



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, October 13, 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:

Time: Oct 13, 2024 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98533799477?pwd=TGM4b1RwY0tvdWJHd2Z3R25TKzk5Zz09>

Meeting ID: 985 3379 9477

Passcode: 818726

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

Stephanie Proctor, ASLHS Coordinator

Rhonda Jennings-Arey, Secretary

a. Absent

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

[VACANT], Communications Director

b. Invited Guests:

Dr. Bridget Klien with Dr. Barbara Kannapell Project - did not show up

c. Observers

2. Call to order

The meeting was called to order by President Wilson at 6:35 pm EST.

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

- a. Appointment of timekeeper: Debbie Colbert
- b. Recognition of quorum

4. Approval of previous minutes

MOTION #2024-108: I, Jason Zinza, move to approve the meeting minutes from 09/15/2024 as read.

Seconded: Katie Moore

Vote: passed

5. Old Business (15 minutes)

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
2024-067	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
2024-072	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

6. New Business

a. President's Report (15 minutes)

- i. Accolades/Membership Comments. Many people have commented that they applaud the webinars we have given thus far. Appreciates/thanks all work done both in front and behind the scenes. Members seem to want more and are noticing this.
- ii. Communications Director Resignation. As we know Amber Fisher has resigned and time has flown as this happened 5 weeks ago. This means the position is vacant and asked the board what the next step is. Treasurer Zinza has expressed concerns that we need guidelines for the new person. Vice President Andersen also is concerned about the position requiring certification and skills. President Wilson mentioned that we should screen the applicants regarding the skills the position requires.
- iii. Gallaudet Homecoming Booth: \$125.00 fee. Reminded us that the \$500 that was approved included President Wilson's attending HC and the booth. That will be paid by credit card. Wanted to purchase a tablecloth that has our logo. Person will let him know how much it will cost. For lodging and transportation, he will be joining a friend and driving on his own.
- iv. Official Dates for Board Retreat in January 2025. Wanted to ask us if we wanted to do our retreat in January or wait till June. Since our retreat

during the conference is cut, we need to go earlier. Asked us to think about it and we will talk about it.

- v. Avant seeking partnership with ASLTA: Amira Fahoum and David Bong. They are partners with other countries regarding ASL. They wanted to set up a meeting. Treasurer Zinza mentioned that Avant is for-profit and we are non-profit so that is already a conflict of interest. The only way is to have them join us but not partner with them. President Wilson will answer their email.

b. Vice President's Report (15 minutes)

- i. Website Updates:
 - 1. Professional Development. Wants the page to be more than it is of late. Add instructions and sign-up forms needed to be added.
 - 2. ASL Honor Society. ASLHS information will transfer all of their information to our website.
 - 3. Evaluation and Certification. Wants to set up a pathway for when a person wants certification as it is not well made right now.
- ii. DEI Committee:

Sunny Brych asked to collaborate with Dr. Barbara Kannapell Project to revive the DEI committee. I have connected with Sunny and Dr. Bridget Klein to coordinate a strategy that will work for both committees; the conversation is currently in motion. I will know more details in the upcoming days.
- iii. Dr. Barbara Kannapell Project:

They are in the process of coordinating a webinar this coming November. They are in communication with Deafies in Drag to provide a talk about themselves and their career as Deaf Queer Latin(x?) performers. After negotiation, their final offer is \$750. We will need to ensure at least 25 participants to break even. With ASLTA support, this will be easily done.

MOTION #2024-109: I, Matt Andersen, move that Dr. Barbara Kannapell receive \$750 from it's balance to pay the fee to have Deafies in Drag performers Jimmy Linares and Alvaro Garcia host a webinar on November 12, 2024.

