



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, January 12, 2025

Time: 6:30 pm EST

Meeting announcement announced to members: website posting of the minutes which have the dates on the bottom

Topic: ASLTA's Zoom Meeting

Time: Jan 12, 2025 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93785919271?pwd=F00Txb4Sw8BQGJNaK65IOWrNbixGut.1>

Meeting ID: 937 8591 9271

Passcode: 214607

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Jason E. Zinza, Treasurer

Stephanie Proctor, ASLHS Coordinator

Debbie Colbert, Recruitment and Outreach Director

Katie Moore, Professional Development Director

a. Absent

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

Rhonda Jennings-Arey, Secretary

[VACANT], Communications Director

b. Invited Guests:

None

c. Observers

2. Call to order

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

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

- a. Appointment of timekeeper: Katie Moore
- b. Recognition of quorum

4. Approval of previous minutes

MOTION #2025-001: I, Matt Andersen, move to approve the meeting minutes from 12/8/2024 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
2024-082	Budget Allocation Model	Model to funding programs and eliminate the 20% chargeback	IPPG	In progress
2024-085	Organizational Membership of CED	Pay affiliation dues of \$2,000	ASLTA Board	Completed
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24	Treasurer	In progress
2024-089	Canva Membership	Pay \$300	PD Director	Completed
2024-090	NASL-EHL Representative to ASL Roundtable Conference	Select representative and budget up to \$1500	NPDC	Completed
2024-091	Drawing to be done on October 10, 2024	Allocate \$1000 for the membership-renewal incentive for members	IPPG	CANCELED
2024-097	Bylaws Committee	Amendments 45, 46, 47, 48, 49, and 50 to proceed for a members' vote	Vice President	In-progress

2024-099	Proposed Budget	Release 2024-2025 proposed budget to members	Treasurer	In-progress
2024-105	NPDC 2025 Discount	\$250 discount for international conference registration	Treasurer	In Progress
2024-107	10 Hours Requirement for Board to Participate	Require Board members to participate to be visual	President	Referred to Bylaws Committee
2024-113	Wanda Riddle Webinar	Pay Wanda \$300	Treasurer	Postponed
2024-114	Webinar Drawing	Drawing during winter symposium not to exceed \$860	PD Director & Treasurer	In progress
2024-116	FASLTA Conference	ASLHS Director to attend conference in Feb. 2025 and not to exceed \$1500	ASLHS Director & Treasurer	Completed
2024-117	ASLHS Clerc Medals	Spend \$3060 on 500 medals	ASLHS Director & Treasurer	In progress
2024-118	ASLHS Cogswell Medals	Spend \$312 on 50 medals	ASLHS Director & Treasurer	In progress
2024-119	ASLHS Pins	Spend \$1710 on 900 pins	ASLHS Director & Treasurer	In progress
2024-120	ASLHS Awards	Spend \$1000 for 1st, 2nd, & 3rd place ASLHS HS competition	ASLHS Director & Treasurer	Completed
2024-121	ASLHS Gift Card to Judges	Spend \$50 on a Starbucks Gift Card	ASLHS Director & Treasurer	Completed
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for	ASLHS Director &	In progress

		ASLHS sponsors via a drawing	Treasurer	
2024-125	ASLTA CEUs	Allow members to purchase \$15 CEUs for the PLCs	PD Director & Vice President	In-progress
2024-128	ASLTA Evaluation and Certification Task Force	To Revamp the evaluation and certification renewal process	Treasurer, PD Director, Vice President	In Progress
2024-130	Pay Summers, McCrary and Sparks	Pay \$1,500 for accounting expenses	Treasurer	Completed
2024-131	Allocate Funds	For Skirts, feather flags, and backdrops for conferences	Treasurer	In progress
2024-132	Allocate Funds	For Treasurer, PD Director and Vice President retreat to work on Evaluation	Treasurer	Completed
2024-133	Allocate Funds	ASLHS T-Shirts	Treasurer and ASLHS	Completed
2024-134	Amendment/Allocation of Funds of \$312 to \$1192.50	Purchase 150 Cogswell Metals instead of 50	Treasurer and ASLHS	In progress

6. New Business

a. President's Report (15 minutes)

- i. Communications Director Vacancy. This position will be open for an elected vacancy in 2025, along with Secretary and Professional Development, following the bylaws schedule. As of today, there has been no interest in the Communications position. Nominations for all positions

open in March 2025, so the President is asking Board members to reach out and encourage people to get involved on the Board.

