



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes**  
**Sunday, February 7, 2021**  
**Time: 1:00 PM [EST]**

**Join Zoom Meeting**

[https://us02web.zoom.us/j/86587379229?pwd=RHNudDdsZG1RMnppM3BjWjlrYXhGU  
T09](https://us02web.zoom.us/j/86587379229?pwd=RHNudDdsZG1RMnppM3BjWjlrYXhGU<br/>T09)

Meeting ID: 865 8737 9229  
Passcode: 746111

**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  
Arlon Nash, 2021 Conference Co-Chair  
Lori Woods, 2021 Conference Co-Chair

**Participants:**

Brenda Schertz  
Rebecca Somnitz  
Heather Arazi  
Katie O'Brien  
Sara Bianco  
Juanita Hall  
Damon Johnson  
Emma Kreiner  
Bob Donaldson

Absence: Jessica Parker, ASLHS Coordinator

## 2. Meeting called to order at 1:02 EST

### 3. COMMITTEE REPORTS

- a. **ASL Can-Do Statements:** No report to share.
- b. **ASLTA Awards Criteria:** No report to share.
- c. **ASLTA Logo:** Sent invoice to treasurer, now it is being processed
- d. **Nomination:** Nominations Committee Update: for now Brenda Falgier and myself serving on this committee. E-blast communication was sent out to ASLTA members soliciting interest to serve on the committee. Thanked Lorraine for her work. Time is critical and we need to get going New due date for people to join is Feb. 21st. The committee will work with applicants in April to June.
- e. **Bylaws:** Bylaws Committee Update:
  - 1) electronic meetings must be added to bylaws based on Robert Rules of Order.
  - 2) working on the purpose and structure of the Finance Committee for budget planning and operations and audit. Planning to add investments and “carry-over” budget.
  - 3) Continuing to finalize the section for State Chapters on Dissolution for Bylaws.
  - 4) Bylaws do not currently have Regional Representatives but if we add to the bylaws, should these positions require Master/Professional certification or Certified or both. President Warshaw added that this was a standing committee, so now we need to put it in the Bylaws
  - 5) Evaluation/Certification position, should this position be elected instead of appointed?
- f. **Chapter Handbook & Guidelines:** Committee is being on hold until they work on other things.
- g. **Evaluation Advisory:** No report
- h. **IPPG:** We need to revise and update the Bookkeeper’s duties/responsibilities. We also need to revisit the Evaluation/Certification and Chapters programs. IPPG Committee Update: priorities have been set for action which are as follows but not limited to: evaluation/certification, Finance Committee, State chapters and Bookkeeper position. The committee is making a great deal of progress.
- i. **Membership:** No report
- j. **Regional Representatives:** Brenda Schertz gave this report. Northeast – Brenda Schertz.

Northeast – Brenda Schertz.

1. Worked with Greater Rochester Chapter of ASLTA (GRCASLTA) in organizing their November 12 workshop with Colin Allen-”How Signed Languages changed over time”. I assisted with flyer design. Successful zoom presentation with 17 people showing up. Organized payment to Colin Allen. They had a meeting after that to elect new officers. New officers’ contact information was emailed to Bo Clements.

2. Talked with Jim Lipsky - long time Northeastern University ASL prof on Dec 25th (I know Christmas Day!) to chat about connecting with Sandra Wood of University of Southern Maine and about establishing New England ASLTA. We named a few potential collaborators in the area for this new chapter.
3. One person asked me about hosting an International Signs workshop and connected that person to GRCASLTA for hosting a possible workshop in the near future.
4. Talked with Lynne Jacob - NJ chapter. Asked for help with the curriculum. Asked about Old Signs workshop that we talked about last fall.
5. Contacted Sara Bianco in planning for the virtual De'VIA exhibit for the ASLTA conference.
6. Working on Old Signs workshop.

Southeast - Cathi Holst

- Worked with deaf people in Georgia to set up GA ASL organization.

West - Heather Arazi

- Contacted UT-ASLTA about their status. They only had one person to volunteer for their board, so they will discuss establishing a group rather than a chapter.

