



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, January 10, 2021 Time: 6:30 PM [EST]

Zoom Link: Join Zoom Meeting

<https://us02web.zoom.us/j/89885136019?pwd=bTRLWWFiV0s4dFZwN2sxV08vcCtLZz09>

Meeting ID: 898 8513 6019

Passcode: 220332

1. Roll Call

Janice Smith-Warshaw, President

James Wilson, Vice President

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer

David Martin, Communications Director

Lorraine Flores, Professional Development Director

Amy June Rowley, Evaluation and Certification Director

Bo Clements, Chapters Affiliation Director

Jessica Parker, ASLHS Coordinator

Lori Woods: Co-Chair

Absence(s):

2. Meeting called to order at 6:31 pm EST

COMMITTEE REPORTS

- a. **ASL Can-Do Statements:** No report to share.
- b. **ASLTA Awards Criteria:** No report to share.
- c. **ASLTA Logo:** Tried to set up a meeting to finish the questionnaire , not yet.
- d. **Nomination:** Brenda Falgier reported that the committee members are: Lorraine Flores, but she will give James Wilson her position, and Damion Johnson. She is hoping for more people. James will run the committee. Two years ago mentioned the positions' minimum qualifications for the three positions. Jason Zinza will need 2-3 days to get it uploaded into the ASLTA website.

- e. **Bylaws:** No report to share but will hold a meeting this week.
- f. **Chapter Handbook & Guidelines:** Committee is being on hold until they work on other things.
- g. **Evaluation Advisory:** No report
- h. **IPPG:** Amendment #34 on the Budget committee and its functions followed by the recent meeting information. This amendment is to be continued and there is a great deal of discussion tied to this. It should be ready by our conference this summer. President Janice Warsaw took Vice President Wilson's place to report because he was not there during the January 4th meeting. They need more people and that there needs to be adjustments to the renewal system. Amy June Rowley and Janice will meet with MASLED coordinator to see how they can set up certification for graduates.
- i. **Membership:** No report
- j. **Regional Representatives:** See Chapters report
- k. **Restricted Funds:** No report
- l. **Strategic Planning:** Continuing work on ASLTA core values. Hope to complete this draft document during the next meeting (January 17). Would like to reserve time during the next Board meeting and invite committee members to present the core values to the Board for discussion (contingent on completing the draft by February).
- m. **Writing :** Had to reschedule the meeting to Feb. 21.

MOTION #2021-001: I, James Wilson, moved to approve the meeting minutes from 12/13/2020 as read.

Seconded: Lorraine Flores

Vote: Passed

3. **President's Report**

- a. Accessibility on ASLTA's email distribution, Facebook page, and/or ASLTA website. Damon Johnson mentioned that the best way is to have a black background with yellow fonts, arial 24.
- b. Six months left for the 2021 ASLTA virtual conference. We will now meet biweekly at 6:30 pm EST.
- c. Need to assign one ASLTA Board to attend the CED meeting on Feb. 3 (12-3 p.m. EST)
- d. ASLTA Townhall meeting on Saturday, February 20 (3:30 - 4:30 p.m. EST)

4. **Vice President's Report**

- a. ByLaws: will continue to work on amendments for budget committee and enforcement of chapter dissolution and financial disclosure.

