



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## **Board of Directors Meeting Minutes**

**Sunday, December 14, 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: Dec 14, 2025 06:30 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/97674632524?pwd=DrbzoMRzWsAP6ZYPzxiagHnyCRwOhc.1>**

**Meeting ID: 976 7463 2524**

**Passcode: 650835**

### **1. Roll Call**

#### **a. Present**

Alli Bloom, Vice President

Jason E. Zinza, Treasurer

Katie Moore, Professional Development Director

#### **a. Absent**

[VACANT], Recruitment and Outreach Director

[VACANT], Evaluation and Certification Director

[VACANT], ASLHS Director

Rhonda Jennings-Arey, Secretary

Matt Andersen, President

Juanita Hall, Communications Director

#### **b. Invited Guests:**

None

#### **c. Observers**

Melissa Ibanez

### **2. Call to order**

The meeting was called to order by Vice President Bloom at 6:39 pm EST.

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

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

### 4. Consent Agenda

**MOTION #2025-161:** move to approve the Meeting Minutes of November 9, 2025 as read.

**MOTION #2025-162:** I, Katie Moore, move to approve the cost of Thomas Gießler's Uber cost from the 2025 NPDC due to our inability to pick them up. The amount is not to exceed \$123.88 (US dollars to Euros).

**MOTION #2025-163:** I, Jason E. Zinza, move to pay Condit CPAs and Advisors PC the amount of \$2,500.00 for the preparation of ASLTA's 2024 Form 990 for the IRS.

**MOTION #2025-164:** I, Jason E. Zinza, move to authorize spending up to \$1,500.00 to develop an automated process to create and deliver certificates of attendance upon completion of ASLTA professional development sessions. \$1,500.00 is an estimated cost for custom coding and creation of this tool from the same company working on the PD database project.

**MOTION #2025-165:** I, Katie Moore, move to approve the consent agenda.

**Seconded:** Alli Bloom

**Vote:** Passed

### 5. Old Business (15 minutes)

Action Item #	Topic	Details	Responsible Party	Status (Complete, In Progress, Inc.)
2024-067	Adopt a Policy	Regarding check payments that are returned by the bank for insufficient funds, non-payment, or fraud: A \$50.00 fee will be levied	IPPG	In progress
2024-068	Cash Payments	Adopt policy on not accepting cash payments	IPPG	In progress

2024-069	Forms of Payment Policy	Determine whether to accept payments or not	IPPG	To Be Implemented this fall
2024-072	Annual Fiduciary Training	Ensure the board's fiduciary responsibilities	Professional Development Director	In progress - will have in December (due date is December 2025)
2024-074	Approval of Committee Members	Vice President responsible for nominations to be approved by the board	IPPG	In progress
2024-086	NPDC 2027 Committee	MOU needs to be signed and pay dues by 12/31/24	Treasurer	In progress
2024-107	10 Hours Requirement for Board to Participate	Require Board members to participate to be visual	President	Referred to the Bylaws Committee
2024-122	ASLHS Webinar Passes	Spend \$105 on three webinar passes for ASLHS sponsors via a drawing	ASLHS Director & 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
2025-021	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
2025-025	Certificate Renewal Change proposal	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.	Vice President/ Evaluation	In progress
2025-034	Purchase Board Shirts	up to \$700 to buy ASLTA board shirts	Treasurer	Did not happen
2025-035	Pay Parallel Solvit	\$6,000 to develop a professional development database that will keep track of CEUs and PD hours	Treasurer/PD Director	In progress, this is currently being developed
2025-044	Allocate Funds	\$500 to pay DeafTax for our required fiduciary training.	Treasurer/PD	In progress - to be done by December 2025

2025-046	Hosting training at NPDC and hiring up to 4 new evaluators	host a training session for evaluators during the 2025 National Professional Development Conference and hire up to four new evaluators	Evaluation	In progress
Amendment to 2025-046	Allocate Funds	\$3,000.00 from the Evaluation account to provide seed money for diverse filmography for use within the ASLTA certification and evaluation online training program.	Treasurer	In progress
2025-047	Increasing Evaluation pay	increase the evaluator's pay rate to \$75 for each portfolio attempt, effective September 1, 2025	Evaluation/ Treasurer	In progress
2025-048	Eliminate Renewal Fees	Eliminate the renewal fees from the new Evaluation and Certification process with an estimated financial impact: \$62,700.00 loss between 2025-2031.	Evaluation/ Treasurer	In progress
2025-059	ASLTA purchase an exhibit booth at the ACTFL 2025 conference	\$1,700.00 is the cost	Treasurer	Completed
2025-060	Allocate funds	\$4,500.00 to send three representatives to the ACTFL 2025 conference.	Treasurer	In progress
2025-066	Remove Membership Categories	Supporting Membership category from the membership options starting August 1st, 2025, upon approval of members.	Treasurer/ Vice President	In progress

