



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, February 2, 2025

Time: 6:30 pm EST

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

ASLTA is inviting you to a scheduled Zoom meeting.

Topic: ASLTA's Zoom Meeting

Time: Feb 2, 2025 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97834129378?pwd=cTIQwXYVBbFiKGFdtsLAmdIKuPwxbd.1>

Meeting ID: 978 3412 9378

Passcode: 194583

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

Rhonda Jennings-Arey, Secretary

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

a. Absent

[VACANT], Communications Director **[Vice President Andersen]**

b. Invited Guests:

None

c. Observers

None

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: Katie Moore
- b. Recognition of quorum - met

4. Approval of previous minutes

MOTION #2025-017: I, Jason Zinza, move to approve the meeting minutes from 1/12/2025 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	Professional Development	Followed up 2.2.25 - with

		responsibilities	Director	NAD
2024-073	Annual Calendar	Detailing events, tasks, responsibilities and deadlines	Treasurer	Completed
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	Completed
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	Completed
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24	Treasurer	In progress
2024-097	Bylaws Committee	Amendments 45, 46, 47, 48, 49, and 50 to proceed for a members' vote	Vice President	Completed
2024-099	Proposed Budget	Release 2024-2025 proposed budget to members	Treasurer	Completed
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	Completed
2024-117	ASLHS Clerc Medals	Spend \$3060 on 500 medals	ASLHS Director & Treasurer	Completed
2024-118	ASLHS Cogswell Medals	Spend \$312 on 50 medals	ASLHS Director & Treasurer	Completed
2024-119	ASLHS Pins	Spend \$1710 on 900 pins	ASLHS Director & Treasurer	Completed
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for ASLHS sponsors via a drawing	ASLHS Director & Treasurer	In progress - 2 completed, one more.
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	Completed
2024-131	Allocate Funds	For Skirts, feather flags, and backdrops for conferences	Treasurer	Completed
2024-134	Amendment/Allocation of Funds of \$312 to \$1192.50	Purchase 150 Cogswell Metals instead of 50	Treasurer and ASLHS	Completed
2025-002	Appoint a representative to go to SoCAL Mini-Conference	Conference on 3/1/25 up to \$1500	Treasurer	In progress
2025-003	Spending Authorization for NPDC 2025 teams	March 10-14 in DC	Treasurer	In progress

	from NPDC account			
2025-004	Allocate Funds of \$300	For Garrett Bose for the January symposium	Treasurer	Completed
2025-005	Allocate Funds of \$300	For Erin Rhoden for the January symposium	Treasurer	In progress
2025-006	Allocate Funds of \$650	For Beverly Buchanan for the January symposium	Treasurer	Completed
2025-007	Allocate Funds of \$400	For Ben Jarashow's webinar on February 1	Treasurer	In progress
2025-008	Name Change on September 1, 2025	Certified Level 1 and Level 2	Vice President/ Evaluation	In progress
2025-009	Additional certificate levels on September 1, 2025	Certified Tutor and Certified Lab	Vice President/ Evaluation	In progress
2025-012	Change certification fee on September 1, 2025	To \$300	Vice President/ Evaluation	In progress
2025-013	Change the waiting process for certification on September 1, 2025	From 3 months to 3 weeks	Vice President/ Evaluation	In progress
2025-014	Create an alternative pathway for obtaining certification on September 1, 2025	For those who fail the certification process, take a course instead of redoing their portfolio	Vice President/ Evaluation	In progress
2025-015	Spend \$15 for bubble wrap	To wrap mugs	ASLHS/ Treasurer	In progress
2025-016	Spend \$8.00 for snack pack bags	To send ASLHS pins	ASLHS/ Treasurer	In progress

a. President's Report (15 minutes)

- i. March Board Meeting: 2nd or 9th. Decided on March 16 due to it being a good idea to meet after NPDC retreat.
- ii. Follow up on Signature Company/Matthew Ford. He contacted him again, and wants to meet the president in Rochester because he thought we are based in there, so a tentative zoom meeting will be used on May 12th board meeting.
- iii. BKP Podcast Request. Bridgetta Kline and Sunny created a recorded podcast. Will send to the board for our input.

b. Vice President's Report (15 minutes)

