



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes Sunday, February 26, 2023 Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.

**Topic:** ASLTA's Zoom Meeting

**Time:** Feb 26, 2023 06:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/95290552679?pwd=YVdOMUVhM1RQc0JkOXF1N3YzajRQZz09>

**Meeting ID:** 952 9055 2679

**Passcode:** 296600

### 1. Roll Call

James Wilson, President

Bo Clements, Chapters Affiliation Director

Amy June Rowley, Evaluation and Certification Director

Justin Small, Communications Director

Aimee Sever-Hall, Professional Development Director

Lorraine Flores, Vice President

Jason E. Zinza, Treasurer

### Guests

Sara Bianco (left at 6:45pm)

Bob Donaldson-Pirc (left at 6:45pm)

Kevin Youngblood (left at 6:45pm)

Katie O'Brien (left at 9:30pm)

Bridget Klein (8:15pm - 9pm)

### Absent:

Rhonda Jennings-Arey, Secretary

Jessica Parker, ASLHS Coordinator

### 2. Meeting was called to order by President Wilson at 6:36 pm EST

**MOTION #2023-003:** I, Amy June Rowley, move to approve the meeting minutes from 1/8/2023 as read.

**Seconded:** Lorraine Flores

**Vote:** Passed

### 3. COMMITTEE REPORTS

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

1. Second keynote for the NPDC has been confirmed. Taking an exciting and different approach to the second keynote.
2. Plenary session speakers are in progress.
3. Engaging in discussions with Patti Durr / Surdiste group. Hoped to collaborate with the group but that organization is experiencing significant financial challenges. Is there money in the budget to support a session on Deaf Art. This will tie in with an event scheduled for Thursday evening that focuses on art.
4. Will have OSD students volunteering at the conference. The exact number of minors will be known in May.

**ACTION ITEM:** The Treasurer to get information from ASLTA's insurance broker about adding a rider for minors.

5. A liability / release form from parents authorizing children to participate needs to be developed.

**ACTION ITEM:** IPPG to develop the release form.

6. Contracts to govern volunteers (minimum number of volunteer service to qualify for waived parking, accommodations, etc.) need to be developed. Will have all volunteers sign the non-disclosure and confidentiality forms.

**ACTION ITEM 1:** IPPG to develop the contract.

**ACTION ITEM 2:** Investigate whether Ohio requires adults who will interact with minors at the conference to be fingerprinted. Sara to look into this.

7. Have an addendum from the hotel regarding room allocations.

**ACTION ITEM:** James to sign the form from the hotel.

8. Committee is repeating its request to Board members to help secure sponsors and sponsorships. Please use your network to connect us with sponsors.
9. Also asking the Board to assist with workshop proposals.

## Finance Report (Kevin)

1. We need 151 more registrations to break even.
2. Goal is to release the presenter and topic list on March 1, with additional presenters released thereafter.
3. Question about proceeding with room assignments for volunteers and conference planners. Risk management is essential given liability issues. Will need some type of liability / release form for conference roommates.

**ACTION ITEM:** IPPG to develop the form.

## Registration Report (Bob Donaldson-Pirc)

1. Info covered by Sara during her portion.

## 4. President's Report

- a. ASLTA-CIT-RID-CCIE: Plans for Accreditation. Met two weeks ago to look at the feasibility of developing accreditation processes. Stephanie Horvath is chair of the ad hoc committee authorized by ASLTA members in 2021. She was invited to tonight's meeting but was unable to attend.
- b. ASLTA Board Pre-Conference Plans. Work in progress. Will present more info on March 19. The Parliamentarian will arrive on Wednesday (time TBA). Mark Apodaca is asking that we meet as a group to prepare for the GA meeting. Note: Aimee Sever Hall will be unable to participate as she is involved in the day-long diversity workshop occurring concurrently.
- c. RID Conference and NASHEL/ASLRT 17th Conference. NASLEHL's conference is hosting a conference in October. RID is also asking for representation (last week of July). We are not financially able to attend or support.
- d. David A. Martin Legacy Award AdHoc Committee: Description, Eligibility and Criteria
- e. Follow-up on Webmaster. James Wilson, Dr. Rickey McClain, Ricky Perry, and Leslie Decker have met several times. Have developed materials to support the fund that David's widow plans to give to ASLTA. Working to finalize the exact award criteria. Meeting again on March 7th to finalize everything. Will be presented to the Board at the next Board meeting. If approved, the information will be given to Debbie Martin for the next step. Want to unveil the award at the 2023 conference, with full implementation in 2025.
- f. AAAL, DWU, DSA, RID Sponsorship Requests, Reciprocity? Have received multiple requests for financial support for conferences. None of these organizations have supported ASLTA in the past. Current budget does not allow for external support.

