ASLTA | AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes
Sunday September 15, 2024
Time: 6:30 pm EST
Meeting announcement announced to members: website posting of the minutes which have the dates on the bottom

Join Zoom Meeting:

https://zoom.us/j/96071034398?pwd=dFN5QmozVDUrTk16L245U2NTTkMzdz09

Meeting ID: 960 7103 4398

Passcode: 684630

1. **Roll Call**

   James Wilson, President
   Matt Andersen, Vice President
   Jason E. Zinza, Treasurer
   Katie Moore, Professional Development Director
   Debbie Colbert, Recruitment and Outreach Director

   a. **Absent**

      Evaluation and Certification Director **[Vice President Andersen]**

      Stephanie Proctor, ASLHS Coordinator

      Amber Fisher, Communications Director

      Rhonda Jennings-Arey, Secretary

   b. **Invited Guests:**

      Stephen Whitworth (ASLHS Membership Coordinator)

   c. **Observers**

2. Call to order

The meeting was called to order by President Wilson at 6:36 pm EST.

3. President's Welcome (1-3 minutes)

a. Appointment of timekeeper: Vice President Andersen
b. Recognition of quorum

4. Approval of previous minutes

MOTION #2024-094: I, Katie Moore, move to approve the meeting minutes from 08/11/2024 as read.
Seconded: Matthew Andersen
Vote: passed

MOTION #2024-095: I, Katie Moore, move to approve the special meeting minutes from August 20, 2024 as read.
Seconded: Matthew Andersen
Vote: passed

5. Old Business (15 minutes)

Point of clarification for the Secretary: The Secretary's responsibility is to clarify this section before each meeting. Per President / RRO
Incomplete old business should be kept here. On-going should be kept here. Completed business removed.

Action Item #	Topic	Details	Responsible Party	Status (Complete, In Progress, Inc.)
2024-064	Writing Ad Hoc Committee	Standing Committee	ASLTA Bylaws Committee	Progress for Phase 10 Vote
2024-065	Writing Committee	Annual Report	IPPG/Writing Committee	In-Progress
2024-066	Auditing Services	Fee Payment	Treasurer	Complete
2024-067	Policy for NSF/Non Payments	$50.00 fine to be levied	IPPG Committee	To Be Implemented this fall

2024-068	Cash Payments	Adopt policy on not accepting cash payments	IPPG Committee	To Be Implemented this fall
2024-069	Forms of Payment Policy	Determine whether to accept payments or not	IPPG Committee	To Be Implemented this fall
2024-070	ASLTA Credit Cards	Cards reading the Officers by respective titles	Treasurer	Complete
2024-071	Credit Card for Greta Knigga-Daugherty	Support the need for conference planning purposes	Treasurer	Complete
2024-072	Annual Fiduciary Training	Ensure the board's fiduciary responsibilities	Professional Development Director	Working on this - trying for someone who is Deaf/signs first.
2024-073	Annual Calendar	Detailing events, tasks, responsibilities and deadlines	Treasurer	Will be completed tonight
2024-074	Approval of Committee Members	Vice President responsible for nominations to be approved by the board	IPPG	In progress
2024-075	ASLTA Representation to ACTFL Conference	At least two representatives attended the 2024 conference in November.	ASLTA Board	In progress
2024-076	Insurance Rider for Minors	Purchase of the insurance for $69.00	Treasurer	In progress
2024-077	Closing Ceremony for 2024 Symposium	$500.00 to Arlyn Anderson from the PD account	Treasurer	Complete
2024-078	Increase Webinar Fees	$30/Member and	Professional	Complete

		$50/Non member for webinars, plus purchase of 3 webinars (one free)	Development Director	
2024-079	Warning Letters to Members with Certificates	Membership Dues for 2023-24 due by 08/15/2024	Vice President	Complete

6. New Business

a. **President's Report (15 minutes)**
   i. Questions: Monthly Old Business (see clarification note above the business tracker)
   ii. NPDC Committee and Chair. Welcomed new members: Jerri Seremeth and Wanda Riddle. Meetings are Monday evenings on-going, 6:30-8:30. Recognizes Greta Knigga-Daugherty's planning and attention to detail, along with her finance responsibilities. She demonstrated leadership and I felt she is the natural chair of the NPDC. She accepted the title and will lead the NPDC all the way to DC.
   iii. Standing Committees: Transparency and Compliance. Goal is to have full reports from each committee presented at the NPDC to ensure transparency.

