



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes
Sunday, November 13, 2022
Time: 6:30 PM [EST]

Topic: ASLTA's Zoom Meeting
Time: Nov 13, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93641518792?pwd=TEpKdUxZVVZwajBHbjhuR1ZlVGVsdz09>

Meeting ID: 936 4151 8792
Passcode: 287808

1. Roll Call

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

Absent:

[Vacant], Communications Director

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

MOTION #2022-063: I, Aimee Sever-Hall, move to approve the meeting minutes from 10/16/2022 as read.

Seconded: Bo Clements

Vote: Passed

MOTION #2022-064: I, Jason Zinza, move to approve the special meeting minutes from 10/18/2022 as read.

Seconded: Aimee Sever-Hall

Vote: Passed

3. President's Report

- a. Extended Membership Dues without Penalty Fees/Early Bird Registration.

Action Item: Add to president email blast - add information on contacting Jason Zinza for invoice. Make sure they include their name and billing address.

- b. 4th Sunday Board Meeting Mandatory? If it is mandatory, then it is our meeting which we would run the meeting as a business meeting. If we know the NPDC needs one of us, then we will be told.
- c. Conference Schedule and Expenses for the Board/Budget for Parliamentarian. We are to arrive Saturday. We will have a board meeting Sunday to Tuesday. Wednesday, we will attend the DEI workshop in the morning, but take turns addressing the members who arrive in the lobby. Need to let the Parliamentarian know when he has to come. More likely Wednesday.
- d. Dr. Kenneth De Haan and MASLED's conference participation. Suggestion: invite Dr. De Haan to the conference meeting on November 27 and follow the procedure for the call for presentations if any of his students want to present.
- e. Communications Director Vacancy
- f. Keith M. Cagle's Email: Request for ASLTA's permission to digitize 2007 ASLTA Conference. We will ask for him to come to our meeting in December.

4. Vice President's Report

- A. Election Committee. Starting now.
- B. From Keith Gamache - Thank you for following up on this issue. I haven't done anything on my part, partly because I am preoccupied with other obligations. I want to say, first of all, my motion was to change from master to professional, reverting to a previous position. I didn't know that was not possible according to Amy June Rowley because of technical issues that I do not understand. My motion didn't include, "If the motion didn't work, I will develop a new title that will be acceptable to the ASLTA body." I believe the motion is dead because it didn't achieve its intended purpose. It is up to the ASLTA board to continue the dialogue AT the ASLTA conference where members are present for discussion and a vote, instead of any other place. Amy June Rowley recommends that they make a video for the members before the conference.
- C. The Bylaws Committee recommends for the Bylaws to be posted in using the PDF file so we can see all the updates in one place. Jason Zinza says it is doable.
- D. International members receive the certificate or any other kind of benefits? If not, then should not add the bylaws. I want to hear your input. Lorraine will talk to the bylaws committee and get back to us.

- E. ASLTA Certificate Design - I will create it using the Canva website to save all the headaches.
- F. Follow up on the Strategic Committee and status on the Steering Committee? They are waiting for bylaws to get back to the committee.

5. Secretary's Report

- a. No Report

6. Treasurer's Report

- a. **Current deficit: \$ 41,199.88** / After tonight's meeting: **\$ 65,636.04+** (not including "G" below)

- b. ASLTA Board member conference registration. ASLTA has traditionally covered Board member expenses for the NPDC. Please go to the conference registration site and register yourself. Check "MAIL IN PAYMENT". ASLTA pays only for registration fees, so I will send you an invoice for any difference owed (if you add CEUs, for example).

MOTION # 2022-064: I, Jason E. Zinza, move that ASLTA allocate \$4,500.00 from the main account to pay for the 2023 NPDC special price registration rate of \$500.00 per person.

Seconded: Amy June Rowley

Vote: passed

- c. ASLTA Board member conference travel. ASLTA has traditionally covered Board member travel expenses to and from the NPDC. I have done initial price estimates and would like to budget \$750.00 - \$900.00 per board member, for 8 positions (one Board member lives within the NPDC state).

MOTION # 2022-065: I, Jason E. Zinza, move that ASLTA allocate \$ 7,200.00 from the main account to pay for transportation to / from the 2023 NPDC location.

Seconded: Aimee Sever-Hall

Vote: passed

- d. ASLTA Board member conference hotel. ASLTA has traditionally covered Board member hotel expenses leading up to the NPDC. We will need 3 rooms for female Board members and 1 (?) room for male Board members x 4 nights before and 4 nights during the NPDC. Cost is \$189.00 + \$32.13 tax per room per night.

\$221.13 per room x 8 nights x 4 rooms = \$ 7,076.16

****Discussion:** Aimee Sever-Hall mentioned earlier that she might be interested in having her own room; others?*

MOTION # 2022-066: I, Jason E. Zinza, move that ASLTA allocate \$ 7,076.16 from the main account to pay for hotel accommodations leading up to and during the 2023 NPDC.

