



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Agenda & Meeting Minutes

Sunday, January 21, 2018

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

1. Roll Call

Jenny Gough, President

Janice Smith-Warshaw, Vice President

Jason E. Zinza, Secretary

Daniel Heinze, Treasurer

David Martin, Member-at-Large

Beatrice Pfaff, Chapter Affiliation Chair

Amy June Rowley, Evaluation Chair. (LEFT EARLY at 8:32 pm EST due to son becoming ill)

Lisa Godfrey, ASLHS Coordinator (LEFT at 9:06pm EST)

Daniel Gough, Advocacy Co-Director [standing committee]

Tim Riker, Advocacy Co-Director [standing committee]

Rayburn Boland, Heritage Language Co-Director [standing committee]

Petra Horn-Marsh, Heritage Language Co-Director [standing committee]

Professional Development Chair [vacant]

World Languages Director [vacant standing committee]

a. Absence(s):

Arlene Garcia, Ex-Officio (no explanation)

Kristine Hall, NPDC 2019 Chair (in the process of moving and could not attend)

b. Late attendance: Petra M. Horn-Marsh arrived at 7:13 pm EST

2. Meeting called to order at 7:06 pm EST

3. President's Report

Opening Comments:

1. President Gough would like Board members to create a short, two-minute biography video. Videos are to include: Personal background information; areas of academic interest; degrees, credentials, certifications; teaching experience; etc.

ACTION ITEM: Each Board member is to submit a two-minute biography video to Treasurer Heinze by Sunday, January 28, 2018. Member-at-Large Martin is charged with ensuring each Board member completes this task.

ACTION ITEM: Treasurer Heinze will update the ASLTA website with these videos.

ACTION ITEM: President Gough, Vice-President Smith-Warshaw, and Secretary Zinza must also update their position videos. Deadline: January 28, 2018.

3. President Gough welcomed new ASLHS Coordinator, Dr. Lisa Godfrey, to the ASLTA Board. Coordinator Godfrey summarized her background, her qualifications, and expressed her pleasure towards attending her first ASLTA Board meeting.

4. President Gough reminded Board members that standing committee members may vote on ASLTA business, though they may not vote on issues related to finances. Vice-President Smith-Warshaw emphasized that standing committee co-directors share one vote, rather than having two votes.

President's Agenda Items

- a. Executive Board's retreat (March 22 - 25, 2018, held in Las Vegas, NV). Objective is to develop a strategic plan and 5 year budget. Tasks based on the strategic plan will be assigned to Board members. Special thanks to Vice-President Smith-Warshaw for donating use of her time-share condo at no cost to ASLTA.

MOTION #2018-2: I, Janice Smith-Warshaw, move that ASLTA approve an expenditure of up to \$2,000.00 dollars for the President, Vice President, Secretary, and Treasurer to meet in Las Vegas, NV to complete strategic planning.

Seconded: Beatrice Pfaff.

Vote: Majority passed.

- b. 2015 ASLTA Conference in Minnesota - Committees. The volunteer sign-up sheets from the 2015 conference have been located and posted on the Board's private Facebook group. Evaluation Chair Rowley pointed out that multiple people who do not have ASLTA certification signed up to serve on the ASLTA Evaluation / Certification committee, so guidelines will need to be developed to ensure only people who are qualified to serve on a committee may proceed.

ACTION ITEM: Vice-President Smith-Warshaw, Secretary Zinza, Member-at-Large Martin will develop policies regarding committee member service.

ACTION ITEM: Board members are asked to review each committee to determine which committees should proceed or be disbanded, and to suggest other committee topics that are not addressed.

ACTION ITEM: We will develop a final list of committees, and then Member-at-Large Martin will inform members know of volunteer opportunities.

MOTION #2018-3: I, Jason Zinza, move that ASLTA establish a task force to develop eligibility policies regarding committee member service.

Seconded: Daniel Gough.

Vote: Majority passed.

- c. A brief update on conflict of interest. The Code of Ethics / Conflict of Interest form has been updated.
ACTION ITEM: Board members and contracted individuals (Evaluation assistant and Bookkeeper) are required to review and complete the Conflict of Interest form by February 4, 2018.

- d. Canvas/Facebook. Files and forms that were stored on Canvas have been retrieved and uploaded to the Board's private Facebook group. The Canvas account is now closed. New, permanent materials should be uploaded to Facebook rather than Google Drive for the time being as other options are explored to ensure convenience and ease-of-use.
ACTION ITEM: ASLHS Coordinator and Secretary Zinza will work together to look into the Google Classroom system and evaluate it as a file storage system for ASLTA.

