



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes**  
**Sunday, February 20, 2022**  
**Time: 6:30 PM [EST]**

**Topic: ASLTA's Personal Meeting Room**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84324665336?pwd=a0Z1NmdwTnFSem5oUWRTL0o0QTh6QT09>

**Meeting ID: 843 2466 5336**

**Passcode: 334228**

## **1. Roll Call**

James Wilson, President

Lorraine Flores, Vice President

Jason E. Zinza, Treasurer

Bo Clements, Chapters Affiliation Director - left at 7:30 pm

Rhonda Jennings-Arey, Secretary

Jessica Parker, ASLHS Coordinator

David Martin, Communications Director - left at 8:00 pm

Amy June Rowley, Evaluation and Certification Director

## **2. Meeting called to order by President Wilson at 6:45 pm EST**

**MOTION #2022-005:** I, David Martin, move to approve the meeting minutes from 01/09/2022 as read.

**Seconded:** Amy June Rowley

**Vote:** Passed

## **3. President's Report**

- a. FASLTA Report. Covered the theme "Before, during and after the pandemic". Everyone was positive, it was a great conference. Great presenters. Mixed message about conference 2025 online and 2026 face to face, can revisit via IPPG.

**Action Item:** Jason Zinza to send invoice to FASLTA to deposit for the conference.

- b. Approval of Sara Bianco for the Ohio NPDC Conference Chair.

**MOTION #2022-006:** I, David Martin, move to approve Ohio ASLTA's recommendation to have Sara Bianco as the NPDC Conference Chair.

**Seconded:** Bo Clements

**Vote:** Passed

- c. Board Retreat Update. Ohio found several homes to host this, but OSD will be closed. Need to know how much it will cost - \$900 per night.

**Action Item:** Jason Zinza will develop a budget plan for the retreat.

- d. NAD Conference and CIT Conference. James Wilson cannot go to the CIT conference due to a cruise. The NAD conference will happen at the same time as our retreat.
- e. Gary Malkowski. Canada is interested in collaborating with ASLTA related to evaluation certification. James and Gary will meet soon.
- f. Accreditation Committee Update. Stephanie Horovath is ready to work with us. But had questions on who was to develop a criteria, and James said that they had to do it then the Board will approve. They also need to set a goal and then they need to refer to the finance committee.

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

- a. Met Bylaws (bi-weekly and ongoing).
- b. Met Chris Johnson (Thursday, Feb. 23) about questions on scholarships.
- c. As a Professional Development Director, I received a list of videos that were recorded from the 2021 Ohio Virtual Conference.

**Action Item:** Develop an intellectual property form

- d. Received a request for a copy of certificate from 2019 San Diego Conference. Has a list of people and will create a certificate of attendance and send to people.

#### **5. Secretary's Report**

- a. No report.

#### **6. Treasurer's Report**

- a. Have received the invoice from Hawkes Law for work done for registering the ASLTA trademark in the amount of \$2,585.00. This amount exceeds the amount allocated in the 2021-2022 budget.

**Motion #2022-007:** I, Jason E. Zinza, move that ASLTA approve the increased amount due to Hawkes Law for ASLTA trademark work in the amount of \$2,585.00.

**Seconded:** David Martin

**Vote:** passed

- b. Several students currently enrolled in the MASLED and UNCO programs who are current ASLTA members are requesting membership refunds and / or membership extensions since the MOA provides for 1 year of free membership. Processing refunds via credit cards will cost ASLTA money, and issuing check refunds is time-consuming. Membership extensions are not possible due to technical reasons with the database. What policy does the Board want the Treasurer to follow?
- c. There are a number of database problems related to the Evaluation Office that need attention:
  - i. Review & update member accounts that may be incorrectly labeled as having ASLTA certification.
  - ii. There is no procedure in place to process certification renewals. There is no automated solution. An unknown number of certified members were blocked from renewing dues in the Fall, and I suspect this will be an on-going issue next Fall as well.
- d. A certified member in another country is requesting some type of flexibility regarding membership payments and certification renewal payments. Would like to make payments over time; also needs her name and certification listed on the website for employment reasons while she's making payments. What would the Board like to do regarding this situation?

**Action Item:** refer to IPPG

- e. Requesting the Board approve reimbursement claims from previous years. A motion is needed because the claims are more than 1 year old and one is for the Treasurer. Reimbursements for:
  - i. Amy June Rowley (\$902.15 - 2019 conference expenses)
  - ii. Jason E. Zinza (\$2,630.80 - 2017 ASLHS banquet fee)

**Motion #2022-008:** I, David Martin, move that ASLTA approve payment of two outstanding reimbursements from previous years.

**Seconded:** Jessica Parker

**Vote:** passed

- f. Treasurer is requesting ASLTA purchase a small laptop for the ASLTA Bookkeeper. The existing laptop is no longer compatible with Quickbooks security upgrades and will be sent to the Evaluation Office assistant. Propose purchasing a 2022 Apple MacBook Pro in the amount of \$1,999.00 + tax for a total of \$2,204.66.

**Motion #2022- 009:** I, Jason E. Zinza, move that ASLTA purchase a laptop for bookkeeping purposes in the amount of \$2,204.66 from the general account.

**Seconded:** Amy June Rowley

**Vote:** passed

- g. Website update has begun. Stage 1 is focusing on back-end security enhancements to avoid future hacks. So far, the upgraded system has intercepted 4,916 attempts to hack into the ASLTA system.
- h. Requesting the Board approve the second installment of \$8,000.00 due to the Columbus Hilton for the 2023 conference. This has been budgeted and is not due until December 2022, but the Treasurer recommends paying this ahead of schedule to reduce the financial strain in 2022-2023.

