



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## Online Board Meeting Minutes

Sunday, March 10, 2024

Time: 6:30 PM [EST]

**ASLTA is inviting you to a scheduled Zoom meeting.**

**Topic:** ASLTA's Zoom Meeting

**Time:** Mar 10, 2024 06:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

**<https://zoom.us/j/97023905572?pwd=aExaQ1EzWTJHMThueTdYeGVTY1czdz09>**

**Meeting ID:** 970 2390 5572

**Passcode:** 269643

### **1. Roll Call**

James Wilson, President

Matt Andersen, Vice President

Aimee Sever-Hall, Evaluation and Certification Director

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer (arrived at 7:00 pm)

### **Guests**

Amy June Rowley

### **Absent:**

Communications Director - **VACANT**

Katie Moore, Professional Development Director

Jessica Parker, ASLHS Coordinator

### **2. Meeting was called to order by President Wilson at 6:33 pm EST.**

**MOTION #2024-027:** I, Aimee Sever-Hall, move to approve the meeting minutes from 02/04/2024 as read.

**Seconded:** Matt Andersen

**Vote:** Passed

**MOTION #2024-028:** I, Matt Andersen, move to approve the special meeting minutes from 01/04/2024 as read.

**Seconded:** Aimee Sever-Hall

**Vote:** Passed

### **3. President's Report**

- a. Amy June Rowley's Report. Shared her meeting about Language Deprivation and how ASL teachers can be a part of this scenario such as having taught a parent of a Deaf child or a parent's friend, etc. Will share a PPT with President Wilson. They want to see action. President Wilson will meet with Tawny Holmes Hlibok, executive director for CEASD on March 21, see D.
- b. SLIC Conference/National Deaf Artists and Cultural Festival Sponsorship Request. Asked for sponsorship. Put this on hold for a budget answer.
- c. CIT Conference and NAD Conference (Confirmations). Mid October 2024 in San Francisco, California. NAD Conference - Matt Andersen will go and probably represent ASLTA.
- d. March 21st Meeting with CEASD Executive Director: Language Access and Rights.
- e. NAD's Membership Credentials Form Due: March 15th. President Wilson will follow up to see if this form is necessary.
- f. ASLTA History Page (needs to be updated). During the retreat, we will update this.
- g. DEI's Visual Description Policy. President Wilson mentioned description of what we look like for people. We can make a visual description video and leave it where can re-use in the future.
- h. Board Retreat Plans for June 2024. Need to start planning since time is close by. Looking for AirBnB houses which are cheaper than Gallaudet. He will treat us with a pizza so that saves ASLTA one meal. We could host webinars ourselves and the money can go into ASLTA to help support our retreat. We could also plan two webinars like A for basic content and B for advanced to meet the needs of our members.

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

- a. E-Vote
  - a. 43 votes, 34 members in good standing
    - i. Amendment #43: 33 ayes, 1 nay
    - ii. Amendment #44: 29 ayes, 2 nay (3 abstains)
    - iii. Both amendments are now implemented in our bylaws.
- b. Website Updates
  - a. Rearranged menu bars
    - i. Goal is to separate members' accounts/certification and organization information.
    - ii. Created 9 new pages for 2025 NPDC and will release them on April 1st.
- c. IPPG Handbook
  - a. 5 sections drafted, 15+ sections still needed to be put together.

- b. Position descriptions and responsibilities have also been drafted.
  - i. Will need your assistance in making them more accurate.

## 5. Secretary's Report

- a. No Report

## 6. Treasurer's Report

- a. Manually reviewed every single membership payment over the past 1.5 years and updated the membership database and successfully synced with QB. Can now calculate accurate membership numbers and revenue.
- b. DEFICIT update. This is the second year in a row that ASLTA has had a deficit. Current deficit (revenue-to-date minus anticipated expenses): **\$ - 33,170.00**
  - i. Membership deficit: \$ - 19,170.00
  - ii. ASLHS 25% chargeback deficit  
(as of 3/7/24; will change by 7/1/24): \$ - 8,000.00
  - iii. Evaluation 25% chargeback deficit  
(as of 3/7/24): \$ - 6,000.00

2024-2025 deficit notes:

  - a. Does not include any required deposits for the 2025 conference (currently unknown).
  - b. Does not include spending for the 2024 Board retreat estimated at \$13,000.00.
  - c. Estimated end-of-2024 deficit: \$ - 35,170.**
- c. IRS penalty. The IRS has fined ASLTA \$ 3,580.00 for failure to file Form 990 on time in 2016. Failure was either from ASLTA or a chapter. Treasurer has communicated with ASLTA's CPA who will file an appeal. The penalty must be paid before filing an appeal; if the appeal is accepted, the penalty will be refunded. Treasurer wishes to remind Board members that our accountant warned ASLTA will likely face multiple fines originating from ASLTA chapters' failure to comply with 990 requirements between 2000 - 2023.

