



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes**  
**Sunday, December 13, 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

James Wilson, Vice President

Jessica Parker, ASLHS Coordinator

Absence(s):

## **2. Meeting called to order at 6:38 pm EST**

**MOTION #2020-094:** I, David Martin, move to approve the meeting minutes from 11/08/2020 as read.

**Seconded:** James Wilson

**Vote:** passed

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

- a. Two Board members' temporary duties to assist the Evaluation Program. David: we can mentor members if needed.
- b. Three proposed Evaluation Coordinator positions for the Evaluation Program
- c. Video for the upcoming vacant Board positions (President, Secretary, & P.D.)

**Action Item:** Three of us need to make a video highlighting our duties

- d. Close Restricted Funds Committee because the committee does not need to continue.

- e. Our next Town Hall meeting on February 20, 2021 at 3:30 p.m. EST / 2:30 p.m. CST / 1:30 p.m. MST / 12:30 p.m. PST

#### 4. Vice President's Report

- a. ByLaws Update, Amendment #34 for Finance Committee. Thanked Jason Zinza for posting the final updated version on our website. Had a meeting for 2 hours on one amendment last Wednesday. Changed the name to Finance Committee from office and location. Budget planning is to be under this committee. This will be brought to the general meeting to be approved. Amendment #35 governance which will be included in the bylaws and IPPG and will be worked on in January or February. Amendment #36 is being put on hold for now.
- b. IPPG Updates: We had many meetings lately and wanted to thank the committee for their devotion to this committee.

#### 5. Secretary's Report

- a. No Report

#### 6. Treasurer's Report

- a. Attended the ACTFL online conference (required by my University). Member organizations are being asked to be more responsive to ACTFL initiatives. ASLTA may want to consider establishing a primary liaison with ACTFL from the Board, or perhaps consider a new position. Current needs:
  - i. ASLTA must update its national ASL standards. This is a critical need.
  - ii. ASLTA must nominate 1-2 attendees for the 2021-2023 LILL cohort (Leadership Initiative for Language Learning). This is a 2-year commitment of travel costs for 2-3 days each summer. Requirements: Active Board member or committee member being groomed for Board service. Fiscal year impact: \$0.00 (meeting virtually in 2021).
  - iii. ASL Can-Do Statements project should be wrapped up Summer 2021. Fiscal impact: ASLTA will need to pay for the document's copy design and layout. Amount currently unknown.

**MOTION #2020-095:** I, Jason Zinza, move that ASLTA allocate \$2,500.00 from the ASL Standards account to use for copy editing, layout, and design of the ASL Can-Do Statements. Unused funds will be returned to the account.

**Seconded:** David Martin

**Vote:** passed

- b. ASLTA's IRS reporting was completed. Our CPA has provided a list of concerns ASLTA needs to address. Most can be handled through the IPPG or finance committee work, but a priority needs ASLTA action. We are continuing to expose ASLTA to legal liability because of chapters and other non-affiliated groups use

ASLTA's name while not adhering to financial reporting requirements. The first step to remedy this is to copyright ASLTA's name.

**Action Item:** Refer to the logo committee.

- c. Budget update. Currently, ASLTA has a budget deficit of - **\$20,455.00**, due to membership declines, almost zero donations, and some increased costs (QuickBooks, e.g.).

**MOTION #2020-096:** I, Jason Zinza, move to eliminate the budgeted 2021 face-to-face Board meeting, for a savings of \$9,270.00 in the 2020-2021 budget.

**Seconded:** David Martin

**Vote:** passed

**MOTION #2020-097:** I, Jason Zinza, move that ASLTA require Board members to cover their own 2021 conference registration fees, for a savings of \$1,350.00 from the 2020-2021 budget.

**Seconded:** David Martin

**Vote:** passed

- d. Members approved the non-discrimination amendment to the ASLTA bylaws. Currently, no process exists to lodge complaints or address violations of discrimination.

**MOTION #2020-098:** I, Janice Warshaw, move that ASLTA establish an ad-hoc committee to develop policies and procedures to address accusations of discrimination /non-compliance with the ASLTA bylaws code of conduct with two areas of focus: membership and certification.

**Seconded:** James Wilson

**Vote:** passed

- e. The 2021 ASLTA NPDC will be held shortly before the grace period for new / renewing members opens (traditionally, August 1). I suggest offering a new-member and renewing-member + conference registration combo fee, with membership extending until 2022. Need to know what date this combo fee would begin.
- f. Website security update. The ASLTA website experienced a DoS attack that left the site inoperable for 24 hours. The responsibility of maintaining the website is consuming far more time and resources than the Treasurer is willing to continue providing.

**Action Item:** David will ask our members to see who can help us with this issue.

g. Membership update.

- i. Membership renewal / new members is very slow and projected to remain low until February / March 2021.

<b>Current ASLTA Membership (as of 12/13/20)</b>			
<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>2020-2021 Goal</b>
<i>Supporting - 1 year</i>	71	70	85
<i>Supporting - 2 years</i>	50	50	36
<i>Associate - 1 year</i>	226	218	218
<i>Associate - 2 years</i>	145	142	104
<i>Certified - 1 year</i>	103	101	100
<i>Certified - 2 years</i>	62	62	48
<i>Retired - 1 year</i>	0	0	2
<i>Retired - 2 years</i>	0	0	2
<i>Retired Certified - 1 year</i>	4	3	5
<i>Retired Certified - 2 years</i>	5	5	3
<b>TOTAL MEMBERSHIP</b>	<b>666</b>	<b>651</b>	<b>603 (-20%)</b>
<i>Institutional Members</i>	12	11	15
<i>ASLTA Chapters</i>	12	10	10

h. Schwab update.

