



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Online Board Meeting Minutes

Sunday, July 14, 2024

Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.

Topic: ASLTA's Zoom Meeting

Time: Jul 14, 2024 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94738727552?pwd=SGZwNWtKUeCxeW1jbnRqZIRSaWNFdz09>

Meeting ID: 947 3872 7552

Passcode: 550704

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Rhonda Jennings-Arey, Secretary

Jason E. Zinza, Treasurer

Katie Moore, Professional Development Director

Amber Fisher, Communications Director

Debbie Colbert, Recruitment and Outreach Director

Guests

None

Absent:

Evaluation and Certification Director **[VACANT]**

Stephanie Proctor, ASLHS Coordinator

2. The meeting was called to order by President Wilson at 6:33 pm EST.

MOTION #2024-062: I, Jason Zinza, move to approve the meeting minutes from 06/09/2024 as read.

Seconded: Amber Fisher

Vote: passed

MOTION #2024-063: I, Matt Andersen, move to approve the special meeting minutes from 06/27/2024 as read.

Seconded: Amber Fisher

Vote: passed

3. President's Report

- a. Debbie Colbert Appointed as the Recruitment and Outreach Director. This position is very new! Welcomed Debbie to the board.
- b. NPDC Core Committee Update.
 - i. Meetings have been occurring every Monday and everyone is devoted to this committee. This is the first that we are the ones leading the conference planning. President Wilson thanked the committee for their hard work! Communication with Gallaudet was not easy but the committee kept moving forward. Registration is out. He also recognized Greta Knigga-Daugherty for her hard work.
 - ii. Greta and Vice President Andersen will go to Gallaudet in August. Meeting will discuss that. Tomorrow's meeting will also start talking about selecting more committee members from our membership bank.
 - iii. President Wilson suggested that we should have a booth for the Gallaudet Homecoming during the third weekend of October. He mentioned that we should have our ASLTA skirt during that booth, however, when he went through the box that David Martin's wife gave him, there was no skirt.
- c. Non-member Objection toward the ASLTA for posting Baby Signs. He wants to respond to the person with our input.

4. Vice President's Report

- a. ASLTA Board Retreat. Asked us to please revisit the chart to see what has been done and what needs to be done.
- b. National Association of the Deaf Conference Debrief:
 - a. One of NAD's 2002-2004 priorities, DECLARE (Deaf Children Language Access Rights Everywhere) included ASLTA as one of the community of practice contributors.
 - i. This never was discussed by us.
 - ii. Amy June Rowley, as CEASD guest or ASLTA representative. President Wilson wanted to go on record that Tawny had contacted him to ask that Amy June be the ASLTA representative "right now" while she was at Gallaudet.
 - iii. Consistent reporting required
 - b. NAD's past priorities relating to ASL education doesn't include ASLTA
 - i. During the ASLTA conference, have time and space to write up motions to initiate collaborative effort between NAD and ASLTA.
 - 1. Standards
 - a. Preservation of ASL
 - b. philosophy, attitude, etc.

2. Certification

- a. State recognition/requirements, standardize HE ASL education qualifications, etc.
- c. Delegates discussed how NAD have been focusing on creating and providing access to ASL resources, more than on maintaining the quality of ASL education.
- d. Will produce video report on my participation during the conference sometime this week(end)
- c. President Wilson wanted to go on record to thank Vice President Andersen for his hard work and representing ASLTA well.

5. Secretary's Report

- a. Writing Committee - 2023 Annual Report. Go over it and see what needs to be added. [ASLTA Annual Report Template 2023](#)

MOTION #2024-064: I, Jason Zinza, move that ASLTA direct bylaw committee to engage attempt to change status of the Writing committee to AD-HOC to Standing committee.

Seconded By: Matt Andersen

Vote: passed

MOTION #2024-065: I, Jason Zinza, move that the Writing committee be given permanent responsibility to develop the annual Report by August 31 of each year and spread the report to the members by December 1 of each year.