- ii. NPDC Conference Committees/Scholarship Committee. Asking Board to review the proposed scholarship outline that was sent by President to Board members.
- iii. ASLTA Website/Webmaster Update. Website is running well overall but a recent issue with payments has emerged that Matt is following up with Shout Your Name.
- iv. Jan 26, 2025 Impromptu Meeting. Two people - one a member and one not - is requesting a special discussion on ASLHS issues.
- v. May 12th Meeting with Signature British Sign Language. This is a company that focuses on language assessment. Will share more info and discuss at the next Board meeting.

b. Vice President's Report (15 minutes)

- i. Evaluation and Certification Mini Retreat
 - 1. Treasurer Jason, Professional Development Director Katie, and myself. Effective use of time to focus on resolving entrenched issues.
 - 2. Three whole days in Evanston, IL
 - 3. A huge success!!
 - 4. A huge thank you to Jason and Katie.
- ii. Bylaws Committee:
 - 1. The Bylaws Committee is currently working on aligning the bylaws with IPPG.
 - 2. Bylaws Phase 10 e-vote will be released sometime tomorrow morning, it will remain open for two whole weeks.
 - 3. The Bylaws committee has confirmed that we, the board, are not required to have our certified members vote, and we can proceed with whatever we decide today.

iii. Committee Reports:

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Chair: Matt Andersen	Jan 8	Y
<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: NA	Jan 2-4	N
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
DEI	Chair: Matt Andersen	NA	
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Finance	Chair: Jason E. Zinza	NA	
<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. No Report.

d. Treasurer's Report (15 minutes)

- i. Budget Overview. Revenue aside from NPDC registration has slowed considerably. Need to proceed with caution. PD revenue is nearly 40% off of forecast. Plan to rebalance the 2024-2025 budget through lowered PD forecasted revenue. Will basically create a "new" budget for PD. Just need to be aware when we are spending money.
- ii. Geography grant. This project must get off the ground or ASLTA needs to return the grant funds by February 11, 2025. We must show satisfactory progress by February 28 in order to qualify for the remaining top-off grant of \$2,000.00. Katie will contact Atomic Hands and Mike Stultz as possible resources for us to outsource this project. Katie can make the outline of the project and the timeline.
- iii. SoCAL ASL Educators mini-conference is being held in Yucapaia, California (suburb of Los Angeles) in March 2025. Should ASLTA send a representative?
- iv. NPDC Core Committee face-to-face meeting in Washington, DC during the week of March 10-14, 2025. Requesting approval to bring core committee members together for the first on-the-ground joint meeting with local volunteers and to finalize NPDC needs. Estimated budget of \$7,000.00 to come from the NPDC account.

MOTION #2025-002: I, Jason E. Zinza, move ASLTA sends one Board representative to the SoCAL ASL Educator's mini-conference on March 1, 2025 for recruitment and outreach purposes with the cost not to exceed \$1,500.

Seconded: Matt Andersen

Vote: passed

MOTION #2025-003: I, Jason E. Zinza, move that ASLTA authorize spending up to \$7,000.00 to bring the NPDC 2025 core team and all volunteers local to Washington, DC together for NPDC planning between March 10-14, 2025. This money will come from the NPDC account.

Seconded: Matt Andersen

Vote: passed

- v. NPDC contract update. Contract was submitted to ASLTA by Gallaudet but voided the next day due to errors on Gallaudet's end. No update at

this time. Debbie will be on campus on Wednesday, wanted to ask about the backdrops/backgrounds. She will work with Jason.