ACTION ITEM: VP Matt to create a report template for use during NPDC.

   iv. Gallaudet Homecoming Booth Application Due: Oct 3, 2024 Prices for booths are not known; one has to apply before being informed at the cost. Unconfirmed sources state the price might be $150.00 for afternoon visibility. Debbie Colbert inquired about alternative forms of advertising the NPDC during HC, since she and other committee members live locally and have easy access to Gallaudet. If ASLTA pursues a booth, we need to have a table skirt made (Vista Print, eg.g).

MOTION #2024-096 I, Jason E. Zinza, move that ASLTA send President Wilson to Gallaudet homecoming on October 16-18, 2024 to publicize NPDC 2025 at a cost up to $500.
Seconded: Debbie Colbert
Vote: passed

   v. Board Retreat: Team Building and Leadership Training. President and VP did post-discussion meeting after last month's special meeting to identify ways to improve camaraderie. Board retreat option came up, date TBD prior to the NPDC. Purpose would be team-building, working, perhaps bringing in leadership training to improve how we work together. Open to ideas. I feel it's important to take action to improve morale and feel good about serving on the Board. An alternative would be to be team building via Zoom, leadership via Zoom, if not in person. Suggest the Board reflect on this topic. We will wait to make a decision until next month.

ACTION ITEM: Make a potential retreat agenda.

b. **Vice President's Report (15 minutes)**
   i. Bylaws
      1. Amendments 45-50. Would like to put these out for a vote from members closer to November-ish. Requesting the Board to review each proposed amendment and batch vote. [PUT BYLAWS AMENDMENT SENTENCES HERE]

      2. The amendment regarding the Board member's term limit is postponed indefinitely—likely until we see growth in the number of certified members.
      3. Two standing committees, DEI and Finance, have been inactive for some time, should the Bylaws Committee convert both to ad hoc committees?

ACTION ITEM: Develop outline of responsibilities for finance committee.

         a. If yes, should we have them voted on in the upcoming e-vote session along with amendments 45-50? Keep for now. Perhaps re-envision DEI / change name?
         b. If not, we must put our effort into having both meet monthly again.
      4. The committee has agreed to update the IPPG handbook to include policies and procedures that align with those outlined in our Bylaws. Will focus on those sections that pertain to the bylaws. IPPG will remain responsible for non-bylaws topics.
      5. Please review the Bylaws again to see if anything needs to be removed, updated, or added. Phase 11 ideas? What needs to be revised? Send Matt suggestions.

MOTION #2024 -097 I, Matt Andersen, move that ASLTA approve Bylaws' proposed amendments 45, 46, 47, 48, 49, and 50 to proceed for a members' vote.
Seconded: Debbie Colbert

Vote: passed

ii. **Committee Reports:**

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Chair: Matt Andersen		
Board Action Needed:	(Insert from committee minutes here)		
Steering	Chair: Bren Falgier		
Board Action Needed:	(Insert from committee minutes here)		
Evaluation Advisory	Chair: Aimee Sever-Hall		
Board Action Needed:	(Insert from committee minutes here)		
DEI	Chair: Matt Andersen		
Board Action Needed:	(Insert from committee minutes here)		
Finance	Chair: Jason E. Zinza		
Board Action Needed:	(Insert from committee minutes here)		

Ad-Hoc Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Writing	Chair: Greta Knigga-Daugherty	7/17/24	Y
Board Action Needed: Finish 2023 IRS Report developed by the Writing Committee			
IPPG	Chair: James Wilson		
Board Action Needed:	(Insert from committee minutes here)		
Barbara Kappapell Project	Chair: Bridget Klein		
Board Action Needed:	(Insert from committee minutes here)		
Scholarship	Chair: James Wilson		
Board Action Needed:	(Insert from committee minutes here)		

Conference Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
2025 NPDC	Chair: Greata Knigga-Daugherty		N/A
Board Action Needed:	(Insert from committee minutes here)		
ASLTA Awards	Chair: ?		
Board Action Needed:	(Insert from committee minutes here)		
Nominations	Chair: ?		
Board Action Needed:	(Insert from committee minutes here)		
Elections	Chair: ?		
Board Action Needed:	(Insert from committee minutes here)		

c. **Secretary's Report (15 minutes)**
   i. CED update: met last week Friday Sept 6 from 10 to 4. Next one is in person in DC during the week of Jan 28/29 to Feb 3. Representatives are board members. They say we need 2 per organization. And kept asking me for a second one.