<b>Current ASLTA Financial Status (as of 12/13/20)</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>	\$ 69,856.90	\$ 64,485.46	2
<i>Evaluation &amp; Certification</i>	\$ 3,298.61	\$ 3,400.23	0
<i>Main Checking</i>	\$ 209,148.16	\$ 133,437.50	157

<i>Conference</i>	\$ 19,000.00	\$ - 6,655.25	0
<i>External Donations to the NPDC (2021 Patrons)</i>	\$ 0		
<i>National Standards</i>	\$ 3,107.02	\$ 3,107.02	0
<i>Professional Development</i>	\$ 1,171.70	\$ 900.59	2
<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>	\$ 0	N/A	
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 305,782.39</b>	<b>\$ 198,875.55</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>	\$ 8,373.46	\$ TBD	-\$5.04 (-.06%)
<i>LF2 Fund</i>	\$ 4,350.00	\$ 0.00*	-\$2.94 (-.07%)
<i>Riggs Fund</i>	\$ 7,121.77	\$ 0.00*	-5.02 (-.07%)
<i>Main Investment Fund</i>	\$ 86,443.50	\$ 10,121.23	-\$171.11 (-.20%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 106,288.73</b>	<b>\$ 10,346.69</b>	<b>-\$184.11 (-.17%)</b>
*Fund cannot be used until it has reached \$10,000.00 in value.			

## 7. Professional Development Director Flores

- a. Monday, December 7th - shipped t-shirts to webinar presenters and panelists to show our appreciation for their presentations this year, 2020
- b. For December Webinar: Debbie Colbert, earned \$1,433.98
- c. Flavia - Virtual Conference Keynote
- d. Will make the video to notify members that need one more person to join nomination committee
- e. Motion for order more shirts \$228.27

**MOTION #2020-099:** I, Lorraine Flores, move to take out \$228.27 to order 6 more shirts from PD fund.

**Seconded:** James Wilson

**Vote:** passed

## **8. Evaluation and Certification Director Rowley**

- a. Developed clear policy what to do with delinquent certified members:

Effective immediately, all certified ASLTA members who haven't renewed their membership by September 1st annually will be alerted that their certification will be voided if their membership is not renewed by November 2nd annually.

Timeline:

July 1st- reminder to pay

August 1-reminder to pay

September 1- inform that membership is lapsed and certification is voided

Oct 1st- FINAL reminder (add information about late fee)

Nov 1st- certification removed online, can only join as supporting or associate membership.

Sept 1 (following year) no allowances to reactivate certification- want to become certified again, must reapply for certification.

Timeline for current implementation:

Jan 15 2021: reminder email (add information about late fee and about certification becoming voided)

Feb 1 2021 11:59 PST: All unpaid certified membership becomes voided if unpaid 1 year or more. (Missing membership from Sept 2019- Aug 2020)

**Action Item:** Make video for Jan 15th email and supplement video for Feb 1st email.

## **9. Chapter Affiliation Director Clements**

1. As of December 13, 2020, 12 chapters! Ohio, Willard, Maryland, South Carolina, Florida, San Diego, Washington, Greater Rochester, North Carolina, Minnesota. Recently paid for year 20-21: New Jersey and Virginia!
2. Updated: Bay Area chapter
3. Georgia, Utah, and Chicagoland
4. Maintenance on ASLTA website/chapters as updated with paid chapters for year 20-21. Now working on By-laws.
5. We region reps will have a meeting in January to focus on working documents for phase 7: Article VIII - Chapter Affiliation Section 1-4 needs some changes. Also, We suggest chapters' to revisit their bylaws and insert some important information into their chapters' bylaws.

## 10. Communications Director Martin

- No Report

## 11. ASL Honor Society Coordinator Parker

### I. ASLTA Membership:

We have 101 members for the 20-21 year.

### II. ASLHS Website:

Added videos to each page signed by each of our board members, we're constantly working on updating our membership page, & we're working on adding more useful ceremonial documents for our ASLHS teachers.

### III. Other News:

We have 2 new board members, CJ Johnson (Membership) & Robin Newsome-Wuertz (Competitions) & we are considering another advisory position to help us reach out to ASL teachers and improve our membership numbers. Teacher Spotlight, Student Standout, Classroom Highlight for our ASL Chapter Members

### IV. Upcoming Events:

Winners of Art Competition will be announced soon  
ASLHS Logo Competition in Jan-Feb. Judge: Jenny Carpenter  
ASLHS Scholarships in April  
ASLHS Literature Competition in the Spring, Category is Visual Vernacular, Judge: Justin Perez

## COMMITTEE REPORTS

- a. **ASL Can-Do Statements:** No Report
- b. **ASLTA Awards Criteria:** No Report
- c. **ASLTA Logo:** No Report
- d. **Bylaws:** See VP report
- e. **Chapter Handbook & Guidelines:** No Report
- f. **Evaluation Advisory:** No Report
- g. **IPPG:** See VP report
- h. **Membership:** No Report
- i. **Regional Representatives:** No Report
- j. **Restricted Funds:** No Report
- k. **Strategic Planning:** Next meeting in January. Working on core values.
- l. **Writing :** We met on December 6 to go over 5 tasks. So far we have almost finished these tasks. We just need to clean up then finalize them. We will meet again on January 10 at 2 pm.

**Action Item:** Janice will show up to the writing committee meeting to talk about joining Tawny's writing committee.

**MEETING ADJOURNED AT 8:34 pm EST**

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

**Future meetings:**

January 10, 2021 at 6:30 pm EST

January 24, 2021 at 4:00 pm EST

February 14, 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