Seconded: Bo Clements

Vote: passed

- e. ASLTA organizational affiliation costs are due. **Total due: \$ 1,160.00- \$ 1,____.00)**
 - ACTFL (\$250.00)
 - American Association of the DeafBlind (\$100.00)
 - Conference of Interpreter Trainers (\$260.00)
 - Council de Manos (\$100.00 suggested donation)
 - National Asian Deaf Congress (**defunct? Website is gone**)
 - NAD (\$300.00)
 - National Black Deaf Advocates (\$150.00)
 - Sacred Circle (**defunct? Check from 2021-2022 was never deposited and no responses to email. Support Turtle Island Hand Talk instead? Suggested donation is what-you-can-pay.**)
 - Council on Education of the Deaf (\$2,000.00) [paid in September]

MOTION # 2022-067: I, Jason E. Zinza, move that ASLTA allocate \$1,160 from the main account to pay for ASLTA organizational affiliations for 2022-2023.

Seconded: Bo Clements

Vote: passed

- f. Invoice due from Shout Your Name in the amount of \$ 4,500.00 for the post-hack website restoration. Will break this into two payments: 50% now, and 50% when the membership database and a few other functionalities have been restored to the new ASLTA website.

MOTION # 2022-068: I, Jason E. Zinza, move that ASLTA pay \$4,500.00 from the main account to pay website recovery service fees to Shout Your Name.

Seconded: Aimee Sever-Hall

Vote: passed

- g. The ASLTA website experienced a severe hack that destroyed the membership database, payment portals, and related info such as the member directory and media library (photos, PDFs, etc). The cause was a virus that was attached to a PDF that was uploaded to the Jobs Announcement page by a school district employee in Texas. By the time ASLTA's scanner detected the virus, it had already infected our site and systems.

IMPACT:

- Transitioned to the new ASLTA website that was begun in July 2022. The “new” site was not ready for use but it was decided to transition to the new site instead of cleaning the old site.
- All member databases (membership and certification) were destroyed and are not available. Currently working with Shout Your Name for recovery possibilities. ASLTA needs to develop a plan to rebuild the databases.
- Any website content that Board members sent to me over the past two months (minutes, position papers, chapters updates, etc.) has been lost. Please re-send me info and changes.
- I have no way to obtain accurate membership information.
- I can look up payment history information manually
- There is no estimate of when the website will be fully operational.

NEEDS & TEMPORARY SOLUTIONS:

- People cannot log in or sign up for memberships but I can send them invoices. If someone reaches out to you about account access or membership renewal, let them know an invoice can be sent and paid by credit card.
- I cannot keep up with the number of emails from people expecting immediate responses. I need help with this.
- President Wilson mentioned he would send out an e-blast to members. Is this still planned? If not, I will do an e-blast to update people on the website.

Action Item: Jason and James will make an announcement related to this issue.

- As long as people can upload PDFs directly to the ASLTA site, the site can be hacked. We need a solution to decide how job announcements will be added to the ASLTA website. **This is something that we need to solve.**
- h. 2020-2021 tax reporting completed. Treasurer will send them overnight certified mail on 11/14/22.
- i. PD Director Aimee Sever-Hall and I have begun brainstorming the membership demographics and feedback survey. Looking forward to completing it. Initial goal was to send out to members in November. How does the Board feel about sending it out in December or January instead?

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>			

b. 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	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

- Webinar: Process. Certificates are sent one week after the webinar.
- Introduction to Deaf Culture Course (8 signed up so far).
- 2022 Survey (with Jason). Discussed in the Treasurer's report.
- Board Members: At Conference (Plans). Discussed in the President's report regarding the schedule.

8. Evaluation and Certification Director Rowley

- Current Certification Status- Should continue to award certificates without the database?
- OLD Application- person wants to reinstate. Fee?

Motion #2022-069: I, Amy June Rowley, move that we set a \$25 fee for lapsed GoReact accounts with the understanding that membership has been kept up and is in good standing.

Seconded by: Lorraine Flores

Vote: passed

9. Chapter Affiliation Director Clements

- BKP webinars - Lavender presents with BKP support these webinars on November 11-12, 2022. Not sure if it needs to be reported on my part.
- We will have a chapter region's representatives meeting this Tuesday, November 15, 2022. To follow up with cut off chapters.

- I am concerned about our communication with region chapters since our representatives did contact their region chapters and are not getting any response nor touch with their representatives by setting up a zoom session to discuss what their plans are since I did not have their 990n/tax files. It is not an easy task.
- I will follow up with these chapters that have not been paid for the year 2022-2023 - Florida, San Diego, South Carolina, and Virginia. I will contact them directly.

10. Communications Director [vacant]

- No report.

11. ASL Honor Society Coordinator-Jessica Parker

- Monday, 11/14 IPPG Meeting to vote on updated ASLTA/ASLHS MOU? May have conflict, have school board mtg @ 5:30AK time
- We are collaborating with Ohio ASLTA to help them with their scholarship application process. Having trouble connecting with them.
- We are in the process of judging for the ASLHS art competition. Offering grace on membership/payment confirmation due to website issues.
- Hoping to share our info to increase teacher grant & scholarship info.
- Looking forward to setting up the online store.

MOTION # 2022-070: I, Amy June Rowley move that ASLTA go into a closed session.

Seconded: Aimee Sever-Hall

Vote: passed

MOTION # 2022-071: I, Jason Zinza move that ASLTA end the closed session.

Seconded: Lorraine Flores

Vote: passed

MOTION # 2022-072: I, Jason Zinza move that ASLTA appoint Justin Small to fill the position of the Communication Director.

Seconded: Bo Clements

Vote: passed

MEETING ADJOURNED AT 9:26 pm EST

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey

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

December 11, 2022