2025-067	Relaunch the ASL Can-Do Statements project during the 2025 NPDC	Relaunch and recruit 7 members (6 committee members and 1 chair) to complete the project by January 1, 2027. Upon successful completion, committee members will receive a stipend of \$1,000.00 each. Funds to come from reserves.	President	In progress
2025-070	Adding a Certification Advancement Pathway and Fee Waiver for Certified Teacher Level I members	waiver would allow someone with a Certified Teacher Level I to apply to advance to Certified Teacher Level II at no cost	Evaluation/ Treasurer	In progress
2025-076	Approve Funds	\$250 for Barbara Kannapell's project t-shirt.	Treasurer	(No idea about the status of this)
2025-078	Allocate Funds	\$300 to pay Melanie Nakaji	Treasurer	On hold - she has been rescheduled
2025-092	Allocate Funds	pay up to \$1,750 per person for 3 representatives to go to the ACTFL conference in November 2025	Treasurer	In progress
2025-094	Discuss Structure	expansion and structure of Professional Development	PD	In progress - will have structure developed and in place by December 2025
2025-105	Change Certification Period	Recommend that the board of directors consider implementing two-year certification and membership periods for certified members.	Evaluation and Certification Revision Committee	In-Progress

Amendment to 2025-105	Change Certification Period	amend Motion #2025-105 to change two years to four years.	Evaluation and Certification Revision Committee	In-Progress
2025-107	Amend Bylaws	Article IV, Section 1 of the Bylaws to change the word "biennially" to at the "biennial conference" so that it reads: be held at the biennial conference during odd numbered years at a location and date to be determined by the Board of Directors.	Bylaws Committee	In-Progress: Set to be included in the next round of amendments.
2025-109	Establish AD-HOC Committee	ASLTA form "Seal of Quality" stamp committee	President	In-Progress
2025-110	Amend Bylaws	Article VIII, Section 2 of the Bylaws to change "Diversity, Equity and Inclusion Committee" to T.E.A.C.H. (Transforming Equity, Transforming Advocacy, Transforming Communities, Transforming Humanity) Committee so that it reads: The National ASLTA will have the following five standing committees: Bylaw Committee, Steering Committee, Finance Committee, T.E.A.C.H. Committee and Evaluation and Certification Revision Committee."	Bylaws Committee	In-Progress

2025-113	Granting Certification to certain members	The assembly recommend that the Board of Directors consider granting certified certification to holders of Master's Degree in ASLTA's approved Sign Language Education, Sign Language Teaching, or American Sign Language/English upon submission of official transcripts and required payments.	Bylaws Committee	In-Progress
2025-117	Removing Officers	Remove former President James Wilson from all of the Bank of America accounts, including signatory authorization, representative status, account ownership, and close the issued credit card, effective 7/24/2025.	Treasurer	In progress
2025-118	Adding Officers	Add President Matt Andersen to all of the Bank of America accounts, including signatory authorization, representative status, account ownership, and close the issued credit card, effective 7/24/2025.	Treasurer	In progress
2025-119	Removing Officers	Remove former Presidents Janice Warsaw Smith and James Wilson from all of the Schwab accounts, including signatory authorization, representative status, account ownership, and close the issued credit card, effective 7/24/2025.	Treasurer	In progress

2025-120	Adding Officers	Add President Matt Andersen to all of the Schwab accounts, including signatory authorization, representative status, account ownership, and close the issued credit card, effective 7/24/2025.	Treasurer	In progress
2025-122	Pay KIS	Pay the amount of \$840.00 for interpreting services	Treasurer	In progress
2025-125	Allocate Funds	\$750.00 to pay all individual interpreter contractor fees	Treasurer	In progress
2025-127	Allocate Funds	\$12,000.00 to pay any and all final remaining NPDC costs	Treasurer	In progress
2025-128	Remove officers and hire a person	remove James Wilson as the registered agent representing ASLTA with the North Carolina Secretary of State, and hire a commercial agent service at a cost of \$350.00 per year.	Treasurer	In progress
2025-129	Discontinue Policy	discontinue separate processing or convenience fees and instead incorporate any such amounts into the actual item price, to ensure consistent pricing regardless of the manner of payment.	Treasurer IPPG?	In progress
2025-130	Adopt a policy	adopt a rounding adjustment process when determining fees to ensure a round number without any cents is charged, effective August 1, 2025.	IPPG	In progress

