



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes Sunday, April 16, 2023 Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.

**Topic:** ASLTA's Zoom Meeting  
**Time:** Apr 16, 2023 06:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**  
<https://zoom.us/j/92048535925?pwd=WitFNTBrNThzaEF5ZUIvbkNOldXdz09>

**Meeting ID:** 920 4853 5925  
**Passcode:** 892013

### 1. Roll Call

James Wilson, President  
Bo Clements, Chapters Affiliation Director  
Justin Small, Communications Director  
Rhonda Jennings-Arey, Secretary  
Aimee Sever-Hall, Professional Development Director  
Lorraine Flores, Vice President  
Jason E. Zinza, Treasurer

### Guests

Sara Bianco  
Bob Donaldson-Pirc  
Kevin Youngblood

### Absent:

Jessica Parker, ASLHS Coordinator  
Amy June Rowley, Evaluation and Certification Director

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

**MOTION #2023-015:** I, Lorraine Flores, move to approve the meeting minutes from 3/19/2023 as read.

**Seconded:** Justin Small

**Vote:** Passed

**MOTION #2023-016:** I, Aimee Sever-Hall, move to enter a closed session.

**Seconded:** Bo Clements

**Vote:** Passed

**MOTION #2023-017:** I, Justin Small, move to exit the closed session.

**Seconded:** Jason Zinza

**Vote:** Passed

### **3. COMMITTEE REPORTS**

→ NPDC Committee: Sara Bianco under Professional Development's Report

### **4. President's Report**

- a. Pre-Conference Preparations - Went through the Google docs and made some changes. Will ask the board to do some preparations for the GA.
- b. David A. Martin Legacy Scholarship - Used to be "award" and send that information to the award committee and they gave feedback that it did not fit the criteria, so they changed it to scholarship. Made changes to this.
- c. Budget Considerations for Webmaster, Bookkeeper and Certified Public Accountant - Will contact the webmaster for CIT to see how much it costs, CPA we need to keep in mind we need another, and bookkeeper will be leaving and we need a new one. All of this will be a budget issue, so we need to be prepared.
- d. Possible Impromptu Meeting - after bylaws meeting we will meet Thursday at 8:30 pm EST.

### **5. Vice President's Report**

- a. Nomination Chair, Brenda Falgier's Report (below)
- b. Awards Report - still in progressing as of now no nominations
- c. Bylaws Report (next meeting is Monday, April 17, 2023), see President's note on possible Impromptu Meeting

### **Nomination Chair Report**

- As of 4/16/2023, there is only one nomination for the Communications Director, and there are no nominations for three other board positions.
- The nominations will close on Monday, May 29, 2023 per the Bylaws. That will be around six weeks from now. We recommend that the Communications Director send out a short video message reminding the ASLTA members about our four board positions and to submit nominations as soon as possible. The link to the nominations webpage will be included in the short video messages. We can either send the reminder video two times (every three weeks until May 29th) or three times (every two weeks until May 29th).

Communications Director to send a short video:

Every two weeks (two video messages), one in April; one in early May (8-12) and the last one in the fourth week of May (22-24).

1. Briefly reminding about the nominations that are still open
2. Deadline: May 29, 2023
3. Include the link to nominations webpage in the text message.

**6. Secretary’s Report**

- a. Jenny Buechner from NAD asked to meet with us to partner for a statement about ASL instruction on Social Media. James Wilson will meet with them Monday at 2 pm. Will let us know the outcome.

**7. Treasurer’s report**

- a. **Current deficit: \$ 62,842.04.** A surge of memberships have decreased the deficit (primarily for conference registrations and ASLHS purchases).
- b. NPDC earmark: \$1,200.00 set aside to support POC attendance at the NPDC in the 2022-2023 budget that has not been used yet. Unclear about the status of scholarship awards for the conference.
- c. Committee expenses: BKP interpreting
- d. Chargebacks to be completed this week.

<b>Current ASLTA Membership</b>			
<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>2022-2023 Goal</b>
<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>			
<b>TOTAL MEMBERSHIP</b>			
<i>Institutional Members</i>			

ASLTA Chapters			
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b. Banking & Schwab update.

<b>Current ASLTA Financial Status</b>			
<b>Bank of America Accounts</b>	<b>Bank Balance</b>	<b>QuickBooks Balance</b>	<b>Needs to be Processed</b>
<i>Main Checking</i>	\$ 348,771.69	\$ 262,826.20	211
<i>Investment</i>	\$ 2,324.49	\$ 2,324.49	SoCal ASLTA dissolution funds. \$2,224.49 to be deposited into Schwab L1 acct.
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 0.00	0
<i>Professional Development</i>	\$ 27,535.97	\$ 27,533.24	3
<i>Conference (program)</i>	\$ 106,844.63	\$ 31,955.56	77
<i>ASL Honor Society (program)</i>	\$ 65,356.30	\$ 97,045.10	161
<i>Evaluation (program)</i>	\$ 28,108.03	\$ 30,390.56	6
<i>National Standards (committee)</i>	\$ 3,110.21	\$ 3,109.89	3
<i>Inclusion &amp; Equity (committee)</i>	\$ 657.50	\$ 657.50	1
<i>BK Project (committee)</i>	\$ 4,331.49	\$ 4,331.49	3
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 585,040.31</b>	<b>\$ 460,174.03</b>	
<b>Schwab Long-Term Investment Accounts</b>			
<b>Schwab Long-Term Investment Accounts</b>	<b>Account Balance</b>	<b>Available Funds (cash)</b>	<b>Account Performance</b>
<i>L1 Initiatives Fund*</i>	\$ 8,419.51	\$ 115.48	(-0.25%)
<i>LF2 Fund*</i>	\$ 4,392.74	\$ 62.48	(-0.25%)
<i>Riggs Fund*</i>	\$ 7,203.44	\$ 100.41	(-0.25%)
<i>Main Investment Fund</i>	\$ 87,354.07	\$ 74.50	(-0.13%)