- vi. NPDC 2025 sponsorship update. Gallaudet Univ. committed \$5,000.00 to support the NPDC. Invoice sent on January 10, 2025. Possibly work to get more funding from them. Will discuss tomorrow night at NPDC Committee meeting. James will follow up.
- vii. Clarification requested. When does the Nominations & Elections committee and Awards committee begin meeting? James will meet with Jerri on Tuesday. They will do the math and follow the bylaws to get everything figured out. They will announce soon. Also, if phase 10 passes, then they will set a date. Please let Jason know when the date has been set. Who is on the award committee? Jerri is on both Nominations and Awards.
- viii. Clarification requested. Did I already make a motion for the CED face to face meeting in late January 2025?

ix. Current Financial Balances

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	\$ 213,636.60	\$ 88,741.00	41.53%	319
<i>Evaluation & Certification</i>	\$ 10,660.00	\$ 6,340.00	59.47%	5
<i>Professional Development</i>	\$ 58,650.00	\$ 7,485.00	12.76%	5
<i>ASL Honor Society</i>	\$ 82,073.00	\$ 15,235.5	18.56%	63
Committee Accounts				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	
<i>National Standards</i>	\$ 3,112.22	\$ 0.00	\$3,112.22	2
<i>BK Project</i>	\$ 4,281.64	\$ 0.00	\$4,584.23	5
<i>Inclusion & Equity</i>	\$ 657.88	\$ 0.00	\$657.88	5
Organizational Accounts				
<i>Investment</i>	\$ 2,325.96	\$ 2,325.80	Ready to deposit	1
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 100.00		1

NPDC 2025	\$ 90,857.90	\$ 0.00	\$ 90,857.90	0
Account Balances				
<i>Current Financial Status</i>	Bank of America	2024-2025 Budgeted	Reserves	
	\$ 563,388.24	\$ 213,636.50	\$ 349,751.74	

x. Current Long-Term Investment Balances

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 10,286.23	\$ 369.14	+\$31.79 (.31%)
<i>LF2 Fund</i>	\$ 5,419.95	\$ 187.88	+\$16.39 (.30%)
<i>Riggs Fund</i>	\$ 8,923.21	\$ 302.34	+\$26.85 (.30%)
<i>Main Investment Fund</i>	\$ 104,310.71	\$ 93.47	-\$20.22 (-.02%)
<i>External Donations (specify account)</i>	\$ 0.00		
TOTAL ACCOUNT VALUE	\$ 128,940.10	\$ 952.83	+\$54.81 (.04%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

xi. Current Membership Overview

- ASLTA has exceeded the 605 member goal for 2024-2025.
Memberships continue to trickle in for ASLHS or NPDC reasons.

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Supporting - 1 year (to 2025)</i>	38	33	70
<i>Supporting - 2 years (to 2026)</i>	8	8	25
<i>Supporting - 2 years (to 2025)</i>	12	12	-
<i>Associate - 1 year (to 2025)</i>	263	235	250
<i>Associate - 2 years (to 2026)</i>	90	86	90
<i>Associate - 2 years (to 2025)</i>	32	32	-
<i>Certified - 1 year (to 2025)</i>	105	102	80
<i>Certified - 2 years (to 2026)</i>	34	34	65

<i>Certified - 2 years (to 2025)</i>	39	39	-
<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	1 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	1 7	7 -
<i>Institutional Members</i>	2	2	2
<i>Honorary Members</i>	7	7	7
TOTAL MEMBERSHIP	649	609	605

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

- i. Symposium this Saturday and Sunday - 26 so far signed up (have had registration issues). Treasurer to issue invoices for people as needed. Debbie will help Katie as needed. RID CEU arrangements are in progress.
- ii. Numbers are down - Town Hall in March. Want to poll members to get a feel for what they need and want. Would like Board presence during the town hall. Thinking about two meetings - one during the week and one during the weekend.
- iii. NPDC Presentation proposals - will meet with Alli this week.

MOTION #2025-004: I, Katie Moore, move to allocate funds in the amount of \$300 for Garrett Bose's webinar presentation as part of the ASLTA Edu Symposium in January of 2025.