2025-135	Provide discounts	provide discounts for the 2027 NPDC conference for the presenters from 2025. These discounts are for \$75 each, with a total of \$4,050. These will be offered as a coupon code for 2027, and will only be able to be used by members in good standing	PD Director/ Treasurer	In progress (will be completed July 2027)
2025-136	Allocate funds	\$10,000 from reserves as seed money for 2026 ASLTA U initiative.	Treasurer	In progress
2025-137	Pay a platform	authorize spending of \$160 to pay Padlet (Teams version) for ASLTA and ASLHS uses. Total cost of \$160.00.	Treasurer	In progress
2025-144	Allocate Funds	\$600 each for Dr. Kim Kurz and Sharon Lott for the webinar they provided October 4 & 11, 2025 (SLPI Part 1 & 2)	Treasurer/ PD	In progress
2025-145	Allocate Funds	Diane Lillo-Martin, who will be providing a webinar for us on November 1st, 2025.	Treasurer/ PD	In progress
2025-146	Allocate Funds	\$300 for Stacy Steggs, who will be providing a webinar for us on November 8th, 2025.	Treasurer/ PD	On hold - she had an emergency need to reschedule.
2025-152	Cancel budget	cancel ASLHS' attendance to ACTFL 2025 and allocate \$1000 for two teachers grant	Treasurer	HOLD

2025-154	Allocate Funds	\$2,100.00 to cover transportation, hotel, and per diem for two Board members to attend the CED Board meeting in Denver, Colorado on January 29, 2026.	Treasurer	In progress
2025-155	Set Funds Aside	Up to \$10,000.00 to use for development of an evaluation database similar to the professional development database that was recently completed. Project to begin after no additional tweaks are needed for the PD database	Treasurer	In progress
2025-159	Award Coupons to Webinars	one coupon for a free webinar for all members current as of November 30, 2025	Treasurer/ PD	In progress
2025-160	Award Coupons to Symposium	one free Symposium registration to be drawn at the conclusion of ACTFL conference in November 2025, with a cost not to exceed \$156	Treasurer/ PD	In progress - Drawing 12/6/25 with Lisa Tilleskjoer as winner!
Amendment to 160	Award Coupons to Symposium	amend the motion to add a second person to be awarded a free Symposium with a cost not to exceed \$312.	Treasurer/ PD	In progress

**a. President’s Report (15 minutes)**

i. Con

ASLTA Projects	Board Action Items
<b>ACTFL Standards</b>	Coordinator: Matt Andersen

Update the standards	Updates: Matt met with Bev Buchanan to discuss the next step and we have realized that there is not much to do to update the current edition of the standards. Our goals for the next edition are 1) replace wordings to make everything measurable and 2) update with some new ideas and examples to incorporate more current practices.
	Action Items: Form a revision committee Form a stakeholders committee
<b>ACTFL Can-Do Statements</b> Develop for ASL	Coordinator: Matt Andersen
	Updates: Matt met with Bev Buchanan to discuss ASLTA's plans. As SIG president, she is ready to provide the committee any support it needs. Matt also exchanged emails with Jason Listman regarding his previous experience on the former committee. The goal was to not repeat the same 'mistake' or be more prepared to get past the previous roadblock.
	Action Items: Form a committee
<b>Evaluation &amp; Certification</b> Revise the whole program	Coordinator: Matt Andersen, Jason Zinza & Katie Moore
	Updates: Web pages are finally up. Everything is in place as of September 5th. Dealt with various issues with hyperlinks.
	Action Items: Certification Promotional procedure needs to be determined and implemented as soon as possible.
<b>Symposium</b> Cementing this as our offering.	Coordinator: Katie Moore
	Updates: Sent out call for presenters, sent out advertising for registration
	Action Items: Continue to advertise, and secure presenters
<b>ASLTA U</b>	Coordinator: Katie Moore
	Updates: This has been postponed for a later year, due to needing to focus on other priorities first.
	Action Items: Form a committee Choose dates Choose location Develop program and agenda
<b>Bylaws &amp; IPPG</b> Revise both documents to	Coordinator: Matt Andersen and Vice President

