Online Board Meeting Minutes
Sunday, April 14, 2024
Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.

Topic: ASLTA’s Zoom Meeting
Time: Apr 14, 2024 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/94199752228?pwd=SXQ4MnZJb0pvZWhNZXBoTmJGZisyUT09

Meeting ID: 941 9975 2228
Passcode: 009815

1. Roll Call
James Wilson, President
Matt Andersen, Vice President
Rhonda Jennings-Arey, Secretary
Jason E. Zinza, Treasurer
Katie Moore, Professional Development Director

Guests
Nora Owen

Absent:
Communications Director - VACANT
Aimee Sever-Hall, Evaluation and Certification Director
Jessica Parker, ASLHS Coordinator

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

MOTION #2024-035: I, Jason Zinza, move to approve the meeting minutes from 03/10/2024 as read.
Seconded: Katie Moore
Vote: passed

President Wilson opened the meeting by expressing our condolences for the death of Aimee Sever-Hall’s father.
3. President’s Report
   a. ASLHS Coordinator Position. Stephanie Proctor was recommended to replace Jessica Parker’s position, expected to start May 1. Jason Zinza expressed concern about our onboarding process and appointing process. It needs to be updated/made.

   **MOTION #2024-036:** I, Jason Zinza, move to approve Stephanie Proctor to replace the ASLHS Coordinator starting May 1.
   **Seconded:** Katie Moore
   **Vote:** passed
   
   b. Communications Director Position. We talked about what the position requires and the skills of the director.

   **Action Item:** President Wilson will contact the candidate to ask some questions.

   c. Gallaudet and FCC Trip: Travel Request of $300.00 from NPDC Account. President Wilson will go on April 24 at Gallaudet. He will look at Union Market and have a meeting from 1 - 4 pm. April 25, he will meet with Jerri Seremeth.

   **MOTION #2024-037:** I, Jason Zinza, move that the board approve up to $300 from the NPDC account for his Gallaudet trip for gas, food, and lodging.
   **Seconded:** Katie Moore
   **Vote:** passed

   d. Board Retreat Update and Agenda. June retreat is postponed to August, more likely.
   e. NAD COR. They wanted 3 ASLTA representatives to be sent, but only one is going.

4. Vice President’s Report
   a. Barbara Kannapell Project is planning to participate in Deaf Queer Week.
   b. They are hosting a webinar on April 17th.

   **MOTION #2024-038:** I, Matt Andersen, move ASLTA to write a check of $200 from Barbara Kannapell Project’s budget to cover Elisa Velez’s webinar fee for April 17th.
   **Seconded:** Jason Zinza
   **Vote:** passed

   b. DEI Committee and Barbara Kannapell Project both would like to have their webpage, which they can be more visible with their material and resource recommendations

5. Secretary’s Report
   a. In checking confidentiality forms, I have only one from the other committees (Joanna and Jerri) and five from the writing committee…. I need others.
6. Treasurer's Report

a. DEFICIT update. This is the second year in a row that ASLTA has had a deficit. Current deficit (revenue-to-date minus anticipated expenses): $ - 38,240.00

b. IRS update. CPA received information from the IRS regarding the recent penalty. The penalty may be waived and refunded; ASLTA will need to submit a letter explaining its position. Letter draft will be written by the CPA and shared with the Board before sending.

c. From the CPA: CPA is not a tax attorney and cannot advise on issues related to ASLTA chapters, enforcement, or compliance. Suggests ASLTA retain a tax attorney for these issues, particularly as ASLTA risks additional fines for chapters not filing 990N forms and / or following chapter bylaws as they transition to independent status.

d. Accountant 6-month check up. ASLTA's CPA has made suggestions for ASLTA to better improve its financial standing and reporting. Some of these suggestions will involve policy updates and creating new policies as needed. Please check the email with the specific recommendations (not included here due to length). Some specific points:

i. ASLTA should increase its member-benefit spending by 5%. ASLTA spends a disproportionate amount on Board expenses but relatively less on members during non-conference years. ASLTA needs to achieve a more consistent ratio.

ii. Suggests ASLTA adopt a mid-year progress reporting during the first and second years of our compliance with IRS end-of-year nonprofit impact report.

iii. ASLTA needs to address YOYOL status with the Evaluation program ("year over year of losses"). Hope to be able to spend time developing ways to address this issue during the Board retreat (or sooner).

iv. ASLTA needs to improve its collection efforts for overdue / past-due balances. This is a particularly challenging area since ASLTA already has limited accounting capacity with existing personnel (bookkeeper and Treasurer).

v. As ASLTA moves closer to annual cash flow of $600,000.00, ASLTA should consider preparing for a full-time executive director or accountant position to position ASLTA for future growth.

vi. ASL Honor Society program expenses should go through the same motions process via the Board for purchases for transparency and documentation purposes.

vii. ASL Honor Society must make immediate changes to its process of awarding teacher grants.

d. The NPDC 2025 finance committee requests $2,625.00 to fund 5 standard "Washington Monument" scholarships for applicants with financial need. These scholarships are in addition to the 5 “100 Bring One” scholarships already allocated from the 2023 NPDC.
MOTION # 2024-039: I, Jason E. Zinza, move that ASLTA allocate $2,625.00 from the NPDC account to add 5 need-based scholarships to the 2025 NPDC registration process.
Seconded: Matt Andersen
Vote: passed

e. ASLTA's second insurance premium is now due for directors and organizational liability (2024-2025). The total cost increased by $280.00 compared to 2022-2023 premium.