- e. Update Board Monthly Report. Board members need to fill out monthly reports of their actions and number of hours volunteered, to ensure IRS compliance. Treasurer Heinze has developed a new volunteer tracking system using the TrackIt application.
ACTION ITEM: Board members are to review their individual reports and submit any missing reports since October 2017.
ACTION ITEM: Board members are to download TrackIT and begin inputting volunteer hours since October 2017.
ACTION ITEM: Treasurer Heinze will investigate how to log the hours of volunteers serving on committees (Evaluation reviewers, e.g.). For the time being, committee chairs are to report the hours under their account.

- f. ASLTA T-shirts. Would like to proceed with ordering a simple shirt with the current ASLTA logo on the left upper chest. Several Board members are concerned with the expense and volunteered to pay out of pocket for their shirts.

MOTION #2018-4: I, Beatrice Pfaff, move that President Gough obtain pricing information for ASLTA shirt options and report back to the Board for further consideration.

Seconded: David Martin

Vote: Majority passed.

- g. Regional Conference in San Diego. Is the proposed regional conference an initiative that ASLTA should continue exploring? There has been no update from Svenna Pedersen from SD-ASLTA regarding this.

ACTION ITEM: Chapters Chair Pfaff will check in with the regional representatives about the viability of regional conferences, and will contact Svenna Pedersen for an update.

- h. July/August Face to Face Board Meeting. The original plan was to have a face-to-face Board meeting to occur during the proposed regional conference in San Diego. With that conference in doubt, President Gough would like to explore alternatives.

ACTION ITEM: The Executive Board will explore proposed meeting sites and dates, and submit a financial impact report to the Board.

- i. 2017 Motions Short/Long Terms. There are outstanding motions that need to be addressed. President Gough will review the list of motions and divide them into short-term and long-term objectives for Board action.

ACTION ITEM: Divide the list of outstanding motions into short-term and long-term efforts and assign completion tasks to Board members.

- j. Action Items- Graph-line of communication. To ensure Board member accountability regarding completion of tasks needed to fulfill motions, President Gough will contact those Board members found to be behind in accomplishing their work.

- k. Sponsorship- CIT & YLC. ASLTA has received requests for sponsorship from CIT (Conference of Interpreter Trainers conference to be held in Salt Lake City in 2018) and YLC (Youth Leadership Camp). The sponsorship requests are for financial or in-kind donations.

ACTION ITEM: The CIT conference sponsorship opportunities will be posted to the Facebook group for review.

ACTION ITEM: President Gough will get more information about the YLC sponsorship request and follow up with the Board.

- l. Revisit IPPG. The current IPPG needs to be expanded and updated to reflect the Board's work. MOUs need to be developed and included, Board position statements need updating, and more. President Gough informed Board members that specific IPPG tasks will be assigned.

ACTION ITEM: Inform Board members of their IPPG tasks.

- m. ASLTA Business Cards. Board is asked to consider obtaining business cards for ASLTA business. There is concern that business cards may detract from the volunteer spirit of our work, in addition to the financial cost.

ACTION ITEM: President Gough will explore business card options and submit a fiscal impact report to the Board.

- n. Trademark Patent. ASLTA has never registered as a trademark, so cannot file grievances against individuals or groups using ASLTA's name. Once the trademark has

been filed, ASLTA will inform Facebook groups currently using the ASLTA name but who are not affiliated chapters that they will need to formally affiliate or cease using the ASLTA name. Filing for trademark protection is a minimal expense (roughly \$75.00 - \$100.00).

ACTION ITEM: President Gough will proceed with filing for trademark registration.

ACTION ITEM: Once the ASLTA trademark has been completed, Board will revisit the topic to identify how to proceed with the various groups using the ASLTA name.

4. Vice President's Report

- a. Membership list/Documents (Updates). The February 2, 2018 deadline to submit requested documents to Katie O'Brien is coming quickly.

ACTION ITEM: Member-at-Large Martin and Secretary Zinza will work together to retrieve all ASLTA videos and MailChimp eblast content.

ACTION ITEM: Contact long-time ASLTA members and ask if they have saved ASLTA newsletters. We need to re-create our archives of material from previous years.

- b. ASLTA Membership List. Treasurer Heinze briefed the Board on the opt-in and opt-out feature of the membership form. We currently have member authorization to share or their information (from 530 general members and certified members). This forms the membership list that will be shared with Katie O'Brien by the February 2, 2018 deadline.