Seconded: Jason Zinza

Vote: passed

iv. Committee Reports:

- 1. Will be done in the next meeting

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
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Bylaws	Chair: Matt Andersen		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Steering	Chair: Bren Falgier		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Evaluation Advisory	Chair: Aimee Sever-Hall		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
DEI	Chair: Matt Andersen		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Finance	Chair: Jason E. Zinza		
<i>Board Action Needed:</i>	(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		
<i>Board Action Needed:</i> Finish 2023 IRS Report developed by the Writing Committee			
IPPG	Chair: James Wilson		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Barbara Kappapell Project	Chair: Bridget Klein		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Scholarship	Chair: James Wilson		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		

Conference Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
2025 NPDC	Chair: Greta Knigga-Daugherty		N/A
<i>Board Action Needed:</i>	(Insert from committee minutes here)		

ASLTA Awards	Chair: ?		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Nominations	Chair: ?		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Elections	Chair: ?		
<i>Board Action Needed:</i>	(Insert from committee minutes here)		

c. Secretary's Report (15 minutes)

- i. Wanted to understand this: 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. Discussed the possibility of this not working. The secretary is to join the Steering Committee meeting to talk about this. Do we put only Action Items? Do we add a new column showing the task was done? Do we attach the motion tracker in there so that the people responsible will track the motions to put whether or not they are done? These things need to be addressed.
- ii. CED conference in January, who pays? Treasurer Zinza and I will meet to go over this when the time is near.

d. Treasurer's Report (15 minutes)

- i. **Budget Overview.** 2024-2025 budget is healthy. As of 10/11/24: TOTAL REVENUE: \$51,274.00 / TOTAL EXPENSES: \$10,800.56.
- ii. ASLTA affiliation dues for NASL-EHL (\$100.00), CIT (\$260.00), NAD (\$300.00), AADB (\$50.00), Council de Manos (\$100.00), and NBDA (\$50.00) are due.

MOTION #2024-110: I, Jason E. Zinza, move that ASLTA pay annual affiliation dues for 2024-2025 to NASL-EHL, CIT, NAD in the amount of \$660.00.

Seconded: Matt Andersen

Vote: passed

- iii. Treasurer asks all Board members to register for the 2025 NPDC using the discount code VP Andersen will share. The discount code from ASLTA covers registration and housing costs only; optional costs (CEUs, etc.) are out of your own pocket. Board members are requested to complete registration by October 31.

- iv. Audit is in process with expected completion by late November. The firm has requested ASLTA submit a financial disclosure / third-party disclosure / account privacy policy by October 18. Treasurer will develop this with IPPG support.
- v. IRS Form 990 is due November 15, 2024. Working with Maria and the CPA to prepare for filing. We have a tremendous backlog of transactions to process and update. Reminder to the Board that the amount of work outstrips the ability of the bookkeeper and Treasurer to keep up with.
- vi. Equipment request. The Treasurer's ASLTA laptop logic board malfunctioned and cannot be repaired. At the same time, QuickBooks released an updated version that is no longer supported on Maria's laptop. I propose that ASLTA purchase two MacBook laptops plus AppleCare warranties for \$3,996.00 + \$267.03 tax, for a total amount of \$4,263.03. Apple gives credit for laptops that are exchanged, so the total amount will be less (but not known until the time of exchange). Funds to come from reserves.

MOTION #2024-111: I, Jason E. Zinza, move that ASLTA purchase two laptops plus warranty protection for use by the Treasurer and Bookkeeper in the amount of \$4,263.03. Both laptops will remain the property of ASLTA.

Seconded by: Katie Moore

Vote: passed

- vii. José-Ovi Velasquez has expressed interest to join the Finance committee. He currently serves on the Board of CIT. Does this present a conflict of interest?
- viii. Removal of past-due accounts. Membership grace period ends October 31. This will affect 296 accounts. Would like a strong outreach to these lapsed members before their accounts are deleted from the system. Sent reminder to ASLHS individuals on 10/10/24.

ix. Current Financial Balances

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	\$ 213,636.50	\$ 51,274.00	24 %	410
<i>Evaluation & Certification</i>	\$ 10,660.00	\$ 2,070.00	19 %	5
<i>Professional Development</i>	\$ 58,650.00	\$ 2,600.00	4 %	101
<i>ASL Honor Society</i>	\$ 82,073.00	\$ 7,739.50	9 %	214

