement with ASLTA members via eblast for feedback prior to the December 16, 2018 Board meeting. A final vote on the proposed policy to be completed at that time.

ACTION ITEM: Secretary Zinza to put the non-discrimination policy on the ASLTA website footer for permanent visibility, upon a successful final enactment vote in December.

5. Secretary’s Report

- a. Website development update. Should ASLTA provide space for each chapter affiliate? Suggested content would include chapter leadership / contact info, list a chapter’s Facebook group page / website info, advertise events, etc.

ACTION ITEM: Secretary Zinza to work with Byron Behm to add space dedicated to chapters that are current in their dues on the ASLTA website, as part of the overhaul on the chapter registration / renewal pages.

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

- a. Budget update. Spent \$2,000.00 to Kehr Business Law as a retainer against the threatened legal action by Heart Cruises (see Motion #2018-110). Should this amount come from:
 - ASLTA’s contingency fund? This would leave approximately \$2,500.00 to last the rest of the fiscal year for any unexpected expenses.
 - Budget cuts? This would leave the contingency fund intact. Strongly support cutting the budget rather than taking the \$2,000.00 from the contingency fund.

ACTION ITEM: Board decided to cut spending by at least \$2,000.00.

ACTION ITEM: Board decided to not renew ASLTA’s membership with CED as a cost-saving move. President Smith-Warshaw to draft a letter to CED stating that ASLTA is discontinuing affiliation for the 2018-2019 fiscal year.

- b. CED dues of \$2,000.00 is now due. **DROPPED.**

MOTION #2018-116: I, Beatrice Pfaff, move to suspend ASLTA’s affiliation with CED for the 2018-2019 membership year.

Seconded: Lorraine Flores

Vote: Passed

- c. ASLTA Bookkeeper Maria has been seriously ill and is on the mend. However, she has fallen behind in processing memberships and payments. Intends to be caught up within a week or two.
- d. Membership Update. See membership tally below.

| Category | Current # | Last Meeting | 2018-19 Goal # |
|------------|-----------|--------------|----------------|
| Supporting | 83 | 78 | 145 |

| | | | |
|---------------|-----|-----|-----|
| Associate | 282 | 278 | 445 |
| Certified | 167 | 166 | 250 |
| Institutional | 8 | 8 | 8 |
| Chapters | 1 | 1 | 10 |
| Conference | 76 | 75 | 500 |

e. Bank Balance Update

NOTES:

1. About \$27,000.00 in the Main Checking account is from Conference registrations. Funds will be transferred to the NPDC account.

Bank of America:

| Account Name | BoA Balance | QuickBooks Balance |
|----------------------------|---------------|--------------------|
| ASL Honor Society | \$ 45,531.43 | \$ 41,548.18 |
| Evaluation Program | \$ 4,517.47 | \$ 3,665.41 |
| Main Checking | \$ 109,518.64 | \$ 83,691.17 |
| NPD Conference | \$ 8,357.49 | \$ 1,117.26 |
| National Standards Project | \$ 4,003.68 | \$ 4,003.68 |

Schwab Investment:

| Account Name | Account Balance | Available Funds |
|--------------------------|-----------------|--------------------------|
| LF2 | \$ 3,728.61 | \$ 0.00 (until \$10,000) |
| L1 Initiatives Fund | \$ 7,233.80 | \$ 0.00 (until \$10,000) |
| Riggs Fund | \$ 6,083.94 | \$ 0.00 (until \$10,000) |
| Main Investment | \$ 64,469.31 | \$ 64,469.31 |
| Money Market Fund (cash) | \$ 14,152.27 | \$ 14,152.27 |

7. Chapter Affiliation / Bylaws Chair Pfaff

No report.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

No report.

10. Special Committee: Communications David Martin

No report.

11. Special Committee: ASL Honor Society Coordinator Sharkey

No report.

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED AT 8:23 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

December 2, 2018 (in lieu of November 25 / Thanksgiving) at 6:30 pm EST

December 16, 2018 at 6:30 pm EST

January 6, 2019 at 6:30 pm EST

January 20, 2019 at 6:30 pm EST

February 3, 2019 at 6:30 pm EST

February 17, 2019 at 6:30 pm EST

March 3, 2019 at 6:30 pm EST

March 17, 2019 at 6:30 pm EST