ACTION ITEM: Treasurer Heinze will prepare the membership list and submit it to Vice-President Smith-Warshaw.

- c. Standing Committees. It is important that the Board function according to the bylaws. Advocacy, Heritage Language, and World Language are standing committees though the 2019 conference, when it is hoped membership will vote for those positions to be added to the Board. To ensure compliance:

- The standing committee suggests to the Board to make a motion rather than making a motion directly.
- If a standing committee seeks to create a sub-committee, then that must be brought to the Board's attention for discussion and authorization.
- To add a member to a standing committee, then a name and qualifications must be presented to the President and approved by a majority of the Board.
- Each standing committee needs at least 3 people to serve.

- d. Numbering motions. A numbering system is needed to keep track of the motions.

ACTION ITEM: Secretary Zinza will develop a numbering system to track all motions.

- e. Bylaws Committee Meeting. The next meeting is Friday, January 26, 9pm EST. Two new members will be joining: Anthony Isaacs and Katie O'Brien.

5. Secretary's Report

- a. Please review and approve the following Board Meeting Minutes:
December 7, 2017 and January 7, 2018 Minutes

MOTION #2018-5: I, Beatrice Pfaff, move that the Board approve the meeting minutes from December 17, 2017 and January 7, 2018 as read.

Seconded: David Martin.

Vote: Majority passed. (Abstentions: Lisa Godfrey and Tim Riker)

- b. Requesting MailChimp account access (account name and password) to retrieve eblasts and newsletters sent to members.

ACTION ITEM: Work with Daniel Heinze to reset account passwords to provide access.

- c. Requesting revision of advertising / promotion fee schedule (see attached link: <https://drive.google.com/drive/folders/0Bzig6nCgkWCgRjc1eVJBZTI5MWs>). Individuals are interested in advertising via ASLTA's Facebook group and eblast announcements. A price structure exists for advertising only in the newsletter, so expanding the document to reflect social media monetization should be done.

ACTION ITEM: Treasurer Heinze will work with Secretary Zinza to develop a revised price structure to accommodate these needs.

- d. Clarification needed: Monthly board reports and reporting of volunteer hours.
[Previously discussed by President Gough earlier]

6. Treasurer's Report

- a. Bank Balance Update

Bank of America:


ASL Honor Society	\$38,363.49
Evaluation Program	\$3,381.56
Main Checking	\$39,132.56
NPD Conference	\$37,223.65

National Standards Project	\$4,002.42
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Schwab Investment:

LF2	\$3,786.28
Main-Unrestricted	\$80,348.71
L1 Initiatives Fund	\$6,832.48
Riggs	\$6,188.24

b. Number of ASLTA in good standing (compared with last report)

Membership Summary 										
Members by Type	December – (Last Month)			January (MTD)			2018 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
Supporting Individual	4	0	4 [4]	3	0	3 [3]	3	0	3 [3]	96 [96]
Associate Individual	6	7	13 [13]	5	7	12 [12]	5	7	12 [12]	341 [341]
Certified Individual	0	3	3 [3]	0	0	0 [0]	0	0	0 [0]	225 [225]
Institutional	0	1	1 [1]	0	0	0 [0]	0	0	0 [0]	5 [5]
ASLTA Chapter	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	8 [8]
Honorary	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	11 [11]
ASLHS Chapter	5	8	13 [13]	0	8	8 [8]	0	8	8 [8]	156 [156]
Retired	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	1 [1]
Totals (all types)	15	19	34 [34]	8	15	23 [23]	8	15	23 [23]	843 [843]

Primary member counts (those who "own" the membership rather than receiving via relationship) are in [brackets].

c. Keith Cagle's request for a donation letter in the amount of \$4,200.00.

ACTION ITEM: Refer this topic to the Executive Board, and ensure that Cagle's donation is in-kind use of space, rather than a cash donation to ASLTA.

d. New Convo videophone numbers. ASLTA has received three videophone numbers, courtesy of Convo. One number is dedicated to Treasurer Heinze; one number is

dedicated for the ASLTA Bookkeeper; and what to do with the third number will be resolved at another time.

- e. AOM (All Out Marketing)'s finalized report. To be delivered at the next Board meeting.
- f. CED membership renewal. The Council on the Education of the Deaf (CED) is requesting ASLTA renew its annual membership for 2018-2019, in the amount of \$2,000.00. The Board feels this is an important relationship to continue.
ACTION ITEM: Executive Board to discuss protocols for assigning an ASLTA representative to CED meetings.

