



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Board Meeting Minutes**  
**Saturday, July 2, 2022**  
**Time: 3:00 PM [EST]**

**1. Roll Call**

James Wilson, President  
Lorraine Flores, Vice President  
Jason E. Zinza, Treasurer  
Bo Clements, Chapters Affiliation Director  
Rhonda Jennings-Arey, Secretary  
Jessica Parker, ASLHS Coordinator  
Amy June Rowley, Evaluation and Certification Director  
Aimee Sever-Hall, Professional Development Director

**Absent and Excused:**

David Martin, Communications Director

**2. Meeting called to order by President Wilson at 2:53 pm EST**

**3. President's Report**

- a. Today's meeting will be focused on making motions from the ASLTA working retreat in Columbus, Ohio. No reports are being made today.
- b. Thanked everyone for their hard work since we arrived on Wednesday, June 29th.

**4. Vice President's Report**

- a. No Report

**5. Secretary's Report**

- a. No Report.

**6. Treasurer's Report**

- a. **MOTION #2022-028:** I, Jason E. Zinza, move that ASLTA add a new membership category costing \$50.00 for International members residing in locales outside of the United States.

**Seconded:** Aimee Sever-Hall

**Vote:** Passed

- b. **MOTION #2022-029:** I, Jason E. Zinza, move that ASLTA apply the 20% administrative chargeback fee to all monies received by ASLTA programs, external grants, and donors, effective immediately. The Board retains the option to modify the chargeback fee as needed.

**Seconded:** Lorraine Flores

**Vote:** Passed

- c. **MOTION #2022-030:** I, Jason E. Zinza, move that ASLTA ensures all candidates for the Treasurer position need to remain in the conference host city until the next business day, in order to complete banking authorization transfers prior to departing the conference location.

**Seconded:** Bo Clements

**Vote:** Passed

- d. **MOTION #2022-031:** I, Jason E. Zinza, move that ASLTA establish a fifth transactional account at Bank of America, for use by the Dr. Barbara Kannapell Project: LGBTQIA+ in ASL Education (known as the BK Project). Previous funds donated in Barbara Kannapell's memory will be transferred to this account, and future funds donated in support of LGBTQIA+ causes will be directed to this account.

**Seconded:** Bo Clements

**Vote:** Passed

- e. **MOTION #2022-032:** I, Jason E. Zinza, move that ASLTA develop a whistleblower policy.

**Seconded:** Lorraine Flores

**Vote:** Passed

## 7. Professional Development Director Sever-Hall

- **MOTION #2022-033:** I, Aimee Sever-Hall, move that ASLTA approves the video production guideline developed by the DEI committee to be distributed and standardized within the organization.

**Seconded:** Jason Zinza

**Vote:** Passed

- **MOTION #2022-034:** I, Aimee Sever-Hall, move that ASLTA invests in a comprehensive CEU tracking database to track professional development by members, with costs not to exceed \$100,000 from the general account. The expenditure will be recouped through user fees over five years.

**Seconded:** Jessica Parker

**Vote:** Passed

- **MOTION #2022-035:** I, Aimee Sever-Hall, move that we need to assure that the committee policies are up to date including duties, guidelines, attendance, and communication.  
**Seconded:** Amy June Rowley  
**Vote:** Passed

**Action Item:** Refer to IPPG

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

- **MOTION #2022-036:** I, Amy June Rowley, move that we add a reduced fee for currently certified members who want to apply for Master level certification at \$270.  
**Seconded:** Aimee Sever-Hall  
**Vote:** Passed
- **MOTION #2022-037:** I, Amy June Rowley, move that we allocate \$15,000 funding from the evaluation and main accounts for new evaluator training for 12 people for 3 days (1 travel and 2 full days of training) in the mountain states area to occur this fall.  
**Seconded:** Aimee Sever-Hall  
**Vote:** Passed

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

- **MOTION #2022-038:** I, Bo Clements, move that we must obtain all past and current (2021 and past) chapters' copies of 990N to the ASLTA treasurer by August 1, 2022.  
**Seconded:** Amy June Rowley  
**Vote:** Passed
- **MOTION #2022-039:** I, Bo Clements, move that we collect the 990N forms from the Chapter affiliates every year as they need to submit their financial information by January 30th of each year in accordance with tax filing regulations. If in case of non-compliance, the Chapter Affiliation Director will send a follow-up letter in 30 days. Then in 30 more days initiate dissolution via cease and desist process.  
**Seconded:** Amy June Rowley  
**Vote:** Passed

#### **10. Communications Director Martin**

- No Report

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

- No Report

**MEETING ADJOURNED AT 4:42 pm EST**

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

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

August 14, 2022

September 11, 2022

October 16, 2022

November 13, 2022

December 11, 2022