## 5. Vice President's Report

- a. I cannot send or receive email messages. The Vice President Gmail Account is full. I do see the large memory of video series of Master Level and Overview of new

Evaluation (suggest to remove them and will have more storage space on VP gmail account.

**ACTION ITEM:** Jason to look into upgrading storage and doing it all at once rather than paying for PD (90% full), VP (100% full), Treasurer (99% full), Evaluation (79% full).

- b. Bylaws - need to know if we will have e-vote soon.

**ACTION ITEM:** Jason to set up voting system for a vote in March.

- c. Nominations Committees (known as Election) - Need to collect three or four vacant positions video. Brenda Falgier will work on editing the video and will release to ASLTA members about upcoming positions available and prepare for their interest for one of these positions.

**ACTION ITEM:** Treasurer, Chapters, PD, and VP to create short videos explaining eligibility for the position and some essential duties (don't overwhelm viewers).

- d. Question about Chapter Director position, should be included for Nomination Announcement? YES.
- e. Awards Committee - will meet with them this week.

## 6. Secretary's Report

- a. Katie O'Brien's request about the job posting certification requirements/preference. Information shared by Katie O'Brien due to RJ's absence. This request regards the preferences/requirements by hiring entities along the lines of "We want certification in RID or ASLTA" (e.g.). The writing committee drafted a letter to be sent to posts like this.

**ACTION ITEM:** Justin is to review the job postings for issues like this. If there is something along these lines, Justin will contact the advertiser.

## 7. Treasurer's Report

- a. **Current revenue/spending info deficit: \$ 72,304.66+.**
- b. Treasurer recommends the Board seriously enact fundraising opportunities. Suggest the following:
  - i. Design and sell t-shirts at the conference. Funds go to the main account.
  - ii. Any dissolution of chapters funds go to the main account, rather than asking the chapter leaders to choose a fund.
  - iii. Direct any fundraising during the conference to the main account, rather than the long-term accounts.
- c. Website membership database update. Database can now accept new members. Anybody logging in will be prevented from using old log in information and

passwords - will need to re-register as a new member. Member account histories are being added one member at a time. This will be a slow process.

**MOTION #2023-004:** I, Jason E. Zinza move that ASLTA appropriate up to \$500.00 to facilitate expenses for a membership database effort by JP, Aimee, and Jason.

**Seconded:** Amy June Rowley

**Vote:** Passed

- d. Chargebacks to be completed this week.
- e. Organizational & conference insurance policy payments due.

**MOTION # 2023-005:** I, Jason E. Zinza, move that ASLTA pay \$1,800.00 to Philadelphia Insurance Companies for general organizational liability (which includes coverage for the 2023 conference). \$1,300.00 to come from the main account and \$ 500.00 to come from the NPDC account.

**Seconded:** Justin Small

**Vote:** Passed

**MOTION # 2023-006:** I, Jason E. Zinza, move that ASLTA pay \$1,251.00 to Philadelphia Insurance companies for D & O liability insurance.

**Seconded:** Amy June Rowley

**Vote:** Passed

- f. ASLTA 2023 NPDC hotel deposit due.

**MOTION # 2023-007:** I, Jason E. Zinza, move that ASLTA make the third and final payment in the amount of \$8,000.00 to the Hilton Columbus for the 2023 NPDC deposit. Funds to come from the NPDC account.

**Seconded:** Aimee Sever-Hall

**Vote:** Passed

- g. ASLTA calendar.

**ACTION ITEM:** Secretary to do this? Conversation to be continued.

- h. ASLTA Bookkeeper Maria Nikolaou will complete her service with ASLTA on July 5, 2023.
  - i. Search committee for a replacement bookkeeper.

**ACTION ITEM:** Refer to IPPG.

- ii. Suggest Maria and the new bookkeeper both attend the NPDC 2023 so that Maria can train the replacement.

**MOTION# 2023-008:** I, Jason E. Zinza, move that ASLTA allocate up to \$3,000.00 from the main account to provide for travel, accommodation, per diem, and related expenses for the current bookkeeper and replacement bookkeeper to meet in Columbus, Ohio, for training.

**Seconded:** Amy June Rowley

**Vote:** Passed

- i. Member survey update.
- j. Steering Committee: Continuing to work on committee overhaul. Would like to invite the President and Vice President to explain the pros and cons of the current system in place.
- k. Membership update: Currently have 346 paid members.