- i. Association of Educators for Deaf and Hard of Hearing
 - 1. Leala Holcomb, ACE-DHH's new president for 2025-2026, is interested in collaborating with ASLTA to elevate ASL masters programs.
- ii. National ASL Educators of Heritage Learners
 - 1. Sent a follow-up email for a meeting.
- iii. Board Report
 - 1. We must cut down our meeting time because most Board members have multiple weekly meetings.
 - 2. Board report
 - a. A section in each board's section.
 - b. Items that do not require the Board's vote.
 - c. Information and updates are typed in advance for the Board members to read before the meeting.
 - d. Clarification and discussion can happen whenever necessary.
- iv. Sharing/Compromising Director's Reporting Turns
 - 1. Besides the President, Vice President, Secretary, and Treasurer reports, directors should be allowed to switch their turns in reporting during the Board meeting.
 - 2. The arrangement should be discussed between the directors in advance before the meeting.
- v. Bylaws Amendments
 - 1. Unofficial count (haven't confirm ballots are all from our current members)
 - a. Amendment #45: 78 favor, 1 against, 2 abstain
 - b. Amendment #46 76 favor, 3 against, 2 abstain
 - c. Amendment #47 76 favor, 3 against, 2 abstain
 - d. Amendment #48 79 favor, 0 against, 2 abstain
 - e. Amendment #49 80 favor, 0 against, 1 abstain
 - f. Amendment #50 78 favor, 2 against, 1 abstain

vi. Committee Reports:

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws <i>Board Action Needed:</i>	Chair: Matt Andersen	Jan 8	Y
	(Insert from committee minutes here)		
Steering <i>Board Action Needed:</i>	Chair: Bren Falgier		
	(Insert from committee minutes here)		
Evaluation Advisory <i>Board Action Needed:</i>	Chair: NA	Jan 2-4	N
	(Insert from committee minutes here)		
DEI <i>Board Action Needed:</i>	Chair: Sunny Brych (Interim)	NA	
	(Insert from committee minutes here)		
Finance <i>Board Action Needed:</i>	Chair: Jason E. Zinza	NA	
	(Insert from committee minutes here)		

Ad-Hoc Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Writing <i>Board Action Needed:</i> Finish 2023 IRS Report developed by the Writing Committee	Chair: Greta Knigga-Daugherty		
IPPG	Chair: James Wilson		

<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Barbara Kappapell Project	Chair: Bridget Klein		
	(Insert from committee minutes here)		
<i>Board Action Needed:</i>			
Scholarship	Chair: James Wilson		
	(Insert from committee minutes here)		
<i>Board Action Needed:</i>			

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

c. Secretary's Report (15 minutes)

- i. Conflict of Interest Form [New Form in Doc](#)
- ii. CED Report:

1. Our meeting was at the Volta Bureau, we had a quick tour to see the top of the building (5th floor), and I got to ride the very ancient elevator!
2. Voted to accredit 2 colleges.
3. Voted to increase the cost for the accreditation application from \$1500 to \$2000 starting in 2 years.
4. Outreach worked on asking those who are not CED accredited why their program was not accredited during the conference. We should hear more about what they have as a result of their survey. They are hoping to see more programs join in. There are 19 out of 60 teacher preparation programs are accredited.
5. Voted a new treasurer and secretary.
6. The next meeting is in the fall.
7. ACE-DHH shared with us their strategy for getting the board members to serve longer than what we usually do due to elections, etc. We “cannot” do what they do due to our policy on spending money.
8. I made a quick vlog to thank the members for this opportunity to join the CED board and go to their in-person meeting with the help of Treasurer Jason! The vlog and transcript are in Vice President Andersen's hands.

d. Treasurer's Report (15 minutes)

- i. Budget report. Income from memberships has slowed considerably; the only remaining source of income is webinar and certification fees. ASLTA is currently at 42.04% of projected revenue. Treasurer is proposing cuts to avoid deficit spending.
- ii. ASLTA organizational insurance premium from Philadelphia Insurance is due. Rate increase of \$250.00 compared to 2023-2024. Insurance agent stated that insurance costs are increasing across every sector. Organizational insurance is required as part of 501c(3) requirements and includes the 2025 NPDC insurance rider.

MOTION #2025-018: I, Jason E. Zinza, move that ASLTA pay \$1,521.54 to Philadelphia Insurance for 2025-2026 organizational insurance coverage.

