



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes Sunday, August 14, 2022 Time: 6:30 PM [EST]

Zoom - will need one

1. Roll Call

James Wilson, President

Lorraine Flores, Vice President

Jason E. Zinza, Treasurer

Bo Clements, Chapters Affiliation Director

Aimee Sever-Hall, Professional Development Director

Guests

Annie Welch

Sara Bianco

Kevin Youngblood

Bob Donaldson-Pirc

Absent:

Amy June Rowley

Rhonda Jennings-Arey

[Vacant], Communications Director

2. Meeting called to order by President Wilson at 6:38 pm EST

MOTION #2022-040: I, Bo Clements, move to approve the meeting minutes from 06/12/2022 as read.

Seconded: Lorraine Flores

Vote: Passed

MOTION #2022-041: I, Aimee Sever-Hall, move to approve the meeting minutes from 07/02/2022 as read.

Seconded: Bo Clements

Vote: Passed

3. COMMITTEE REPORTS

- NPDC Committee: Sara Bianco under Professional Development's Report
 - ◆ QUESTION for NPDC Committee from the Treasurer: The 2021 conference leadership established a "2021 Patron" sponsor payment portal that was put on hold. Does the 2023 conference leadership wish to continue this or not for the conference?

4. President's Report

- a. Communication Director Position. David Martin's passing in July has created a big hole to be filled. He would want ASLTA to thrive. There is a person interested in taking on that duties; however, this person's ASLTA certification has lapsed. Next course of action: In the interest of fairness we should inform all members of the position availability.

ACTION ITEM: James to complete a position vacancy video for release on September 9, 2022 via eblast. By August 22 James will complete the video. James to try to access the ASLTA Youtube channel by resetting the account.

MOTION # 2022-042: I, Jason E. Zinza, move to enter a closed session to discuss private personal details of an individual.

Seconded: Bo Clements

Vote: Passed

MOTION # 2022-043: I, Lorraine Flores, move to end the closed session.

Seconded: Bo Clements

Vote: Passed

- b. Evaluation Assistant Position. Leslie Greer stepped down and would like to return on September 1. She will work with Amy and resume her regular duties. She much appreciated the flowers sent by ASLTA to her mother's memorial service.
- c. Meeting with Loretta Roul , ASLPI Director. Met with Loretta and Amy June Rowley regarding clarification on ASLPI scores. ASLTA Master certification requirements stipulate a 3 on the ASLPI or a 3+ on the SLPI:ASL. Standardization is key. Loretta will review the certification pages and bring some suggestions to her center's team to develop clearer language that can allow for + or - scores. Discussion is ongoing.
- d. 2025 NPDC Update. James and Lorraine to meet with FASLTA leadership (Ivan Jarama and others) towards the end of August.
- e. Trademark Update/Karen Hawkes. Sent an email informing her of David's passing and that James will serve as the point of contact regarding the trademark issue.
- f. 2022-2023 Membership Dues. New membership cycle begins on September 1 for the next fiscal year.
- g. CIT Conference Sponsorship Paid per MOU. Sponsorship check has been sent. Their conference is next month.

5. Vice President's Report

- a. Bylaws - Phase 8 (sent via email to you all and will need your vote). Appreciate the Board members who read the proposed bylaws amendments. Will bring the questions and issues to the bylaws committee. Will not proceed to the vote first. Concerned with the certification requirements and the ability to complete the certification application within one year. Should it be extended to two years? Will bring this back after discussion with the bylaws committee
[Phase 8 Amendments_Revised_8_10_22.docx](#)
- b. Conference Registration Discount rate for ASLTA Committees. Hold until Jason's report.
- c. Will send out an email message to ACTFUI to follow up with the committee and their current status. Reminder to myself to communicate with the former members of the ACTFL Can-Do Statements committee.
- d. Will follow up with Keith Gamache and Heather Arazi about their motion. They both mentioned that they dropped their motion. There seems to be a misunderstanding of this issue. Lorraine will meet with them to re-vitalize this topic.
The motion is about to replace "master" in the phase "master certification" within the ASLTA certification process. I propose that we bring back "professional" as in "professional certification" or a preferable alternative if so desired. I move that the wording be replaced in all documents including the ASLTA website and written/printed document.
- e. I received a video message requesting how many members are GU alumni. GUAA would like to send a person to the conference in Ohio (if it is above 50%). I honestly don't think we have 50% members who graduated at Gallaudet. Want to check with you all to confirm my estimate. Aimee and Jason to include this question in the upcoming membership survey.