<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>			
<i>ASLTA Chapters</i>			

- 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>ASL Honor Society</i>	\$ 65,612.07	\$ 93,433.60	140
<i>Evaluation &amp; Certification</i>	\$ 28,108.03	\$ 29,949.68	4
<i>Main Checking</i>	\$ 334,741.15	\$ 259,395.71	173
<i>Conference</i>	\$ 61,448.37	\$ 2,546.33	44
<i>External Donations to the NPDC (2023 Patrons)</i>	\$ 25,000.00 (TWA & DSP)	\$ 0	2
<i>National Standards</i>	\$ 3,110.00	\$ 3,109.89	1
<i>Professional Development</i>	\$ 27,534.19	\$ 27,533.24	1
<i>Inclusion &amp; Equity</i>	\$ 100.00	\$ 100.00	0
<i>Investment</i>	\$ 100.00	\$ 100.00	0
<i>External Donations to Main Checking Account</i>	\$	N/A	
<b>TOTAL ACCOUNT VALUE</b>	<b>\$</b>	<b>\$</b>	
<b>Schwab Long-Term Investment Accounts</b>	<b>Account Balance</b>	<b>Available Funds (cash)</b>	<b>Investment Notes</b>
<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
<b>TOTAL ACCOUNT VALUE</b>	<b>\$</b>	<b>\$</b>	
*Fund cannot be used until it has reached \$10,000.00 in value.			

## 8. Professional Development Director Sever-Hall

- ASLTA CEUs (process). Really need to work out the details of how ASLTA will process ASLTA CEUs, stamps, etc.
  - Logo
  - Google Form (workshop and members). Hold for a future meeting
- Course registrants from 2021 request for ASLTA certification of participation or completion (window of requesting one is closed?)..
- Been testing a PD folder where people can upload documents related to PD accrual on an on-going basis. This is useful for PD and Certification renewal purposes.

#### 9. Evaluation and Certification Director Rowley

- Timeline for transition. Have met with the President and Vice President regarding my transition timeline. Transitioning to a new coordinator by the conference. Want to finish up a few things first. Will transition to serving on the Evaluation Revision Committee.
- Digital badges? RID has implemented this concept. Would like to explore Credly and see what efficiencies are possible.
- How to streamline office maintenance.

#### 10. Chapter Affiliation Director Clements

- Bridget Klein - BKP chair has joined the meeting to give an update regarding some expenses incurred by the committee. The weekend of November 10-11 we co-hosted several webinars. Would like to pay honoraria to several panelists and the moderator who assisted in that event. The total amount would be \$ 450.00 for 5 individuals.
- **Motion #2023-009:** I, Bo Clements move that ASLTA approve BKP expenses in the amount of \$450.00 to pay the presenters and panelists for the November 11, 12, 2022 workshops.  
**Seconded:** Amy June Rowley  
**Vote:** Passed
- **Motion #2023-010:** I, Bo Clements move that ASLTA approve a manual override of QuickBooks to account for the \$450.00 BKP expense approved in the previous motion.  
**Seconded:** Lorraine Flores  
**Vote:** Passed
- **Motion #2023-011:** I, Bo Clements move that ASLTA approve \$300.00 to pay the presenters presenting during Deaf Queer Week from the BKP budget.  
**Seconded:** Jason E. Zinza  
**Vote:** Passed
- Chapters Zoom Session - Feb 21, 2023. Could have added some information about some proposed future actions (regional conferences, for example), but that didn't make it into the presentation.



- Follow up with FASLTA and San Diego ASLTA

**MOTION #2023-012:** I, Amy June Rowley move to terminate the chapter status of San Diego ASLTA and Florida ASLTA due to non-payment of dues.

**Seconded:** Lorraine Flores

**Vote:** Passed

- March 21, 2023 meeting with region reps to follow up with cutoff chapters to send the letters but need the approval of this letter that I emailed to President James and Treasurer Jason on November 16, 2022, but still hold.
- When is due for current active chapters' copies of compliance information/IRS files.

Announcement

- SC-ASLTA hosts a workshop - State of Art - ASL presenter Dr. Jody Cripps March 4, 2023
- NCAD/NC-ASLTA host conference - April 28-29, 2023

#### **11. Communications Director Justin Small**

- Many job postings have been processed.
- Exploring ideas about how to contact ASL teachers in states who do not know about ASLTA. I want to promote ASLTA to them in particular.

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

- No report.

**MEETING ADJOURNED AT 10:29 pm EST**

Meeting Minutes respectfully submitted by Treasurer, Jason E. Zinza.

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

March 19, 2023

April 16, 2023

May 7, 2023

June 4, 2023

June 25, 2023