



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, December 8, 2024

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: Dec 8, 2024 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94120660064?pwd=TnlvT2E4UnkxQ0lVQStMOGpHYVh6UT09>

Meeting ID: 941 2066 0064

Passcode: 943046

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Jason E. Zinza, Treasurer

Stephanie Proctor, ASLHS Coordinator

Rhonda Jennings-Arey, Secretary

Debbie Colbert, Recruitment and Outreach Director

a. Absent

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

Katie Moore, Professional Development Director

[VACANT], Communications Director

b. Invited Guests:

?

c. Observers

2. Call to order

The meeting was called to order by President Wilson at 6:38 pm EST.

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

- a. Appointment of timekeeper: Stephanie Proctor
- b. Recognition of quorum

4. Approval of previous minutes

MOTION #2024-129: I, Stephanie Proctor, move to approve the meeting minutes from 11/10/2024 as read.

Seconded: Debbie Colbert

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	Treasurer	Completed
2024-085	Organizational Membership of CED	Pay affiliation dues of \$2,000	Treasurer	Completed
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24	PD Director	in-progress
2024-087	NPDC 2025 Committee	MOU needs to be signed and pay dues by 12/31/24 with Gallaudet	NPDC	in-progress
2024-088	ASLTA Organization-wide Requirement	Application benefits - must be in good standing	IPPG	
2024-089	Canva Membership	Pay \$300	Treasurer	Completed
2024-090	NASL-EHL Representative to ASL Roundtable Conference	Select representative and budget up to \$1500	Treasurer	Completed
2024-091	Drawing to be done on October 10, 2024	Allocate \$1000 for the membership-renewal	PD Director	

		incentive for members		
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
2024-100	GoReact Payment	Pay \$1600 to GoReact 30 digital portfolios	Treasurer	Completed
2024-101	Donate to CIT Conference	Donate \$1000 for their conference in November.	Treasurer	Completed
2024-102	Board Members Attendance to Conference	Pay \$3850 for the board to attend the 2025 conference	Treasurer	Completed
2024-103	Create Canva Accounts	For three users: ASLHS, PD, and Communications	Treasurer	Completed
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	Completed
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	Canceled
2024-110	Annual Affiliation Dues	Pay \$660 to CIT, NASL-EHL, & NAD	Treasurer	Completed
2025-111	ASLTA Laptops	Purchase 2 laptops for Treasurer and Bookkeeper for	Treasurer	Completed

		\$4263.03		
2024-112	Breaking Barriers Webinar	Pay Malibu Barron \$650	Treasurer	Completed
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
2024-115	ASLHS Rush Shipping	Change from \$50 to \$60	ASLHS Director	Completed
2024-116	FASLTA Conference	ASLHS Director to attend conference in Feb. 2025 and not to exceed \$1500	ASLHS Director & Treasurer	In progress
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	In progress
2024-121	ASLHS Gift Card to Judges	Spend \$50 on a Starbucks Gift Card	ASLHS Director & Treasurer	In progress
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for ASLHS sponsors via a drawing	ASLHS Director & Treasurer	In progress
2024-123	ASLHS Sponsors Attending Conference	Spend \$1100 for 2 ASLHS Sponsors to attend the 2025 conference	ASLHS Director & Treasurer	Completed

2024-125	ASLTA CEUs	Allow members to purchase \$15 CEUs for the PLCs	PD Director & Vice President	In-progress
2024-126	Webinar Discount Coupon	Offer \$10 discount on webinars from Dec 1 to Jan 31 2025	PD Director	Complete
2024-128	ASLTA Evaluation and Certification Task Force	To Revamp the evaluation and certification renewal process	Treasurer, PD Director, Vice President	In Progress

6. New Business

a. President's Report (15 minutes)

- i. Board Retreat Cancelled due to a conflict and the fact that this is during a winter time, it is risky so wait till it is warmer. Also saves money for now.
- ii. Communications Director Vacancy. Left a President message recently and no one has come forward. Katie had an idea that would be temporary - her idea is to use ASLHS PR director. Asked Stephanie to ask to see if she is willing to take on some of the tasks of a Communications Director but is not a Communications Director. Stephanie asked President Wilson to try to send out just the Communications Director position to e-blast rather than put it together with the other news.

ACTION ITEM: Vice President to re-send the video to the members.

