



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes
Sunday, November 14, 2021
Time: 6:30 PM [EST]**

Topic: ASLTA's Zoom Meeting

ASLTA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/4425860728?pwd=ems5a2RtSU1c2hqOEFFbzF3MGRMUT0>

Meeting ID: 442 586 0728

Passcode: Awards

1. Roll Call

James Wilson, President

Jason E. Zinza, Treasurer

Bo Clements, Chapters Affiliation Director

Rhonda Jennings-Arey, Secretary

Jessica Parker, ASLHS Coordinator

David Martin, Communications Director

Participants:

Damon Johnson

Absent:

Amy June Rowley, Evaluation and Certification Director

2. Meeting called to order by President Wilson at 6:35 pm EST

MOTION #2021-52: I, Jason Zinza, move to approve the meeting minutes from 10/24/2021 as read.

Seconded: David Martin

Vote: Passed

3. President's Report

- a. Fresno, California trip accomplished! One more thing remains to be seen! (adding Jason Zinza's name to the bank).
- b. Website issue for further discussion and decision. CITs offer still stands on "borrowing" their web team. Will find out more information and get back to us.
- c. Vice President and Professional Development Director Update. We will know more during the first week of December (Vice President).

MOTION #2021-53: I, Jason Zinza, move that we go into a closed session.

Seconded: David Martin

Vote: Passed

MOTION #2021-54: I, David Martin, move that we end the closed session.

Seconded: Bo Clements

Vote: Passed

- d. Town Hall or Committee Forum: Certified Driven vs Member Driven. Seeing a new idea take root: to gather major committees together (Evaluation, Strategic, Writing, Bylaws, DEI, possibly Chapters) to focus on inner discussions regarding certification versus member needs. Is ASLTA overly focused on being certification driven? Would like to have committees gather in February to discuss. Perhaps the larger goal would be to increase flexibility within the bylaws regarding certification requirements for ASLTA service. More discussion at the next meeting.
- e. MOA with CIT: draft copy not yet to be reviewed by IPPG. Found the draft MOA with CIT and it appears it was never acted upon. CIT is motivated to pick up the discussion and move forward with implementing the MOA. Would like the next IPPG meeting to review the draft MOA.

4. Vice President's Report - VACANT

- a. No report.

5. Secretary's Report

- a. Since there are no committee reports here, I would like to ask the board to look over the completed writing committee items for approval in order to post them on the website. We still have two tasks left, but want to get your feedback and approval on all completed items. I have shared the file, will email to remind the board, and would like for the board to look over the contents on their own time. Please review before the next board meeting.

MOTION #2021-56: I, Jason Zinza, move that we go into a closed session.

Seconded: Bo Clements

Vote: Passed

MOTION #2021-57: I, Jason Zinza, move that we end the closed session.

Seconded: David Martin

Vote: Passed

- b. Supposed to receive a letter from a member re: certification concerns. Still have not received it, hopefully we will soon.

Action Items: We need to think about the next step for the following tasks that we need to do:

1. Chair of committees need to work with the committee members to develop guidelines (policies and procedures of a committee) for ASLTA.
2. Develop pamphlets, for new members and new certified members, of something like a Code of professional conduct or ethics prior to signing a document where they agree with the items.
3. Figure out when to jump start the grievance policy for ASLTA members and certified members.

6. Treasurer's Report

- a. Filed 2019-2020 Form 990 with the IRS on 11/13/21, sent certified mail.
- b. CPA suggests ASLTA file 990s by May 15 each year, rather than the fall.
- c. CPA concern re: conference profit-sharing. This is not allowed.
- d. CPA concern re: Chapters compliance. ASLTA is responsible for chapters that use ASLTA's name.
- e. 2021 Conference: Have a few small reimbursements / refunds to process and then will send a check to Ohio ASLTA.

MOTION #2021-55: I, Jason Zinza, move that ASLTA pay Ohio ASLTA 25% of the net proceeds from the 2021 conference in the amount of \$19,411.05 from the NPDC account.

Seconded: David Martin

Vote: Passed

- f. Website: Hacked. Lack resources to restore the site. Needing a long-term solution to the lack of reliable tech support on the ASLTA Board. We need a well protected cyber security.
- g. Membership update: Cannot access figures since the website is down.
- h. Banking update: Cannot access BoA without signature authority.
- i. Leave of absence policy. There is none, there should be something in place in case something happens to a board member.

Action Item: Refer to IPPG.

Current ASLTA Membership

Membership Category	Current #	Last Meeting #	2021-2022 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>	\$ 95,381.34	\$ 97,057.84	93
<i>Evaluation & Certification</i>	\$ 12,900.96	\$ 12,830.78	2
<i>Main Checking</i>	\$ 278,921.05	\$ 110,651.20	240
<i>Conference</i>	\$ 38,195.90	\$ 9,538.41	15
<i>External Donations to the NPDC (2021 Patrons)</i>	\$ 0	0	
<i>National Standards</i>	\$ 3,108.05	\$ 3,107.92	1

<i>Professional Development</i>	\$ 13,711.86	\$ 10,389.24	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>	\$ 0.00	N/A	
TOTAL ACCOUNT VALUE	\$ 442,419.16	\$ 243,775.39	
Schwab Long-Term Investment Accounts			
	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 8,989.54	\$ TBD	+\$3.94 (+0.04.%)
<i>LF2 Fund</i>	\$ 4,696.83	\$ 0.00*	+\$2.14(+0.05.%)
<i>Riggs Fund</i>	\$ 7,707.50	\$ 0.00*	+3.57 \$ (+0.05.%)
<i>Main Investment Fund</i>	\$ 92,972.82	\$	-\$82.81 (-0.09.%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 114,366.69	\$	-\$73.16 (-0.06.%)
*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

- No Report

9. Chapter Affiliation Director Clements

- Meet with Region Reps on November 9, 2021 and will meet again on November 30, 2021.
- Our goal is to complete the compliance checklist by November 30, 2021.

10. Communications Director Martin

- No Report

11. ASL Honor Society Coordinator-Jessica Parker

- Report postponed to December 12.

MEETING ADJOURNED AT 8:52 pm EST

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey, secretary

Future meetings: *ALL MEETINGS ARE AT 6:30 PM EST*
December 12