Seconded: Jason Zinza

Vote: passed

MOTION #2025-005: I, Katie Moore, move to allocate funds in the amount of \$300 for Erin Rhoden's webinar presentation as part of the ASLTA Edu Symposium in January of 2025.

Seconded: Matt Andersen

Vote: passed

MOTION #2025-006: I, Katie Moore, move to allocate funds in the amount of \$650 for Bev Buchanan's webinar presentation as part of the ASLTA Edu Symposium in January of 2025.

Seconded: Matt Andersen

Vote: passed

MOTION #2025-007: I, Katie Moore, move to allocate funds in the amount of \$400 for Ben Jarashow's webinar presentation that will be provided on February 1st, 2025.

Seconded: Debbie Colbert

Vote: passed

f. Evaluation & Certification Director's Report (15 minutes)

- i. Mini Retreat: Treasurer Jason, Professional Development Director Katie, and I met in Chicago for three days to rebuild and transform our Evaluation and Certification program. I'm thrilled to share that it was a success. Now, we have a more straightforward path forward. We must achieve changes to make the program thrive and increase the value of certificates.

1. Certification names:

Certified - It doesn't indicate that there is another level, our Master-level certification. People could mistakenly think our Certified-level teachers are the best of the best.

Master - Members have repeatedly asked us to remove the word due to its historical and social connotations (*slavery, inequality, and lack of inclusivity*)

a. New Certification Names:

- i. ASLTA Certified Teacher Level I (former Certified)
- ii. ASLTA Certified Teacher Level II (former Master)

MOTION #2025-008: I, Matt Andersen, move to change our certification names from Certified and Masters to Certified Teacher Level I and II and start using them on the day of the new membership cycle on September 1, 2025.

Seconded: Katie Moore

Vote: passed

2. New Certifications:

For too long, ASLTA has had a narrow definition of "teachers," which hurt the organization and the ASL education field. We have failed to include other essential contributors. We must start including and serving ASL tutors and lab instructors as members.

a. New Certifications:

- i. ASLTA Certified Tutor
- ii. ASLTA Certified Lab Instructor

MOTION #2025-009: I, Matt Andersen, move to add the two new certifications Certified Tutor and Certified Lab Instructor, and start offering them on the day of the new membership cycle on September 1, 2025.

Seconded: Katie Moore

Vote: passed

3. **New Certification Application Pathway:**

A pathway for K-12 ASL teachers and specialists to receive our Certified Teacher Level I/II. This will improve our ongoing challenges with NASLEHL's members and other K-12 ASL teachers.

MOTION #2025-010: I, Matt Andersen, move to implement a new pathway for licensed K-12 teachers to obtain our Certified ASL Teacher certifications and start offering them on the day of the new membership cycle on September 1, 2025.

Seconded: Stephanie Proctor

Vote: WITHDRAWN

4. **Certification Validity:**

The current 4 and 8 years are causing too much of a headache for everyone in the Evaluation and Certification process. Often, members with Master suffer more severe consequences if missed a due or few (bigger back pay and revival fee)

a. **New Validity:**

4 years for all certifications

MOTION #2025-011: I, Matt Andersen, move to limit all certification's validity to four years starting this September 1, 2025. Those who hold Master-level certification with less than four years will expire at the end of the fourth membership cycle, while those in their fifth-eighth year can opt to renew immediately or continue till the certification's original expiration date.

Seconded:

Vote: WITHDRAWN

5. **Application Prices:**

Our certification prices are one of the members' several complaints. It is not accessible to our adjunct instructor members. "Nearly 25 percent of adjunct faculty members rely on public assistance, and 40 percent struggle to cover basic household expenses, according to a new report from the American Federation of Teachers.

