



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes
Sunday, September 19, 2021
Time: 6:30 PM [EST]

Topic: ASLTA's Zoom Meeting

Time: Sep 19, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84275192954?pwd=ellqcFk4VHNyUFF1Tk4xT2ZMeC9wUT09>

Meeting ID: 842 7519 2954

Passcode: 592476

1. Roll Call

James Wilson, President

Jason E. Zinza, Treasurer

David Martin, Communications Director (joined at 6:45 pm EST)

Bo Clements, Chapters Affiliation Director

Jessica Parker, ASLHS Coordinator

Amy June Rowley, Evaluation and Certification Director

Absent:

Rhonda Jennings-Arey, Secretary

2. Meeting called to order by President Wilson at 6:36 pm EST

MOTION #2021-43: I, Amy June Rowley, move to approve the meeting minutes from 08/15/2021 as read.

Seconded: Bo Clements

Vote: Passed

3. President's Report

- a. Virtual Conference Wrap-up Report. Hold until next meeting (need to invite Lori and Arlon).
- b. Potential prospects for Vice President and Professional Development positions. Have four potential candidates; 1 turned out to lack the certification requirements. Two others hold PhDs but no certification. Fourth person is currently considering the position; will make a determination within the next few days. Will keep the Board posted.

0 statements of interest for the PD position. Concerned that people aren't interested in stepping up to serve. Maybe send out another video to members detailing the requirements, expected work, and benefits. Also should consider a recruitment committee who can engage in personal outreach, encourage people to serve, etc. in a grow our own effort.

Extending the outreach effort for another 30 days. Will make personal connections to people. Send the names of people you recommend to James.

Will reach out to Mark Apodaca for advice on how to handle a long-term VP vacancy.

- c. Authorization Signature with BOA Issue. Limited options to rectify the issue quickly. Most expedient way is for the former President, current President, and current Treasurer to meet with a BoA rep in person at a branch office.

MOTION #2021- 44: I, David Martin, move that ASLTA appropriate travel and hotel funds related to the transfer of signature authority with BoA for the former President, current president, and current Treasurer.

Seconded: Bo Clements

Vote: Passed

- d. Committee Reports. Asking that all committee reports be ready to go effective the next Board meeting.
- e. Council on Education of the Deaf (CED) Annual Dues: due October 15th. Board discussed the value of continuing our affiliation with CED because it aligns with ASLTA's values of promoting ASL and ASL access/education for Deaf children.

James to ask Janice Smith Warshaw to continue as ASLTA's representative with CED (currently, ASLTA holds the CED Treasurer position, so changing reps might not be advantageous).

James and the writing committee and Sec will make statements of support for CED>

MOTION #2021-45: I, David Martin, move that ASLTA allocate \$5,000.00 for the cost of CED affiliation and face-to-face meetings in 2021-2022.

Seconded: Amy June Rowley

Vote: Passed

- f. Collaboration with RID, NAD, CIT, ACTFL, and others. Want to maintain ASLTA's visibility by collaborating with others.

ACTION ITEM: James to create a self-intro video and reaffirm the desire to collab with other groups, etc.

4. Vice President's Report

- a. No report

5. Secretary's Report

- a. No report.

6. Treasurer's Report

- a. Significant technical issues affecting membership renewals. Issue is affecting a group of members who have certification. I have not figured out a solution or work-around for this issue yet. The issue appears to be centered on members whose certification information in the database is incomplete. The solution might be to have the Evaluation Office input the missing data or update the data. I have no other potential solutions at this point. I need assistance from the Board to solve this issue.

ACTION ITEM: Jason, Amy and Leslie to meet to look at the membership database and devise a plan of action to update the certification records.

ACTION ITEM: David to make a video.

