



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, March 23, 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.

Join Zoom Meeting

<https://zoom.us/j/94941045053?pwd=YqeWxy0cYDSST5k0wbwyauVd6xIEha.1>

Meeting ID: 949 4104 5053

Passcode: 740012

1. Roll Call

James Wilson, President

Matt Andersen, Vice President

Jason E. Zinza, Treasurer

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]**

Stephanie Proctor, ASLHS Coordinator

b. Invited Guests:

None

c. Observers

None

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: Matt Andersen
- b. Recognition of quorum

4. Approval of previous minutes

MOTION #2025-027: I, Katie Moore, move to approve the meeting minutes from 2/2/2025 as read.

Seconded: Jason Zinza

Vote: passed

MOTION #2025-028: I, Katie Moore, move to approve the special meeting minutes from 2/13/2025 as read.

Seconded: Jason Zinza

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	IPPG Committee	To Be Implemented

		not		this fall
2024-072	Annual Fiduciary Training	Ensure the board's fiduciary responsibilities	Professional Development Director	In progress
2024-074	Approval of Committee Members	Vice President responsible for nominations to be approved by the board	IPPG	In progress
2024-076	Insurance Rider for Minors	Purchase of the insurance for \$69.00	Treasurer	In progress
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24	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	In progress
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for ASLHS sponsors via a drawing	ASLHS Director & Treasurer	In progress
2024-125	ASLTA CEUs	Allow members to purchase \$15 CEUs for the PLCs	PD Director & Vice President	In-progress
2025-002	Appoint a representative to go to SoCAL Mini-Conference	Conference on 3/1/25 up to \$1500	Treasurer	Completed
2025-003	Spending Authorization for NPDC 2025 teams	March 10-14 in DC	Treasurer	In progress

	from NPDC account			
2025-005	Allocate Funds of \$300	For Erin Rhoden for the January symposium	Treasurer	Completed
2025-007	Allocate Funds of \$400	For Ben Jarashow's webinar on February 1	Treasurer	Completed
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	Completed
2025-016	Spend \$8.00 for snack pack bags	To send ASLHS pins	ASLHS/ Treasurer	Completed
2025-018	Pay ASLTA Insurance	\$1,521.54 to Philadelphia Insurance for 2025-2026 organizational insurance coverage	Treasurer	Completed
2025-019	ASLTA budget	approve the revised 2024-2025 budget to account for reductions	Treasurer	Completed

		in anticipated revenue and eliminate funding for some projected expenditures		
2025-020	Allocate Funds	\$650 for Malibu Barron's webinar on February 22, 2025	PD/Treasurer	Completed
2025-021	Distribute funds for scholarship winners	Amount of \$4000. There will be 2 HS Senior winners (\$1,000 each). There will be 2 college winners.	ASLHS/ Treasurer	In Progress
2025-022	Distribute funds for teachers who apply for grants	Amount \$2000 with two winners of \$1000 each.	ASLHS/ Treasurer	In Progress
2025-023	Distribute funds for Melissa	Amount \$4557 for the 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.	ASLHS/ Treasurer	Completed
2025-024	Distribute funds for Melissa	Amount: \$2800 for the 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.	ASLHS/ Treasurer	Completed
2025-025	Certificate Renewal Change proposal	Tutor: 20 ASLTA CEUs; Lab Instructor: 20 ASLTA / 10 PD	Vice President/ Evaluation	In Progress

		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.		
2025-026	WHOVA Account	Renew WHOVA account by paying \$2599	Treasurer	Completed

a. President's Report (15 minutes)

- i. Communications Director Video Announcement. Redid a video recently due to the fact this position and Evaluation Director are not being up for election this summer. More information during the Town Hall report.
- ii. Nominations and Election/Awards Committees. Made a separate video for this. Rey Vega, Joy Schultz, and Joanna Witulski are on the committee with Rey as chair. Jerri Seremeth, Damon Johnson, and Heather Arazi - on awards committee with Jerri as chair.
- iii. Conference Scholarships. This has been set up and he will make another President's message about the scholarship. ASLTA, David A. Martin Legacy Fund for Certification Members, BKP, and ASLHS scholarships are up for the conference.
- iv. Town Hall Meeting: Mar 25, 2025 . Yesterday's town hall meeting was successful. Wants the board to try to attend as well. Katie will talk about this during her report.
- v. Preparations for ASLTA's General Assembly Sessions. We need to prepare an outline of our reports and committee reports. Will take care of the agenda and review it with Mark Apodaca, the parliamentarian.
- vi. Mentioned that some foreign presenters are concerned about not being able to travel. He got a text message about this.

b. Vice President's Report (15 minutes)

- i. Retreat in DC/MD: Success. Many things like decisions regarding NPDC were "complete".
- ii. NASL EHL & ACEDHH. Difficult to contact them so far. Will keep trying to contact them.
- iii. World Sign Language Teachers
 - 1. Serving on Curriculum Framework Taskforce

iv. Committee Reports:

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Chair: Matt Andersen	March 12	Y
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Steering	Chair: Bren Falgier	?	N
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
Evaluation Advisory	Chair: NA	NA	N
<i>Board Action Needed:</i>	(Insert from committee minutes here)		
DEI	Chair: Sunny Brych (Interim)	March 16	
<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)
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Writing <i>Board Action Needed:</i>	Chair: Greta Knigga-Daugherty	05/14/25 (next meeting)	
	(Insert from committee minutes here)		
IPPG <i>Board Action Needed:</i>	Chair: James Wilson		
	(Insert from committee minutes here)		
Barbara Kappapell Project <i>Board Action Needed:</i>	Chair: Bridget Klein	March 10 & 24	
	(Insert from committee minutes here)		
Scholarship <i>Board Action Needed:</i>	Chair: James Wilson		
	(Insert from committee minutes here)		

Conference Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
2025 NPDC <i>Board Action Needed:</i>	Chair: Greta Knigga-Daugherty		N/A
	(Insert from committee minutes here)		
ASLTA Awards <i>Board Action Needed:</i>	Chair: Jerri Seremeth		
	Damon Johnson Heather Arazi		
Nominations & Elections <i>Board Action Needed:</i>	Chair: Rey Vegas		
	(Insert from committee minutes here)		

c. Secretary's Report (15 minutes)

- i. Checking - schedule for the next few meetings - April 13, May 18 and June 8.
- ii. Need to know which day to make sure the last NPDC meeting minutes are sent to the members. CHECKED BYLAWS: Send 30 days before the conference. Give to Matt Andersen to be sent to the members on June 9.

d. Treasurer's Report (15 minutes)

- i. Budget update: ASLTA is performing at 68% of projected revenue. Major shortfall is with ASLHS sales, but I expect at least \$20,000.00 in additional revenue by the end of May. If this is the case, then **ASLTA will likely end the 2024-2025 cycle with approximately \$16,000.00 deficit / in the red.** ASLTA must develop alternate sources of revenue beyond membership growth, PD, and ASLHS sales to keep up with inflation.
- ii. NPDC 2025 update: Registration has not reached 200 attendees. Treasurer is recommending significant cuts to reduce the overall cost and will present options to the NPDC 2025 committee tomorrow (Monday, March 24, 2025). Due to the registration size, the committee already plans to discuss downsizing the closing banquet from the Field House to the Cafeteria Upper Level, which would be a considerable savings.
- iii. Reminder about ASLTA's alcohol policy. No alcohol can be billed to ASLTA while on ASLTA business. If alcohol is purchased, it cannot be billed to a hotel room that ASLTA pays for, and it cannot be put on a reimbursement request form.
- iv. Would like to begin purchasing travel for Board members to Washington, DC for the NPDC.

MOTION #2025-029: I, Jason E. Zinza, move to allocate \$5,000.00 from the Main account to purchase transportation for Board members to Washington, DC for NPDC attendance. Will keep an eye on costs and try to obtain the least expensive option between now and the upcoming months.

Seconded: Katie Moore

Vote: passed

- v. SLPI:ASL evaluator training is being held on May 19-22, 2025 at NTID. Suggest ASLTA send two - three Board members for SLPI training as an investment into ensuring Board members are current in the field's assessment purposes. Training cost is \$750.00 per person, plus transportation and accommodations. Estimated total cost for 3 attendees: \$6,000.00.

MOTION #2025-030: I, Jason E. Zinza, move that we go into a closed session.

Seconded: Debbie Colbert

Vote: passed

MOTION #2025-031: I, Jason Zinza, move that we end the closed session.

Seconded: Katie Moore

Vote: passed

MOTION #2025-032: I, Jason E. Zinza, move that ASLTA allocate \$6,000.00 to send three Board members to NTID to undergo SLPI:ASL training in May 2025.

Seconded: Debbie Colbert

Vote: passed

- vi. NPDC 2025 is nearly ready to begin making necessary purchases and will need funds to be available. Expenditures will be tracked and receipts logged in the NPDC 2025 finance spreadsheet.

MOTION #2025-033: I, Jason E. Zinza, move that ASLTA allocate \$10,000.00 from the NPDC 2025 revenue for use by conference planners to begin ordering materials needed for the conference.

Seconded: Katie Moore

Vote: passed

MOTION #2025-034: I, Jason E. Zinza, move that ASLTA approve up to \$700 to buy ASLTA board new shirts.