Committee Accounts				
<i>National Standards</i>	\$ 3,112.11	\$ 3,112.01	N/A	1
<i>BK Project</i>	\$ 5,281.64	\$ 4,584.23	N/A	4
<i>Inclusion & Equity</i>	\$ 657.86	\$ 657.84	N/A	1
Organizational Accounts				
<i>Investment</i>	\$ 2,325.88	\$ 2,325.80	Ready to deposit	1
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 0.00		
<i>NPDC 2025</i>	TBD	TBD	TBD	0
Account Balances				
<i>Current Financial Status</i>	Bank of America	Budgeted	Reserves	
	\$ 497,813.75	\$ 213,636.50	\$ 284,177.25	

x. Current Long-Term Investment Balances

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 10,001.38	\$ 336.12	+\$38.40 (.39%)
<i>LF2 Fund</i>	\$ 5,261.76	\$ 171.72	+\$21.15 (.40%)
<i>Riggs Fund</i>	\$ 8,657.81	\$ 276.40	+\$35.45 (.41%)
<i>Main Investment Fund</i>	\$ 101,746.64	\$ 93.45	+\$484.71 (.48%)
<i>External Donations (specify account)</i>	\$ 0.00		
TOTAL ACCOUNT VALUE	\$ 125,667.59	\$ 877.69	+\$579.71 (.46%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

xi. Current Membership Overview

- 2024-2025 membership renewals have been slower than expected. The coordinated renewal campaign in October (once per week reminders) have not happened yet. Clarification

requested: Is reminding expired members to renew the duty of the Treasurer or other?

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Supporting - 1 year (to 2025)</i>	25	9	70
<i>Supporting - 2 years (to 2026)</i> <i>Supporting - 2 years (to 2025)</i>	6 12	3 12	25 -
<i>Associate - 1 year (to 2025)</i>	149	99	250
<i>Associate - 2 years (to 2026)</i> <i>Associate - 2 years (to 2025)</i>	54 32	21 32	90 -
<i>Certified - 1 year (to 2025)</i>	71	51	80
<i>Certified - 2 years (to 2026)</i> <i>Certified - 2 years (to 2025)</i>	21 38	18 38	65 -
<i>Retired - 1 year (to 2025)</i>	0	0	3
<i>Retired - 2 years (to 2026)</i> <i>Retired - 2 years (to 2025)</i>	1 3	0 3	3 -
<i>Retired Certified - 1 year (to 2025)</i>	5	5	3
<i>Retired Certified - 2 years (to 2026)</i> <i>Retired Certified - 2 years (to 2025)</i>	1 7	8 5	7 -
<i>Institutional Members</i>	2	1	2
<i>Honorary Members</i>	7	7	7
TOTAL MEMBERSHIP	434	312	605

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

- i. Update on PD - 26 signed up for Bethany Davis's webinar; 4 webinars in November, 2 in December, 1 so far in January. PLCs. Will do winter symposium January 18 & 19.
- ii. Book Club & Skills Builders volunteers - topics include classifiers, use of space, mouth morphemes, facial expressions, etc.

MOTION #2024-112: I, Katie Moore, move that ASLTA allocate \$650 for a 2-hour webinar on Breaking Barriers payable to Malibu Barron on November 2nd. This will come from the PD budget. This is necessary to provide PPO hours as required.

Seconded by: Jason Zinza

Vote: passed

MOTION #2024-113: I, Katie Moore, move that ASLTA allocate \$300 for a webinar provided by Wanda Riddle on November 9th. This will come from the PD budget.

Seconded by: Matt Andersen

Vote: passed

MOTION #2024-114: I, Katie Moore, move that PD provides a drawing for an NPDC registration, a winter Symposium registration, and two free webinars, with the total cost not to exceed \$860 (\$650 for NPDC, \$150 for Symposium, plus \$30 (x2)).