Nearly a third of the 3,000 adjuncts surveyed for the report earn less than \$25,000 annually. That puts them below the federal poverty guideline for a family of four. Another third of respondents make less than \$50,000." - www.insidehighered.com

a. Current: Apply to Renew

Certified = \$1,660 for 4 years

Master = \$1,598 for 8 years.

b. Our certificates will support adjuncts' career advancements more than full timers.

c. In ASL education, adjuncts are more common than full timers.

d. New Price:
\$300 for all certifications

MOTION #2024-012: I, Matt Andersen, move to change the evaluation and certification application fee to \$300 for all certifications, starting on the day of the new membership cycle on September 1, 2025. Estimated financial impact to be: \$2,075.00 loss, which will be offset by higher numbers of applicants and fee revenue.

Seconded: Katie Moore

Vote: passed

6. Evaluation Process:

Jason, Katie, and I have coordinated a new process for our three positions (Treasurer, PD Director, and Evaluation Director). We will need to continue tweaking the process to reduce the amount of communication and back-and-forth.

Everything will remain the same for the applicant, but two changes: 1) time limit will be reduced to 3 weeks from 3 months. When they apply, they must be ready to complete it as soon as possible. This is due to the GoReact seats that we have purchased - some people are waiting and holding those specific seats. 2) If they fail the evaluation, they will be offered the opportunity to redo the weak parts or take our online course(s). If they opt for the online course pathway, they must pass with an 85% grade in the course to satisfy their certification application. This means they will not need to redo their portfolio.

MOTION #2024-013: I, Matt Andersen, move to change the time limit for a candidate to complete their portfolio to 3 weeks, starting on the day of the new membership cycle on September 1, 2025.

Seconded: Katie Moore

Vote: passed

MOTION #2024-014: I, Matt Andersen, move to implement a new optional pathway for those who didn't meet the certification requirements to take ASLTA's online course(s) to make up without redoing the portfolio. This starts on the day of the new membership cycle on September 1, 2025.

Seconded: Stephanie Proctor

Vote: passed

g. Communication Director's Report (15 minutes) [VACANT]

i. Newsletter:

1. Our winter newsletter has not yet been released. This is due to a lack of communication and commitment to make it possible. I will go ahead and release what I have now.

2. Newsletter: We will not use it as a report. If you want to release a report, do so during the board meeting. Members can read them on the website.
3. Newsletter: Instead of talking about what happened in the newsletter. We need to announce most of our upcoming events or what our members should expect from us in the next three or four months. The email blasts will act as reminders to our members.
4. January, February, and **March** (Q1)
April, May, and **June** (Q2)
July, August, and **September** (Q3)
October, November, and **December** (Q4)
5. Our following newsletter after this coming newsletter will be released this March 2025. Please arrange your contributions and have them ready before our board meeting this March. Your part should be primarily about events from April to June.

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

- i. Opportunities:
 1. I discussed Feature Friday (or possibly a different theme, such as Fantastic Friday or Friendship Friday) with Katie. This Feature Friday is to wear ASLTA swag and post on FB/Instagram for member awareness and ASLTA pride.
 2. We need to talk about selling these shirts to members through the ASLTA website and at the upcoming conference.
 - a. Matt reminds that will have tshirts for the 2025 conference. However, support of the idea of selling merchs online. This has been a discussion for a long time now.
 3. Katie suggested we create a video featuring the ASLTA t-shirt where I explain why I became a member. This idea would be similar to #WhyISign but with a different twist. This video could encourage members to purchase the t-shirt and share their own reasons for joining using a hashtag like #WhyIJoinedASLTA (or another phrase). I'd love your input and help with this concept.
 - a. Matt suggests to do #certifiedASLteacher for tshirts instead. Use #WhyIJoinedASLTA for social media campaign.
 4. Per Katie's suggestion, I logged into RedBubble to explore options, but maybe Stephanie knows of a better site where we can order t-shirts in bulk. *Katie clarified - RedBubble does not have us order inventory, but they will take care of the inventory itself.
 5. Additionally, I was thinking about ordering bucket hats instead of baseball caps for the conference. Jason and I need to discuss what swag items we should order for the event.