MOTION #2024-098 I, Katie Moore, move to appoint Jason Zinza to be the second rep for CED issues for 2024-2025.
Seconded: Matt Andersen
Vote: passed

d. **Treasurer's Report (15 minutes)**
   i. **Budget Overview.** 2024-2025 proposed budget has been shared with Board members and revised since August. Anticipated revenue of $213,636.60 against anticipated expenses of $178,045.22 will leave approximately $35,591.28 in reserves.

MOTION #2024-099 I, Jason E. Zinza, move that ASLTA approve the proposed 2024-2025 budget as presented, and release it to members on or by October 1, 2024 as required by the ASLTA bylaws.
Seconded: Katie Moore
Vote: passed

ii. GoReact invoice for the digital portfolios used by ASLTA certification candidates is due.

MOTION #2024-100 I, Jason E. Zinza, move that ASLTA pay $1,620.00 to GoReact for 30 digital portfolio seats per year for 2024-2025, 2025-2026, and 2026-2027.
Seconded: Katie Moore
Vote: passed

iii. CIT 2024 conference financial support. ASLTA's MOU with CIT requires a $1,000.00 level of financial support. There is no sponsorship package at that amount, so will select "Other Support" on the sponsorship form.

MOTION #2024-101 I, Jason E. Zinza, move that ASLTA donate $1,000.00 to the Conference of Interpreter Trainers in support of their 2024 conference being held in Berkeley, California, in November 2024.
Seconded: Matt Andersen
Vote: passed

iv. Early Bird registration for NPDC 2025 deadline is September 30, 2024. ASLTA covers the registration costs for Board members since attendance is required. Wherever possible, ASLTA appreciates Board members' employers paying registration fees. The cost for 7 Board members is $3,850.00. This covers registration only; Board members are responsible for additional costs.

MOTION #2024-102 I, Jason E. Zinza, move that ASLTA pay $3,850.00 for 7 Board members to attend the 2025 NPDC. If circumstances change, then the remaining Board members' registration fees will also be covered.
Seconded: Katie Moore
Vote: passed

ACTION ITEM: Matt to create a coupon code for board members to register.

v. Three programs are interested in subscribing to Canva Teams for use in marketing, publicity, and information-sharing. The cost of a team subscription up to three users is $300.00 per year.

MOTION #2024-103 I, Jason E. Zinza, move that ASLTA create one Canva Teams account for three users (ASLHS, Professional Development, and Communications for 2024-2025) at a cost of $300.00. Funds to be divided equally from each program disbursement.
Seconded: Katie Moore
Vote: passed

vi. Conference representation: NASL-EHL 2024 round table conference will be held in Rochester, NY on October 31-November 2. Estimated cost of attendance is $1,500.00. Should ASLTA send a rep?

MOTION #2024-104 I, Katie Moore, move to send Vice President Andersen to NASL-EHL conference in Rochester, NY October 31-November 2 to represent ASLTA.
Seconded: Debbie Colbert
Vote: passed

vii. Received an inquiry from a Canadian member interested in attending the 2025 NPDC. Can ASLTA offer registration discounts for international members? If yes, how much and how would it be made available?

MOTION #2024-105 I, Jason E. Zinza, move that ASLTA provide a $ 250.00 discount for international conference registration for ASLTA NPDC 2025. Valid through the end of the conference registration period.
Seconded: Katie Moore
Vote: passed

viii. Removing unrenewed members from the ASLTA Member Directory. Treasurer identified 280 accounts that have not been renewed since 2021-2023. Treasurer would like to delete the dormant accounts to create a more accurate member directory and reduce MailChimp costs. Should a final goodbye / last chance to renew a message be sent? Note: This 281 list does NOT include certified members who did not renew for 2023-2024. That list is being addressed separately and is still in progress.