Committee
ASL Can-Do Statements (5)
ASL Honor Society Program (7)
Awards Criteria Committee (3)
Logo Committee (2)
Bylaws Committee (4)
Chapter Handbook & Guidelines (5)
DEI (3)
BK Project (6)
Evaluation Advisory Committee (5)
IPPG
Membership Committee
Nominations Committee (3)

Regional Representatives (5)
Restricted Funds Committee (5)
Strategic Planning Committee (6)
Writing Committee (5)

6. Secretary's Report

- a. No Report

7. Treasurer's Report

- a. Re: Motion # 2022-028 (adding new international member membership category). Conflict with bylaws? (see Article III, Section 1). Will need to revise the mail-in membership form and the online payment portal if there is no bylaws conflict. Needs to be ready by August 31, 2022. Lorraine to bring this to the Bylaws committee. Have to postpone this action until approved by members.
- b. Re: Motion #2022-029 (20% chargeback fee). Will be applied to December 31, 2022 chargeback.
- c. Re: Motion #2022-031 (establish an account for LGBTQIA+ in ASL Education committee). Completed.
- d. Re: Motion #2022-032 (develop a whistleblower policy). Refer to Strategic Planning Committee (?) for completion. YES
- e. Re: Motion #2022-034 (PD database). Possible impact due to 2022-2023 budget deficit.
- f. Re: Motion #2022-036 (reduced Master application fee for Certified members). Completed.
- g. Re: Motion #2021-049 (support CIT conference). Check has been sent to CIT in the amount of \$1,000.00
- h. Would like the Board to require all current Board and ASLTA committee members to renew their membership no later than 14 days after the beginning of the membership cycle.

MOTION # 2022-044: I, Jason E. Zinza, move that ASLTA require all current Board and ASLTA committee members to renew membership by September 15 each year or be removed from their duties.

Seconded: Aimee Sever-Hall

Vote: Passed

- i. Propose to develop a separate budget line for the President's discretionary expenses, up to \$ 250.00 per financial year.

MOTION # 2022-045: I, Jason E. Zinza, move that ASLTA assign the President an annual budget for discretionary spending of up to \$250.00 per financial year.

Seconded: Bo Clements

Vote: Passed

- j. NASLEHL has not accepted the \$5,000.00 donation from ASLTA for more than 2 years. I am requesting this is resolved no later than September 15, 2022 in order to account for the expenditure on our tax filings. NASLEHL have signed the letter, but did not include their tax exemption form. James will follow up with this.
- k. The Zoom account issue. Need to straighten this out regarding access and use. PD Director used the ASLTA card to purchase 2 standard pro accounts for a total cost of \$299.80. We have the ongoing monthly webinar (cost \$ 40.00), plus the annual \$ 299.80 cost.

secretary@aslta.org set up for new Zoom account

Look into the up to 10 accounts

James to set up new zoom2@aslta.org address to set up new Zoom service

1. PD account
2. Evaluation
3. Secretary

MOTION #2022-046: I, Jason E. Zinza, move that ASLTA cover the costs of the PD personal expenses for Zoom access.

Seconded: Lorraine Flores

Vote: Passed

- l. Workflow management software. Have been investigating options for use by the Evaluation Office and for Board members to increase customer satisfaction. Question for the Board: Do we want to integrate it into the member database / keep ongoing records in each member's account, or just use it as needed? If we want to integrate it, then the minimum monthly cost is \$ 50.00 for Zapier + \$7.50 per user per month for Jira. Annual costs are estimated at \$1,050.00 if 5 Board members have access the workflow management system.
- m. Developing an equipment purchase / replacement policy was explored at the Board retreat. Many thanks to Jessica for sharing her institution's policy. I'd like to suggest the Board refer this policy to the Strategic Planning Committee for completion. YES
- n. Developing a master calendar of ASLTA deadlines (990 is due on May 15, the President is responsible for collecting organization statistics each September, etc.) was mentioned during the Board retreat. I'd like to move forward with this and refer the task to the Strategic Planning Committee for completion.

- o. Insurance coverage. I worked with the ASLHS committee briefly during their retreat. One concern expressed concerns the type of coverage ASLTA's insurance offers to committee members. I am meeting with our insurance carrier at the end of August to review our policy (I've been informed our rates will increase by 25% for 2022-2023). Will get specifics regarding who is covered and what situations are / are not covered.
- p. The ASLTA bookkeeper has completed all transactions from the previous year. I will work with the CPA to file our 990 in September, rather than waiting until the November deadline to file.
- q. 2022-2023 annual budget. ASLTA is facing a budget deficit of approximately \$38,000. The bylaws require the budget to be presented to the Board in September. I am requesting at least one full hour from the September Board meeting to focus on the budget and possible spending cuts, or calling a special meeting to focus on the budget challenges. James to call special meeting.
- r. Re: MOTION # 2022-026 (\$250.00 discount for NPDC registration). Given the upcoming budget deficit, I move to modify the motion.