**Motion #2022-010:** I, Jason E. Zinza, move that the Board approve paying \$8,000.00 to the Columbus Hilton for the second installment payment for the 2023 conference.

**Seconded:** Lorraine Flores

**Vote:** passed

- i. Have been sending emails to people who have not renewed their membership for 2021-2022. Seeing a small increase in membership totals.

<b>Current ASLTA Membership</b>			
<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>2021-2022 Goal</b>
<i>Supporting - 1 year</i>	33	30	85
<i>Supporting - 2 years</i>	58	51	36
<i>Associate - 1 year</i>	225	219	218
<i>Associate - 2 years</i>	149	139	104
<i>Certified - 1 year</i>	107	103	100
<i>Certified - 2 years</i>	62	62	48
<i>Retired - 1 year</i>	0	0	2
<i>Retired - 2 years</i>	2	2	2
<i>Retired Certified - 1 year</i>	5	5	5
<i>Retired Certified - 2 years</i>	8	8	3

<b>TOTAL MEMBERSHIP</b>	<b>649</b>	<b>619</b>	<b>603 (-20%)</b>
<i>Institutional Members</i>	4	4	15
<i>ASLTA Chapters</i>	6	6	10

h. Schwab update.

<b>Current ASLTA Financial Status</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>	\$ 67,579.54	\$ 99,559.78	117
<i>Evaluation &amp; Certification</i>	\$ 16,876.94	\$ 22,605.78	4
<i>Main Checking</i>	\$ 318,350.31	\$ 142,993.18	215
<i>Conference</i>	\$ 30,154.12	\$ 1,696.63	17
<i>External Donations to the NPDC (2023 Patrons)</i>	\$ 0	\$	
<i>National Standards</i>	\$ 3,108.73	\$ 3,108.62	1
<i>Professional Development</i>	\$ 11,714.09	\$ 10,389.24	8
<i>Inclusion &amp; Equity</i>	\$ 100.00	\$ 100.00	0
<i>Investment</i>	\$ 100.00	\$ 100.00	0
<i>External Donations to Main Checking Account</i>	\$ 30.00	N/A	
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 417,659.61</b>	<b>\$ 280,553.23</b>	
<b>Schwab Long-Term Investment Accounts</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>	\$ 8,716.92	\$ 66.11	-\$26.32 (-0.30%)
<i>LF2 Fund</i>	\$ 4,552.02	\$ 37.32	-\$14.77 (-0.32%)
<i>Riggs Fund</i>	\$ 7,467.90	\$ 59.19	-\$24.91 (-0.33%)

<i>Main Investment Fund</i>	\$ 91,141.59	\$ 8,959.05	-\$289.13 (-0.32%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 111,878.43</b>	<b>\$ 9,121.67</b>	
*Fund cannot be used until it has reached \$10,000.00 in value.			

#### 7. Professional Development Director - VACANT

- No Report

#### 8. Evaluation and Certification Director Rowley

- Leslie will be out of the office for 3 weeks in March.
- Gallaudet/UNCO Update. Finished all certifications. Had some issues with Quickbooks. Not finished with master certifications.
- Need follow up with Keith Gamache (VP?)
- April 7-10 in Austin : Retreat Planned

#### 9. Chapter Affiliation Director Clements

- Feb 8, 2022 was canceled, we postponed it to Feb 15, 2022. We worked on MOU as a draft for anIndependent/subsidiary chapter/s.

**Action Item:** refer to IPPG on what the backup plan

- March 8, 2022 will be our next meeting to work on MOU as a draft for affiliate chapter/s.
- Region reps know the compliance checklist completed with yes/no responses by Jan 31, 2022. Region reps should send me the compliance forms via email.
- As for the dissolution of a chapter with the IRS by doing the 990 N/ e-postcard. We would like to know how to do the process of dissolution of a chapter via their state level as finalized.
- As paid for year 21-22 - SC?, Ohio?, and Minn? I need to follow up with these payments.
- San Diego ASLTA plans to have a webinar - TRIVIA Kahoot. Feb 26, 2022 from 10:30 AM to 11:30 AM PST Free to everyone.
- Ohio ASLTA General Meeting will be held on February 26, 2022 from 10:00 am - 1:00 pm.
- San Diego ASLTA plans to have a general election on May 14, 2022.

#### 10. Communications Director Martin

- No Report

## **11. ASL Honor Society Coordinator-Jessica Parker**

- Our goal is to expand ASLHS to more ASL students to include: middle schoolers & Deaf institutes.
  - We have 2 Deaf institutes that have joined so far. Iowa School for the Deaf & Ohio School for the Deaf
  - We have 1 ASLHS Jr that have joined so far.
- We have 2 board positions available (PR & Competitions), looking for interested people to join our team.
- We are planning a retreat this summer to do some team-building and professional development.
- We are giving away 3 books related to Deaf black history as a giveaway to our teachers.
- We are revamping our scholarship/teacher grant process to a streamlined program called Kaleidoscope. We are hoping to increase our applicant #. Last year we only had 7 applicants. And we've only had 1 teacher grant applicant. We want to improve in this area.
- ASLHS Board is giving a presentation "What is ASLHS?" to the NCASLTA chapter via zoom next Wednesday, 2/23 @ 7pm EST.
- Stephanie, our Membership Coordinator, set up a table recently advertising ASLHS at the FASLTA Conference.

## **MEETING ADJOURNED AT 8:38 pm EST**

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

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

March 13, 2022

April 10, 2022

May 15, 2022