



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, November 10, 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:

Topic: ASLTA's Zoom Meeting

Time: Nov 10, 2024 06:30 PM Eastern Time (US and Canada)

<https://zoom.us/j/95183583081?pwd=QTFUamtKQlh3ZmVrTWIWWGo3U0pRdz09>

Meeting ID: 951 8358 3081

Passcode: 895669

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Jason E. Zinza, Treasurer

Katie Moore, Professional Development Director

Stephanie Proctor, ASLHS Coordinator

Rhonda Jennings-Arey, Secretary

a. Absent

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

Debbie Colbert, Recruitment and Outreach Director

[VACANT], Communications Director

b. Invited Guests:

None

c. Observers

2. Call to order

The meeting was called to order by President Wilson at 6:33 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 #2024-124: I, Jason Zinza, move to approve the meeting minutes from 10/13/2024 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		
2024-085	Organizational Membership of CED	Pay affiliation dues of \$2,000	Treasurer	
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24		
2024-087	NPDC 2025 Committee	MOU needs to be signed and pay dues by 12/31/24 with Gallaudet		
2024-088	ASLTA Organization-wide Requirement	Application benefits - must be in good standing		
2024-089	Canva Membership	Pay \$300	Treasurer	
2024-090	NASL-EHL Representative to ASL Roundtable Conference	Select representative and budget up to \$1500	Treasurer	
2024-091	Drawing to be done on October 10, 2024	Allocate \$1000 for the membership-renewal	Treasurer	

		incentive for members		
2024-097	Bylaws Committee	Amendments 45, 46, 47, 48, 49, and 50 to proceed for a members' vote	Vice President	
2024-099	Proposed Budget	Release 2024-2025 proposed budget to members	Treasurer	
2024-100	GoReact Payment	Pay \$1600 to GoReact 30 digital portfolios	Treasurer	
2024-101	Donate to CIT Conference	Donate \$1000 for their conference in November.	Treasurer	
2024-102	Board Members Attendance to Conference	Pay \$3850 for the board to attend the 2025 conference	Treasurer	
2024-103	Create Canva Accounts	For three users: ASLHS, PD, and Communications	Treasurer	
2024-105	NPDC 2025 Discount	\$250 discount for international conference registration	Treasurer	
2024-106	Webinar - 7 Steps	Approve of the contract and pay \$650	Treasurer	
2024-107	10 Hours Requirement for Board to Participate	Require Board members to participate to be visual	President	Referred to Bylaws Committee
2024-109	BPK Payment	Pay Deafies in Drag \$750	Treasurer	
2024-110	Annual Affiliation Dues	Pay \$660 to CIT, NASL-EHL, & NAD	Treasurer	
2025-111	ASLTA Laptops	Purchase 2 laptops for Treasurer and Bookkeeper for	Treasurer	

		\$4263.03		
2024-112	Breaking Barriers Webinar	Pay Malibu Barron \$650	Treasurer	
2024-113	Wanda Riddle Webinar	Pay Wanda \$300	Treasurer	
2024-114	Webinar Drawing	Drawing during winter symposium not to exceed \$860	PD Director & Treasurer	
2024-115	ASLHS Rush Shipping	Change from \$50 to \$60	ASLHS Director	
2024-116	FASLTA Conference	ASLHS Director to attend conference in Feb. 2025 and not to exceed \$1500	ASLHS Director & Treasurer	
2024-117	ASLHS Clerc Medals	Spend \$3060 on 500 medals	ASLHS Director & Treasurer	
2024-118	ASLHS Cogswell Medals	Spend \$312 on 50 medals	ASLHS Director & Treasurer	
2024-119	ASLHS Pins	Spend \$1710 on 900 pins	ASLHS Director & Treasurer	
2024-120	ASLHS Awards	Spend \$1000 for 1st, 2nd, & 3rd place ASLHS HS competition	ASLHS Director & Treasurer	
2024-121	ASLHS Gift Card to Judges	Spend \$50 on a Starbucks Gift Card	ASLHS Director & Treasurer	
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for ASLHS sponsors via a drawing	ASLHS Director & Treasurer	
2024-123	ASLHS Sponsors Attending Conference	Spend \$1100 for 2 ASLHS Sponsors to attend the 2025 conference	ASLHS Director & Treasurer	

6. New Business

a. President's Report (15 minutes)

