



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes
Sunday, October 16, 2022
Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/98526094271?pwd=Y3ZzQlJVCtyazdsSGpkN3NGdGNxUT09>

Meeting ID: 985 2609 4271

Passcode: 049139

1. Roll Call

James Wilson, President

Lorraine Flores, Vice President

Bo Clements, Chapters Affiliation Director

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer

Aimee Sever-Hall, Professional Development Director

Jessica Parker, ASL Honor Society Coordinator - late

Guests

Sara Bianco

Anne Welch

Kevin Youngblood

Absent:

[Vacant], Communications Director

Amy June Rowley, Evaluation and Certification Director

2. Meeting called to order by President Wilson at 6:33 pm EST

MOTION #2022-054: I, Lorraine Flores, move to approve the meeting minutes from 09/11/2022 as read.

Seconded: Jason Zinza

Vote: Passed

3. President's Report

- a. David Anthony Martin Legacy Fund/Award Update - thanked us for supporting him to go on the trip to Frederick Maryland to see Debbie Colon-Martin. Picked up his box . Discussed ideas regarding establishing the David Martin Legacy Award. Debbie is working on unfinished business regarding the fund, she wants to wrap that up so she can give it to ASLTA. Rickey McClain emailed President Wilson that he wanted to be on the committee regarding anything David Martin. Debbie and children want to look over the criteria that we develop and get back to us. That would become reality after that happens. Debbie will fly to Ohio for two days and Saturday night is the unveiling where she will be with us. The first winner of that award/fund will be for a person who wants to be certified. The first award will be given in 2025. President Wilson traveled to Md for 4 days, and is asking ASLTA to be paid for only 2 nights.

MOTION # 2020-055: I, Bo Clements, move that ASLTA pay President Wilson \$460 for his trip to Maryland for two nights.

Seconded: Lorraine Flores

Vote: Passed

- b. Communications Director Vacancy Update - yesterday was the last day for members to show interest in this position. There has been one interest. Once information comes to light, President Wilson will communicate with us.
- c. Trademark Update - received email from the lawyer Karen Hawkes, she let him know of the good news, we have a serial number. They have a person who will work on this. We should hear more in either Feb or March 2022.
- d. Zoom Update - we finally have a zoom account now. Jason Zinza suggested that we use the secretary's email account. It worked out!
- e. ASLTA Bylaws, Article III-Membership, Section III-Code of Conduct - it is important that we keep in mind when we serve our members, we must comply with our bylaws that we be professional in our manners of dealing with members in any form. This includes the time of replying to emails. President Wilson reminded us that we must be respectful at all times.

4. Vice President's Report

- Website: Committees and follow up for new membership cycle - reminded us chair of committees to remind the committee members of their membership dues. Also wonder if there is a way for her to update the committee information on the website.
- Award ASLTA Page - wants the award section to be more personal such as adding pictures such as adding pictures of the award names.
- Adobe Illustrator for Evaluation Program (Leslie will need this software to design the ASLTA certificate). -

MOTION # 2020-056: I, Lorraine Flores, move that ASLTA pay \$19.99 a month from the evaluation's fund for Adobe Illustrator.

Seconded: Bo Clements

Vote: Passed

- 20 Committees (Conference Rate: Promo Code: Committee) - how does this work? First come first serve? We have about 29 committee members. We need to review who has updated their membership before this information comes out.
- ASLTA Bylaws, Invite Mark Apodaca to join us (Bylaws Committee) to discuss a few things before the conference in Ohio. President Wilson mentioned that we will have training again for new people, but the board will be with all of them. This will be discussed further.
- No word from Keith Gamache and Heather Arazi to complete their motion: move to replace “master” in the phrase “master confification” with the ASLTA certification process. (Sent an email message today to follow up).
- No word from Can-Do-Statements. President Wilson mentioned that it is possible that the committee may think this ad hoc committee is now closed hence why they did not respond. Treasurer Zinza suggested that we get the information from the previous committee members before we ask for new members.