- b. The technical issue is creating a large email backlog and spawns related problems (members creating duplicate accounts, for example).
- c. The treasurer is locked out of Bank of America. I cannot pay ASLTA bills at this point. Bank of America says the required authorization forms are on the way but they have not arrived as of 9/18/21. We can't afford to continue waiting. I do not know what to do at this point. I am requesting the IPPG committee draft policies and procedures to ensure transitions from one President to a new President doesn't interrupt the Treasurer's access to BoA.
- d. Update: IRS compliance regarding chapter structure. It has become clear ASLTA will not meet the Fall deadline. This effort requires more support than what the Treasurer and Chapter Affiliation Director can provide. Solutions? HOLD for Bo's report.

- e. Update: Finance committee. Need to solicit members to join. What qualifications does the Board want to see?

ACTION ITEM: James will take care of drafting the position requirements, make a video, etc.

- f. Update: 2021-2022 budget. I am behind in drafting the budget due to the membership renewal issue.

Jason shared draft budget with James. Go from there.

- g. CED (Council on the Education of the Deaf) affiliation renewal is due on Oct. 1, 2021. Amount due is \$2,000.00. Renewing affiliation commits ASLTA to \$2,000.00 dues + the cost of sending at least 1 representative to two CED in-person meetings in 2021-2022.
- h. ACTFL 2021 online conference (Nov. 18-21). ASLTA is obligated to send 2 representatives; remaining window for registration is limited due to the need to request interpreting services, etc. Cost will be \$215-315 depending on ACTFL membership.

Jessica Parker is willing. Contingent on rep meeting schedule (Jason will send). James to do the Assembly of Delegates (Thurs) and Fri.

MOTION #2021-46: I, David Martin, move that ASITA cover the registration expenses for the 2021 online ACTFL conference up to \$630.00.

Seconded: Bo Clements

Vote: Passed

- i. Donation in memory of Barbara Kannapell (\$5,100.00). The group is requesting the following use of the funds:
 - i. Pay conference registration fee for 1 LGBT presenter who can present on an LGBT topic at the next two ASLTA conferences.
 - ii. Pay a presenter to host an online webinar on LGBT vocabulary.
 - iii. If possible, create a video library of LGBT vocabulary clips.

Ad hoc committee can handle this project. Invite Kevin Gamache to join to observe the process, etc. Not committed to the project.

Should have some kind of agreement in place to ensure clarity and makes ure the funds are used properly. Develop an MOA and that way can submit reports on how the funds are used.

- j. Cannot provide current membership totals at this time.
- k. Cannot provide banking information at this time.

Current ASLTA Membership			
Membership Category	Current #	Last Meeting #	2020-2021 Goal
<i>Supporting - 1 year</i>			85
<i>Supporting - 2 years</i>			36
<i>Associate - 1 year</i>			218
<i>Associate - 2 years</i>			104
<i>Certified - 1 year</i>			100
<i>Certified - 2 years</i>			48
<i>Retired - 1 year</i>			2
<i>Retired - 2 years</i>			2
<i>Retired Certified - 1 year</i>			5
<i>Retired Certified - 2 years</i>			3
TOTAL MEMBERSHIP			603 (-20%)
<i>Institutional Members</i>			15
<i>ASLTA Chapters</i>			10

h. Schwab update.

Current ASLTA Financial Status			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$	\$	
<i>Evaluation & Certification</i>	\$	\$	

<i>Main Checking</i>	\$	\$	
<i>Conference</i>	\$	\$	
<i>External Donations to the NPDC (2021 Patrons)</i>	\$	0	
<i>National Standards</i>	\$	\$	
<i>Professional Development</i>	\$	\$	
<i>Inclusion & Equity</i>	\$	\$	
<i>Investment</i>	\$	\$	
<i>External Donations to Main Checking Account</i>	\$	N/A	
TOTAL ACCOUNT VALUE	\$	\$	
Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$	\$ TBD	
<i>LF2 Fund</i>	\$	\$ 0.00*	
<i>Riggs Fund</i>	\$	\$ 0.00*	
<i>Main Investment Fund</i>	\$	\$	
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$	\$	
*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

- Current MOA with the University of North Colorado under review by their legal team. In process.

- Evaluation Office - Leslie Greer out on medical leave due to knee surgery. Doing well. Hope she will be back soon.