Seconded By: Debbie Colbert

Vote: passed

6. Treasurer's Report

- a. ASLTA remains in the red and will likely end the 2023-2024 year in a deficit. Currently at **-\$15,607.38** (not including the NPDC 2025 deposit).
- b. Treasurer is working on preparing the 68 forms, reports, and supporting documents requested for the audit. I want to express my frustration that some Board members have not been as cooperative as they could be when I request information from them. For example, one Board member has not provided the biographical information requested on July 5. This is demoralizing and a breach of fiduciary duty.
- c. Need to pay for the ASLTA audit. The audit will begin as soon as the requested forms and reports are delivered to the company, which may not be until late August 2024.

MOTION #2024-066: I, Jason E. Zinza, move that ASLTA pay Dimov Associates of San Francisco, CA the amount of \$5,000.00 for auditing services, with funds coming from the main account.

Seconded By: Katie Moore

Vote: passed

- d. Check payment insufficient funds policy. ASLTA currently does not have a formal policy regarding check payments that are declined due to insufficient funds.

MOTION #2024-067: I, Jason E. Zinza, move that ASLTA adopt the following policy regarding check payments that are returned by the bank for insufficient funds, non-payment, or fraud: A \$50.00 fee will be levied on the school or member account and remain until paid in full. Any account with an unpaid balance will be prohibited from accessing ASLTA products, services, and member benefits until the account regains its good standing.

Seconded By: Katie Moore

Vote: passed

- e. Cash payment policy. ASLTA currently does not have a formal policy regarding cash payments.

MOTION #2020-068: I, Jason E. Zinza, move that ASLTA adopt the following policy regarding cash payments. Cash payments are strongly discouraged and will be accepted only when the following conditions are met:

- a. The cash is paid to the Treasurer and a witness is present;
- b. The payee, payer, and witness sign the receipt to acknowledge cash was paid.
- c. There are no viable alternatives to making payment via check or card.
- d. The cash payment will only be accepted if a formal receipt using a carbon-copy receipt book is available.

Seconded By: Rhonda Jennings-Arey

Vote: passed

- f. Audit document request: Official forms of payment policy. As of 7/14/24, ASLTA does not have a formal policy detailing official forms of payment. Please review the proposed 2-page ASLTA Forms of Payment document emailed earlier to Board members.

MOTION #2020-069: I, Jason E. Zinza, move that ASLTA adopt the proposed Forms of Payment policy that outlines the types of payments accepted or not accepted for ASLTA services and products.

Seconded By: Debbie Colbert

Vote: passed

- g. Amend Motion **#2020-048**. This motion allows only the ASLTA President and Treasurer to hold ASLTA credit cards. I propose to modify this policy.

MOTION #2020-070: I, Jason E. Zinza, move that ASLTA amend Motion #2020-048 to address the issuing of ASLTA credit cards to read: The ASLTA President, Treasurer, and Administrative Assistant / Bookkeeper shall be issued ASLTA credit cards upon election or hiring into their respective positions. Additionally, the Finance Chair of the current NPDC shall be issued a credit card for conference-planning purposes once registration has

opened. Other Board members may be issued ASLTA credit cards as needed for specific purposes upon approval of the ASLTA Board of Directors.

Seconded By: Matt Andersen

Vote: passed

- h. NPDC 2025 Finance Chair Greta Knigga-Daugherty should be issued an ASLTA credit card for conference-planning purposes.

MOTION #2020-071: I, Jason E. Zinza, move that ASLTA issue Greta Knigga-Daugherty an ASLTA credit card for conference-planning purposes. The card limit shall be set to \$1,000.00 at issuance and increased to \$5,000.00 on March 1, 2025. The card will be closed no later than August 31, 2025.

Seconded By: Matt Andersen

Vote: passed

- i. Audit document request: Annual fiduciary responsibility training / duty of care. ASLTA does not currently require annual training for Board members to ensure understanding of fiduciary responsibilities, which include identifying financial obligations, threats to the organization, the budget-making process, and financial reporting.

MOTION #2020-072: I, Jason E. Zinza, move that ASLTA require all current Board members to complete one hour of fiduciary responsibility training by December 31 each year to ensure understanding and compliance with the duty of care to ASLTA. The training is to be scheduled by the Professional Development Director.

