



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes
Sunday, August 20, 2023
Time: 6:30 PM [EST]

ASLTA's Zoom Meeting

Join Zoom Meeting

<https://zoom.us/j/98952589535?pwd=RIJqY3RKRk4raTJvWlloRWNIejM5Zz09>

Meeting ID: 989 5258 9535

Passcode: 236881

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer

Aimee Sever-Hall, Evaluation, and Certification Director

Absent:

Professional Development Director - **VACANT**

Justin Small, Communications Director

Jessica Parker, ASLHS Coordinator (at her own Board meeting)

2. Meeting was called to order by President Wilson at 6:41 pm EST

MOTION #2023-066: I, Jason Zinza, move to approve the meeting minutes from 7/16/2023 as read.

Seconded: Matt Andersen

Vote: Passed

3. President's Report

- a. 2025 NPDC/50th Anniversary. Going to Gallaudet next month and will meet with Kenneth DeHaan. Asks us to send him any meeting notes that we want him to use.
- b. Final review/decision on Membership Director position
- c. Appointment for the PD position among two candidates

MOTION #2023-067: I, Aimee Sever-Hall, move to enter a closed session.

Seconded: Jason Zinza

Vote: Passed

MOTION #2023-068: I, Jason Zina, move to exit the closed session.

Seconded: Aimee Sever-Hall

Vote: Passed

MOTION #2023-069: I, Jason Zinza, move to appoint Katie Moore as the Professional Development Director for 2023-2025.

Seconded: Matt Andersen

Vote: Passed

- d. CED Conference at Gallaudet University: September 29th and 30th. Jason Zinza will touch on this.
- e. CIT Conference: November 13th-16th, 2024

4. Vice President's Report

- a. Professional Development Duties
 - a. Re: Certificate of attendance issues - ongoing
 - b. Re: ASL Literature course and certificate of completion - completed
- b. DEI Committee Updates
 - a. Meeting with President James and Aimee Sever-Hall
 - b. Developed a recommended action plan for the committee
- c. ASLTA Brand Identity and Visual Identity
 - a. New Logo(s)?
- d. ASLTA Social Media Assessment
- e. ASLTA Conference Awards

MOTION #2023-070: I, Matt Andersen, move that ASLTA approve funds in the amount of \$270 from the Professional Development Director account to cover the additional cost of two replacements and one additional award to Todd Pleski Designs.

Seconded: Aimee Sever-Hall

Vote: Passed

5. Secretary's Report

- a. Need one more person's documents

6. Treasurer's Report

- a. CED dues for 2023-2024 are due.

MOTION #2023-071: I, Jason E. Zinza, move that ASLTA continue its professional affiliation with the Council on the Education of the Deaf (CED) for 2023-2024, at a cost of \$2,000.00 from the main account.

Seconded: Aimee Sever-Hall

Vote: Passed

- b. CED face-to-face meeting representation. Meeting is scheduled for Friday, September 29 at Gallaudet (9am-4pm). Estimated cost of attendance: Airfare (\$700.00), ground transportation (\$40.00), hotel (arr. 9/28 and dep. 9/30: \$444.00), per diem (\$75.00) totals \$1,259.00.

MOTION #2023-072: I, Jason E. Zinza, move ASLTA to send a representative to the upcoming CED Board meeting in Washington, DC, on September 29, 2023, at an estimated cost of \$1,500.00 from the main account.

Seconded: Matt Andersen

Vote: Passed

Action Item: Aimee Sever-Hall will be the representative to go there.

- c. Registered Agent (RA) with Legal Zoom is due (\$399.00)

MOTION #2023-073: I, Jason E. Zinza, move that ASLTA hire Legal Zoom to serve as ASLTA's Registered Agent (RA) representative in North Carolina, as required by North Carolina law governing non-profit organizations incorporated in that state. The cost for 2023-2024 services is \$399.00, from the main account.

