



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, December 15, 2019 Time: 6:30 PM [EST]

1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President (joined at 7 pm EST)

Jason E. Zinza, Treasurer

Lorraine Flores, Professional Development Director

Beatrice Pfaff, Chapter Affiliation Director

David Martin, Communications Director

Amy June Rowley, Evaluation and Certification Director (joined around 8 pm EST)

Absence(s):

Christine Sharkey, ASLHS Coordinator

2. Meeting called to order at 6:37 pm EST

MOTION #2019-118: I, Jason Zinza, move to approve the meeting minutes from 11/17/19 as read.

Seconded: David Martin

Vote: Passed

3. President's Report

- a. ASLTA Confidentiality Agreement Statement form for Board and Committee members. Only Jason and Janice did it, the rest of the board need to sign it and send it to the secretary so that she can file the documents.

Action item: Board members need to sign the confidentiality agreement form ASAP

- b. Recruitment video for the Restricted Funds committee. Wonders if we are satisfied with her video. The next issue is that we need to figure out other videos for other

committees need to be put under the other videos as well. Jason thinks we should be putting our videos in the website.

- c. MOU agreement between ASLTA and Conference of Interpreter Trainers (CIT) (Draft copy).

President Janice Warsaw gave Arlon Nash the floor 2021 ASLTA conference Chair the floor before we start our meeting. Arlon mentioned that he has committee members set. Recruited sponsors develop setting up start Jan show board what it will be before sending out to sponsors. Will have the day, June 28 ready. Where is golf course Spring-Ford Ohio, between dayton and columbus ohio. It is about 40 minutes from columbus. Rent cars as we will stay at OSD (ohio deaf school). Fundraising, will be given 100% to the conference planning. OSD willing to let us stay for free. June 29 to July 3 is the only available dates. But Arlon thinks we can stay on Sunday the 28th. There are some logistics that Arlon has to check regarding June 28 availability at OSD. Janice wonders if there can be a host family to stay with if Board members want to get involved with the golf tournament, arriving on Saturday June 27. She also asked Arlon if all committees are set. Treasturer is set. Arlon does not want Jason to work too hard at the conference. Things are in progress. He is checking on things to make sure things are on the right track. Arlon mentioned that people are motivated to be involved with the ASLTA conference. David wants to know if the committee people are ASLTA members. He will let Arlon know what the board decides on how people involved in the planning of the conference are members. Arlon wants to know how ASLTA can handle the costs as it is expensive, but they are still working on it. Beatrice wants to know what they meant by expensive cost. Arlon will check that out. James mentioned that the guidelines will be made to give Arlon to follow and work with Lorraine, including the timeline for the plans. Also wanted Arlon to write down questions they may have for the board. Arlon mentioned that there are some confusion as to what they are doing right or what needs to be worked on. Jason said that December 31 is the first deposit due, also rooms reserved are only 4.. While two years ago there were 15 rooms. Arlon will check that out. The board offered him support at anytime he needs.

4. Vice President's Report

- a. IPPG Update. Will finish PD, then send it to the board to be revised, then give it to Ohio ASLTA Chair.
- b. By-Laws Update. Still learning how to do technology stuff, so this is on "hold". Also, we will have a code of ethics in the article of the bylaws. Minnesota chapter ASLTA is beautiful so, this can be served as a model. This will take care of diversity, etc.
- c. Budget Feasibility for Webmaster. Based on the tutorial, James wants us to know that Jason has worked so hard. Based on what he saw, it is too much for one person to take care of all duties, so there should be a webmaster.

5. Secretary's Report

- a. Wanted to talk about how emails can be handled better when people are sending things that are vague, etc. Example: PA ASLTA want ASLTA to help them spread the word about jobs at PA.

Action Item: Board work together to develop a FAQ for members whenever they want advocacy to help reduce confusion and flow of membership support.

- b. ACTFL conference was nice. Very overwhelming with almost 8K people showing up. I met Christine for the first time, she helped me with my first workshop. Saturday, we wore our shirts. ACTFL does want to hear from us re: assessments. Asked people for volunteers to be trained. Many people signed up. We are not exactly sure what they want from us. But be prepared to hear from them. They feel there is no ASL assessment out there that is similar to ACTFL's assessment for other spoken languages. We want to contact ACTFL to talk about this.

6. Treasurer's Report

- a. New restricted fund to support Diversity, Equity, and Inclusion. Review the stipulations. Board accept the new fund? If yes, will need a motion. If yes, suggest President announce the new fund to members.

MOTION #2019-119: I, Beatrice Pfaff, move to that we have a new \$1,000 restricted fund for diversity, equity, and inclusion.

Seconded: Amy June Rowley

Vote: Passed

- b. ASLTA does not have any stock photo footage of ASL education, nor are there any places where stock photos can be purchased. I suggest ASLTA hire a photographer and work with one of the institutional members to take professional photos of ASL education in process. Photos to be used on the ASLTA website, in promotional materials, etc. Suggest \$500 - \$1,000.00 for this project.