Midwest - Damon Johnson

- Contacted Bryan Bowens vis Facebook re membership reminder for Bluegrass Chapter...tried emailing using ASLTA account with no luck...finally got a hold of him and he will follow up with the treasurer about paying membership.
- Contact Matthew Anderson as he requested a meeting with me. Discussed licensure issues in the state of Illinois. He is on an emergency license and is looking to become licensed to continue teaching K-12.
- Tried following up with a person in Kansas...I think her name is Kimberly Ann Kuhns...following up with a friend who introduced me to her in SD.
- Working with Iowa folks in setting up a chapter there.
- Will need to work with a person in Canada interested in establishing a chapter.

**k. Restricted Funds:** No report

**l. Strategic Planning:** Have developed proposed Core Values to guide ASLTA and are working on a proposed new ASLTA mission. Third item would be developing a proposed keyword slogan. After that, then the committee would like to present the proposals to the ASLTA Board.

**m. Writing :** Meeting not until Feb. 21. But while we are waiting, we are working on our tasks

**MOTION #2021-08:** I, James Wilson, moved to approve the meeting minutes from 01/24/2021 as read.

**Seconded:** David Martin

**Vote:** passed

#### 4. President's Report

- a. Follow up with our Open-to-Public Monthly Board meeting (2nd Sunday) and the Special Conference Committee planning meeting (4th Sunday) remains a close meeting until July 25, 2021. Look at the future meeting dates on the last page of this meeting agenda. The conference is scheduled on July 29 to August 1, 2021.
- b. I want to recognize and commend our Bookkeeper, Maria Nikolaou, for her hard work since she joined as our bookkeeper in 2017. I'm elated to know that she is willing to remain in her position. More details to follow in the Treasurer's report.
- c. I want to commend Jessica Parker, ASLHS Coordinator, and her ASLHS team for developing a very nice newsletter. It is an ASL-friendly newsletter. Kudos to ASLHS!
- d. We decided to update the ASLTA certification. More details to follow in the Professional Development Director's report.
- e. Ensure to maintain with the gender-neutral language in our Bylaws, forms, and documents

**Action Item:** Refer to the writing committee to check docs, websites, etc for gender-neutral language.

- f. If time permits, you're encouraged to attend the social justice-related webinar, "Is ASL Too White?" hosted by Gallaudet University on February 17 12:00 - 1:30 p.m. EST. You can register it at <https://tinyurl.com/Y3C2GZHW>

#### **5. Vice President's Report**

No Report

#### **6. Secretary's Report**

No Report

#### **7. Treasurer's Report**

- a. Philadelphia Insurance (D & O) is due 2/23/2021 for coverage through October 10, 2021. Amount due is \$1,165.00. Comparisons with two other insurance carriers showed Philadelphia is most cost effective.

**MOTION #2021-09:** I, Jason E. Zinza, move that ASLTA renew its Directors & Organizational (D&O) policy with Philadelphia Insurance in the amount of \$1,165.00 for the term ending October 10, 2021.

**Seconded:** David Martin

**Vote:** passed

- b. Bookkeeper update. ASLTA's bookkeeper has re-committed services to ASLTA. Treasurer and bookkeeper will continue to work together to identify areas for process streamlining to increase efficiency. It is essential that a training manual focusing on bookkeeping duties and processes be developed.

- c. Financial update: Severe deficit in the amount of **\$ - 19,868.00**.
  - i. All funds being paid for all ASLTA activities is coming from the reserves. Does this amount need to be repaid through future revenues? Would like clarification on the Board's preferences.
  - ii. Have made all possible cuts to the 2020-2021 budget. There is nothing left to cut. One option is to take \$16,000.00 for the 2022-2023 conference hotel funds already set aside (not advisable); a second option is to reduce compensation for the bookkeeper (not advisable).
  - iii. Revenue from ASLHS, webinars, and Evaluation is down significantly.
  - iv. The only potential source of revenue is from memberships. Expect a small bump to occur for end-of-year ASLHS memberships, but this will not resolve the deficit.
  - v. Strongly suggest reviving the membership committee and begin planning a substantial & sustained membership drive to begin for 2021-2022.
  