Seconded: Katie Moore

Vote: passed

- iii. Budget re-balancing. Revised the professional development projected revenue by \$ 32,825.00 in reductions. This reduction affects the general 2024-2025 budget and leaves only \$2,766.29 in reserves, which is dangerously low. I propose further cuts in the amount of \$25,000.00 from the budget to reduce the likelihood of a deficit. Proposed cuts:
 - a. Capital development; branding & outreach (\$4,000.00)

- b. Legal penalties (\$6,000.00)
- c. Fiduciary training (\$1,000.00) ***Treasurer willing to give a training session to save this amount.
- d. Consultant services and legal services (\$7,500.00)
- e. Technical support (\$3,500.00)
- f. 2024-2025 Schwab Investment (\$3,000.00)

The re-balanced 2024-2025 budget would be \$155,811.50, down from \$213,636.50. As of today, 64.21% of anticipated revenue in the re-balanced budget has been earned.

MOTION #2025-019: I, Jason E. Zinza, move that ASLTA approve the revised 2024-2025 budget to account for reductions in anticipated revenue and eliminate funding for some projected expenditures.

Seconded: Katie Moore

Vote: passed

- iv. Clarification requested regarding NPDC 2025 registrations. Person registered online for the Early Early Bird discount but did not pay at that time. Now is ready and willing to make the purchase. Should ASLTA honor the pre-registration or require the current registration price be paid?
- v. NPDC 2025 update. The contract with Gallaudet has not been finalized yet. Multiple revisions are needed before it can be approved. Concern: There is no obligation on Gallaudet's part to revisit the contract once signed if other Gallaudet departments (MASLED, Residence Life, etc.) provide financial or in-kind support. This potentially puts ASLTA at a loss if we sign a contract now and hope for further support. What is the current status of potential support from Gallaudet?
- vi. Bookkeeper hiring sub-committee. Treasurer recommends ASLTA devote resources to planning for a future transition to a new bookkeeper; this may include changing ASLTA's registered contact address / headquarters location. I feel preparing a transition plan would be wise to avoid any sudden changes. (Note: This is for planning purposes only; there is no current discussion to transition to a new bookkeeper at this time.)
- vii. Reminder to the Nominations & Elections committee chair that candidates for the ASLTA President position are required to stay in DC through the end of business on Monday, July 14, 2025 to complete the Bank of America and Schwab authorization transfers.

viii. Current Financial Balances

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
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<i>Main</i>	\$ 213,636.60	\$ 100,477.50	42.04%	335
<i>Evaluation & Certification</i>	\$ 10,660.00	\$ 8,685.00	81.47%	4
<i>Professional Development</i>	\$ 58,650.00	\$ 14,910.00	25.42%	87
<i>ASL Honor Society</i>	\$ 82,073.00	\$ 17,348.00	21.13%	49
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>	\$ 4,283.37	\$ 0.00	\$4,282.17	3
<i>Inclusion & Equity</i>	\$ 657.88	\$ 0.00	\$657.92	1
Organizational Accounts				
<i>Investment</i>	\$ 2,326.20	\$ 0.00	Ready to deposit	1
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 0.00		0
<i>NPDC 2025</i>	\$ 96,978.42	\$ 0.00	\$ 96,978.42	63
Account Balances				
<i>Current Financial Status</i>	Bank of America	2024-2025 Budgeted	Reserves	
	\$ 570,414.19	\$ 213,636.50	\$ 365,777.69	

ix. Current Long-Term Investment Balances

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 10,236.23	\$ 377.31	-\$26.80 (-0.26%)
<i>LF2 Fund</i>	\$ 5,391.33	\$ 192.15	-\$15.10 (-0.28%)
<i>Riggs Fund</i>	\$ 8,874.77	\$ 309.46	-\$25.50 (-.29%)
<i>Main Investment Fund</i>	\$ 103,590.57	\$ 58.73	-\$369.53 (-.03%)
<i>External Donations (specify</i>	\$ 0.00		

account)			
TOTAL ACCOUNT VALUE	\$ 128,092.90	\$ 937.65	-\$436.93 (-.034%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

x. Current Membership Overview

1. 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>	43	38	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>	275	263	250
<i>Associate - 2 years (to 2026)</i>	93	90	90
<i>Associate - 2 years (to 2025)</i>	32	32	-
<i>Certified - 1 year (to 2025)</i>	108	105	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>	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	670	649	605

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

- i. The symposium was a success: 49 registrants.

- ii. Webinar yesterday and upcoming.
- iii. All supporting PD/NPDC functioning
- iv. NPDC: 15 presenters confirmed

MOTION #2025-020: I, Katie Moore, move to allocate \$650 for Malibu Barron's webinar on February 22, 2025.

