



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**Online Board Meeting Minutes
Sunday, June 4, 2023
Time: 6:30 PM [EST]**

ASLTA is inviting you to a scheduled Zoom meeting.

Topic: ASLTA's Zoom Meeting

Time: Jun 4, 2023 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92854326054?pwd=d1BBdWdTT3RZNFkrMERAWUFRQnNFdz09>

Meeting ID: 928 5432 6054

Passcode: 772166

1. Roll Call

James Wilson, President

Amy June Rowley, Evaluation and Certification Director

Justin Small, Communications Director

Rhonda Jennings-Arey, Secretary

Aimee Sever-Hall, Professional Development Director

Lorraine Flores, Vice President - agreed to come in later

Jessica Parker, ASLHS Coordinator - might leave early

Jason E. Zinza, Treasurer

Guests

Sara Bianco

Bob Donaldson-Pirc

Kevin Youngblood

Annie Welch

Gary Malkowski

Absent:

Bo Clements, Chapters Affiliation Director

2. Meeting was called to order by President Wilson at 6:34 pm EST

MOTION #2023-025: I, Aimee Sever-Hall, move to approve the meeting minutes from 5/7/2023 as read.

Seconded: Amy June Rowley

Vote: Passed

MOTION #2023-026: I, Jason Zinza, move to approve the special meeting minutes from 5/21/2023 as read.

Seconded: Justin Small

Vote: Passed

3. COMMITTEE REPORTS

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

4. President's Report

a. Gary Malkowski, Sign Language Institute of Canada started the meeting.

Mission is to support Sign Language teachers - 4 different sign languages. Two reasons to meet with us. 1. Possibility to develop a MOU 2. Encourage members to attend ASLTA then next year theirs. July 31 to Aug 4. Have 54 organization members. Want to share ideas, etc. Got 3 million from grant to help develop a project. Want to work on best practices on teaching sign language teachers. Want to develop ideas and information to others so we can increase more sign language teachers. He wants to know how Canada can exchange information? Organizational membership? Booth exhibit and SLIC booth? International opportunity partners, etc. All these he wants to know how we can work together. Also wants ASLTA to come to their conference.

SLIC Membership cycle Jan 1 to Dec 31.

Aimee suggested having a meeting immediately after motion being passed to have a plan in motion.

ACTION ITEM: get motion paperwork ready during working hours when we get in Ohio. Also develop MOU draft.

- b. Plans/Logistics for Board and General Assembly Meetings. Shared with Sara our flight schedules. A google drive will be shared among committee members and board with drivers name and text. Update there.
- c. Keep Shout Your Name?? Or new webmaster. Thank Tyler Lindholm and his team for their work. Confirmed, the company is not a webmaster. Has one person who is interested in being a webmaster. Justin suggested that the Communication Director be the "webmaster" rather than getting someone from outside the board.
- d. Begin Appointment Process of of non-nominated Positions. Bylaws said that this can occur between board meetings.

- e. Decision on 13th Biennial NPDC/50th Anniversary. Need to make plans. Aimee will contact UNCO and Gallaudet MASLED to see if they are willing to host 2025 conference.

5. Vice President's Report

- a. Nomination. Discuss this in a closed session.
- b. Vote Result on Amendments. 25 ayes but 1 nay and another nay so will talk to bylaws then get back to us to close it.
- c. Awards. No one nominated for 3 awards.

MOTION #2023-027: I, Jason Zinza, move that we go into a closed session as of 8:36 pm EST.

Seconded: Aimee Sever-Hall

Vote: Passed

MOTION #2023-028: I, Justin Small, move that we exit the closed session as of 7:58 pm. CST.

Seconded: Lorraine Flores

Vote: Passed

6. Secretary's Report

- a. I will give Justin the 2021 NDPC meeting minutes to send out tonight.

7. Treasurer's Report

a. **Current deficit: \$59,743.06.**

- i. NPDC 2023 results will likely have a positive impact on the deficit, but 2022-2023 fiscal year will end in the red.
- ii. The 2022-2023 deficit will impact decisions for 2023-2024.
- iii. It is unlikely that the deficit can be resolved only through one-time membership increases. ASLTA needs to have several years with permanent membership numbers in the 800-900 range to break the cycle of conference year / non-conference year ups and downs. The alternative is permanent reductions in annual spending. (suggestion: webinars)
- b. Treasurer is inundated with tasks. It's overwhelming and difficult to maintain. Daily basis:
 - i. Processing NPDC payments
 - 1. Need to meet with NPDC team: How to proceed with people who registered but have payment problems, especially if someone appears at the conference without having paid in full.
 - ii. Processing ASLHS payments
 - iii. Estimate 100-150 member accounts need to be completed
 - iv. Was not able to file 990 forms on May 15 since transactions are not fully complete. This means the 990 is due November 15, without any extension available.