<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 107,369.76</b>	<b>\$ 352.87</b>	<b>(-.16%)</b>
*Fund cannot be used until it has reached \$10,000.00 in value.			

## 8. Professional Development Director Sever-Hall

- NPDC updates
  - Growing number of registrants
- Two concerning situations regarding NPDC 2023
- [ASLTA Track \(Workshops\)](#)
- Badge tags (NPDC 2023)
- Award a member (loyalty and punctuality)
- MASLED (60+ cohorts): updates
- ASLTA CEUs
  - Google form
  - Certificates of Attendance

### NPDC Committee Reports:

Chair

Sponsorship: \$31,550

\$15,000 - TRUE+WAY ASL

\$10,000 - DawnSignPress

\$2,500 - OhioASLTA

\$2,500 - Gallaudet University

\$50 - OhioASLTA

\$1,500 - The Ohio State University

Compliance

Operations Chair

No report

Registration Chair

As of April 16 we have 175 registered.

We work with Jason to set up an invoice link for add on such as Promo code for Presenters with \$500 registration fee, add-on for CEUs \$55, \$50 and \$25 only, program book \$25 only, pre-conference for Bee's presenter for \$75.00 plus either RID or CEUs for \$10 with the limit of 140 registered - first come, first served, a link for Sign & Paint \$40 with limit of 40, and soon will set up link for the opening & closing ceremonies.

Question for ASLTA Board - I sent out to all registered, some of them had no reply for not completing the payment and some are not members of ASLTA so I did a few times to remind them about those two issues. What should I do about that? If

someone shows up at the conference - still not complete the payment or not a member of ASLTA. What should I do about that? Block them not to attend the conference or give a warning that must pay by the deadline?

I sent 20 names that are not completing their registration payment to Whova so that way they cant have access to Whova til contact me about the payment.

I emailed 30 registered people that click pre-conference in registration google form 4/14/23. One person asked me for a link so I sent it and another person said change mind not to attend the pre-conference. So far I have not heard anymore since Friday 4/14.

Exhibits Coordinator - Bob Donaldson-Pirc and Debra Johnson

Sara and I had a zoom meeting with Gary Malkowski and planned to send exhibits and presenters for the conference.

Plan to send out several organizations for exhibitors soon.

did change the deadline from April 30 to June 15th.

Question for Jason related to Exhibit payment - that you sent to Sara and Debra 4/13/2023 from Dandelion Press and paid twice with \$104.12 for exhibit booth. Form tht person filled out and I know it is fillable and suppose to sent to exhibit coordinator? I wonder. So far I have not received forms. Jason - did you receive forms? Or just payment stripe?

Finance Chair

Pending from Sharon (hotel) to respond to Sara's follow up email...before James signed the contract.

Revenue Projections:

Current at \$158,000 (before all expenses)

After all expenses (included contract penalty),

w/o Gallaudet - \$11,000

w/ 60 Gallaudet students, \$86,000 (plz don't get excited!!)

Heads Up :

Hotel Rooms: 381/541 nights have been booked. (Gallaudet students 60 x 5 nights = 300 nights); will check with Hotel about additional nights strategy

Meals - we might add more meal to the conference (as if we use it or pay penalty

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

- Meeting with MASLED (certifications) on April 19, 7:30 pm
- Evaluator training
  - Invoice and W9
- Certification status for conference registrants (work in progress)
- Five new certification applicants in the past month and two incoming new applicants
- 3 certification renewals and the google drive folders were successfully processed
  - 30 days follow up if unpaid for renewal fee

## **10. Chapter Affiliation Director Clements**

- Made a video for Chapters/The President's Circle
- April 11, 2023 Chapter reps meeting
- Greater Rochester Chapter ASLTA changed to new name American Sign Language Teachers New York (ASLTNY)
- Chapter Award Due when - 3 weeks
- BKP - Deaf Queer Week 2023 - We hosted two webinars on April 5 and April 8, 2023.
- Bridget Klein (BKP) sent us an email regarding the Keystone Interpreting Solution/Professional Service Agreement.
- ASL Lavender Linguistic webinar presenters: Lori Maynard and Jean Gordon wanted to donate as money back to ASLTA - \$150

## **11. Communication**

### **HOLD TILL THE NEXT MEETING**

- Marketing and advertising
- Awards Nomination link not working?
- What needs to go out in the next few weeks?

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

- No Report

### **MEETING ADJOURNED AT 9:30 pm EST**

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

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

May 7, 2023

June 4, 2023

June 25, 2023