



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, May 6, 2018

Time: 7:00 PM [EST], 6:00 PM [CST], 5:00 PM [MST] & 4:00 PM [PST]

1. Roll Call

Janice Smith-Warshaw, President

Jason E. Zinza, Secretary

David Martin, Member-at-Large

Lisa Godfrey, ASLHS Coordinator

Beatrice Pfaff, Chapter Affiliation Chair (arrived at 7:08 pm EST)

Amy June Rowley, Evaluation Chair

Vice President [vacant]

Treasurer [vacant]

Advocacy Co-Directors [vacant standing committee]

Heritage Language Co-Directors [vacant standing committee]

Professional Development Chair [vacant]

World Languages Director [vacant standing committee]

a. Absence(s):

Kristine Hall, NDPC 2019 Chair [guest]

2. Meeting called to order at 7:02 pm EST

- a. Please review and approve the following Board meeting minutes as read from 4-22-18 and 5-4-18.

MOTION #2018-43: I, David Martin, move that the Board approve the meeting minutes from 4-22-18 and 5-4-18 as read.

Seconded: Amy June Rowley

Vote: Passed

3. President's Report

- a. Review the Parliamentary Opinion Report by Wanda Sims, PRP.
 - Emphasized that the 2017 suspension of bylaws /piloting of infrastructure was out of order and is null and void.
 - Election of some non-certified people to the Board in 2017 is null and void. However, fiduciary responsibility to ensure the organization continues is paramount. Thus, it is recommended that each Board member to stay in current roles.
 - 2019 elections to follow the regular schedule of available positions (Vice President, Treasurer, etc). Positions whose terms have not expired are not up for election (until 2021).
 - Vacant positions (Vice President, Treasurer, Professional Development) shall be filled by appointment. When those appointed terms expire, those positions are up for election (following current schedule).
 - Parliamentarian suggests ASLTA contact an attorney certified in North Carolina to see if we need to do a mail ballot to authorize voting by email. If yes, then we can proceed. Suggested ASLTA can include a handful of amendments to the bylaws at the same time.
 - Amendments to bylaws should be completed 60 days prior to the conference, but are required to be completed 30 days prior to the conference. .
 - Rather than make a number of individual amendments, ASLTA should consider having the Bylaws committee work on developing an entirely NEW set of bylaws.

Parliamentarian's Comments:

- 2003 Bylaws, Article IX (Amendments to Bylaws). Most urgent: Change to online voting. Can also make several amendment changes at the same time.
- Bylaws committee should be formed to draft new changes or entirely new set of bylaws in time for the conference. (60 days is best, but 30 days is required)
- Current Board members who are not certified are to stay on the Board, until a person with proper certification replaces those individuals through election.
- Any position that is NOT outlined in the 2003 bylaws that is currently standing, be transferred to a special committee status, in order to maintain the functioning of the Board. This affects MAL, ASLHS, and Conference Chair positions.
- The 2003 bylaws do not outline a specific membership cycle (just says pay annual membership). We can add an amendment to an Sept - Aug membership cycle to make it easier for the Treasurer.
- Cannot add new Board positions via amendments, because bylaws require elections during conference.
- We must update the articles of incorporation currently filed with North Carolina to reflect the proper bylaws.
- Let Wanda know of a minor error: ASLTA has 501(c)3 status, not 501(c)6.

MOTION #2018-44: I, Jason Zinza, move that the Board accept Wanda Sims, Parliamentarian PRP's Parliamentary Opinion dated May 5, 2018 as read.

Seconded: Amy June Rowley

Vote: Passed

ACTION ITEM: Secretary Zinza to find out the cost for adding an online bill pay option to the Bank of America account (in order to pay for Tony and Maria's monthly invoices).

ACTION ITEM: Admin Assistant Maria N. and Evaluation Assistant Tony E. need to be paid.

ACTION ITEM: Ask Daniel Heinze to send the ASLTA checkbooks to President Smith-Warshaw.

- b. Review the 2003 Bylaws.
- c. Current Board positions (Member-At-Large, ASLHS Coordinator, & 2019 NPDC Chair)

Timeline:

- 1) Critical to inform members about the 2003 bylaws and delivery of the Parliamentarian's report.

ACTION ITEM: President Smith-Warshaw to make a vlog on the 2003 findings.

ACTION ITEM: Secretary Zinza to add the 2003 bylaws to the ASLTA website when the eblast is sent.

- d. Announce Board position vacancies (Vice President/Treasurer/Professional Development Chair)

ACTION ITEM: Special Committee member David Martin to create a vlog inviting applications for the 3 vacant positions. Release the vlog on May 14, 2018. The application deadline is set for June 1, 2018.

ACTION ITEM: Secretary Zinza and Evaluation Chair Rowley will double-check that the Google Form Board member application is ready to go.

- e. Bylaws Committee. The Bylaws committee will be reconstituted with Chapters Chair / Bylaws Chair Pfaff's leadership. Secretary Zinza and Chapters Chair Pfaff will complete a uniform volunteer application form and uniform conduct expectations form **prior to recalling the bylaws committee members.**

- f. Budget Report (based on 2003 bylaws - due on May 15th). Secretary Zinza and Chapters Coordinator Pfaff will complete the budget and have the Board review the document for final feedback the week of May 7-11, 2018.

ACTION ITEM: Secretary Zinza will post the ASLTA budget on the ASLTA website by May 15, 2018.