- i. Board Retreat for 2025: January 3rd-7th, location. Wants to revisit his president's report from the previous board meeting and decide tonight on this matter. We fly in on Jan 2 and out on the 7th. Treasurer Zinza wants us to hold further discussion on this matter until his report.
- ii. President's Upcoming Video Message. Wants us to let him know if we need anything to add, let him know ASAP. The Communication Director position will be on his agenda.

b. Vice President's Report (15 minutes)

- i. NASLEHL
 1. Met with the board.
 - a. A mix of willingness and resistance. Next conference is in Oregon.
 2. Need to write a proposal with rationales for why partnership is necessary.
- ii. BKP and DEI are in the talk about how to revive DEI
 1. Dr. Bridget Klien and Summy Brych have met twice, and are still in the process of mapping out a plan.
 2. Due to the current political climate, DEI might need to change its name but keep its purpose.

iii. Committee Reports:

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
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: ?		
<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. No Report

d. Treasurer's Report (15 minutes)

- i. **Budget Overview.** 2024-2025 revenue (\$69,858.00) versus expenses (\$18,575.78), so ASLTA is in a fair-to-good position. The concern is we are only at 32.69% of the expected total revenue so far for the year.
- ii. Audit update. Still in progress.
- iii. Form 990 submission is due November 15, 2024. As of today (Nov. 10), it is not yet complete. This is the latest it has ever been incomplete. Maria's 20 hours per week and my own 15+ hours per week processing financial info is insufficient. At the current rate, it is likely the 2025 Form 990 will not be completed on time. ASLTA must invest time and resources into developing a solution for more bookkeeping time. Keep in mind that the Form 990 is due in May; the November 15 date is the final extension allowable.
- iv. As part of Form 990 preparations, it became clear that WooCommerce settings need to be tweaked. Currently, deposits are not annotated so Maria has no way of knowing what the payment is for. Will work with VP Andersen to update these settings.
- v. NPDC 2025 update 1: Still no contract with Gallaudet University. Met with Adrienne Morgan on Monday, Nov. 4; she let me know that the Events office is running behind and will provide final costs ASAP. Also shared that another group (Wawa) will host an event on campus during the NPDC. Finalizing the contract is urgent.
- vi. NPDC 2025 update 2: Current revenue is \$71,447.49 for 113 registrations and related fees (dorm stays, CEUs, etc).
- vii. NPDC 2027: ASLTA's calendar indicates that the final location and deposit for the 2027 NPDC should be completed by December 31, 2024.

viii. Current Financial Balances

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	\$ 213,636.50	\$ 51,278.50	24 %	284
<i>Evaluation & Certification</i>	\$ 10,660.00	\$ 2,615.00	24.53 %	5
<i>Professional Development</i>	\$ 58,650.00	\$ 4,255.00	7.25 %	101
<i>ASL Honor Society</i>	\$ 82,073.00	\$ 11,710.00	14.26 %	214
Committee Accounts				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	

<i>National Standards</i>	\$ 3,112.22	\$ 0.00	\$3,112.22	1
<i>BK Project</i>	\$ 4,584.23	\$ 0.00	\$4,584.23	4
<i>Inclusion & Equity</i>	\$ 657.88	\$ 0.00	\$657.88	1
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	\$ 0.00		
<i>NPDC 2025</i>	\$ 71,447.49	\$ 0.00	\$ 71,447.49	0
Account Balances				
<i>Current Financial Status</i>	Bank of America	Budgeted	Reserves	
	\$ 526,954.31	\$ 213,636.50	\$ 313,317.81	

ix. 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.			

x. Current Membership Overview

- 2024-2025 membership renewals have been slower than expected. Final reminder emails have been sent by the Treasurer to Certified, Associate+ASLHS, Associate, and Supporting members beginning November 1, resulting in a strong number of renewals.

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Supporting - 1 year (to 2025)</i>	27	25	70
<i>Supporting - 2 years (to 2026)</i>	8	6	25
<i>Supporting - 2 years (to 2025)</i>	12	12	-
<i>Associate - 1 year (to 2025)</i>	204	149	250
<i>Associate - 2 years (to 2026)</i>	83	54	90
<i>Associate - 2 years (to 2025)</i>	32	32	-
<i>Certified - 1 year (to 2025)</i>	96	71	80
<i>Certified - 2 years (to 2026)</i>	29	21	65
<i>Certified - 2 years (to 2025)</i>	38	38	-
<i>Retired - 1 year (to 2025)</i>	0	0	3
<i>Retired - 2 years (to 2026)</i>	1	0	3
<i>Retired - 2 years (to 2025)</i>	3	3	-
<i>Retired Certified - 1 year (to 2025)</i>	5	5	3
<i>Retired Certified - 2 years (to 2026)</i>	1	8	7
<i>Retired Certified - 2 years (to 2025)</i>	7	5	-
<i>Institutional Members</i>	2	1	2
<i>Honorary Members</i>	7	7	7
TOTAL MEMBERSHIP	555	434	605

