



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, June 3, 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/Acting Treasurer (technical difficulties interrupted attendance at 7:40 pm EST)

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair (joined at 7:35 pm EST)

Amy June Rowley, Evaluation Chair

Special Committee - Communications, David Martin

Special Committee - ASLHS Coordinator, Lisa Godfrey (joined at 7:30 pm EST)

Vice President [vacant]

Treasurer [vacant]

Professional Development Chair [vacant]

a. Absence(s):

Special Committee - Conference Chair, Kristine Hall

2. Meeting called to order at 7:15 pm EST

MOTION #2018-55: I, Amy June Rowley, move that the Board approve the meeting minutes from 5-20-18 as corrected.

Seconded: Jason E. Zinza

Vote: Passed

3. President's Report

- a. TrackItForward. Board members are asked to input and verify volunteer hours from August 2017 - December 2017, and remain current in updating volunteer hours.

ACTION ITEM: Beatrice Pfaff to remind Bylaws committee members to input their volunteer hours.

- b. Motions update. All conference and Board meeting motions from 2007 - 2017 were researched and placed into a new spreadsheet. Conference motions approved by members will form the basis of the 5 year plan developed at the face-to-face meeting in San Diego.
- c. Bylaws advice update. Contacted Wanda Sims, PRP, to obtain assistance in finding an attorney in North Carolina who specializes in non-profit statutes to provide some information about mail and electronic ballots.
- d. Bylaws Committee meeting on May 31. Bea Pfaff, Bylaws Chair, will share her report after we review the Treasurer's report.
- e. Face-to-face board meeting (July 31 - August 5 in Chula Vista near San Diego). Board members are requested to make travel arrangements immediately. Airport is San Diego. Submit reimbursement requests to the Acting Treasurer.
- f. Schwab accounts have been notarized.
- g. Received three ASLTA members' applications for the vacant Board positions. Will call a special meeting to review and discuss applicants.

MOTION #2018-56: I, Amy June Rowley, move that the Board enter closed session to discuss the applicants for the vacant Board positions.

Seconded: Jason E. Zinza.

Vote: Passed.

MOTION #2018-57: I, Amy June Rowley, move that the Board end closed session.

Seconded: Beatrice Pfaff.

Vote: Passed.

4. Vice President's Report

Vacant

5. Secretary's Report

- a. Secretary conveys appreciation for David Martin, Special Committee: Communications, taking the meeting minutes.

6. Treasurer's Report (reported by the Secretary Zinza)

- a. Quickbooks price increase. ASLTA uses the Quickbooks software to handle its accounting needs. Current price is \$30.00 per month (same price for 2+ years). Effective July 1, 2018, the monthly price increases to \$60.00 per month. Discussed other accounting software options with the ASLTA Bookkeeper, and her suggestion is to

remain with Quickbooks since other programs would require training, a learning curve, and would require potentially hiring experts to help with the transition. (Currently, the Bookkeeper can ask Quickbooks accounting questions to ASLTA's CPA free of charge.)

ACTION ITEM: Lisa Godfrey suggests to look up TechSoup for discounts on QuickBooks for 501C3 organizations.

c. Bank Balance Update

Bank of America:

Account Name	Account Balance	Available Funds
ASL Honor Society	\$ 53,859.96	\$ 49,716.85
Evaluation Program	\$ 3,357.74	\$ 2,746.18
Main Checking	\$ 35,600.95	\$ 29,370.15
NPD Conference	\$ 7,532.49	\$ 292.26
National Standards Project	\$ 4,002.81	\$ 4,002.81

Schwab Investment:

Account Name	Account Balance	Available Funds
LF2	\$ 3,650.37	\$ 0.00 (until \$10,000)
L1 Initiatives Fund	\$ 6,636.24	\$ 0.00 (until \$10,000)
Riggs Fund	\$ 6,169.61	\$ 0.00 (until \$10,000)
Main Investment	\$ 48,538.43	\$ 48,538.43

7. Chapter Affiliation / Bylaws Chair Pfaff

- a. Regional representatives will meet June 8th.
- b. Bylaws committee meeting. Committee met for several hours on May 31, 2018. Discussed the 2003 and 2011 Bylaws. Leslie Greer shared information about the 2011 Bylaws changes.

8. Evaluation/Certification Rowley

- a. Website update content. Concerns about the format of information regarding certificate renewals. View <https://staging2.aslta.org/certification/>

ACTION ITEM: Beatrice Pfaff to contact Bill Lewis to see if he would be interested in giving some professional advice regarding the website content.

9. Professional Development Chair [vacant]

Vacant

10. Special Committee: Communications David Martin

No report.

11. Special Committee: ASL Honor Society Coordinator Godfrey

- a. ASL Honor Society membership cycle. The ASLHS membership cycle follows the ASLTA general membership cycle (Sept. 1 - August 31 of each year).

12. Special Committee: 2019 NDPC Conference Chair Hall

No report.

MEETING ADJOURNED 8:45 pm EST

Meeting Minutes respectfully submitted by Acting Secretary David Martin.

Future meetings:

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