ACTION ITEM: CUT

ix. Good news from the IRS. The IRS refunded the penalty from 2016-2017 in the amount of $3,689.62. Directing the funds to the main account unless the Board prefers otherwise.
x. Bad news. My laptop crashed and is currently in the shop for data retrieval. Until I receive it back, I have no access to forms, some of the last audit reports, and the ASLTA calendar, draft past due collection policy, and a few other documents. I appreciate your patience and understanding as I might need to call a special meeting to approve a few last things for the audit in the next week or so.
xi. Kudos to the Board: Belt-tightening over the past 3 years shows a payoff: ASLTA's cash net worth is now nearly $650,000.00. Even with paying for NPDC 2025 in full (without any sponsors), ASLTA would remain in a

positive cash reserve status. Many thanks for being willing to count every penny.

xii. Current Financial Balances

Bank of America Accounts	Bank Balance	QuickBooks Balance	Needs to be Processed
ASL Honor Society	$ 75,515.72	$ 128,472.47	371
Evaluation & Certification	$ 31,416.75	$ 34,658.32	17
Main Checking	$ 446,193.09	$ 228,383.50	419
Conference	$ 51,451.45	$ 38,749.96	88
National Standards	$ 3,112.01	$ 3,112.01	0
Professional Development	$ 31,075.49	$ 32,243.49	232
Inclusion & Equity	$ 657.84	$ 657.84	0
BK Project	$ 5,281.47	$ 4,584.23	3
Investment	$ 2,325.80	$ 2,325.80	0
External Donations to Main Checking Account			
TOTAL ACCOUNT VALUE	**$ 647,029.62**	**$ 228,383.50**	

xiii. Current Long-Term Investment Balances

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
L1 Initiatives Fund	$ 9,878.06	$ 331.92	+$34.72 (.35%)
LF2 Fund	$ 5,190.99	$ 169.57	+$18.97 (.37%)
Riggs Fund	$ 8,537.51	$ 272.89	+$32.71 (.37%)
Main Investment Fund	$ 100,268.65	$ 0.00	+$513.35 (.51%)
External Donations (specify account)	$ 0.00		
TOTAL ACCOUNT VALUE	**$ 123,875.30**	**$ 598.75**	**+ 0.49%**
*Fund cannot be used until it has reached $10,000.00 in value.			

xiv. **Current Membership Overview**

1. 2024-2025 membership renewals have begun. Would like to see a coordinated renewal campaign sent out in September, and then once per week through October.

Membership Category	Current #	Last Meeting #	Membership Goal
Supporting - 1 year	25		
Supporting - 2 years	17		
Associate - 1 year	99		
Associate - 2 years	91		
Certified - 1 year	51		
Certified - 2 years	57		
Retired - 1 year	0		
Retired - 2 years	0		
Retired Certified - 1 year	5		
Retired Certified - 2 years	8		
TOTAL MEMBERSHIP	**353**		**605**
Institutional Members	1		

e. **Professional Development Director's Report (15 minutes)**

i. Upcoming Webinars: Sabrina Vasconcelos Boyer on Saturday, 16 signed up.
ii. PLEASE SIGN UP TO HELP WITH THE NEW PD OFFERINGS! :) Team work makes the dream work.
iii. Fiduciary training - retreat or separate? What is minimum requirement? During the retreat.
iv. Symposium this winter? Keep 2 days? Exploring MLK weekend in January 2025.
v. Tidbit Tuesdays/Resources starting this coming Tuesday.

ACTION ITEM: Matt to create a tidbit Tuesday template and add Katie as an admin on the ASLTA page.

MOTION #2024-106: I, Katie Moore, move to approve the contract as provided by Seidlitz Education with ASLTA to provide a webinar with Bethany Davis, “7 Steps” presentation. We will be paying $625 for a two hour presentation, which will come from the PD budget.
Seconded: Jason E. Zinza
Vote: passed

ACTION ITEM: Schedule October 7 steps and 7 steps book for November book club.