MOTION # 2024-040: I, Jason E. Zinza, move that ASLTA pay Travelers Insurance the amount of $1,612.00 due for Directors & Organizational Liability for the 2023-2024 term from the main account.
Seconded: Rhonda Jennings-Arey
Vote: passed

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Current #</th>
<th>Last Meeting #</th>
<th>2023-2024 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting - 1 year</td>
<td>43</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Supporting - 2 years</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Associate - 1 year</td>
<td>299</td>
<td>290</td>
<td></td>
</tr>
<tr>
<td>Associate - 2 years</td>
<td>67</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>Certified - 1 year</td>
<td>111</td>
<td>105</td>
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<tr>
<td>Certified - 2 years</td>
<td>31</td>
<td>27</td>
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<tr>
<td>Retired - 1 year</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Retired - 2 years</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Retired Certified - 1 year</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Retired Certified - 2 years</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MEMBERSHIP</strong></td>
<td><strong>569</strong></td>
<td><strong>537</strong></td>
<td><strong>750</strong></td>
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<tr>
<td>Institutional Members</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

b. Banking & Schwab update.

<p>| Current ASLTA Financial Status |</p>
<table>
<thead>
<tr>
<th>Bank of America Accounts</th>
<th>Bank Balance</th>
<th>QuickBooks Balance</th>
<th>Needs to be Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL Honor Society</td>
<td>$77,791.44</td>
<td>$97,822.47</td>
<td>170</td>
</tr>
<tr>
<td>Evaluation &amp; Certification</td>
<td>$34,646.70</td>
<td>$34,658.32</td>
<td>0</td>
</tr>
<tr>
<td>Main Checking</td>
<td>$355,075.39</td>
<td>$220,173.32</td>
<td>290</td>
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<tr>
<td>Conference</td>
<td>$61,605.63</td>
<td>$38,749.96</td>
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<tr>
<td>National Standards</td>
<td>$3,111.48</td>
<td>$3,110.95</td>
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</tr>
<tr>
<td>Professional Development</td>
<td>$31,263.32</td>
<td>$31,258.15</td>
<td>5</td>
</tr>
<tr>
<td>Inclusion &amp; Equity</td>
<td>$657.74</td>
<td>$657.64</td>
<td>5</td>
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<tr>
<td>BK Project</td>
<td>$4,900.60</td>
<td>$4,582.61</td>
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<tr>
<td>Investment</td>
<td>$2,325.40</td>
<td>$2,325.01</td>
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<tr>
<td>External Donations to Main Checking Account</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL ACCOUNT VALUE</strong></td>
<td><strong>$571,377.70</strong></td>
<td><strong>$433,338.43</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schwab Long-Term Investment Accounts</th>
<th>Account Balance</th>
<th>Available Funds (cash)</th>
<th>Investment Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 Initiatives Fund</td>
<td>$9,306.88</td>
<td>$17.61</td>
<td>-$59.72 (-.64%)</td>
</tr>
<tr>
<td>LF2 Fund</td>
<td>$4,883.62</td>
<td>$133.97</td>
<td>-$33.62 (-.68%)</td>
</tr>
<tr>
<td>Riggs Fund</td>
<td>$8,026.82</td>
<td>$215.80</td>
<td>-$56.76 (-.70%)</td>
</tr>
<tr>
<td>Main Investment Fund</td>
<td>$96,260.67</td>
<td>$17.61</td>
<td>-$714.00 (-.74%)</td>
</tr>
<tr>
<td>External Donations (specify account)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL ACCOUNT VALUE</strong></td>
<td><strong>$118,477.99</strong></td>
<td><strong>$626.89</strong></td>
<td><strong>-$864.10 (-.72%)</strong></td>
</tr>
</tbody>
</table>

*Fund cannot be used until it has reached $10,000.00 in value.

7. **Professional Development Director Moore**
   - Update with webinars: March - rescheduled, April, May
   - Update with Symposium planning 😊
   - Update with classes.
MOTION #2024-041: I, Katie Moore, move to set July’s symposium registration fees as $150 for current members in good standing as of May 1st, $250 for a combo price for new members to join ASLTA for the 2024-2025 year and registration for the symposium, and $350 for non-members. Proceeds will be deposited into the main ASLTA account.
Seconded: Matt Andersen
Vote: passed

MOTION #2024-042: I, Katie Moore, move to allocate $250 each to pay Garrett Bose and Adam Frost for webinar presentations in May.
Seconded: Matt Andersen
Vote: passed

8. Evaluation and Certification Director Sever-Hall
   ● No Report

9. Communications Director- VACANT
   ● No Report

10. ASL Honor Society Coordinator Parker
    ● No Report

MEETING ADJOURNED AT 9:17 pm EST

Meeting Minutes respectfully submitted by Secretary Rhonda Jennings-Arey

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

May 19, 2024
June 9, 2024
July 14, 2024
August 11, 2024
September 8, 2024
October 13, 2024
November 10, 2024
December 8, 2024