



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, July 8, 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

James Wilson, Vice President

Jason E. Zinza, Secretary/Acting Treasurer

Lorraine Flores, Professional Development Chair

Beatrice Pfaff, Chapter Affiliation / Bylaws Chair

Special Committee - Communications, David Martin

Special Committee - ASLHS Coordinator, Lisa Godfrey

Special Committee - Conference Chair, Kristine Hall

Treasurer [vacant]

a. Absence(s): Amy June Rowley, Evaluation Chair

2. Meeting called to order at 7:03 pm EST

MOTION #2018-61: I, James Wilson, move that the Board approve the meeting minutes from 6-24-18 as read.

Seconded: Lorraine Flores

Vote: Passed

3. President's Report

- a. Accolades: Appreciation of Kristine Hall's work with the conference. Appreciation to David Martin for getting videos out quickly to members. Thanks to Beatrice Pfaff for her comments regarding awards and audits committees. Lisa Godfrey: Looking forward to more details about the ASLHS F2F.
- b. Parliamentarian for the 2019 NPDC (Update). Wanda Sims is willing to serve as Parliamentarian, for a reduced fee of \$750.00 in recognition of ASLTA's limited funds. Further, Mark Apodaca is also willing to serve as the conference Parliamentarian. He is

certified through the National Association of Parliamentarians. He is a registered professional parliamentarian and has one last exam to take. He should complete it by August 2018. He will give an estimate of his fees and send it to Janice. Will follow up once more details about Mark's NAP certification is known.

ACTION ITEM: Lorraine Flores to contact Mark Apodaca and find out which organization he is affiliated with.

ACTION ITEM: David Martin to hold off on the seeking a parliamentarian video.

- c. F2F Board/Committee meeting in San Diego (July 31 to August 5). If you haven't done the survey, please do so. Beatrice Pfaff needs to complete the survey (having a tech problem accessing the survey). Panera Bread has offered reduced pricing (but not free) for two meals. With 10 people on Thursday, the cost will be about \$80.00. Friday morning for 15 will cost \$40.00 (bagels and schmears). Trying to keep a tight control on expenses. Will move forward with Panera for the lunch and breakfast. Invoice will come.
- d. Awards and Audit Committees. James Wilson will oversee / be involved in the audit. Lorraine Flores will handle the awards. Need a structure to help the auditors know what to look for and report on.

ACTION ITEM: David Martin will revise his video for new committees and send out.

- e. Can-Do Statements Committee. Each of Can-Do Statement committee member will take turns reporting to the Board as needed (for about 15 minutes) to give updates on the Committee work.
- f. ASLTA - ASLRT. Contacted Petra Horn-Marsh; she will return from vacation on the 13th. Will connect and invite Lorraine Flores to be involved. Strongly want ASLRT to be part of ASLTA. Not willing to give up on this effort.

4. Vice President's Report

- a. Researching costs for Zoom video conference account for the 2018-2019 fiscal year. James Wilson has jumped in and it's been a great learning experience thus far. Met with Beatrice Pfaff to understand the Bylaws history and greatly appreciated that. The next Bylaws committee meeting is Monday at 3:30. Hoping people are interested in serving on the audit committee. Would like Mark Apodaca to be involved. Deadline for applications to serve on the audit committee is July 27. So far, no responses.
- b. Zoom account update. Would like to have one ASLTA zoom account rather than using our personal accounts. David Martin investigated costs from various videoconferencing platforms. Will re-look into this.

ACTION ITEM: David Martin will develop a spreadsheet for 1 years' cost for various platforms. Will work with Beatrice Pfaff.