5. **Secretary's Report**

- a. No Report

6. Treasurer's Report

- a. The Bookkeeper's planned departure from ASLTA has become an urgent priority. Need to be completed:
 - i. Position description. Has not been updated in 4 years and is no longer aligned to the expected duties of the position.
 - ii. Compensation study. I am very concerned about finding a replacement at a similar compensation amount (roughly \$17.00 per hour). Does not look feasible. Should the IPPG committee do this? I need assistance to prepare to transition to a new bookkeeper.
 - iii. When the position description is complete I will create a video inviting applicants. What are the basic requirements ASLTA wants (e.g., M.S. in Accounting? B.S.? No degree required, etc.). Do we need a hiring committee? How should we proceed?
 - iv. I appreciate Board members who have passed along names of potential bookkeepers to me.
- b. Philadelphia Insurance renewal is due February 8, 2021. I am working with the insurance underwriter to align the insurance term to ASLTA's fiscal year (instead of the term beginning / ending in the middle of our fiscal year). The current premium due is \$1,165.00 but may change to cover a half year. Will need a special meeting to approve a motion with the revised price. If the Board prefers to keep the insurance term as is, then please make a motion to approve paying the premium due of \$1,165.00.
- c. Website updates:
 - i. Can add the ASLTA events / calendar page. Might be easier for people to find out how to attend Board meetings, etc.
 - ii. Update on the definition of ASL info. Where does that go and when?
 - iii. Plan to train Chapters Director to update Chapters info independently.
- d. if not mentioned by the President: Suggest ASLTA designate specific Board member/s to be the primary representative to various affiliate organizations for continuity's sake. Example: CED.
- e. Am investigating professional development tracking database options. Looks likely that ASLTA will need to hire a consultant to advise on compatibility issues with the existing website and plug-ins. I am requesting a budget of \$500.00 to pay for any necessary external assistance.

MOTION #2021-002: I, Jason E. Zinza, move that ASLTA allocate \$500.00 from the contingency fund to pay for advising fees if necessary as part of exploring the development of a professional development tracking tool compatible with ASLTA's website.

Seconded: David Martin

Vote: Passed

- f. Membership update.

- i. Membership renewal / new members had a small bump in December (several people mentioned they finally caught up on email and saw ASLTA's membership renewal messages).

Current ASLTA Membership (as of 1/10/21)			
Membership Category	Current #	Last Meeting #	2020-2021 Goal
<i>Supporting - 1 year</i>	74	71	85
<i>Supporting - 2 years</i>	50	50	36
<i>Associate - 1 year</i>	238	226	218
<i>Associate - 2 years</i>	148	145	104
<i>Certified - 1 year</i>	104	103	100
<i>Certified - 2 years</i>	62	62	48
<i>Retired - 1 year</i>	1	0	2
<i>Retired - 2 years</i>	0	0	2
<i>Retired Certified - 1 year</i>	4	4	5
<i>Retired Certified - 2 years</i>	5	5	3
TOTAL MEMBERSHIP	686	666	603 (-20%)
<i>Institutional Members</i>	12	11	15
<i>ASLTA Chapters</i>	12	10	10

- h. Schwab update.

Current ASLTA Financial Status (as of 1/10/21)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 68,568.78	\$ 64,485.46	12
<i>Evaluation & Certification</i>	\$ 2,923.61	\$ 3,075.23	1
<i>Main Checking</i>	\$ 211,093.67	\$ 144,981.16	123

<i>Conference</i>	\$ 19,000.00	\$ - 3,604.09	0
<i>External Donations to the NPDC (2021 Patrons)</i>	\$ 0		
<i>National Standards</i>	\$ 3,107.15	\$ 3,107.02	1
<i>Professional Development</i>	\$ 1,171.80	\$ -2,150.40	33
<i>Inclusion & Equity</i>	\$ 100.00	\$ 100.00	0
<i>Investment</i>	\$ 100.00	\$ 100.00	1 (transfer \$100.00 from Main)
<i>External Donations to Main Checking Account</i>	\$ 0	N/A	
TOTAL ACCOUNT VALUE	\$ 306,065.01	\$ 210,454.38	
Schwab Long-Term Investment Accounts			
	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 8,516.84	\$ TBD	+\$16.12 (+.19%)
<i>LF2 Fund</i>	\$ 4,431.20	\$ 0.00*	+\$9.074 (+.09%)
<i>Riggs Fund</i>	\$ 7,259.17	\$ 0.00*	+15.31 (+.21%)
<i>Main Investment Fund</i>	\$ 88,380.93	\$ 9,975.32	+\$81.20 (+.09%)
<i>External Donations (specify account)</i>	\$ 100.00 (LF2)	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 108,588.14	\$ 9,975.32	+\$121.70 (+.11%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Professional Development Director Flores

2021 Virtual Conference Report by Lori Woods and Arlon Nash

1. Conference Website - updated December 1st
2. Conference Registration - updated December 1st - so far 17 registers
3. Call for Presenters - updated December 1st - so far 8
4. Annie Welch - CEU Coordinator & Public Relation