Seconded by: Matt Andersen

Vote: passed

f. Evaluation & Certification Director's Report [Vice President Andersen] (15 minutes)

- i. MASLED and UNCO
 - 1. In process.
 - 2. We must revise our MOU to update details and encourage faculty also to become certified.
- ii. Current Activity
 - 1. Low but steady

g. Communication Director's Report (15 minutes)

- i. Newsletter - November 1st
 - 1. November - December
 - 2. I will send an email/text to each of you to provide me with your part.

h. Recruitment & Outreach Director's Report (15 minutes)

- i. Wants to type a letter to send to each school district to discover who is teaching ASL in their district starting with one state then moving to the next. Needs a template of that letter. Vice President Andersen suggested that she reach out to our current members to find which district they are in. Treasurer Zinza mentioned that there are 33,000 school districts in America and said that she would need to send a FOIA (Freedom of Information Act) first which takes over a year to get it. Vice President Andersen clarified that he means that Debbie look at the current membership list and if, for example, that member works in a "school" with several ASL teachers, then contact that school and advertise ASLTA

webinars, membership cycle, etc. He suggests that we start from the bottom and up not the other way around because it is quick and easier to do so. Jason Zinza suggests that she contact members who have not paid based on the MailChimp list serv to convenience them to pay their dues. Matt Andersen suggested that she also work with the ASLHS coordinator to recruit members who want to join ASLHS and must join ASLTA first.

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

- i. ASLHS Sponsors Standing (170 members recently processed). Our goal is to have 300 ASLHS sponsors by the end of the year of 2025.
- ii. ASLHS Website is in process of transitioning into ASLTA website. Matt and I will be working closely soon.
- iii. ASLHS Order Form is now finalized with Jason regarding rush shipping.

MOTION #2024-115: I, Stephanie Proctor move for ASLHS order form to change rush shipping from \$50 to \$60 effective October 13, 2024.

Seconded by: Debbie Colbert

Vote: passed

- iv. We are still accepting applications and Rebekah Covington is the judge of the competition. This will be closed in November.
- v. ASLHS would like to see if we do have sufficient funds to send me as representative to go to FASLTA conference. Florida is our 2nd largest supporting chapter for ASLHS. FASLTA is a regional conference that will have different states flying down and only time we can recruit in person through a presentation. Call for proposal ends in November. This will be a great opportunity to provide support in person.

MOTION #2024-116: I, Stephanie Proctor move that I go to FASLTA conference on February 13-15, 2025 for the purpose of discussing ASLHS as a program and recruiting members. The total cost will be up to \$1,500 and the money will come from ASLHS budget.

Seconded by: Debbie Colbert

Vote: passed

- vi. There are several motions that I would like to propose on behalf of ASLHS based on Merchandise expenses, ASLTA webinar passes, NPDC Registration Giveaways, teacher grants, scholarships, and competition prizes

MOTION #2024-117: We, ASLHS, move to spend \$6.12 each for 500 ASLHS Clerc Medals. The total cost of \$3060.00 to come from the ASLHS budget.

Seconded by: Debbie Colbert

Vote: passed

MOTION #2024-118: We, ASLHS, move spending \$6.24 each for 50 ASLHS Cogswell Medals. Total cost of \$312.00 to come from the ASLHS budget.

Seconded by: Jason Zinza

Vote: passed

MOTION #2024-119: We, ASLHS, move spending \$1.90 each for 900 pins. The total cost of \$1710.00 to come from the ASLHS budget.

Seconded by: Katie Moore

Vote: passed

MOTION #2024-120: We, ASLHS, move to spend \$1000.00 to award first, second, and third place for ASLHS competition prizes for ASLHS students. The total cost of \$1000.00 to come from the ASLHS budget.

Seconded by: Katie Moore

Vote: passed

MOTION #2024-121: We, ASLHS, move to spend \$50.00 on a Starbucks gift card for the Fall ASLHS competition judge as a token of appreciation. Total cost of \$50.00 to come from the ASLHS budget.

Seconded by: Katie Moore

Vote: passed

MOTION #2024-122: We, ASLHS, move to spend \$105.00 to award 3 ASLTA webinar passes for ASLHS sponsors. The drawing will happen 3 times before January 2025. Total cost of \$105.00 to come from the ASLHS budget.

Seconded by: Katie Moore

Vote: passed

MOTION #2024-123: We, ASLHS, move to spend \$1100.00 to 2 ASLHS sponsors to attend NPDC 2025 conference.

Seconded by: Katie Moore

Vote: passed

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

Said that we all did a great job

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

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

9. Adjournment

MEETING ADJOURNED AT 10:04 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*

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