5. Secretary's Report

- a. Tech tickets / account issues. Working on resolving issues. Ask David Martin to periodically send out the same eblast asking people to log in to their accounts. Need to do this to make it easy for them to renew membership after Aug 31.
- b. July 22 acting secretary substitute request. (David Martin will substitute)

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

- a. Budget update.
- b. Budget surplus. Ask board to think about what to do with the surplus.
- c. Grace period policy for memberships (July - September 1). David to make a video and post on Facebook explaining our membership cycle and post on social media. Run by Kristine Hall to make sure all on same page.
- d. Conference registrations update and procedures clarification. David Martin to send the 60 special deal video on social media.

c. Bank Balance Update

Bank of America:

Account Name	BoA Balance	QuickBooks Balance
ASL Honor Society	\$ 54,933.81	\$ 55,641.25
Evaluation Program	\$ 3,824.78	\$ 5,362.97
Main Checking	\$ 36,437.91	\$ 31,801.81
NPD Conference	\$ 7,532.49	\$ 292.26
National Standards Project	\$ 4,003.05	\$ 4,002.92

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

Next Bylaws committee meeting is Monday at 3:30 EST. Only 3 members of 6 have responded. Will discuss two priority issues and clear up who will be responsible for distributing information to members. Hope to have members respond by July 31, and then submit to members for a vote. Policy reminder: If someone misses 2-3 meetings, then off the committee.

Meeting with regional representatives on August 23, at 9pm. James Wilson will join the meeting. Will ask them to reach out to groups in their area and introduce themselves, explain their role, etc. Waiting for the ASLTA chapters info on the website to be done.

ACTION ITEM: Jason E. Zinza and Beatrice Pfaff to meet to figure out a solution to the chapters issue on the website and make sure Bea gets the information she needs regarding chapters.

8. Evaluation/Certification Rowley

No report.

9. Professional Development Chair Flores

Will reach out for more sponsors during the F2F for meals. Looking forward to getting the awards committee up and running to revisit the awards process.

10. Special Committee: Communications David Martin

Any new communication vlogs? Parliamentarian, Audit Committee, Awards Committee, Webmaster, Treasurer?

11. Special Committee: ASL Honor Society Coordinator Godfrey

No report.

12. Special Committee: 2019 NDPC Conference Chair Hall

- a. 16 members have taken advantage of the special pricing deal. Will work with Byron Behm to complete the access issues so Kristine can have access to seeing the registration list.
- b. Some members have expressed dissatisfaction with the pricing.
- c. Will complete a video promoting the Youth program. Open to Deaf and koda ages 14-18.
- d. Please remove the 2017 conference video on the ASLTA website with the 2019 video.
- e. Would like to clarify the scope and responsibilities of Byron's involvement with EventEspresso.
- f. Working on clearing copyright from the hotel regarding use of pictures in our promotions
- g. Michael Pimental from HeartCruises is negotiating lower food / catering prices from the hotel.
- h. Sponsorships: Sending letters and personal contact. Have 1 sponsor who has already stated interest. Need more!
- i. Cruise back-up plan: House of Blues. Looking into costs. Transportation from the hotel is a concern. More information coming.
- j. Please release the art promo in a few days. David Martin to do this.

- k. Q. from James Wilson: Will portions of the conference be live streamed? What is the plan for this for 2019? Kristine Hall is looking into this.
- l. Kristine Hall asks the Board for ideas for keynote, changemaker, endnote speakers. Will work on this at the F2F meeting.
- m. Booth issue of configuring banking information to get the sponsors and vendors ready to go.

ACTION ITEM: Jason E. Zinza to replace the 2017 conference promo video with the 2019 video (60 spots, or 10 reasons to go to SD, etc)

ACTION ITEM: David Martin to release the art promo video via eblast and Facebook. Sunday night (July 8)

ACTION ITEM: Let's all share the promo videos whenever we can to promote the conference. Board to be more proactive. Maybe pin to the top of our personal Facebook pages?

ACTION ITEM: BlisPay video to be released Sunday night (July 8). David Martin to do the English transcription as well.

MEETING ADJOURNED 10:14 pm EST

Meeting Minutes respectfully submitted by Secretary J. Zinza

Future meetings:

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