5. Secretary’s Report

- a. Had a meeting with the writing committee to clarify some things.
 - Deaf Space (actually called ASL Zone) should move to the place where teachers go to
 - Hiring guidelines - needs to be decided as to where it should be. The committee thinks this is not for public use but wants President Wilson to check with a lawyer to see if we should leave it public or just leave it in one of our files so when people ask for it, we can share it directly.

Action Item: remind Jason to remove hiring guidelines and move the Deaf space

- Videos have not been posted, but some will redo theirs. Those who want to redo, can do that and ask for feedback. Once all of that is done, we can post it on the website along with the papers.

6. Treasurer’s Report

- a. 2022-2023 financial situation:
 - i. If we have 725 members + ASLTA covers Board expenses for 2023 conference (\$ 22,860) + final hotel payment for 2023 conference (\$ 8,000.00) + first deposit for 2025 conference (\$ 5,000.00) + no other expenses:
\$ 35,860.00 deficit
 - ii. If we have 725 members + ASLTA covers Board expenses for 2023 conference (\$ 22,860) + final hotel payment for 2023 conference (\$ 8,000.00)

+ first deposit for 2025 conference (\$ 5,000.00) + Evaluation training (\$ 15,000.00) + no other expenses: **\$ 50,860.00 deficit**

- iii. If we have 725 members + ASLTA covers Board expenses for 2023 conference (\$ 22,860) + final hotel payment for 2023 conference (\$ 8,000.00) + first deposit for 2025 conference (\$ 5,000.00) + Evaluation training (\$ 15,000.00) + PD database (\$ 70,000.00) + no other expenses: **\$ 120,860.00 deficit**
- iv. Possible expenditures: 2023 conference deficit; audit / accounting fees; attorney fees for chapter compliance; trademark enforcement; 2022-2023 conference representation (ACTFL, state conferences, CED, etc.).

v. Deficit as of 10/16/22: \$ 40,500.00

- b. Membership numbers 6 weeks after the 2022-2023 fiscal year began: 430
 - i. Certified 1 year not renewed: 131 (- \$15,720.00)
 - ii. Certified 2 year not renewed: 67 (- \$14,673.00)
 - iii. Associate 1 year not renewed: 500 (- \$45,000.00)
 - iv. Associate 2 year not renewed: 98 (- \$17,640.00)
- c. 2021-2022 tax forms are due November 15, 2022.
- d. SoCAL ASLTA submitted a final check to formally close the chapter. Check amount is \$2,224.49. Christy Lively requested the funds be donated to ASLTA's L1 restricted fund.

MOTION # 2020-057: I, Jason E. Zinza, move that ASLTA transfer \$ 2,224.49 from SoCAL ASLTA's donation to the L1 restricted fund.

Seconded: Bo Clements

Vote: passed

- e. Website security update: Was supposed to be completed before September 1, 2022. I am assured that the update will be completed by late October.
- f. I would like to prepare the 2022-2023 member survey we discussed during the Board retreat. Will work with Aimee and share with the Board prior to sending it to members. I'd like to send out the survey in November.
- g. Membership late fee is scheduled to be implemented on November 1, 2022. Does the Board wish to continue the late fee or waive it (as was done for 2021-2022)? Answer is yes.
- h. Requesting Board enter into closed session.

MOTION # 2020-058: I, Jason E. Zinza, move that the Board enter into closed session.

Seconded: Bo Clements

Vote: passed

MOTION # 2020-059: I, Lorraine Flores, move that Jason Zinza set up a new PO Box in Fargo, North Dakota and Rochester New York's PO forwards the email to the new PO Box.

Seconded: Jason Zinza

Vote: passed

- i. Requesting Board end closed session.

MOTION # 2020-0560: I, Jason E. Zinza, move that the Board to end the closed session.