- iii. Potential Special Board Meetings to work on conference planning and other things.

b. Vice President's Report (15 minutes)

- i. Concern: ASLTA Board Members' workload
 1. Treasurer
 2. Professional Development
 3. Evaluation & Certification
- ii. Follow Up: Outreach Project
 1. Debbie and Steve Whitworth
- iii. Evaluation & Certification
 1. Taskforce
 - a. Vice President, Treasurer, and PD Director.
 - b. In touch with Amy June Rowley.
 - c. I need to send out an email to evaluators.

iv. **Committee Reports:**

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Chair: Matt Andersen		Y
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Steering	Chair: Bren Falgier		Y
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Evaluation Advisory	Chair: ?		N
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
DEI	Chair: Matt Andersen		Y
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Finance	Chair: Jason E. Zinza		N
<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		N
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Barbara Kappapell Project	Chair: Bridget Klein		Y
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Scholarship	Chair: James Wilson		Y
<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. At 39.04% of anticipated revenue. Revenue income slowing.
- ii. Schedule 990 for 2023 reporting year completed and submitted to the IRS on 11/14/24. Invoice from Summers, McCrary and Sparks for the preparation is \$1,500.00.

MOTION #2024-130: I, Jason E. Zinza, move to pay ASLTA's accounting firm, Summers, McCrary and Sparks, the amount of \$1,500.00 for preparation of the 2023 990 form.

Seconded: Matt Andersen

Vote: passed

- iii. Audit update. Nearing completion. The audit firm requested some additional information due before the end of December (particularly, revenue and expense data from Evaluation). Completion expected in late January 2025.
- iv. 2025 NPDC finance update. The contract with Gallaudet is still incomplete. Waiting for information regarding accommodations; I expect to have that information this week.
- v. 2025 NPDC request. Would like to order professional table skirts, feather flags to be used for current and future conferences. Estimated total is \$2,960.00 plus shipping. Funds to come from the NPDC account. Requesting Items to be purchased:

1. 8 table skirts: American Sign Language Teachers Association; Information; Registration (x2); Support; Get Involved; Tours; ASLTA Certification (\$127.00 each / \$1,016.00)
2. 6 feather flags (\$236.00 each / \$1,410.00 total)
3. 3 free-standing curtain backdrops (\$178.00 each / \$534.00 total)

MOTION #2024-131: I, Jason E. Zinza move that ASLTA allocate \$3,200.00 from the NPDC account to purchase ASLTA table skirts, feather flags, and curtain backdrops for use at the NPDC 2025 and future conferences.

Seconded: Stephanie Proctor

Vote: passed

- vi. Since September 1, 2024, all inactive former members have been contacted and informed that their accounts will be deleted on November 30. Final notice was sent on 11/28/24; 216 accounts have had no response. The treasurer would like to proceed with the deletion of these accounts.
 1. Should MailChimp also be updated? There are currently over 1,400 email addresses in MailChimp and only 600ish are current members.
- vii. ASLTA received a \$8,000.00 grant to create geography-based content in ASL. To date, no progress has been made regarding this. Should the funds be returned?
- viii. There is substantial work needed to clean up the ASLTA certification process. I would like to propose that ASLTA approve the Vice President, PD Director, and Treasurer to meet for an in-person retreat to focus on evaluation needs, as the current program is not in a suitable position for a new Director. Retreat would be in Chicago, and require two people to make short trips to the city, plus accommodations. Total cost not to exceed \$2,000.00.

MOTION #2024-132: I, Jason E. Zinza, move that ASLTA allocate up to \$2,000.00 to fund an evaluation program retreat in Chicago, Illinois, for continued clean-up efforts by the Vice President, Professional Development Director, and the Treasurer.

Seconded: Stephanie Proctor

Vote: passed

- ix. Update request. What is the current status of the ASLTA scholarships committee? NPDC 2025 committee has received inquiries about scholarship opportunities.
- x. **Current Financial Balances**

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	\$ 213,636.60	\$ 83,424.50	39.04%	315
<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	\$ 13,414.00	16.34%	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
<i>NPDC 2025</i>	\$ 72,861.24	\$ 0.00	\$ 72,861.24	0
Account Balances				
<i>Current Financial Status</i>	Bank of America	2024-2025 Budgeted	Reserves	
	\$ 747,527.91	\$ 213,636.50	\$ 533,891.41	

xi. 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.			

xii. Current Membership Overview

1. ASLTA has exceeded the 605 member goal for 2024-2025.

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Supporting - 1 year (to 2025)</i>	33	27	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>	235	204	250
<i>Associate - 2 years (to 2026)</i>	86	83	90
<i>Associate - 2 years (to 2025)</i>	32	32	-
<i>Certified - 1 year (to 2025)</i>	102	97	80
<i>Certified - 2 years (to 2026)</i>	34	29	65
<i>Certified - 2 years (to 2025)</i>	39	38	-
<i>Retired - 1 year (to 2025)</i>	0	0	3
<i>Retired - 2 years (to 2026)</i>	1	1	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	1	7
<i>Retired Certified - 2 years (to 2025)</i>	7	7	-
<i>Institutional Members</i>	2	2	2
<i>Honorary Members</i>	7	7	7
TOTAL MEMBERSHIP	609	555	605