Seconded: Matt Andersen

Vote: passed

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

- i. Moved these conditions from January 12th

1. Renewal Requirements:

To shift our members' professional development spending toward ASLTA. The goal is to have PD and Certification to become internally dependent. The new CEU requirements will apply to all certifications listed above. For PD service, CEU will be doubled. If the participant's CEUs total is 2, then the PD provider will earn 4 CEUs. This is only for when they provide a workshop for PD. The doubled CEUs is to include preparation time for the presentation.

a. New Requirements:

- i. Tutor: 20 ASLTA CEUs
- ii. Lab Instructor: 20 ASLTA / 10 PD CEUs
- iii. Teacher Lv I: 30 ASLTA / 10 PD CEUs
- iv. Teacher Lv II: 40 ASLTA / 20 PD CEUs

b. Renewal Fee -> Professional Development Activities

- i. Tutor: 20 ASLTA CEUs = approx \$600
- ii. Lab Instructor: 20 ASLTA CEUs = at least \$600
- iii. Teacher Lv I: 30 ASLTA CEUs = at least \$900
- iv. Teacher Lv II: 40 ASLTA CEUs = depends on service CEUs. If one webinar yearly (16 CEUs), approx \$720

c. Old (Renewal) vs New (PD Activities)

- i. Tutor N/A vs \$600
- ii. Lab Instructor N/A vs \$600
- iii. Teacher Lv I: \$415 vs \$900
- iv. Teacher Lv II: \$311 vs \$720

d. National Professional Development Conference

- i. 10 workshop = 15 CEUs = \$450
2025 Registration: \$450-755

MOTION #2025-025: I, Matt Andersen, move to change renewal requirements to include the new requirements as follows: Tutor: 20 ASLTA CEUs; Lab Instructor: 20 ASLTA / 10 PD CEUs; Teacher Lv I: 30 ASLTA / 10 PD CEUs; Teacher Lv II: 40 ASLTA / 20 PD CEUs. Renewals will

require most of the CEUs to be provided by ASLTA, with the additional CEUs dependent on which level to be provided elsewhere. The CEUs must be related to ASL education, technology, teaching, and other topics within similar fields.

Seconded: Debbie Colbert

Vote: passed

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

- i. No Report

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

Subject: *Exciting Opportunities for ASL Teachers!*

Hello,

I hope you're doing well! I'm reaching out as the new Recruitment and Outreach Director for ASLTA. Our organization is growing, and we want to ensure all ASL educators have access to the resources, networking, and support we offer.

I'd love to hear about your experiences as an ASL teacher—what challenges you face and what kind of support would be most valuable to you. If you have any feedback or questions about ASLTA, I'd be happy to chat!

Let's connect and see how ASLTA can benefit you and your students. Feel free to reply here or join us on [social media platform] to stay updated on upcoming events.

Looking forward to hearing from you!

Best,

Debbie Kay Colbert

Recruitment & Outreach Director, ASLTA

Leverage Social Media More

Increasing my social media presence can help engage current and potential members. Some ideas:

- **Spotlight members** (e.g., "Meet an ASLTA Teacher" posts)
- **Share success stories** from members about how ASLTA helped them
- **Post interactive content** (polls, discussions, Q&As)
- **Create short videos** explaining membership benefits
- **Host live sessions** where you answer questions about ASLTA

Membership Benefits & Testimonials

If people don't see the value in joining, emphasize what they get:

- *Certification and professional development*
- *Access to ASL teaching resources*
- *Networking with other educators*
- *Advocacy for ASL teachers*

- Conference and workshop discounts

So I could even **survey non-members** about what they'd want from ASLTA to tailor your outreach better.

1. Social Media Campaign: #JoinASLTA

Goal: Increase awareness of ASLTA's value and attract new members.

Content Themes (Post Weekly)

Week 1: Why Join ASLTA?

- Post a short video of ASL teachers sharing how ASLTA has benefited them.
- Share a graphic listing membership perks (certification, networking, resources, advocacy).
- Poll: "What's the biggest challenge you face as an ASL teacher?" → Use answers for future content.

Week 2: Member Spotlights

- Feature different ASL teachers (interviews, quotes, or short video clips).
- Ask members: "Why did you join ASLTA?" and share responses.
- Instagram Reels/TikTok: "Day in the Life of an ASLTA Member."

Week 3: Myth-Busting ASLTA Membership

- Address common misconceptions (e.g., "You don't have to be certified to join!").
- Post a FAQ carousel answering top membership questions.