Seconded: Bo Clements

Vote: passed

Current ASLTA Membership			
Membership Category	Current #	Last Meeting #	2022-2023 Goal
<i>Supporting - 1 year</i>	24	N/A	
<i>Supporting - 2 years</i>	36	N/A	
<i>Associate - 1 year</i>	110	N/A	
<i>Associate - 2 years</i>	138	N/A	
<i>Certified - 1 year</i>	54	N/A	
<i>Certified - 2 years</i>	58	N/A	
<i>Retired - 1 year</i>	0	N/A	
<i>Retired - 2 years</i>	2	N/A	
<i>Retired Certified - 1 year</i>	3	N/A	
<i>Retired Certified - 2 years</i>	5	N/A	
TOTAL MEMBERSHIP	430		725
<i>Institutional Members</i>	3	N/A	
<i>ASLTA Chapters</i>	2	N/A	

i. Banking & Schwab update. Bank of America is doing an update and I could not access the Inclusion, Investment, and BK Project accounts. Schwab account is also undergoing an update and I could not access.

Current ASLTA Financial Status			
Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
<i>ASL Honor Society</i>	\$ 65,670.53	\$ 117,519.72	225
<i>Evaluation & Certification</i>	\$ 16,489.20	\$ 23,018.04	6
<i>Main Checking</i>	\$ 343,420.37	\$ 245,589.49	241
<i>Conference</i>	\$ 21,651.21	\$ 1,696.63	22
<i>National Standards</i>	\$ 3,109.57	\$ 3,108.94	6
<i>Professional Development</i>	\$ 11,717.62	\$ 8,392.39	9
<i>Inclusion & Equity</i>	\$ N/A	\$ N/A	0
<i>Investment</i>	\$ N/A	\$ N/A	0
<i>BK Project</i>	\$ N/A	\$ N/A	0
<i>External Donations to Main Checking Account</i>	\$ 100.00	\$ N/A	
TOTAL ACCOUNT VALUE	\$ 462,158.50	\$	
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

- Meeting with Sara
 - Committee promo code: COMMITTEE
 - MOU
 - Action plan: Work with core committee to PR for the conference using ASLTA resources
- Graduate programs's agreements with ASLTA for certifications

Action Item: President Wilson and Vice President Flores are to receive a list of members who are already up to date with their membership before the Evaluation committee works on giving them their certificates.

- Deaf Humanities workshop
 - 20 attendees and 23 registrants

Action Item: Treasurer Zinza will set up a place for people to pay for watching the workshop

- Intro to Deaf Culture Course
 - 6 registered and 2 expressed interest
- Action plan: Work on November or December workshop
- Action plan: Recruit course instructors for online courses

2023 NPDC Report

2023 NPDC Chair - Sara Bianco

- Possible webinar near the end of the month or early November
- Deaf Art: making progress with hotel connections
- Sponsorship: making progress with packet
- Giving: first fundraiser planned for October 30th, Wreath Party, link to flyer: [ASLTA Wreath Party Flyer #1.pdf](#)

Engagement Chair - Annie Welch

Professional Development News:

Juanita Hall/ Lori Woods

Annie Welch completed this report based on the conversations.

- October 10th: Juanita Hall resigned from her position, Conference Professional Development coordinator due to her recent ongoing medical issue. Resignation letter was sent to me on October 12th as planned.

- Contacted Lori Woods on October 10th. Lori Woods has agreed to fill in as Conference PD coordinator, starting Monday, October 17th. She currently is on Fall Break.
 - Will catch up with her on Monday, October 17th
 - Will give her the password to PD email account
 - 2023 ASLTA NPDC Committee Contact Info partly updated (will be done on Monday, October 17th)
 - Paperwork needs to be completed will be done on Monday, October 17th)
- As of 10/12/2022 per my conversation with Juanita, no presenter's proposals have been submitted.
- I emailed the Call for Presenters information to the ASLTA board on October 1st after knowing that the issue with the mailchimp has been resolved. Have any of the board members shared the information?
- Noted that Bo Clements would like to host a workshop for chapters only during the conference.