**MOTION #2024-029:** I, Jason E. Zinza, move that ASLTA pay \$ 3,580.00 to the IRS to fulfill Notice CP241M, "failure by organization or subsidiary" to file Form 990 on time in 2016. Funds to come from the main account.

**Seconded by:** Matt Andersen

**Vote:** passed

- d. Proposed 2025 conference registration fees. **[NOTE: This motion can / should be made by Katie. Don't want to step on anyone's toes; this motion needs to be approved in March]**

**MOTION #2024-030:** I, Jason E. Zinza, move that ASLTA adopt the following 2025 conference registration fee schedule in preparation to open conference registration by April 2024. Formal names of registration tiers to be modified by the NPDC committee as needed.

**Seconded by:** Aimee Sever-Hall

**Vote:** passed

|                | Members   | Non-Members | Students  |
|----------------|-----------|-------------|-----------|
| 3x Early Bird: | \$ 475.00 | \$ 575.00   | \$ 475.00 |
| 2x Early Bird: | \$ 525.00 | \$ 625.00   | \$ 475.00 |
| Early Bird:    | \$ 575.00 | \$ 675.00   | \$ 525.00 |
| Regular:       | \$ 625.00 | \$ 725.00   | \$ 525.00 |
| Late:          | \$ 675.00 | \$ 775.00   | \$ 575.00 |
| At the Door:   | \$ 700.00 | \$ 800.00   | \$ 600.00 |

- e. Proposed discount for Certified members in good standing for 2025 NPDC registration fees. [NOTE: 2021 and 2023 NPDC registration showed an average of 43 certified members buying early bird registration.]

**MOTION #2024-031:** I, Jason E. Zinza, move that ASLTA provide certified and master certification holders in good standing a \$50.00 discount on 2025 conference registration fees. Discount must be used during the 3x Early Bird period. Estimated cost of \$3,350.00 to come from the evaluation account.

**Seconded by:** Aimee Sever-Hall

**Vote:** passed

- f. Double-dipping. ASLTA Board approved giving all ASLTA committee members in good standing a \$100.00 discount for 3x Early Bird conference registration. If the motion to provide \$50.00 discounts for certified members passes, can members “double dip”? Example: \$100.00 discount for committee service + \$50.00 discount for having ASLTA certification.

**MOTION #2024-032:** I, Jason E. Zinza, move that ASLTA allow multiple discounts on conference registration discounts.

**Seconded by:** Matt Andersen

**Vote:** passed

- g. Conference scholarships. Currently, ASLTA has 10 2025 NPDC scholarships set aside. The traditional model is to award scholarships based on need and review by a committee. The 2025 NPDC Finance Chair proposes to change this structure to a “bring a friend” incentive program. Details:
- i. 50th person to register: Triggers 1 “bring a friend” NPDC registration voucher. This voucher can be given by the winner to any other person.

- ii. 100th person to register: Triggers 1 “bring a friend” NPDC registration voucher. This voucher can be given by the winner to any other person.
  - iii. Free conference registration awarded for the 50th, 100th, 150th, 200th, 250th, 300th, 350th, 400th, 450th, and 500th registrations.
  - iv. Registrations that are NOT given to friends can be returned and used in the traditional manner.
- h. Sponsorship request. ASLTA has received a request to sponsor the 2025 SLIC conference. Non-profit organization booth cost: \$250.00, plus per diem, travel, and hotel costs, estimated to total approximately \$3,198.00. Not included in 2024-2025 budget. Does the Board wish to override Motion # 2023-088 (freeze all non-essential spending until revenues return to a +\$20,000.00 level)?
- i. Conference representation request. Does ASLTA want to send a representative/s to the 2025 SLIC conference (July 31-August 4, ? Known costs: \$250 CAN registration; \$750+ flight; \$375.00 per diem; \$1,573.00 hotel. Total approximate cost: \$2,948.00 for 1 person. Override Motion #2023-088?

**MOTION #2024-033:** I, Jason E. Zinza, move that ASLTA send Evaluation Director Aimee Sever-Hall to the SLIC conference (July - August, 2024), at an estimated cost of \$2,948.00 from the Evaluation budget.