Seconded By: Katie Moore

Vote: passed

- j. Audit document request: Annual ASLTA calendar. The Treasurer sent Board members a draft of the proposed annual ASLTA calendar that includes major organizational tasks and responsibilities, anything generating revenue or expenses, and required Board member events.

MOTION #2020-073: I, Jason E. Zinza, move that ASLTA adopt the formation of an annual calendar detailing the major events, organizational tasks, deadlines, and responsibilities, expected sources and uses of revenue, and all annual requirements as set forth in the ASLTA bylaws. This calendar should be completed no later than September 1 of each year.

Seconded By: Debbie Colbert

Vote: passed

- k. A new President will be elected in 2025 which presents a challenging issue: Transfer of Bank of America and Schwab access to the President-elect. This takes several hours and must be completed in person at a specific Bank of America location (not all Bank of America branches can conduct this transfer). In past years, the

President-elect has sometimes gone 1-2 years' without having access, leaving the former President in the position of being the official owner of ASLTA. I propose that ASLTA require all candidates pursuing election to the President position to stay in the conference host city for two additional days, to allow for a successful transition.

MOTION #2020-074: ~~I, Jason E. Zinza, move that all candidates seeking the office of President of ASLTA be required to stay in the conference host city for two additional days if the conference ends on a Saturday. This allows for successful transfer of banking and regulatory affairs from the outgoing President to the President-elect. Costs of the additional night's stay to be covered by the NPDC account only for the President-elect. This requirement is to be added to the list of eligibility requirements set forth on the nominations form.~~

Seconded By: ?

Vote: ?

Motion Withdrawn - to be addressed later

- I. Despite informal efforts to the contrary, ASLTA committee and program chairs are allowing non-members to participate and assume leadership roles. It's clear a more stringent process is needed.

MOTION #2020-074: I, Jason E. Zinza, move that ASLTA require all committee and program chairs to formally nominate any new member for approval by the ASLTA Board of Directors. Nominations are to be made by the Vice President on behalf of committee and program chairs. Nominated individuals will have their membership verified and be obligated to complete confidentiality and non-disclosure agreements. Under no circumstances will an individual be permitted to serve on an ASLTA committee or program until that person has been nominated and approved by the ASLTA Board of Directors.

Seconded By: Debbie Colbert

Vote: passed

- m. ACTFL 2024 conference and hotel registration. The ACTFL conference discounted registration for the 2024 conference in Philadelphia is coming quickly. Treasurer would like to make reservations and purchase registrations earlier instead of waiting until the Fall.

MOTION #2020-075: I, Jason E. Zinza, move that ASLTA send at least two representatives to the ACTFL 2024 conference to be held in Philadelphia, PA on November 21-24, 2024. Representatives to attend the Assembly of Delegates meeting on November 21, and the Standards Collaboration Board on November 22, 2024. Funds to be allocated from the 2024-2025 budget.

Seconded By: Katie Moore

Vote: passed

Current ASLTA Membership (as of 7/14/24)			
Membership Category	Current #	Last Meeting #	2023-2024 Goal
<i>Supporting - 1 year</i>	51	48	
<i>Supporting - 2 years</i>	14	10	
<i>Associate - 1 year</i>	320	314	
<i>Associate - 2 years</i>	89	85	
<i>Certified - 1 year</i>	114	112	
<i>Certified - 2 years</i>	26	32	
<i>Retired - 1 year</i>	1	1	
<i>Retired - 2 years</i>	3	3	
<i>Retired Certified - 1 year</i>	2	2	
<i>Retired Certified - 2 years</i>	4	4	
TOTAL MEMBERSHIP	624	611	750
<i>Institutional Members</i>	1	1	

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>	\$ 77,921.69	\$ 122,240.97	209
<i>Evaluation & Certification</i>	\$ 33,276.75	\$ 34,658.32	3
<i>Main Checking</i>	\$ 403,650.33	\$ 238,401.88	364
<i>Conference</i>	\$ 61,605.63	\$ 38,749.96	8
<i>National Standards</i>	\$ 3,111.79	\$ 3,110.95	8
<i>Professional Development</i>	\$ 30,986.41	\$ 31,258.15	10
<i>Inclusion & Equity</i>	\$ 657.80	\$ 657.64	8