5. CEU & BEI \$55.00 - \$30.00 to ASLTA, 25.00 to Ohio CMP
 - a. CEU - continuing education units
 - b. BEI - board for evaluation of interpreters
6. Pay Online Registration is updated on ASLTA.org website
7. Kevin Youngblood, Finance and Bob Donaldson-Pirc, Registration Co-Chair work with Jason related to the finance.
8. Contacted Raychelle Harris via Marco Polo - Keynote Speaker? Wait for her response.
9. Sent Jason Estimated Budget Proposal - **need to sign the contract agreement**

Action Item: get a contract developed

10. Sponsorship letter is in processing
11. Whova \$ moved to 2023. Won't use Whova for this 2021 conference.
12. OhioASLTA committee members will be facilitating the 32 conference workshops and 1 - Keynote Speaker
13. OhioASLTA committee members will be staying at the hotel nearby University of Cincinnati
14. ASLTA Board members will be facilitating via Zoom:
 - a. General Business Meeting - Board members
 - b. S.I.G. - Lorraine F. and Kim Sutton
 - c. Chapter Chat/Discussion Dinner - Bo Clemens
 - d. ASL Honors Society Chat/Discussion Dinner - Jessica Parker
 - e. DeVia - Brenda S and Sara Bianco

***Our next planning is to screen presenters and the number of registrations

PD Report:

- a. Virtual Conference this summer - Parliamentarian

Action Item: Ask NAD and Mark Apocada how to do a Business Meeting with Zoom

- b. Nomination Committees - who will oversee - James Wilson ,
 - Rhonda will make their video and explain their position and job duties.
 - need more volunteers on the nomination committee.
- c. Sent email message to these two people: Christine Multra Kraft (ASL Linguistic Course Online) and Flavia Fleischer (Keynote Speaker for Virtual Conference) and working on send an email message to Janet Schwall for ASL Lit Course Online
- d. Will make two videos: One for explaining the role of PD Director and the other, seeking for more presenters for the monthly webinar

- e. Assistance people who applied for the ASL certified/master application, now one candidate to assist

8. Evaluation and Certification Director Rowley

- f. No Report

9. Chapter Affiliation Director Clements

- **12 chapters are active:** FASLTA, San Diego ASLTA , Virginia ASLTA , WA-ASLTA, Greater Rochester ASLTA , NJ ASLTA , Maryland-ASLTA , Willard ASLTA Ohio-ASLTA, NC-ASLTA , SC-ASLTA, Minnesota ASLTA
- A regional representatives meeting on January 12, 2021 at 7:45 pm EST.
- Zoom webinar - BIPOC Friendly ASL Curriculum. The presenter is Niesha Washington-Shepard, Topic: “How the Mirror is importantly embedded in the ASL Curriculum Framework” - Jan 16, 2021 at 10:30 am PST. \$25.00

10. Communications Director Martin

- No Report

11. ASL Honor Society Coordinator-Jessica Parker

- We had a New Years drawing for our members and gave away one signed ILY print from Deaf artist, Charles Wildbank. Shanna Sorrells won & Charles was grateful for the support/purchase.



- We have a scholarship application for ASLHS members to attend the ASLTA Conference for free, due Jan 20th. (6 have applied so far). Help us spread the word- <https://docs.google.com/forms/d/e/1FAIpQLSdlnzcHCbU-I3nRwFwV3V4wTgk-1KxGyrdlOa2-AnxWu0vj6Q/viewform>
- All of our ASLHS board members are registered for the upcoming ASLTA Virtual conference. We are happy to help out in any way we can.
- ASLHS Logo Design competition due- <https://www.aslhonsociety.org/files/135108453.pdf>
- We've created an ASLHS Member Facebook group-an opportunity for our members to collaborate, share ideas, and network with other ASL students. <https://www.facebook.com/groups/aslhsstudents/>

MEETING ADJOURNED AT 7:53 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

Future meetings: *ALL MEETINGS ARE AT 6:30 PM EST*

January 24, 2021

February 14, 2021

February 21, 2021

March 14, 2021

March 28, 2021

April 11, 2021

April 25, 2021

May 9, 2021

May 23, 2021

June 13, 2021

June 27, 2021

July 11, 2021