



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes
Sunday, November 8, 2020
Time: 6:30 PM [EST]**

1. Roll Call

Janice Smith-Warshaw, 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
James Wilson, Vice President

Absence(s):

Jessica Parker, ASLHS Coordinator

2. Meeting called to order at 6:34 pm EST

MOTION #2020-090: I, Amy June Rowley, move to approve the meeting minutes from 10/11/2020 as read.

Seconded: David Martin

Vote: Passed

3. President's Report

- a. Welcome to ASLTA Board Team Meeting, Francis Phiri, CIT Board
- b. Accolades
- c. Committee Reports (Total of 12 committees)
- d. Town Hall Meeting - Follow up from last month and propose for another one in April (April 17). It was decided that we will have one on February 20, 2021.
- e. Appoint an ASLTA rep for the CIT Board Meeting on Nov. 17 at 7:00 p.m. EST (quarterly basis)

- f. Set up the Nomination Committee for the 2021-2024 Board positions (President, Secretary, and Professional Development Director)
- g. Diversity, Equity, and Inclusion (DEI) Committee (Follow up). Encourage BIPOC members to join various committees that we have or create an ad hoc committee.

4. Vice President's Report

- a. Results of Phase 6 Amendments. These phases are done. The results of the voting were interesting because the number of people voting for each individual motion. Jason Zinza says he can set a control. VP Wilson will post the results on the website.
- b. Plans for Phase 7. Plans to meet with Mark Apocoda and focus on three areas. Ways and Means' budget is the next focus. Members are the people who make the final decisions. Steering Committee, they are supposed to oversight the board. This committee is similar to the strategic committee in theory. VP James Wilson needs to ask Mark for his advice. Third area is the Chapters.

5. Secretary's Report

- a. No Report

6. Treasurer's Report

- a. Pushing hard to complete the required paperwork for the annual 990 tax reporting form (deadline is Nov. 16). It's clear that 20 hours per week is insufficient for the bookkeeper to have adequate time to maintain accounts while also preparing for tax reporting at the same time. This is a long-term issue that has no straightforward solutions. Suggest to refer this issue to IPPG.
- b. The Treasurer does not have access to Bank of America, known as "signatory authority." All banking issues must go through the President, which causes unnecessary delays and burden.

Motion #2020-91: I, Jason E. Zinza, move that ASLTA approve transportation and lodging for the Treasurer to travel to the nearest Bank of America location in Denver, CO, to complete the paperwork necessary to become a signatory on the ASLTA accounts. Transportation and lodging costs are estimated at \$304.07.

Seconded: David Martin

Vote: Passed

Rationale: Currently, the Treasurer cannot access Bank of America and must have the President complete all bank tasks on his behalf. This creates backlogs and is an undue burden on the President. The paperwork requires the Treasurer to appear in person at a Bank of America branch for completion. There are no Bank of America branches in Montana; the nearest is Denver, CO.

Financial impact: Estimated at \$304.07.

- c. Recently, Dutch Sign Language (NGT) was recognized as an official language in The Netherlands. I would like to see ASLTA draft a letter or proclamation of congratulations and share it on social media.

Motion #2020-92: I, Jason E. Zinza, move that ASLTA draft a proclamation of congratulations and affirmation to the Deaf community in The Netherlands upon the recent announcement that Dutch Sign Language (NGT) has become an officially recognized language.

Seconded: James Wilson

Vote: Passed

Rationale: To show ASLTA is aware of international events that lift up the teaching of any and all sign languages.

Financial impact: \$0.00.

Action Item: Secretary will write a letter to the Dutch Community

- d. Have done some research into member-driven informal audits. Would like to begin the audit in January 2021. Needs:
 - i. Ad hoc audit committee (Treasurer and Bookkeeper do not serve).
 - ii. Audit committee evaluates records & prepares a report for the Board.
 - iii. Since the Treasurer cannot lead the audit, who should?

Action Item: IPPG committee will find the guidelines for audit

- e. The membership late fee of \$20.00 went into effect November 1. If members contact you with questions, feel free to refer them to me. The rationale for the late fee is to encourage members to renew early in the year so a stable budget can be developed.
- f. Budget update: Revenue shortfall of \$23,735.00 for this fiscal year. Significant differences:
 - i. Membership is approximately 200 individuals fewer (particularly Supporting & Associate).
 - ii. Weak evaluation applications.
 - iii. Fewer than expected institutional memberships.
 - iv. Positive signs: Certified membership has grown compared to last year.
 - v. Revenue from webinars is good (but declining).
- g. Membership update.
 - i. ASLTA has attracted 6 new first-time members since the October meeting.

Current ASLTA Membership (as of 11/7/20)			
Membership Category	Current #	Last Meeting #	2020-2021 Goal
<i>Supporting - 1 year</i>	70	61	85
<i>Supporting - 2 years</i>	50	46	36
<i>Associate - 1 year</i>	218	176	218
<i>Associate - 2 years</i>	142	135	104
<i>Certified - 1 year</i>	101	92	100
<i>Certified - 2 years</i>	62	58	48
<i>Retired - 1 year</i>	0	0	2
<i>Retired - 2 years</i>	0	0	2
<i>Retired Certified - 1 year</i>	3	3	5
<i>Retired Certified - 2 years</i>	5	5	3
TOTAL MEMBERSHIP	651	576	603
<i>Institutional Members</i>	11	7	15
<i>ASLTA Chapters</i>	10	8	10

g. Schwab update.