MOTION #2024-107: I, Katie Moore, move to add 10 hours of service requirements for Board members to promote collegiality as well as visibility for the ASLTA Board. These hours can include but are not limited to: running a course, presenting or attending a webinar, or helping to run a webinar and/or other offerings.
Seconded: Jason E. Zinza
Vote: REFERRED TO BYLAWS COMMITTEE

ACTION ITEM: Refer to the bylaws committee to examine what board service is required. Conference, etc.

f. **Evaluation & Certification Director’s Report (15 minutes)**
   i. Renewed contract with GoReact
      1. 30 seats per year for the next three years (2024-2027)
   ii. Activities
      1. Applied: 1 candidate
      2. In-progress: 3 candidates
      3. No-action: 4 candidates. Currently, ASLTA doesn’t have strong language indicating time limits to complete the process. Is it 3 months in writing, is it anecdotal, what? This needs to be cleaned up.
      4. Certified: 4 candidates
   iii. Certified Members
      1. Certified: #
      2. Master: #

g. **Communication Director’s Report (15 minutes)**
   i. No new updates - still having log in issues with many members.

h. **Recruitment & Outreach Director’s Report (15 minutes)**
   i. First, I’d like to review the conversation Lynn Jacobwitz and I had.
   ii. Second, I’d like to focus part of the meeting on preparations for the upcoming conference, as James Wilson suggested I observe and learn as much as possible.
      - Is the meeting still scheduled for tomorrow night? If so, could you please share the Zoom link with me?

iii. I'd also like to propose making a video to explain the payment plan, but I'll need approval from the board members regarding what the payment should cover.

ACTION ITEM: Matt to create a video explaining the difference between annual membership and certification expiration.

iv. I'm wondering why Gallaudet University decided to host Deaf Way III at the same time as the ASLTA conference, given that there are already so many conferences happening around that time.

v. Finally, I'd like to make a video about the upcoming webinar, but I don't want to overstep Katie's role. I'll provide more details during the meeting.

i. ASL Honor Society Coordinator's Report (15 minutes)

i. ASLHS Program Budget is still in process within the treasurer's financial advising.

ii. ASLHS membership current numbers statements from Steven. 130 so far for 2024-2025.

iii. ASLHS graduation order form for 2024-2025. We cannot change anything regarding costs for shipping until after the last order in summer of 2025. If there are any changes, then if the last order is accepted say in June, then from June to August 1 2025, changes can be made. Can change rush shipping cost since we haven't received any orders with rush shipping yet.

iv. Steve will make a motion on behalf of Stephanie about shipping charges and rush shipping. Logos will be added after motion. Removing this motion, as it cannot be changed.

v. Web.com transition plan request from board team. Budget issues and there's a need for a solution. It is unclear in the email what the approx. $3,000 is for. Are we needing changes, new design on the website? We cannot approve this until it is clear what the expense is for, and the company is not being clear. We do have a process to pay invoices, so we need to follow that as part of our fiduciary responsibility. Matt will try to call web.com and see what he can do because he has the knowledge of the terms/language regarding tech.

vi. Aslhs public relation coordinator- SMORES account was under aslhs.pr@aslta for past two years. It is locked because it needs to be paid before we are able to log in. Jason tried to log in with information given to him, but was locked, and cannot access it. He hasn't heard anything back in 2 weeks. Matt proposed a solution for Jason to go in and pay to resolve this.

7. Closing Comments by President (1-3 minutes)

Thanks for investing your time and energy to ASLTA. Thank you

8. Closing Comments by Secretary (1-3 minutes)

a. **Date and time of next meeting:** See below

9. Adjournment

MEETING ADJOURNED AT 9:57 pm EST

10. Meeting minutes submitted by Secretary, Rhonda Jennings-Arey

11. ASLTA Calendar

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

October 13, 2024
November 10, 2024
December 8, 2024
January 12, 2025
February 9, 2025
March 9, 2025
April 13, 2025
May 18, 2025
June 8, 2025
July 6 - 7, 2025 (during retreat)
August 10, 2025
September 14, 2025
October 12, 2025
November 9, 2025
December 14, 2025