- c. NPDC questions:
 - i. Status of final pre-payment. What is the amount and when does it need to be received by Sharon Torski at the hotel?
 - ii. Schedule for Treasurer at conference / conference duties / volunteer assistance (Greta Knigga-Daughterty, e.g.)
- d. Chargebacks to be completed this week. Will impact PD, ASLHS, and Evaluation accounts.
- e. NC-ASLTA membership account status.
- f. Website progress:
 - i. Nearly back to normal, except for the estimated 100-150 missing accounts.
 - ii. Membership directory is operational and searchable.
 - iii. Transitioned web hosting from SiteGround to ShoutYourName, effective June 1.
 - iv. Remaining work to do:
 1. Certification review needs to be done for each member (check certification status, award date / expiration date, etc.)
 2. Update information (committee page, e.g.)
 3. ASLHS shipping configuration
 4. Configure payment receipts
 5. ShoutYourName is working on a list of other technical needs. Still in progress.
- g. Treasurer transition
 - i. Have several on-going charges billed to the Treasurer's card. Need to transfer these charges to the President's card (?). Mailchimp, website hosting, etc.

Current ASLTA Membership			
Membership Category	Current #	Last Meeting #	2022-2023 Goal
<i>Supporting - 1 year</i>	41		
<i>Supporting - 2 years</i>	11		
<i>Associate - 1 year</i>	307		
<i>Associate - 2 years</i>	177		
<i>Certified - 1 year</i>	85		
<i>Certified - 2 years</i>	72		
<i>Retired - 1 year</i>	1		
<i>Retired - 2 years</i>	2		
<i>Retired Certified - 1 year</i>	1		

<i>Retired Certified - 2 years</i>	2		
TOTAL MEMBERSHIP	699		
<i>Institutional Members</i>	2		
<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>	\$ 78,212.29	\$ 122,406.34	195
<i>Evaluation & Certification</i>	\$ 27,708.03	\$ 30,249.68	7
<i>Main Checking</i>	\$ 374,861.00	\$ 256,145.75	242
<i>Conference</i>	\$ 45,073.16	\$ 36,922.76	105
<i>External Donations to the NPDC (2023 Patrons)</i>	\$	\$	
<i>National Standards</i>	\$ 3,110.42	\$ 3,110.21	2
<i>Professional Development</i>	\$ 27,537.82	\$ 27,536.88	1
<i>Inclusion & Equity</i>	\$ 657.54	\$ 100.04	2
<i>BK Project</i>	\$ 4,581.83	\$ 5,081.66	2
<i>Investment</i>	\$ 2,324.61	\$ 100.04	2
<i>External Donations to Main Checking Account</i>	\$ 0.00	N/A	
TOTAL ACCOUNT VALUE	\$ 564,066.70	\$	
Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 8,525.44	\$ 127.93	+\$42.76 (.50%)
<i>LF2 Fund</i>	\$ 4,453.71	\$ 68.72	+\$24.76 (.56%)

<i>Riggs Fund</i>	\$ 7,306.76	\$ 110.24	+\$42.18 (.58%)
<i>Main Investment Fund</i>	\$ 87,690.70	\$ 553.85	+\$61.26 (.07%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 107,976.61	\$ 860.74	
*Fund cannot be used until it has reached \$10,000.00 in value.			

8. Professional Development Director Sever-Hall

- ASL Linguistics (Pam Wright)
- Member Directory
- NPDC Progress
 - 281 registrants
 - Program book is about to be finalized
 - The schedule is finalized.
 - Replacement of CIT forum
 - **Resolved situation with the complaints**
 - **2025 NPDC**
 - **ASLTA Track**
 - **Mark Apodaca**
 - **Lorraine and James**
 - **Jason Zinza**
 - **Aimee Sever-Hall**
 - **Schedule for board members**

NPDC Committee Reports:

Chair

- Sponsorship earned: \$38,314 (with 4 pendings)
- RID advocacy encouraged
- Tuesday, June 27th plans

Annie Welch, Engagement Chair

- Worked with Douglas and Juanita to finalize the RID CEUs through OCRID. Waiting on the final approval. Fingers crossed
- Presenters' promotions are done (5/31). Creating variety promotions per request.
 - ASLTA Tracks - flyer
 - Registration countdown
- Program book - recently met with Lance and updated information.