Current ASLTA Financial Status (as of 11/08/20)			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 60,728.49	\$ 61,428.72	31
<i>Evaluation & Certification</i>	\$ 1,776.11	\$ 1,877.73	0
<i>Main Checking</i>	\$ 173,781.03	\$ 86,780.69	205
<i>Conference</i>	\$ 59,862.84	\$ 37,258.75	
<i>External Donations to the NPDC (2021 Patrons)</i>	\$ 0		

<i>National Standards</i>	\$ 3,106.89	\$ 3,106.89	0
<i>Professional Development</i>	\$ 4,222.69	\$ 900.41	2
<i>Inclusion & Equity</i>	\$ 100.00	\$ 100.00	0
<i>Investment</i>	\$ 100.00	\$ 100.00	0
<i>External Donations to Main Checking Account</i>	\$ 0	N/A	
TOTAL ACCOUNT VALUE	\$ 303,678.,05	\$ 191,553.19	
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 Flores

- a. Will continue to meet with Awards Committee meetings soon to discuss the Awards for this coming summer.
- b. Will continue to meet with the Nomination Committee meeting about Board positions available for President, Secretary, and Professional Development.
- c. Arlon, who is one of the Ohio ASLTA co-conference chair, will share his summary report.
- d. Zoom Webinar (reduced from 500 participants to 100 participants and this will start on November 13th)
- e. Need your signatures and send it to me, I will write a Thank Your card to people who have presented for the past few months for the monthly webinar.

Action Item: Jason will work with Lorraine with the thank you cards.

8. Evaluation and Certification Director Rowley

- a. **Motion #2020-93:** I, Amy June Rowley, move that ASLTA draft a letter to each university that offers an ASL graduate-level teaching degree program and award each ASL graduate student with ASLTA certified-level certification if they meet the degree requirements.

Seconded: David Martin

Vote: Passed

Rationale: To show ASLTA recognizes ASL students that completed ASL graduate-level degree requirements in order to receive ASLTA certified-level certification.

Financial impact: \$0.00.

Report regarding renewals. Current process is for a person to fill out using google forms. However, many people have tried using CV, copies of certificates etc. How do you suggest I handle this? Pros: when people use google form, I have all applications in one place. Cons: Not friendly for people who want to attach documents.

- b. Has issues with google forms where people bypass the form and send documents to Amy June. Need to have a better way for people to renew.

Action Item: Refer to IPPG.

9. Chapter Affiliation Director Clements

- As of today, we have 10 paid chapters (2020-2021) - Minnesota just paid.
- Collect updated information of all 7 chapters except Minn, Greater Rochester, and NC for ASLTA website/region/chapter page.

- Region Reps Meeting - November 10, 2020 at 7:45 pm EST
 1. We developed a form of how to reinstate an active chapter.
 2. We will develop a form of two important information should be included into their chapter by-laws: Dissolution of a chapter to give monies to ASLTA and at least 2 officers' names on the list for their bank services.
 3. We need to write a notice to inactive chapters not to use ASLTA as Acronym for their state/local chapter. How soon can we send it out?
 4. We will look at phrase 7.
 5. No news from BA chapter - West Rep Heather contacted this person twice.
 6. Utah is working on to be an active chapter again. Issue: email.
 7. The Georgia group is having their first meeting this afternoon.
 8. FASLTA cancelled their annual conference this February 2021
 9. SC-ASLTA hosted a web mini conference was successful - Oct 24, 2020
 10. Ohio-ASLTA will host two webinars - one was done on Nov 7, 2020 with Ernest Willman and one will be on Nov 14, 2020 with Justin Perez.

11. Greater Rochester chapter will host a webinar with Colin Allen - November 12, 2020
12. WA-ASLTA will host a webinar with Buck Rogers - Nov 14, 2020
13. San Diego will host a webinar as meet and greet with ASL teachers - Nov 14, 2020.

10. Communications Director Martin

- No Report

11. ASL Honor Society Coordinator Parker

- No Report

2021 NPDC Report - Arlon Nash and Lori Woods

- a. November 1 registration information has been posted. The early bird combo will end February 5. Call for presentations will be due December 31st. Things are going well. David Martin suggested that the committee communicate with the board so that we are on the same page. We will post the dates on our website.

COMMITTEE REPORTS

- a. **ASL Can-Do Statements:** No report.
- b. **ASLTA Awards Criteria:** See Professional Development report.
- c. **ASLTA Logo:** Got the form from the artist and need to fill it out.
- d. **Bylaws:** See Vice President Report.
- e. **Chapter Handbook & Guidelines:** Decided to hold off this task for now.
- f. **Evaluation Advisory:** No Report.
- g. **IPPG:** Developing webinar policy and webmaster and discuss possible board and paid position for evaluation director.
- h. **Membership:** No action has been taken so far.
- i. **Regional Representatives:** See Chapter Affiliation Director report.
- j. **Restricted Funds:** Memorandum of Agreement (MOA) with NASLEHL (Follow up) will bring this information to the members during our virtual conference.
- k. **Strategic Planning:** Postponed FB live event for several reasons but look forward to getting input from members on the proposed Special Interest Group (SIG) idea. The committee is developing Core Values that will guide and reflect what ASLTA stands for; developed "Respect for All" as the first value, which led to the bylaws amendment #33, prohibiting discrimination. Next up is "Diversity" which will explore how ASLTA not only says it values diversity but also follows through with valuing diversity.
- l. **Writing :** Had a meeting today. We assigned tasks to each committee member to make this process go quicker. It was a good meeting. The next meeting is scheduled for December 6th.

MEETING ADJOURNED AT 9:07 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

Future meetings:

December 13, 2020 at 6:30 pm EST

January 10, 2021 at 6:30 pm EST

January 24, 2021 at 4:00 pm EST

February 07, 2021 at 6:30 pm EST

February 21, 2021 at 4:00 pm EST

March 14, 2021 at 6:30 pm EST

March 28, 2021 at 4:00 pm EST