Seconded: Matt Andersen

Vote: Passed

- d. ASLTA affiliation groups
- e. NPDC 2023 refund. Refund for conference registration, travel, etc.

MOTION #2023-074: I, Jason E. Zinza, move that ASLTA approve the refund negotiated by ASLTA and the NPDC committee for a presenter, in the amount of \$2,326.67 from the PD account.

Seconded: Matt Andersen

Vote: Passed

- f. LESICO (Fourth International Conference for Sign Language Teachers) conference representation. Scheduled for 10/19/23-10/22/23 in Edinburgh, Scotland. Estimated cost: Transportation (\$900.00), hotel (arr.10/18/23-10/23/23, \$115 / night + tax = \$611.00), ground transportation (\$70.00), conference registration (\$170.45), banquet (\$65.98), per diem (\$375.00) totals \$2,192.43 per person.

Will ASLTA send 1-2 delegates - answer is 2

MOTION #2023-075: I, Jason E. Zinza, move that ASLTA send 2 delegates to the LESICO conference in Edinburgh, Scotland, and cover expenses up to \$4,500.00, including

transportation, lodging, registration, and per diem. Half expenses will be from the main account and the other half will be from the Evaluation account.

Seconded: Aimee Sever-Hall

Vote: Passed

Action Item: Matt Andersen and Aimee Sever-Hall will represent ASLTA

MOTION #2023-076: I, Jason E. Zinza, move that ASLTA obtain another credit card for the LESICO trip.

Seconded: Matt Andersen

Vote: Passed

- g. NAD conference representation. Scheduled for 7/1/24-7/6/24 in Chicago, IL.
Estimated cost: Transportation, hotel, ground transportation, conference registration, per diem not known at this time.

MOTION #2023-077: I, Jason E. Zinza, move that ASLTA approve funds in the amount of \$2,000.00 from the main account to send one delegate to the 2024 NAD conference in Chicago, IL.

Seconded: Aimee Sever-Hall

Vote: Passed

Action Item: Decide who next month

- h. CIT conference representation. Scheduled for October 2024 in San Francisco, CA.
Estimated cost: Transportation, hotel, ground transportation, conference registration, per diem not known at this time.

MOTION # 2023-078: I, Jason E. Zinza, move that ASLTA approve funds in the amount of \$2,000.00 from the main account to send one delegate to the October 2024 CIT conference in San Francisco, CA.

Seconded: Matt Andersen

Vote: Passed

Action Item: Possible James Wilson will go for a collaboration with Leslie Greer, CIT President and Ritchie Bryant, RID President.

- i. NASLEHL / ASL Round Table conference representation. Scheduled for October 26-28, 2023 in Delavan, WI. Estimated cost: Transportation (\$700.00, registration \$300.00, hotel (arr. 10/26/23 - check out 10/29/23. Lake Lawn Lodge is \$219.00 per night with total cost \$702.23), rental car (\$175.00 from Milwaukee), per diem (\$225.00): \$2,102.23.

MOTION #2023-079: I, Jason E. Zinza, move that ASLTA approve funds in the amount of \$2,250.00 to send one representative to the NASLEHL conference in Delavan, WI.

Seconded: Rhonda Jennings-Arey

Vote: Passed

- j. Preliminary budget. Budget for 2023-2024 is due September 1 for review by the Board. Please send the Treasurer any spending proposals for 2023-2024 within the next two weeks.
- k. Audit update. Have contacted 6 accounting firms. No availability to conduct an audit within the next 90 days. Two firms mentioned availability in mid-2024. I have 2 more possible leads to follow up with.
- l. Scholarship funds account issue.
- m. Mailbox. Board approved moving the ASLTA permanent address / mailbox to Minnesota during the July meeting.

MOTION #2023-080: I, Jason E. Zinza, move that ASLTA obtain a mailbox in Moorhead, Minnesota, to serve as ASLTA's mailing address at an annual cost of \$117.00 from the main account. Moorhead is very close to the Treasurer's residence and will ensure prompt processing of mail.