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

- i. Screen recording program? I currently use Loom or Screencastify, which only allows so many videos to be downloaded and shared. If you happen to know of other ideas, please let me know. I struggled with using Zoom. These are for sharing website updates, free raffle drawings, etc.
- ii. It's time to start thinking about and developing courses for the Master's level certification classes: Teaching Methods, Assessment, and Curriculum Development. Would any of you be interested in helping to develop these courses?
- iii. I am going to start working on developing a PD database. Basically, we will provide on-demand workshops. Do you have any topics you would like to see, or are you interested in developing a workshop for?
- iv. I want to do a holiday video for our members so they see who we are. I'm sure they're tired of only seeing my face. :) I want each person to record a short video saying thank you, Happy Holidays, Merry Christmas, etc.
- v. 8 people signed up for the courses; 30 signed up for December webinars so far. Working on rescheduling Wanda Riddle.
- vi. Symposium registration is live - please share it and tell your friends!

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

- i. Vice President, Treasurer, and PD Director have met and realized the whole system needs to be revamped or start the whole thing from scratch.

g. Communication Director's Report (15 minutes) [Interim-VP]

- i. Newsletter, December 14, 2024
 - 1. President has submitted his message
 - 2. Bylaws Amendment
 - 3. Communication Director position

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

- i. I discussed my position with James and made some suggestions. Specifically, I proposed sending a request to the conference chairperson to allow me to give a presentation via Zoom about the ASLTA.

ACTION ITEMS: Debbie to send Stephanie a video about ASLTA membership.

- ii. I would also like to ask members for permission to send something (perhaps promotional materials) about the ASLTA to their colleges, which they could post in their offices. This way, visitors to their offices would see the information and learn more about ASLTA.

ACTION ITEMS: Jason to give Debbie a list of former members for Debbie to contact them to see how we can bring them back to ASLTA as current members.

- iii. I received a message from Rhonda suggesting that I take action regarding the new member. She said, "This is your chance to do

something." At first, I wasn't sure what she meant, but in a follow-up email, she explained that I need to assist the new member. I have already reached out to him and asked if he would like to meet with me via Zoom to discuss what ASLTA has to offer. This will be my first time doing something like this, and I hope it goes well.

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

- I. ASLHS Membership
 - A. Slow (unusual)
 - B. I will make a VLOG soon
- II. ASLHS Competition Coordinator
 - A. Steve will take over temporarily for Spring 2025 ASL Lit Competition
 - B. I will provide Steve with assistance with the membership
 - C. This will be announced at the FASLTA conference to see if there's any fill-in.
- III. ASLHS Store

MOTION# 2024-133: I, Stephanie Proctor, move that ASLHS allocate \$ \$616.28. from the ASLHS funding to purchase 75 ASLHS T-shirts (Medium) to restock for the ASLHS Store.

Seconded by: Jason Zinza

Vote: passed

- B. Cogswell Medals Invoice Revision
 - 1. Melissa received an updated invoice that is cheaper due to bulk pricing
 - 2. Motion #2024-118: We, ASLHS, move to spend \$6.24 each for 50 ASLHS Cogswell Medals. The total cost of \$312.00 to come from the ASLHS budget.

MOTION# 2024-134: I, Stephanie Proctor, move to amend ASLHS to change the cost from \$312.00 to \$1,192.50 and from 50 Cogswell medals to 150 medals to restock the ASHS store.

Seconded by: Jason Zinza

Vote: passed

- IV. Kaleidoscope
 - A. Budget change request
 - 1. Invoice Concerns
 - B. The ASLHS team wants to cut 5 digital programs (2 different competitions, scholarships and grants) to 2 programs (focusing on two competitions only) before the renewal deadline in January. The ASLHS needs the treasurer's assistance to modify the invoice. Scholarship and Grants will be utilized from Google Forms.

- V. Florida American Sign Language Teachers Association (FASLTA)
Conference Logistics
 - A. Call for Proposal has been approved (sent to Jason, Matt & James via Email). This presentation will include information of ASLHS and ASLTA. I will be doing Q & A to receive inputs and bring to the next meeting
 - B. What are the updates regarding hotel lodging and flight tickets?

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

Thanked everyone for their hard work!

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

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

9. Adjournment

MEETING ADJOURNED AT 9:15 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*

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