Action Item: David Martin will check this out.

- c. Bank of America's services have been terrible. Would like to investigate changing banks in the summer of 2020.
- d. Would like ASLTA to do another membership survey to maintain accurate info on our members and their needs and interests. Board approve doing this?

Action Item: Rhonda and Jason will work together to do another membership survey and maybe do something to add to the strategic plan.

- e. Strongly feel ASLTA should prepare and release an annual report to members showing ASLTA's work, statistics, and accomplishments over the previous year. See NAD and RID's annual reports.

Action Item: The board needs to send David Martin 3-4 sentences or video of what we have done. He will send us instructions. (David added that we need to do the Christmas videos too).

- f. Would like to revamp the benefits offered to institutional members to include preferred access to early bird conference registrations, better advertising options, etc. Form a committee?

Action Item: Refer this to the bylaws committee. James will send us this information to receive feedback.

- g. Would like to revamp the benefits offered to chapters. The incentive to create a chapter is very weak and we need to offer more to chapters. Form a committee?

Action Item: Beatrice will work on this with her regional chapters.

- h. Committee progress is weak. Rethink the IB / AP ASL committee? Seems dead in the water.

Action Item: James will follow up with Amy Crumberline

- i. VERY concerned with the planned rollout of ACTFL's APPL exam for ASL. There has been a complete lack of transparency.

Action Item: President Janice will write a formal and strong letter to object this progress and call a meeting. Also sign this as a public letter in a video.

- j. Text bios for each Board member for website. Want future video bios.

Action Item: Board will do both text and video.

- k. First deposit for the 2021 conference is due December 31, 2019. Amount is \$8,000.00. We do not have sufficient funds in the conference account to pay this.

MOTION #2019-120: I, James Wilson, move to take the money from the conference fund and general fund of \$8,000 to pay for the deposit.

Seconded: Beatrice Pfaff

Vote: Passed

- I. Continuing to have trouble with the membership directory (all 2-year memberships are not populating). Cannot source free help with the Dynamic User Directory software. Requesting \$500.00 to have available to pay for professional IT assistance.

MOTION #2019-121: I, James Wilson, move to we transfer up to 500 Dynamic User Directory to fix that issue.

Seconded: James Wilson

Vote: Passed

- m. Membership update.

Current ASLTA Membership (as of 12/13/19)			
Membership Category	Current #	Last Meeting #	2019-2020 Goal
<i>Supporting - 1 year</i>	60	59	
<i>Supporting - 2 years</i>	29	28	
<i>Associate - 1 year</i>	239	222	
<i>Associate - 2 years</i>	82	80	
<i>Certified - 1 year</i>	88	86	
<i>Certified - 2 years</i>	38	38	
<i>Retired - 1 year</i>	0	0	
<i>Retired - 2 years</i>	0	0	
<i>Retired Certified - 1 year</i>	4	4	
<i>Retired Certified - 2 years</i>	2	2	
TOTAL MEMBERSHIP	542	519	1,000
<i>Institutional Members</i>	12		
<i>ASLTA Chapters</i>	2		

- k. Financial update.

Current ASLTA Financial Status (as of)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed

<i>ASL Honor Society</i>	\$ 59,217.67	\$ 64,868.54	64
<i>Evaluation & Certification</i>	\$ 4,525.51	\$ 7,717.30	18
<i>Main Checking</i>	\$ 101,783.41	\$ 44,919.33	223
<i>Conference</i>	\$ 3,326.02	\$ 68,145.79	11
<i>National Standards</i>	\$ 3,105.46	\$ 3,105.20	2
<i>External Donations to Main Checking Account</i>	\$ 1,804.00	N/A	0
TOTAL ACCOUNT VALUE	\$ 173,762.07	\$ 188,756.16	N/A
Schwab Long-Term Investment Accounts			
	Account Balance	Available Funds	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 14,467.55	TBA	+\$4.88 (.06%)
<i>LF2 Fund</i>	\$ 4,036.95	\$ 0.00*	+\$2.48 (.06%)
<i>Riggs Fund</i>	\$ 6,597.97	\$ 0.00*	+\$4.04 (.06%)
<i>Main Investment Fund</i>	\$ 81,812.89	\$ 81,812.89	+\$7.03 (.01%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 106,915.36	\$ 81,812.89	+\$18.43 (.02%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Chapter Affiliation Director Pfaff

No Report

8. Evaluation and Certification Director Rowley

- a. Asked if reimbursement has been done.

Action Item: Jason will send Janice a check for the reimbursement.

9. Professional Development Director Flores

- a. We met Arlon Nash recently.
- b. Caught up on emails.
- c. Seems that we might have an issue with the money for the conference, maybe we need to send someone to meet with the committee.

Action item: Lorraine will talk to Arlon and Lori about this.

10. Communications Director David Martin

No Report

11. ASL Honor Society Coordinator Sharkey

No Report

MEETING ADJOURNED AT 9:01 pm EST

Meeting Minutes respectfully submitted by Secretary Jennings-Arey.

Future meetings:

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