Website News

Douglas Tapani

- Douglas, Chelsea, Jason, Sara and I met on Tuesday, October 4th. Seems to have a payment system set up and running on our conference website successfully. Issues arise with the payment - Jason, Bob, and Kevin work together to solve the issues. I communicated this with Bob Donaldson-Pirc.
- We are moving forward and work with Public Relations Coordinator (which happens to be me)
- Please share any information or questions with me. I will work with Douglas.

Public Relations News

Annie Welch

- Breaking News VLOG from Sara Bianco and the core team about the conference and its registration
- VLOG about the registration process
- Promote the Call for Presenters again (will work with Lori Woods)
- Promote the Call for Volunteers, once the transcript is approved by the core team
- Promote the Call for Sponsorship
- Any requests, please contact me.

Publication News

Sarah Henegar/Annie Welch

Annie Welch completed this report

This position will be active and start running in January, 2023.

- During the first couple of months of 2023:
 - Prepare to submit a letter from the ASLTA president.
 - If new ASLTA logo, please submit asap

- ASLTA Board with name, photo, photo description, title, and type of ASLTA certification
- Memorial page to honor David Martin, ASLTA Communication Director
- Regional Representatives page (Names, which regions)

Operations Chair:

- Registration:
 - Registration form seems to be running with the payment system while I was out of town.
 - I contacted Jose Ovi Velasquez and he told me that there was an error on the registration form so he wanted to delete it but I was not sure how to do that. Will ask ASLTA Jason about that.
 - James Martin informed me that his school will pay and asked me who to contact so told him to contact Treasurer Jason about that.
- Volunteer - Dawn Watts
 - Call for Volunteers flyer should be posted on the website anytime.
- Whova - No report
- Programming - No report
- Tech - No report
- Access - No report

8. Evaluation and Certification Director Rowley

- Working on getting electronic certificates to become more cost effective
- Several applications processing
- Many completions
- Trainings being planned
- One evaluator returned
- New certified and master templates launched on GoReact
- Using with all evaluations going forward

9. Chapter Affiliation Director Clements

- Brenda and I had a meeting with Sandra Bradley (Greater Rochester chapter) on Oct 3 to discuss some matters. I will get a confirmation from them soon to see if they are interested but I told them they need to work on their chapter on the right track with a compliance checklist. Jason Zinza mentioned that the MOU for the next conference needs to be signed this year.
- The ASLTA Region Representatives meeting was on Oct 4, 2022. They are working to contact their regional chapters about some of the chapters that are no longer with us but they can use their funds to change the names of their chapters if they want to be independent within six months. If chapters file 990N and they need to close their bank account as well.
- We plan to have a workshop during the conference in Ohio to help some chapters to become independent.

- These active chapters with ASLTA are NC, SC, WA, VA, OHIO, San Diego, Florida but NC, WA, Ohio paid for the renewal fee for 2022-2023,
- Our next meeting will be on November 15, 2022.

10. Communications Director [vacant]

- No report.

11. ASL Honor Society Coordinator-Jessica Parker

- Updated [ASLTA/ASLHS MOU](#). Changes:
 - Added “Deaf schools” to mission statement
 - Added, “The ASLHS Board may vote to remove a board member who does not fulfill their responsibilities.”
 - Added, “ Each coordinator will contribute information to monthly newsletters & social media, participate in voting, and complete end of the year reports, serving as a supportive member of the board team.” to each board member description.
 - Changed “Operations” title to “Scholarship Coordinator”
 - Deleted Advisory Board paragraph
 - Switched the order of A & B under the Program Closure section
 - Added, “4. In the event that ASLHS and ASLTA do not agree, monies accrued after all outstanding expenses are finalized will be transferred to ASLHS independent account based on what is determined by mutual agreement between ASLTA and ASLHS Board of Directors.” under Dissociation from ASLTA.

Action Item: send this to IPPG

MEETING ADJOURNED AT 9:30 pm EST

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

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

November 13, 2022

December 11, 2022