Information about what the portfolio entails is not on the website. It's important to put effort into reducing the amount of work the Eval Office is spending to address common questions and issues. Want to get this info on the website.

- 39 graduates from MASLED need to be awarded certificates. Need those names entered into the database before can send out.

Jason to train Amy and Leslie on how to create member accounts and start the process to get the certificates out to the MASLED grads.

- Applied for training/retreat funding to complete ongoing evaluation tasks. 4 goals: Complete the eval rubric (weighted scale, e.g); complete training materials for new evaluators; Jason, Leslie and Amy to go through the membership database to update the accuracy of records; videos on the website for evaluation needs, etc. Applied for \$9,000.00 and meet at Sorenson.

Plan is to meet for 4 days in a central location. Looking to have 8 people attend.

MOTION #2021-47: I, Amy June Rowley, would like to plan for a Spring 2022 Evaluation retreat to complete essential outstanding tasks. Financial details are contingent on external funding. If funding is not available, Evaluation would like to split the costs between the EO and ASLTA, with total costs not to exceed \$9,000.00.

Seconded: David Martin

Vote: Passed

- Conference voted to revert to old name Professional, but computer system will not allow us to. Suggestions? Set up ad-hoc committee to come up with new name, poll members etc?

Would like an ad hoc committee to draft a new certificate name other than Master or Professional. The committee can solicit suggestions and then invite members to vote on.

ACTION ITEM: James to consult with Mark Apodaca regarding the parliamentary process for how to navigate this issue. The motion was made and passed by members but is held up due to a technical issue - how is this to be resolved.

In the meantime, no changes made to online info, certificates, etc. until this is resolved.

ACTION ITEM: Put out an appeal on FB that ASLTA is looking for volunteers to serve on some committees, and send that out in an e-blast.

Amy June to contact Keith Gamache Jr. directly to lead or be involved in the evaluation master rename project.

9. Chapter Affiliation Director Clements

- ASLTA Region reps meeting - September 14, 2021.
- Paid for 2021-2022 - Washington State, NC?
- Group rate/Chapter rate due to Pandemic . 1 representative brought up a “group rate” idea for inactive chapters. Not an option - either active or must dissolve.
- Some chapters are working on their standardized compliance checklist. NE region hasn't begun. SE region reports NC, SC, FLA are in process to varying degrees. Midwest region: Ohio is completed and is making copies of the documents; BlueGrass is in progress; Minn also in progress; setting up a meeting with Willard to begin the process. West region: Working with WA-ASLTA in progress; BA-ASLTA is in process and exploring switching to a corporate filing.
- Google Drive Folder for each chapter compliance checklist.
- We like to know about SoCal chapter's status. SoCal ASITA must formally meet and vote to dissolve the organization and file a 990 form.

Action Item: Bo to arrange a meeting with SoCal leadership and invite James.

- We would like to have Jason join our next meeting on October 12, 2021 to clarify about 501 (C) (3).

Will do.

- We, I, and reps are working on a MOU draft but I need to discuss it with IPPG.
- 2025/2027 Open bid for Virtual conference. No bids this year. PD will organize these “in between” conferences.

10. Communications Director Martin

- No Report

11. ASL Honor Society Coordinator-Jessica Parker

- We've added ASLHS Jr. and are working on designing an Andrew Foster medal, flyer, and other criteria.
- We've set up 2 free upcoming ASL Teacher Shares via zoom-ASL Club Ideas & Teaching ASL Online with ASLHS member teachers. (Oct. 16th at 3pm EST & Jan.15th @ 3pm EST).
- We have a new Membership Coordinator, Stephanie Horvath and she is staying busy helping new & renewing ASLHS members.

- We are still looking for an Operations (in charge of scholarships & grants) Coordinator. We voted on someone, but they changed their mind, so we're continuing our search.
- We're looking forward to streamlining our graduation ordering system by setting up an online store. We hope to have this ready by the end of October.

MEETING ADJOURNED AT 9:00 pm EST

Meeting Minutes respectfully submitted by Treasurer Zinza.

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

October 17

November 14

December 12