Seconded: Matt Andersen

Vote: Passed

- n. Rescind motion or policy requiring ASLTA certification for workshop presenters. I could not find the specific motion or policy, but I thought ASLTA required workshop presenters to have ASLTA certification. This policy has made it difficult to arrange a PD workshop for August 2023, and I feel it is a barrier. Suggest increasing compensation for people with ASLTA certification, and a lowered compensation amount for people who do not have ASLTA certification.

Action Item: James Wilson will contact Lorraine Flores to see where this policy is located and whether or not there is such a policy as we discussed, there is none. Need to double check.

- o. Who will contact people that expressed interest in joining committees during the conference? Not sure what that process is.

Action Item: James Wilson will check his briefcase for the posters.

- p. NPDC 2023 update. Still working to close out the conference. Kevin is resolving some unexpected expenses (such as 24% gratuity added to some meals that was thought to be waived, etc).

Current ASLTA Membership			
Membership Category	Current #	Last Meeting #	2022-2023 Goal
<i>Supporting - 1 year</i>	51	41	
<i>Supporting - 2 years</i>	11	11	
<i>Associate - 1 year</i>	312	307	
<i>Associate - 2 years</i>	189	177	
<i>Certified - 1 year</i>	89	85	
<i>Certified - 2 years</i>	74	72	
<i>Retired - 1 year</i>	1	1	
<i>Retired - 2 years</i>	2	2	
<i>Retired Certified - 1 year</i>	1	1	
<i>Retired Certified - 2 years</i>	2	2	
TOTAL MEMBERSHIP	732	699	
<i>Institutional Members</i>	2	2	
<i>ASLTA Chapters</i>	4	0	

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>	\$ 66,071.92	\$ 122,406.34	261
<i>Evaluation & Certification</i>	\$ 27,226.78	\$ 30,249.68	9
<i>Main Checking</i>	\$ 393,005.85	\$ 256,145.75	271
<i>Conference</i>	\$ 57,167.24	\$ 36,922.76	162
<i>External Donations to the NPDC (2023 Patrons)</i>	\$	\$	
<i>National Standards</i>	\$ 3,110.52	\$ 3,110.21	3

<i>Professional Development</i>	\$ 27,538.73	\$ 27,538.73	4
<i>Inclusion & Equity</i>	\$ 657.56	\$ 100.04	3
<i>BK Project</i>	\$ 4,581.83	\$ 5,081.66	1
<i>Investment</i>	\$ 2,324.69	\$ 100.04	3
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 50.00	2
TOTAL ACCOUNT VALUE	\$ 581,685.12	\$ 481,732.76	
Schwab Long-Term Investment Accounts			
	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 8,714.55	\$ 146.06	-\$16.00 (-0.18%)
<i>LF2 Fund</i>	\$ 4,559.01	\$ 77.74	-\$8.20 (-0.18%)
<i>Riggs Fund</i>	\$ 7,484.02	\$ 124.79	-\$13.40 (-.18%)
<i>Main Investment Fund</i>	\$ 90,844.94	\$ 824.78	-\$272.44 (-0.30%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 111,602.52	\$ 1,173.37	-\$310.04 (-0.28%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Professional Development Director VACANT

- No Report

8. Evaluation and Certification Director Sever-Hall

- 2 new certified candidates

9. Communications Director Justin Small (won't be present but items for interest/discussion)

- [New Advertising amount Draft \(job posting amount included\)](#)
 - James Wilson needs to see this, did not discuss this item.
- Mailchimp now has SMS text advertising capability. Do we want to pursue this?
 - Answer: Board members suggested no and believed it would not be a good investment.
- Store: Still waiting for final numbers on the included shipping costs to finish the store we need this from ASLHS (ASLHS competitions has link they need for now)

10. ASL Honor Society Coordinator-Jessica Parker

- No Report

MEETING ADJOURNED AT 9:43 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

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

September 10, 2023

October 8, 2023

November 12, 2023

December 10, 2023