- d. One idea to develop membership: Creating an ASLTA Certified ASL Tutor certificate program. Can be useful for community members to promote their tutoring services with a "stamp of approval", and ASLTA can benefit through increased membership.

**MOTION #2021-10:** I, Jason E. Zinza, move that ASLTA establish an AD-HOC committee to investigate the feasibility of creating an ASLTA Certified ASL Tutor certification strand within the existing ASLTA evaluation and certification program.

**Seconded:** James Wilson

**Vote:** passed

- e. The Events calendar is now activated on the ASLTA website (main header → Events). Please send any scheduled committee meetings, chapter announcements, etc. to me to upload. Who will be the person responsible for maintaining the Events calendar? I will train that person how to enter information into the plug-in.
  
- f. Membership update.

<b>Current ASLTA Membership (as of 2/07/21)</b>			
<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>2020-2021 Goal</b>
<i>Supporting - 1 year</i>	82	78	85
<i>Supporting - 2 years</i>	50	50	36
<i>Associate - 1 year</i>	256	246	218
<i>Associate - 2 years</i>	150	148	104

<i>Certified - 1 year</i>	104	104	100
<i>Certified - 2 years</i>	63	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
<b>TOTAL MEMBERSHIP</b>	<b>715</b>	<b>697</b>	<b>603 (-20%)</b>
<i>Institutional Members</i>	15	15	15
<i>ASLTA Chapters</i>	12	12	10

h. Schwab update.

<b>Current ASLTA Financial Status (as of 2/07/21)</b>			
<b>Bank of America Accounts</b>	<b>Bank Balance</b>	<b>QuickBooks Balance</b>	<b>Needs to be Processed</b>
<i>ASL Honor Society</i>	\$ 68,003.52	\$ 64,700.46	20
<i>Evaluation &amp; Certification</i>	\$ 2,923.61	\$ 3,075.23	1
<i>Main Checking</i>	\$ 213,191.24	\$ 146,875.62	149
<i>Conference</i>	\$ 26,500.00	\$ 3,895.91	1
<i>External Donations to the NPDC (2021 Patrons)</i>	\$ 0		
<i>National Standards</i>	\$ 3,107.28	\$ 3,107.02	2
<i>Professional Development</i>	\$ 1,171.85	\$ -2,150.40	3 (need to transfer approx. \$8,000.00 from main)
<i>Inclusion &amp; 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	
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 315,097.50</b>	<b>\$ 219,703.84</b>	
<b>Schwab Long-Term Investment Accounts</b>	<b>Account Balance</b>	<b>Available Funds (cash)</b>	<b>Investment Notes</b>
<i>L1 Initiatives Fund</i>	\$ 8,594.71	\$ TBD	+\$20.75 (.24%)
<i>LF2 Fund</i>	\$ 4,474.40	\$ 0.00*	+\$11.28 (.25%)
<i>Riggs Fund</i>	\$ 7,331.75	\$ 0.00*	+18.83 (.26%)
<i>Main Investment Fund</i>	\$ 89,302.92	\$ 0.00	+\$228.01 (.26%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 109,703.79</b>	<b>\$ 0.00</b>	<b>+\$278.87 (.25%)</b>
*Fund cannot be used until it has reached \$10,000.00 in value.			

### 8. Professional Development Director Flores

- Please review the conference schedule. Keep or change a little bit. Need to make it finalized.
- Please review the video/transcript on FB ASLTA Board page and they will send out to the public today or tomorrow.
- Please review on Sara Bianco's ideas for Virtual sponsorships
- We, the IPPG team, agreed to make some changes in ASLTA certification. ASLTA Certificates now include language showing the expiration date and the need to maintain annual membership to remain valid. We need to make a motion to approve a new change on ASLTA certification. Per approval, we will send out a new copy of ASLTA certification to our candidates that passed their application or renew their certification.

**MOTION #2021-11:** I, Lorraine Flores, move that we approve the changes of our ASLTA certificates.

**Seconded:** David Martin

**Vote:** passed

- Monthly Webinar and Online courses to prepare them to obtain the ASLTA certification.