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

- i. Webinars - 17 for Malibu, amazing webinar. 29 for 7 Steps. Working on getting advertising ironed out.
- ii. PLCs - 45 signed up
- iii. Database for ASLTA CEUs - Jason brought up that there are 2 students who would be interested in developing a database for us, but the cost would be about \$6,000. It would be better than hand-feeding everything into Google Sheets.
- iv. Will advertise for a PD Committee. (1-2 members)
- v. CIT

MOTION #2024-125: I, Katie Moore, move to allow members to purchase ASLTA CEUs for the Professional Learning Communities (PLCs) at \$15 each month, each session.

Seconded: Stephanie Proctor

Vote: passed

MOTION #2024-126: I, Katie Moore, move to change fees for webinars from \$30 for members back to \$20, and \$50 for non-members down to \$40 starting January 1st, 2025.

Seconded: Matt Andersen

Vote: Withdrawn

MOTION #2024-127: I, Katie Moore, move to offer \$10 discount coupon for all webinars from December 1, 2024 to January 31, 2025.

Seconded: Matt Andersen

Vote: passed

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

- i. Investigating the possibility of removing the renewal fee and revising the renewal requirement to ensure that we will continue to have an incoming cash flow.

MOTION #2024-128: I, Jason Zinza, move that ASLTA establish an evaluation and certification task force with the specific purpose of revamping the evaluation and certification process, and the completion date will be no later than May 31, 2025, with rollout to begin at the NPDC conference.

Seconded: Katie Moore

Vote: passed

- ii. I briefly discussed with Keith Cagle, the evaluation revision committee member, and he said people have been going to him and asking him questions.
 - 1. The procedure needs to be streamlined.
 - 2. Evaluation and certification webpages MUST be revised.

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

- i. November 14, Newsletter will be sent out. Already has a template etc., but PD needs to update schedule and ASLHS too. This will be postponed to December. Treasurer Zinza wants to send out the annual report with that title. That will be figured out.

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

- i. I don't have much to say except that I've been struggling to access the website. I remember Matt mentioned that you can look up the members'

locations and email addresses so I can contact them to find out if any of their coworkers are also members, and to gather information from them. Jason suggested that I start small, and I'm trying to do that, but I haven't been able to access the ASLTA website, which has been really frustrating. Today, I was finally able to access my outreach email, and I'll do my best to reply to everyone.

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

- I. ASLTA logins. Melissa is unable to log in to the ASLTA portal to check out the ASLHS Store. She attempted to email to communications@aslta.org
- II. Sabrina's correct email: aslhs.competitions2@aslta.org
- III. ASLHS Registration for NPDC all set?
- IV. FASLTA Conference
 - A. Hotel booking when?
 - B. Separated motions needed for hotel booking?
- V. ASLHS Website Concerns
 1. ASLHS Chapter resources were missing
 2. ASLHS Page of Scholarship and Teacher Grant information is missing
 - Can this be added with the information
 - Motions for Scholarship/Teacher Grants
 3. ASLHS store
 - Many ASLHS sponsors are saying they are unable to see ASLHS stores even though they log in to make the payment.
 - ASLHS Express Shipping is still \$50.00, not \$60.00. Motion has been passed. **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
 4. ASLHS Competition Payments Concerns
 - Deadline has been announced to November 15, 2024 on ASLHS FB page.
 - ASLHS Competition 19 teachers paid and 192 entries
 - Why is competition payment in the ASLHS store instead of the actual competition page?

Note: How can we resolve this?

5. ASLHS is giving away 3 ASLTA webinars and this needs to be done before January 2025 per Motion. Katie, how do you want me to do this?
6. [ASLHS Webinar](#)--Melissa Ibanez, Graduation Coordinator, is preparing to give a webinar for November 16, 2024 at 4:30-5:30p.m. There is no information about this on the ASLTA Professional Development page. Michelle is unable to send a flyer until it is confirmed on ASLTA webinar for payment. We need the zoom link and confirmation.

II. ASLHS Graduation Coordinator Motion Passed for Mileage/Gas Reimbursement Issues

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

Discussed retreat in January. Treasurer Zinza will figure how much it will cost to stay and travel.

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

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

9. Adjournment

MEETING ADJOURNED AT 9:28 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*

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