**Seconded by:** Matt Andersen

**Vote:** passed

- j. Manually verifying all membership payments made it clear that a number of ASLTA Board members and committee members were not in good standing. Treasurer contacted several and most accounts have been brought current. Remaining individuals not in good standing but are currently serving on ASLTA committees are:
- i. Devin Lathus (ASLHS)
  - ii. Sharon Lott (Evaluation)
  - iii. Joanna Witulski (Bylaws)
  - iv. Steven Whitworth (Writing)

| Current ASLTA Membership    |           |                |                |
|-----------------------------|-----------|----------------|----------------|
| Membership Category         | Current # | Last Meeting # | 2023-2024 Goal |
| <i>Supporting - 1 year</i>  | 38        |                |                |
| <i>Supporting - 2 years</i> | 9         |                |                |
| <i>Associate - 1 year</i>   | 290       |                |                |
| <i>Associate - 2 years</i>  | 58        |                |                |
| <i>Certified - 1 year</i>   | 105       |                |                |
| <i>Certified - 2 years</i>  | 27        |                |                |

|                                    |            |  |            |
|------------------------------------|------------|--|------------|
| <i>Retired - 1 year</i>            | 1          |  |            |
| <i>Retired - 2 years</i>           | 3          |  |            |
| <i>Retired Certified - 1 year</i>  | 2          |  |            |
| <i>Retired Certified - 2 years</i> | 4          |  |            |
| <b>TOTAL MEMBERSHIP</b>            | <b>537</b> |  | <b>750</b> |
| <i>Institutional Members</i>       | 1          |  |            |

b. Banking & Schwab update.

| <b>Current ASLTA Financial Status</b>                  |                            |                                   |                                  |
|--------------------------------------------------------|----------------------------|-----------------------------------|----------------------------------|
| <b>Bank of America<br/>Accounts</b>                    | <b>Bank<br/>Balance</b>    | <b>QuickBooks<br/>Balance</b>     | <b>Needs to be<br/>Processed</b> |
| <i>ASL Honor Society</i>                               | \$ 82,494.65               | \$ 117,285.87                     | 179                              |
| <i>Evaluation &amp; Certification</i>                  | \$ 35,484.70               | \$ 38,338.82                      | 10                               |
| <i>Main Checking</i>                                   | \$ 341,190.60              | \$ 259,466.17                     | 241                              |
| <i>Conference</i>                                      | \$ 85,754.23               | \$ 184,716.16                     | 84                               |
| <i>National Standards</i>                              | \$ 3,111.16                | \$ 3,110.95                       | 2                                |
| <i>Professional Development</i>                        | \$ 31,176.31               | \$ 31,174.25                      | 2                                |
| <i>Inclusion &amp; Equity</i>                          | \$ 657.68                  | \$ 657.64                         | 2                                |
| <i>BK Project</i>                                      | \$ 4,280.15                | \$ 4,582.61                       | 3                                |
| <i>Investment</i>                                      | \$ 2,325.17                | \$ 2,325.01                       | 2                                |
| <i>External Donations to Main<br/>Checking Account</i> | \$ 100.00 (Riggs)          | \$ 0.00                           |                                  |
| <b>TOTAL ACCOUNT VALUE</b>                             | <b>\$ 641,734.73</b>       | <b>\$ 641,657.48</b>              |                                  |
|                                                        |                            |                                   |                                  |
| <b>Schwab Long-Term<br/>Investment Accounts</b>        | <b>Account<br/>Balance</b> | <b>Available<br/>Funds (cash)</b> | <b>Investment<br/>Notes</b>      |
| <i>L1 Initiatives Fund</i>                             | \$ 8,981.85                | \$ 221.77                         | +\$3.20 (0.04%)                  |

|                                                                 |                      |                   |                         |
|-----------------------------------------------------------------|----------------------|-------------------|-------------------------|
| <i>LF2 Fund</i>                                                 | \$ 4,701.57          | \$ 115.25         | +\$1.85 (0.04%)         |
| <i>Riggs Fund</i>                                               | \$ 7,720.27          | \$ 185.75         | +\$3.15 (0.04%)         |
| <i>Main Investment Fund</i>                                     | \$ 93,460.64         | \$ 1,288.22       | +\$111.31 (0.12%)       |
| <i>External Donations (specify account)</i>                     | \$ 0.00              | \$ 0.00           | \$ 0.00                 |
| <b>TOTAL ACCOUNT VALUE</b>                                      | <b>\$ 114,864.33</b> | <b>\$1,810.99</b> | <b>\$119.51 (0.10%)</b> |
| *Fund cannot be used until it has reached \$10,000.00 in value. |                      |                   |                         |

**7. Professional Development Director Moore**

- Need to pay Curt Radford.

**MOTION #2024-034:** I, Aimee Sever-Hall, move to allocate \$250 from the professional development fund to pay for our April webinar presenter, Curt Radford.

**Seconded:** Jason Zinza

**Vote:** passed

**8. Evaluation and Certification Director Sever-Hall**

- Three graduates became certified.
- Two candidates became master certified.
- Two members renewed their certifications.
- One candidate is undergoing the evaluation process.
- One candidate is ready to begin the application process but payment needs to be completed.

**9. Communications Director- VACANT**

- No Report

**10. ASL Honor Society Coordinator Parker**

- No Report

**MEETING ADJOURNED AT 9:21 pm EST**

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

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

April 14, 2024

May 12, 2024

June 9, 2024

July 14, 2024

August 11, 2024

September 8, 2024

October 13, 2024

November 10, 2024

December 8, 2024