Seconded: Debbie Colbert

Vote: passed

vii. Current Financial Balances

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	\$ 180,811.50	\$ 124,278.59	68.73%	382
<i>Evaluation & Certification</i>	\$ 10,660.00	\$ 8,685.00	81.47%	1
<i>Professional Development</i>	\$ 25,825.00	\$ 20,785.00	80.48%	5
<i>ASL Honor Society</i>	\$ 81,323.00	\$ 29,079.50	35.75%	51
<i>Committee Accounts</i>				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	
<i>National Standards</i>	\$ 3,112.22	\$ 0.00	\$3,112.64	2

<i>BK Project</i>	\$ 4,282.17	\$ 0.00	\$4,282.17	4
<i>Inclusion & Equity</i>	\$ 657.88	\$ 0.00	\$657.96	2
Organizational Accounts				
<i>Investment</i>	\$ 2,326.27	\$ 0.00	Ready to deposit	1
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 0.00	N/A	0
<i>NPDC 2025</i>	\$ 151,368.16	\$ 0.00	N/A	184
Account Balances				
<i>Current Financial Status</i>	Bank of America	2024-2025 Budgeted	Reserves	
	\$ 840,976.35	\$ 180,811.50	\$ 660,164.85	

viii. Current Long-Term Investment Balances

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 9,977.01	\$ 410.55	+\$7.32 (+.07%)
<i>LF2 Fund</i>	\$ 5,243.13	\$ 208.44	+\$3.72 (+.07%)
<i>Riggs Fund</i>	\$ 8,623.30	\$ 335.74	+\$6.06 (+.07%)
<i>Main Investment Fund</i>	\$ 100,949.02	\$ 58.73	-\$159.41 (-.16%)
<i>External Donations (specify account)</i>	\$ 0.00		
TOTAL ACCOUNT VALUE	\$ 124,792.46	\$ 1,013.46	-\$3,300.44 (-.11%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

ix. Current Membership Overview

1. ASLTA has exceeded the 605 member goal for 2024-2025 by over 100 more than projected. Memberships continue to trickle in for ASLHS; interestingly, very few new members are registering for the NPDC.

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Supporting - 1 year (to 2025)</i>	52	43	70
<i>Supporting - 2 years (to 2026)</i>	9	8	25
<i>Supporting - 2 years (to 2025)</i>	12	12	-
<i>Associate - 1 year (to 2025)</i>	287	275	250
<i>Associate - 2 years (to 2026)</i>	108	93	90
<i>Associate - 2 years (to 2025)</i>	32	32	-
<i>Certified - 1 year (to 2025)</i>	114	108	80
<i>Certified - 2 years (to 2026)</i>	36	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	715	670	605

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

- i. NPDC - full!
- ii. PD "retreat" - upcoming things. Please let us know if you'd like to be part of the webinars for the upcoming year.
- iii. ASLTA U Summer 2026 - new-ish teachers, support, mentorship
- iv. Board requirement for hours - update? This is something for IPPG to add.
- v. Town Hall Saturday - Feedback for you to read
 1. Emails/communication slow - we explained why
 2. Accreditation? Should ASLTA be an accrediting body for ASL programs? New Board position for this?
 3. Make sure classes/pay is clear on the webpage (I think this has been fixed)

4. Google folder was nice for a place to upload certs as they wanted to
 5. Nice feature to have database to allow them to upload certs
 6. Email once a month for upcoming webinars (first day of the month)
 7. Packages regarding webinars - buy 2 get 1 free, buy 10, get xx free
 8. Coupons were great, free webinar was a great incentive
 9. Nice to have the classes that are up now, plus the upcoming 3 masters classes
 10. Mentorship needed
 11. Testimonials added to webpage, social media
 12. Reach out to K-12 districts, set up a mentoring system
 13. Symposium is great - keep this going please!
 14. Monthly member feature?
 15. Newsletter more often
 16. They enjoyed the presenter postings, as well as the K-12, university, etc. tracks
- vi. Database - need to develop a system

MOTION #2025-035: I, Katie Moore, move to pay Parallel Solvit \$6,000 to develop a professional development database that will keep track of CEUs and PD hours from the PD account.

Seconded: Matt Andersen

Vote: passed

MOTION #2025-036: I, Katie Moore, move to add an option for one-day registration for \$250 for presenters only for NPDC.

Seconded: Matt Andersen

Vote: failed

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

- i. No Report, will report in April

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

- i. No Report

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

- i. Discuss my trip to California.
- ii. Some people have expressed concerns about the certificate. There is confusion between the MASLED certification and the \$100 payment. I will explain this in more detail.
- iii. I've been working on grouping names by last name. It's a slow process, but it will make it much easier for you all to find what you need. I'm not

creating this for myself but for you all to reference. I will share it once I'm done.

- iv. Right now, I'm still on the letter A because it takes a lot of time to go back and sort last names starting with A and B. I'm working on it little by little whenever I get a chance.
- v. I agree that attending workshops during my trip was valuable. People appreciated it and asked me many questions. I feel a bit overwhelmed, but it's good for me to be able to provide as many answers as possible. I'm still learning!
- vi. Rental Car - rented a car for \$229

MOTION#2025-037: I, Jason Zinza, move that we override Quickbooks to reimburse Debbie Colbert \$229 for the car rental. Treasurer did this motion under protest.

Seconded by: Matt Andersen

Vote: passed

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

- i. No Report

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

See you all next month!

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

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

9. Adjournment

MEETING ADJOURNED AT 9:08 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*

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