Week 4: Join Before [Deadline] & Get a Bonus!

- Offer an incentive (e.g., free resource, exclusive webinar, discount on conference).
- Share testimonials from new members.
- Instagram Live Q&A: "Ask Us Anything About ASLTA Membership."

2. Outreach Events

Virtual Meet & Greet (Zoom or Facebook Live)

- Monthly casual chat for ASL teachers to learn about ASLTA.
- Current members share their experiences.
- Open Q&A session.

ASL Teacher Networking Night (In-person or virtual)

- Partner with local Deaf organizations or universities.
- Mix of structured discussion and casual networking.

💡 **"Why I Teach ASL" Video Challenge**

- *Encourage ASL teachers to share short videos about why they love teaching ASL.*
- *Feature winners on ASLTA's social media.*

💡 **Exclusive Webinar for New & Potential Members**

- *Topics: Teaching Strategies, Classroom Tech, ASL Linguistics, or Advocacy.*
- *Offer free access to non-members to entice them to join.*

Execution Plan

Post 3-4x per week across Instagram, Facebook, LinkedIn, and TikTok.

Use #JoinASLTA & tag ASL teachers to increase visibility.

Engage with comments and respond to DMs promptly.

Send targeted email invites for virtual events.

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

1. ASLHS concerns with our website
 - a) ASLHS Public Relations Report
 - (1) Please remove ASLHS competition information until further notice, inform the audience that the spring 2025 competition will not be offered this year, and make the position vacant by removing Sabrina.
 - (2) ASLHS Timeline Schedule Revision specifically for scholarship and teacher grants (ASL Video Released on this upcoming week before Friday)
 - (a) ASLHS revised Timeline can be found [here](#)
 - (b) Update the ASLHS Timeline on the ASLHS page under the ASLTA website
 - b) ASLHS Membership Coordinator's report
 - (1) ASLHS Chapter resources are missing.
 - (2) ASLHS now has 272 members. Our goal is to reach 350.
 - (3) The ASLHS Brochure has been updated and needs to be on the website
2. ASLHS Vlog about the spring 2025 competition (Announced on ASL Honor Society FB)
3. ASLHS Graduation Orders (high peak starts now)
 - a) What is the protocol if the orders were wrong and need to be exchanged in communication with the treasurer?
 - b) ASLHS Graduation coordinator will be making an ASL vlog about graduation orders and rush shipping costs of \$60.00

- c) Our current budget is at **\$17k**. In the spring, it is usual that spending is little higher and the shipping costs have gotten up. ASLHS is aware that we may need to spend around **\$13k** toward scholarship, grants and ASLHS store supplies to fulfill the inventory and support our ASLHS community.
- 4. ASLHS Scholarship & Teacher Grant Application for Spring 2025
 - a) ASL Video by Lenny
 - b) Google Form
 - c) E-mail Submission
 - d) Google Drive
 - e) Deadline---Feb 28th (College) and March 12th (HS Seniors) April 21st (teacher grants)

MOTION #2025-021: I, Stephanie Proctor, move to distribute \$4,000 for high school and college students scholarships. There will be 2 HS Senior winners (\$1,000 each). There will be 2 college winners. The funding will come from the ASLHS budget.

Seconded: Katie Moore

Vote: passed

MOTION #2025-022: I, Stephanie Proctor, move to distribute \$2,000 for teachers to apply for grants to support their ASL instruction and classroom needs. There will be two winners (\$1,000 each). The funding will come from the ASLHS budget.

Seconded: Katie Moore

Vote: passed

MOTION #2025-023: I, Stephanie Proctor, move to distribute \$4557 for Melissa, ASLHS Graduation coordinator to make an order of 60 dozen of honor cords with charms. The shipping costs are included in the full amount of the request. Shipping costs are \$257 dollars due to the weight. The funding will come from the ASLHS budget.

Seconded: Jason Zinza

Vote: passed

MOTION #2025-024: I, Stephanie Proctor, move to distribute \$2800 for Melissa, ASLHS Graduation coordinator to make an order for 200 pieces of stoles. The shipping costs are included in the full amount requested. Shipping costs are \$60. The funding will come from the ASLHS budget.

Seconded: Katie Moore

Vote: passed

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

Announced that all of our work is deeply appreciated.

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

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

9. Adjournment

MEETING ADJOURNED AT 9:07 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*

March 16, 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