- ii. Regarding my role in Recruitment and Outreach, I recently met with Steve from ASLHS. We collaborated well, and I'm very impressed with his work, especially the Excel spreadsheet he shared. I reached out to him again this afternoon to schedule another meeting.

I've also written a letter for outreach purposes and would appreciate it if you could review and provide feedback before I send it out.

Example:

To Whom It May Concern: (I need the ASLTA's template)

I hope this email finds you well. I am reaching out because your ASL program (for college and high school) has been inactive with ASLTA. I want to explore how we can strengthen the relationship between your school and the ASLTA organization.

Can we work together to address this? I'd also like to discuss why the program has been inactive and explore potential solutions.

Thank you for your time, and I look forward to hearing from you.

Best regards,
Debbie Kay Colbert
ASLTA Recruitment and Outreach Coordinator

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

- A. How do you measure committee numbers becoming a program?
 - 1. If we have over 200 members, is that a typical number of committees? This is being addressed in the Bylaws #10 amendments and beyond.
 - 2. *Matt clarified - Depending on members' Bylaws Phase 10 amendments vote. If all is good, ASLHS will become a program. From there we can develop policies and procedures to support ASLHS' operational needs.
- B. ASLHS Spring Literature Competition Suspended Until Further Notice. Sabrina de Vasconcelos Boyer left her position as of December 31. Kaleidoscope service was discontinued. This decision is not permanent but will be evaluated during the ASLHS team retreat in July.
 - 1. *Jason and Matt expressed concern - These competition is one of the few benefits to join ASLHS.

- C. Gallaudet University (National Literacy Competition) Discussion.
Gallaudet also hosts a competition which overshadow the ASLHS programming.
 - 1. *Jason pointed out that there is no national level competition for L2 ASL learners. Matt added that there is no reason for Deaf schools to not participate in ASLHS competitions - why taking away ASL signers opportunities to achieve winning prizes.
 - 2. *Matt thinks it's worth to come up with a public competition (ASLTA membership not required) This could act as attraction to other competitions that are limited to ASLHS members.
- D. ASLHS Vlog is in process (Not discussed)
- E. ASLHS Timeline Revision (Not discussed)
- F. ASLHS Webinars Drawing Question for Katie (have you used 3 of them already? Motion was supposed to use all of them before January)
- G. ASLHS Graduation Coordinator Motion Request

MOTION# 2025-015: I, Stephanie Proctor, move to spend two sets of bubble wrap for the ASLHS Mugs shipping preparation for the cost of \$15.00 from ASLHS funding.

Seconded by: Jason Zinza

Vote: passed

MOTION# 2025-016: I, Stephanie Proctor, move to spend a package of snack ziplock to ship pins for ASLHS graduation coordinator packaging purpose for the cost of \$8.00 from ASLHS funding.

Seconded by: Jason Zinza

Vote: passed

- H. Kaleidoscope cancellation
 - 1. ASLHS chose not to renew in order to save money
 - 2. We will find a basic solution and it will be on a retreat agenda.
- I. ASLHS Scholarship Coordinator, Lenny, is working on developing senior scholarships for ASLHS students and teacher grants. Stay tuned!
- J. ASLHS Conference Program Team Planning
 - 1. July 8th-9th ASLHS Program Retreat & Strategic Planning for 2025-2026
 - 2. ASLHS Booth & Lunch Appreciation Logistics Final Before End of Feb.
- K. ASLHS Handbook
 - 1. **Problem:** We do not have one from my knowledge and it is not anywhere in Google Drive.
 - 2. **Possible Solution:** ASLHS needs a handbook (digital)
 - 3. **Solution #2:** Handbook Release at NPDC Conference 2025
 - 4. *Matt expressed a strong agreement with this plan because it will align with ASLTA's Bylaws and IPPG. Also, it will explicitly state

few important things about ASLTA and ASLHS membership and how the program operates under ASLTA.

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

Keep up with the great work.

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

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

9. Adjournment

MEETING ADJOURNED AT 10:07 pm EST

10. Meeting minutes submitted by Interim Secretary, Jason Zinza

11. ASLTA Calendar

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

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