MOTION #2018-6: I, Daniel Heinze, move that ASLTA approve \$2,000.00 to renew ASLTA's membership with CED.

Seconded: Janice Smith Warshaw.

Vote: Majority passed.

- g. Copper+Water, Phase 1 contract. Copper+Water is moving ahead with updating the ASLTA website.

MOTION #2018-7: I, Daniel Heinze, move that ASLTA approve \$3,000.00 to cover additional development costs associated with the transition from AOM to Copper+Water.

Seconded: David Martin.

Vote: Majority passed

- h. Website development. Board input for improving the ASLTA website will be discussed at the next Board meeting.

MOTION #2018-8: I, Daniel Heinze, move that the Board approve the former interim President Arlene Gunderson Garcia to be replaced with President Jenny Gough as the signature authority on the Bank of America savings accounts.

Seconded: Daniel Gough.

Vote: Majority passed.

MOTION #2018-9: I, Daniel Heinze, move that the Board approve the former interim President Arlene Gunderson Garcia to be replaced with President Jenny Gough as the signature authority on all Schwab accounts.

Seconded: David Martin seconded

Vote: Majority passed.

MOTION #2018-10: I, Daniel Heinze, move that former Secretary Raychelle Harris be removed as an authorized user of Bank of America credit/debit cards. I also further move that Vice President Janice Smith-Warshaw and Secretary Jason Zinza be added as authorized users of the Bank of America credit/debit cards.

Seconded: David Martin

Vote: Majority passed.

7. Chapter Affiliation Chair Pfaff [report not delivered due to time constraints]

1. Need to discuss how to get chapters contacted, I have old emails that are not able to access
2. Colorado Chapters - status
3. Send to regional representative for a meeting - a) Regional conference bid, b) Regional forum - follow it up from 2017 conference, c) task force for bylaw for chapters and guideline,

8. Member-at-Large Martin

No report.

9. Evaluation/Certification Rowley

No report.

10. Professional Development Chair [vacant]

No report.

11. ASL Honor Society Coordinator Godfrey [report not delivered due to time constraints]

- a. Status update of MOU between ASLHS and ASLTA

12. Standing Committee: Heritage Language Co-Directors Horn-Marsh & Boland

MOTION #2018-11: I, Rayburn Boland, move to establish a task force to review the ASLTA certification system to address changing member needs, to be completed within 6 months (no later than July 29, 2018).

Seconded: Jason Zinza.

Vote: ASLTA Certified Board members only: Tim Riker (aye); Janice Smith-Warshaw (aye); Jason Zinza (aye). Passed.

13. Standing Committee: World Language Director [vacant]

No report.

14. Standing Committee: Advocacy Co-Directors D. Gough & Riker [report not delivered due to time constraints]

- a. Follow up on last meeting for setting up subcommittee to begin investigation into language networking and create vlog to recruit.
 - i. Rationale- So we can set up “infrastructure” for language rights and relationships (Part of our duties)
 - ii. No fiscal impact

- b. Respond to MJ Bienvenu's vlog
 - i. Rationale- Notify ASLTA members that we are open to discuss about her vlog as same time we need to consider about some signs that may offend race/sex or involve isms. So we can create a space for them to express their opinion.
 - ii. No fiscal impact
- c. Parliaments

MOTION #2018-12: I, Daniel Gough, move that ASLTA support and pay our Parliamentarians, Joshua Beckman and Leslie Greer, \$500.00 each in honor of their service.

Discussion: Table this motion in order for Treasurer Heinze to review the budget and discuss with the Executive Board.

ACTION ITEM: Executive Board to review Treasurer Heinze's budget analysis regarding the proposed motion.

15. Guest: 2019 NDPC Conference Chair Hall

No report due to absence.

MEETING ADJOURNED 9:22 pm EST

Meeting Minutes respectfully submitted by Secretary Jason E. Zinza

Future meetings:

February 4, 2018 at 7 pm EST
February 18, 2018 at 7 pm EST
March 4, 2018 at 7 pm EST
March 18, 2018 at 7 pm EST
April 1, 2018 at 7 pm EST
April 15, 2018 at 7 pm EST
May 6, 2018 at 7 pm EST
May 20, 2018 at 7 pm EST
June 3, 2018 at 7 pm EST
June 24, 2018 at 7 pm EST