<i>BK Project</i>	\$ 5,281.11	\$ 4,582.61	11
<i>Investment</i>	\$ 2,325.64	\$ 2,325.01	8
<i>External Donations to Main Checking Account</i>	\$ 10.00 (anon.)	\$ 0.00	
TOTAL ACCOUNT VALUE	\$ 618,817.15	\$ 476,985.49	
Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 9,755.53	\$ 297.68	+\$34.04 (.35%)
<i>LF2 Fund</i>	\$ 5,129.23	\$ 152.80	+ \$18.59 (.36%)
<i>Riggs Fund</i>	\$ 8,437.39	\$ 246.02	+\$31.07 (.37%)
<i>Main Investment Fund</i>	\$ 99,354.80	\$ 50,951.41	+\$269.87 (.27%)
<i>External Donations (specify account)</i>	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ACCOUNT VALUE	\$ 122,676.95	\$ 51,647.91	+\$353.57 (.29%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

7. Professional Development Director Moore

- Updates on courses, upcoming webinars, Symposium
- Need facilitators for Arlyn's workshop
- Upcoming courses - anyone interested in helping facilitate them?
- Update with 2027 NPDC at UNCo

MOTION #2024-076: I, Katie Moore, move ASLTA to pay \$69 to buy insurance rider to cover minors who might take ASLTA Skills Builders Workshop. Funds will come from the PD account.

Seconded: Jason Zinza

Vote: passed

MOTION #2024-077: I, Katie Moore, move to allocate \$500 from the PD fund to pay Arlyn Anderson for her closing workshop for the ASLTA Symposium on July 20, 2024.

Seconded: Jason Zinza

Vote: passed

MOTION #2024-078: I, Katie Moore, move to increase webinar fees to \$30/member and \$50/non-member effective September 1st, 2024. We will also offer members the chance to buy three webinars, get one free.

Seconded: Matt Andersen

Vote: passed

~~**MOTION #2024-079:** I, Katie Moore, move to set the 2027 NPDC Conference Dates as July 13-18, 2027, at University of Northern Colorado in Greeley, CO.~~

~~**Seconded:** ?~~

~~**Vote:** passed~~

Motion withdrawn until more discussion has been made

8. Evaluation and Certification Director [VACANT] - Vice President Andersen

- a. One received their Master certification
One completed the redo and received their Certified (or Master?) certification.
Two completed Deaf Culture knowledge assessments, both passed.
 - i. Need to figure out how to record this.
- b. Jason created a new spreadsheet which seems to be working well so far. Still too soon to determine whether it is the system we will use from this point forward.
- c. Jason, Katie, and I have met up at least once every two weeks to strategize on how to proceed with certain cases.
- d. I am waiting to hear back from UNC and MASLED regarding how we should proceed with having their students to get their certification.
 - i. Send a blast email?
 - ii. Send an email to the program director and they send it out to the students.

MOTION #2024-080: I, Jason Zinza, move that acting Evaluation Director Andersen send a warning notice to people with ASLTA certificates that have not paid their 2023-2024 membership dues to pay their current membership dues before August 15, 2024 or their certification will be revoked effective August 31, 2024.

Seconded By: Katie Moore

Vote: passed

9. Communications Director Fisher

- Website login issues reported by members “spam detected”
- Bringing back the Newsletter - what platform should it be created in?
 - Google Docs - can’t embed video; do we want it to have video?
 - Mailchimp? - can’t post to archives on website very easily.
 - Other thoughts on where/how to craft?

10. ASL Honor Society Coordinator Proctor

- No Report

11. Recruitment and Outreach Director Colbert

- Mentioned that she wants to see how she can start her job. Her first focus is members since the renewal is coming September 1st. She will make a vlog and then contact the members weekly with several agendas including her introduction, etc.
- Mentioned that the former president, Eddy Laird gave her feedback about being a member for a purpose, for example colleges do not require them being members due to ASL not having accreditation while for example, Deaf Education does.

MEETING ADJOURNED AT 9:57 pm EST

Meeting Minutes respectfully submitted by Secretary, Rhonda Jennings-Arey

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

August 11, 2024

September 8, 2024

October 13, 2024

November 10, 2024

December 8, 2024