MOTION #2022-047: I, Jason E. Zinza, move that ASLTA amend Motion #2022-206 to provide a \$100.00 2023 NPDC registration discount, rather than \$250.00, for up to 20 ASLTA committee members who have served in their capacities for at least one full year.

TABLED to either a special meeting or the regularly scheduled meeting on September 11.

- s. The 2022-2023 budget deficit will impact funds available to pay hotel deposits for the 2025 conference that will be due in 2023 and 2024. I am requesting that the ASLTA Board take concrete steps to address this critical issue and determine whether a conference planner will be hired, finalize the location of the 2025 conference, and identify ways to reduce as much as possible the future hotel deposits. If the 2023 conference breaks even and does not produce a substantial profit, then ASLTA cannot afford a conference in 2025 unless funds are taken out of Schwab and our reserves.
- t. 2022-2023 membership reminders will be sent to all current and lapsed members on August 15-18.
- u. The Treasurer is expressing serious concerns about the financial stability of the Evaluation program. The lack of fidelity to financial policies (e.g., sending certificates prior to ensuring candidates pay the membership upgrade fee), the inability to maintain accurate records regarding certification, and the failure to collect monies due to the Evaluation program have a direct impact on ASLTA's financial health (e.g.,

20% chargeback). I propose that ASLTA put all Evaluation programs on hold for one year during 2022-2023 to complete a substantial overhaul of Evaluation financial procedures and processes. Treasurer estimates that the Evaluation Office has not collected the following:

- i. Loses \$10,400.00 annually in Certified membership dues (approx. 80 people per year do not pay dues x \$130.00).
- ii. Loses \$63,250.00 every 4 years in Certified renewal fees (approximately 230 people x \$275.00).
- iii. Loses \$36,000.00 every 8 years in Master renewal fees (approximately 120 people x \$275.00).
- iv. The net loss to ASLTA's general fund via the 20% chargeback is at least \$19,850.00 per 4 year cycle due to lack of renewal fees being paid.
- v. **The minimum net loss to ASLTA's general fund per year is approximately \$10,400.00.**

MOTION # 2022-048: I, Jason E. Zinza, move that ASLTA place all Evaluation Office activities on hold for one year to conduct a comprehensive review and remediation of persistent challenges in accounting, policy adherence, workflow, and database maintenance to ensure ASLTA can continue to offer teacher certifications into the future.

TABLED to next meeting.

v. Membership information is not reliable since many members are renewing for 2022-2023 already, before the end of the 2021-2022 membership cycle. I propose a modestly increased 2022-2023 membership goal of 725 members.

Current ASLTA Membership			
Membership Category	Current #	Last Meeting #	2021-2022 Goal
<i>Supporting - 1 year</i>			
<i>Supporting - 2 years</i>			
<i>Associate - 1 year</i>			
<i>Associate - 2 years</i>			
<i>Certified - 1 year</i>			
<i>Certified - 2 years</i>			
<i>Retired - 1 year</i>			
<i>Retired - 2 years</i>			

<i>Retired Certified - 1 year</i>			
<i>Retired Certified - 2 years</i>			
TOTAL MEMBERSHIP			
<i>Institutional Members</i>			
<i>ASLTA Chapters</i>			

w. Banking & 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 (2023 Patrons)</i>	\$	\$	
<i>National Standards</i>	\$	\$	0
<i>Professional Development</i>	\$	\$	3
<i>Inclusion & Equity</i>	\$	\$	0
<i>Investment</i>	\$	\$	0
<i>External Donations to Main Checking Account</i>	\$	N/A	
TOTAL ACCOUNT VALUE	\$	\$	
Schwab Long-Term Investment Accounts			
Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$	\$	
<i>LF2 Fund</i>	\$	\$	

<i>Riggs Fund</i>	\$	\$	
<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 Sever-Hall

- NPDC Meetings
 - [Agenda](#) (08/03/2022).
 - September 1 is the release date and are pushing hard to make sure the website is built and the foundational elements are in place, along with our internal processes to keep track of it all. Estimated registration fee of \$550.00 for members, and at least \$750.00 for late registration (to encourage people to pay earlier). Non-members will have a \$100.00 differential for each registration period. Still working on this.
 - Hard look at the budget. Working to flesh out some possible scenarios and will share more later.
 - [Conference Timeline](#). Board needs to input some information regarding schedules, Board pictures, parliamentarian info etc. There is a schedule of deadlines the board is asked to observe and complete on time.
 - Pre-conference: AV expenses (concern: DEI)

MOTION #2022-:049: I, Aimee Sever-Hall, move to use ASLTA's main account to cover the DEI committee's AV expenses for NPDC 2023 Pre-conference.