Operations Chair/Registration Chair

- As of today is 285 registered participants

- Working on badges with lanyards to order with Kevin so will need Sara for credit card to pay.
- Will have a meeting with Jason this week to go over the registration list

Exhibits

- So far we have 7 exhibits and Debra and I sent out about 15 organizations.

Finance

This week plan:

- Jason/Bob/I will meet and review all registrants' latest status (incompleted paid, owe/refund, pay differences, add-on purchase completed, etc).
- Sarah/I will go over the meal plans and hope to finalize.
 - James, if possible, can you work on a number of people's invitations for the president's circle.
- To finalize the MASLED listing (Aimee to confirm with Gallaudet, so Jason can create invoice)
- Just a heads up, we may go with Encore for projectors, additional about \$10k. Louis/I will contact Encore for re-quote since we have the rooms scheduled finalized.

Questions:

Program Book - Statistics page, what info should we include?

-2021 included statistics based on the 2021 Conference Registration database.

-2019 included HEAVY statistics based on the ASLTA membership database.

6/4/2023 9:15			Scenario	
	Current	Gally	w/46 Stdnts	w/46 Stdnts
Source	Total		Forecast (2 suppers & 2 lunches)	Forecast (2 suppers & 1 lunch)
PREV BAL (Deposits)	\$ 3,150.00		\$ 3,150.00	\$ 3,150.00
REGISTRANTS	\$ 152,000.00	288	\$ 172,700.00	\$ 172,700.00
ADD ON	\$ 5,915.00		\$ 5,915.00	\$ 5,915.00
SPONSORS/EXHIBITS	\$ 39,315.46		\$ 39,315.46	\$ 39,315.46
TOTAL REVENUE	\$ 200,380.46		\$ 221,080.46	\$ 221,080.46
Source				
TECHNOLOGY	\$ -		\$ 50,000.00	\$ 50,000.00
CONFERENCE - MISC	\$ 4,950.10		\$ 7,450.10	\$ 7,450.10
COMM HOSPILITIES			\$ 10,020.00	\$ 10,020.00
REGISTRANTS' MEALS			\$ 47,240.00	\$ 35,720.00
ASLHS MEALS (50%)		32	\$ 800.00	\$ 800.00
PREZ's CIRC MEALS		50	\$2,500.00	\$2,500.00
NPDC/BRD/BEE Coffee				\$0.00
TOTAL MEALS			\$ 50,540.00	\$ 39,020.00
GRATUITY		23%	\$ 11,624.20	\$ 8,974.60
MEAL LIABILITY			\$ -	\$ 10,980.00
CONF RM PENALTY				
UNSOLD ROOM LIABILITY			\$11,750.00	\$11,750.00
TOTAL EXPENSES	\$ 4,950.10		\$ 141,384.30	\$ 138,194.70
HOTEL DEPOSITS	\$ (24,000.00)	Note	\$ (24,000.00)	\$ (24,000.00)
Prepayment	\$ (100,000.00)	Note	\$ (100,000.00)	\$ (100,000.00)
NET REVENUE	\$ 319,430.36		\$ 79,696.16	\$ 82,885.76
INTERPRETING (additional expenses if requested)			\$ 20,000.00	\$ 20,000.00
	ASLTA 75%		\$ 59,772.12	\$ 62,164.32
	OhioASLTA 25%		\$ 19,924.04	\$ 20,721.44

9. Evaluation and Certification Director Rowley

- Need to schedule a transition meeting with the President, outgoing Chair and incoming Chair- prior to the conference? James replied the sooner the better.
- 2 evaluators have completed full training. Hoping for 2-3 more this month.
- 2 trainee evaluators on hold until July
- Out to eat with the current team who attends the conference? Will follow up with the team to see if Jason or James will join them.

10. Chapter Affiliation Director Clements

- No Report

11. Communications Director Justin Small

- Issue with wondering if membership has been paid, especially when a university or college pays for it. Database will update eventually. Will keep open communication with those who ask.

12. ASL Honor Society Coordinator-Jessica Parker - hold till next meeting

- Literature Competition winners announced on newsletter & social media
- About to announce 4 scholarships (\$1,500 each) award winners (2 high schoolers, 2 college). One scholarship will go unawarded-Deaf student pursuing any degree. We were hoping to award a college scholarship to a Deaf ASLHS member, but we had zero applicants. We will work on advertising better for next year.
- About to announce 3 ASLTA conference scholarships.

MEETING ADJOURNED AT 10:05 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

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

June 25, 2023