## **Conference Co-Chair -Lori J Woods**

### **Conference Co-Chair-Arlon Nash**

Committee has been working on this task for the last two weeks to get ready for the conference and priority right now is to publicize the conference.

1. Conference Website (Amanda & Sarah) - updated February 3
2. Conference Registration (Bob)- updated February 4 - so far 52 registrations
3. Call for Presenters (Juanita) - updated January 31 - so far 10-11  
(what's popular is the technology and curriculum workshops)
4. CEU - RID - 5 digits vs. 8 digits - discuss about this with Board
5. Lori: BEI - need to work this out as there are several people who need BEI CEUs.

**Action Item:** Investigate BEI "CEUs" with the headquarters as we need to know who is responsible for this and what kind of credits they offer, something similar to CEUs.

6. Pay Online Registration is updated on ASLTA.org website - December 1
7. Schedule - completed by Board yet? \*Need to complete it by Feb. 15 during IPPG meeting.
8. Public Relation
  - a. Committee's introduction videos - done by Saturday
  - b. Call for Presenters, Early Bird & Swag Pack Videos - done
  - c. Sponsorship Information is in processing - will discuss after ASLTA Board's approval
9. Contacted Neisha Washington-Shepard via gallaudet email - Video/Topic/BIO wait for her response.
10. Conference Recording? - Bob got an email (below)
  - a. Hello, For the conference coming up this summer, I was wondering if it will be recorded? Will we need to appear live on Zoom or will we have the option of watching the sessions later?
  - b. ANSWER: this will be recorded for special reasons only, however, to answer the person, hold this until further notice. Lorraine Flores suggested that we set up criteria to define what "special reasons" means and let people know to prevent constant emails. James Wilson: conference policy needs to be revised if anything new comes up because things are different now. Janice Warshaw: have this discussion in our planning committee to work on it



**Action Item:** work on this issue (virtual conference - recording)

11. Whova (Emma) The \$2,000 moved to 2023. Won't use Whova for this 2021 conference. Since it was already paid, will not need to pay in 2023.

a. No problem with moving to 2023

12. Emma worked on Canva to do sponsorship, recognize people, etc. program book, it is not done, it is a work in progress.

**9. Evaluation and Certification Director Rowley**

- No Report

**10. Chapter Affiliation Director Clements**

- Representatives meeting this Tuesday at 7:45pm EST
- **SC-ASLTA** Meet/Greet Zoom with ASL Teachers discussed a new topic for the next webinar. Date: Saturday, **February 6, 2021**
- **San Diego ASLTA** Meet/Greet Zoom with ASL Teachers will be discussed on three topics: BIPOC, Online Learning and Linguistics. Date: Saturday, **February 27, 2021** at 10:30 am PST
- **WA-ASLTA chapter** & Seattle Central College ASL Consortium Proudly presents Spring 2021 Professional Development Webinar/Zoom "**ASL Etymology, Parts III and IV**" by presenter Buck Rogers Date: Sunday, **March 7, 2021**
- **NCASLTA chapter** hosts Virtual PD Conference "**ASL Strategies for Vision Teaching You The Skills**" by Keynote speaker Dr. Dan Hoffman, and two workshops speakers Dr. Rhonda Jennings-Arey and Wanda Riddle Date: **April 23-24, 2021**ion rep

**11. Communications Director Martin**

- No Report

**12. ASL Honor Society Coordinator-Jessica Parker**

- No Report

**MEETING ADJOURNED AT 2:33 pm EST**

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

Announcement: February 20, 2021 TOWN HALL at 3-4 pm EST

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

February 28, 2021 (Conference Planning Meeting)

March 14, 2021 (Open to Public Board Meeting)

March 28, 2021	(Conference Planning Meeting)
April 11, 2021	(Open to Public Board Meeting)
April 25, 2021	(Conference Planning Meeting)
May 9, 2021	(Open to Public Board Meeting)
May 23, 2021	(Conference Planning Meeting)
June 13, 2021	(Open to Public Board Meeting)
June 27, 2021	(Conference Planning Meeting)
July 11, 2021	(Open to Public Board Meeting)
July 25, 2021	(Conference Planning Meeting)