Seconded: Lorraine Flores

Vote: Passed

- Workshop: 09/2022 (NPDC 2023 Launched). Purpose is to recruit and advertise, share info about the conference and pique their interest in early bird registration. No cost.
- The fourth Sunday of the month has been reserved for board members and NPDC committee members (the next one is August 28th at 5:30 pm CST)
- Registration
 - Concern regarding fees
- Question: A new agreement was added for health. Should they mention a refund policy for a person who has covid positive a few days prior to the conference? If so, what kind of proof is needed? Can

the registration be forwarded to the next conference? If a person is infected, registration fees will be credited to 2025 rather than refunded.

- Concern: The closing ceremony conflicts with the Artist's Walk event, which tends to be on the first Saturday of the month. Working on ways to have both the closing ceremony and flex time to do the Artist's Walk.
- Task: When the sponsor packets become available in September, we will need to distribute information to our contacts. Asking the Board to be assertive and reach out to our personal contacts to boost sponsorships for the conference.
- MOU is suggested to be between Ohio ASLTA chapter and ASLTA. Develop a new MOU to have it be between ASLTA and OhioASLTA.
- ASLTA CEUs
 - A week project of ASLTA certified members (done and shared with Jason/Amy)
 - Work in progress: [How to Earn ASLTA CEU document](#)
- DEI Meetings
 - Developed [pre-conference schedule](#)
 - Action plan: brainstorm and search for presenters
 - Workshop 09/07/2022 (Back to School_A Quick Reminder: DEI)
- Webinars
 - September webinars have been planned.
 - DEI 09/07 7 pm est
 - NPDC 09/14 7 pm est
- Fall Course
 - The Deaf Culture course will be offered in late September for eight weeks.

8. Evaluation and Certification Director Rowley

- No report.

9. Chapter Affiliation Director Clements

1- We, Region Representatives had a meeting with Jason Zinza on July 13, 2022.

2- As of now - WA ASLTA, VA ASLTA, Ohio ASLTA already sent us their 990Ns and some sent IRS files. **SC-ASLTA is working on 1023 EZ form** in order to do this 990 N.

3- Heather Arazi hosted a meeting on July 19, 2022 with Dean Papalia and Trina Licht, representing Bay Area ASLTA with Jason Zinza and I. They are working to send us a copy of 990N e-postcard, a letter of closing of the chapter and mention that they should send approximately \$3000.00 to ASLTA. Also, They will double check with FTB that the chapter is closed (Heather will follow up with them).

4- Cathi Holst hosted a meeting on August 7, 2022 with Lenore Boener and Ivan Jarama. I joined them. They needed to reset their email-FASLTA@aslta.org in order to catch up with the payment of affiliation fees. We explained to them about the 990n and Tax file to send us copies. Ivan Jarama, Chair of the conference 2025, he would like to know what is the plan for 2025.

5- Midwest Region: Damon is working with Minnesota ASLTA is in the process of closing its chapter. Hopefully Damon will go to the bank to close and will do 990N e-postcard this week.

- Willard ASLTA will be checking into the paperworks to find their 990 N from the past two years. Damon will follow up with Joanna this week.
- Bluegrass ASLTA seems to be closing its chapter with no interest in serving the board. Damon followed up with Bryan Bowen about 990N reports still waiting.

6- Northeast Region: Brenda keeps pushing to get 990N from Maryland ASLTA, New Jersey ASLTA, and Rochester ASLTA. I will join Brenda with these chapters in the Zoom session soon.

7- West Region: Heather is still waiting for their responses via emails from Idaho, Utah, Oregon, Colorado, and San Diego ASLTA.

8 - South Region: North Carolina ASLTA should send us their copies.

10. Communications Director [vacant]

- No report.

11. ASL Honor Society Coordinator-Jessica Parker

- No report.

MEETING ADJOURNED AT 9:25 pm EST

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

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

September 11, 2022

October 16, 2022

November 13, 2022

December 11, 2022