- g. Byron Behm, Copper & Water web developer, re: ASLTA website. President Smith-Warshaw and others will continue working with Byron Behm to complete the ASLTA website. The goal is to have everything completed in order to have online conference registration begin on June 1, 2018.
- h. NAD conference at Hartford, CT in July 2018. ASLTA will not send a representative to the NAD conference due to scheduling and logistics.

4. Vice President's Report

No report.

5. Secretary's Report

- a. ASLTA representative to the CIT conference.

MOTION #2018-45: I, Jason Zinza, move that ASLTA send a Board representative to the CIT conference held in Salt Lake City, UT on October 31 - November 3, 2018.

Seconded: Amy June Rowley

Vote: Passed

Fiscal impact is estimated at \$1,387.00

- Registration (waived for ASLTA President?) or \$400.00 (early bird deadline is 5/8/18)
- Travel: \$450.00
- Hotel: \$179.00 / night (\$537.00)

Rationale: New President will be elected at the conference. ASLTA members voted in SLC to have ASLTA and CIT develop closer ties / MOU. Good opportunity to start fresh with the new CIT Board.

ACTION ITEM: Contact CIT and request that the registration fee be waived (ASLTA and CIT have historically waived registrations for each organization's President to attend each other's conference).

- b. Maintaining volunteer records / develop uniform application form used by ASLTA for all committees and volunteers and discipline / removal procedures.

ACTION ITEM: Secretary Zinza and Chapters Chair Pfaff will develop the uniform application and discipline / removal procedures form for review by the Board.

d. Develop procedures and policies regarding maintenance of ASLTA documents (emails, files, etc.), per Parliamentarian's Comment #6.

ACTION ITEM: Secretary Zinza to draft procedures and policies regarding storage, filing, backup schedule, and document destruction for review by the Board.

6. Treasurer's Report

- a. Bill to be paid: Wanda Sims, Parliamentarian (\$1,200.00)
- b. Bill to be paid: Travelers Insurance (liability) (\$1,184.00)
- c. Volunteer tracking **required** for tax filing

MOTION #2018-46: I, Amy June Rowley, move that ASLTA pay nationally certified Parliamentarian Wanda Sims her formal report fee of \$1,200.00.

Seconded: Bea Pfaff

Vote: Passed

MOTION #2018-47: I, Amy June Rowley, move that ASLTA pay the Travelers Insurance bill of \$1,184.00 to ensure ASLTA maintains its liability insurance.

Seconded: Bea Pfaff

Vote: Passed

ACTION ITEM: All Board members to input volunteer hours into the TrackIt system by 5/12/18.

d. Budget surplus / Need to complete the draft budget. Suggested adding a tentative face-to-face Board meeting (estimated cost: \$10,000), and assigning the remainder of the estimated budget surplus to a contingency account (possible uses: to support POC outreach and certification efforts).

e. Bank Balance Update (as of 5/5/18)

Bank of America:

ASL Honor Society	\$45,195.19
Evaluation Program	\$ 3,169.44
Main Checking	\$ 42,547.46

NPD Conference	\$ 7,532.49
National Standards Project	\$ 4,002.81

Schwab Investment:

LF2	\$ 3,650.37
Main-Unrestricted	\$ 77,680.39
L1 Initiatives Fund	\$ 6,636.24
Riggs	\$ 6,169.61

7. Chapter Affiliation Chair Pfaff

1. Met with Don Shaw and received a USB. Unsure of contents but will look into it to see if any are relevant to ASLTA.
2. Received a box of posters done by Chuck Baird. They have conference-specific text on them. Would like ideas for what to do with them.
3. Asked Don Shaw about Chuck Baird's artwork that was donated to ASLTA. The artwork is what the poster was based on. Asked to have the artwork given to Bea.
4. May 13-20th Bea is in a conference in Iowa. Will have limited communication access.
5. Bo Clements sent newsletter content.

8. Member-at-Large Martin

No report.

9. Evaluation/Certification Rowley

Certification update: 14 people going through the evaluation process right now. Glad to see these numbers!

10. Professional Development Chair [vacant]

No report.

11. ASL Honor Society Coordinator Godfrey

Competitions Update. The Spring ASL literature competition deadline just ended, and entries are now being screened. The top 15 entries will be judged by Patrick Fisher, who will select the winners. Winners will be announced next week.

Scholarship Update. Applications are due May 11. Expecting a lot of applications last minute. Make a push to let students and colleagues know they can apply for the scholarships.

Awards Update. Last day to order graduation materials is May 25.

12. Standing Committee: Heritage Language [vacant]

No report.

13. Standing Committee: World Language [vacant]

No report.

14. Standing Committee: Advocacy [vacant]

No report.

15. Guest: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED 9:16 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

May 20, 2018 at 7 pm EST

June 3, 2018 at 7 pm EST

June 24, 2018 at 7 pm EST

July 8, 2018 at 7 pm EST

July 22, 2018 at 7 pm EST

August 5, 2018 at 7 pm EST

August 19, 2018 at 7 pm EST

September 9, 2018 (in lieu of September 2 / Labor Day) at 7 pm EST

September 16, 2018 at 7 pm EST

September 30, 2018 at 7 pm EST

October 14, 2018 at 7 pm EST

October 28, 2018 at 7 pm EST

November 11, 2018 at 7 pm EST

December 2, 2018 (in lieu of November 25 / Thanksgiving) at 7 pm EST

December 16, 2018 at 7 pm EST