support the organization as a whole.	Updates: The bylaws committee have begun working through the IPPG documents for alignment and feedback on what needs to be written.
	Action Items: Identify policies and procedures that need to be voted by the board to make them official. Identify which policies and procedures need to be written.
<b>ASL Honor Society</b> Elevate its offering and make it more exciting and relevant for all levels.	Coordinator: Vice President and ASLHS Dir.
	Updates: Matt met with the ASLHS team to discuss several issues that needed to be addressed. Matt and Melissa have removed items that are no longer for sale.
	Action Items: Update/Evaluate the program Map out goals for the next two and four years
<b>Researchers' Think Tank</b> <i>To promote research effort within ASL education.</i>	Coordinator: Matt Andersen
	Updates: Matt is awaiting for ACE-DHH to respond regarding forming a collaborative relationship between both organizations.
	Action Items: Pick a date
<b>True Biz Talk</b> <i>To promote research effort within ASLTA</i>	Coordinator: Matt Andersen
	Updates: Met with Bev Buchanan and Diane Mary Clark every monday to strategize on how to salvage the data by having focus groups
	Action Items: Obtain an IRB Focus groups
<b>NPDC 2027</b> <i>Colorado</i>	Coordinator: Katie Moore and Outreach & Recruitment Dir.
	Updates: Will have MOU typed up and sent to Jason & Matt by the end of the week
	Action Items: complete MOU
<b>NPDC 2029</b>	Coordinator: Matt Andersen & Jason Zinza
	Updates:
	Action Items:

<b>Institutional Membership</b> <i>Revise the membership to make it more appealing and beneficial.</i>	Coordinator: Jason Zinza and Outreach & Recruitment Dir.
	Updates:
	Action Items:

**b. Vice President's Report (15 minutes)**

- i. Update from Innivee Strategies/Shane Feldman regarding leadership training for the board (I forwarded his proposal to you all):
  - Estimate:
    - a. \$15,000.00 fee
    - b. \$18,000.00 for two 6-person Board retreats (using one person = \$1,500.00 formula)
    - c. + Shane's reimbursable expenses
    - d. Total is roughly \$33,000.00
  - Thoughts? I need to report back to Shane with our decision.  
 Alli to contact Shane and express appreciation but ASLTA will not pursue training immediately but would like to keep the possibility option in the future.
- ii. Deaf Interpreter Conference 5 (Andrew Moore):
  - Andrew reached out to inquire about sponsorship opportunities with us. I emailed him back, but I haven't received a response from him yet.
    - a. Alli to follow up with Andrew.
- iii. Emails:
  - If you have an email that needs a quick response, please feel free to email it to me, and I will use my best customer service.
- iv. **Committee Reports:**
  - Joined the Bylaws and Seal of Quality committee meeting last month.
  - Noticed that some committees haven't met for a few months, I will email their chairs to follow up.

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)

<b>Bylaws</b>	Chair: Katie O'Brien	11/16/25	Y
<i>Board Action Needed:</i>	<a href="https://docs.google.com/document/d/1bYc1PdoUJJPdypuh6tC0kL1b9zOAYAEpK-c-7YL9Lbe0/edit?usp=sharing">https://docs.google.com/document/d/1bYc1PdoUJJPdypuh6tC0kL1b9zOAYAEpK-c-7YL9Lbe0/edit?usp=sharing</a>		
<b>Steering</b>	Chair: Bren Falgier	10/26/25	Y
<i>Board Action Needed:</i>	<a href="https://drive.google.com/file/d/1_CRoSwcdsOcUAXIMKTKFUIRIWJJp-ENy/view?usp=sharing">https://drive.google.com/file/d/1_CRoSwcdsOcUAXIMKTKFUIRIWJJp-ENy/view?usp=sharing</a>		
<b>Evaluation Advisory</b>	Chair: NA	8/12/25	Y
<i>Board Action Needed:</i>	<a href="https://docs.google.com/document/d/1FcYZIANMRglpJDea9wXyWuFbDWw-x-3FqAGdSINndao/edit?usp=sharing">https://docs.google.com/document/d/1FcYZIANMRglpJDea9wXyWuFbDWw-x-3FqAGdSINndao/edit?usp=sharing</a>		
<b>DEI</b>	Chair: Sunny Brysch	4/27/25	Y
<i>Board Action Needed:</i>	<a href="https://docs.google.com/document/d/1NGYyhJWYM13YgNmaJoTg0xeG4efG4YLDiHsSkk0shA/edit?usp=sharing">https://docs.google.com/document/d/1NGYyhJWYM13YgNmaJoTg0xeG4efG4YLDiHsSkk0shA/edit?usp=sharing</a>		
<b>Finance</b>	Chair: Jason E. Zinza	NA	N
<i>Board Action Needed:</i>			

<b>Ad-Hoc Committees</b>	<b>Board Action Requested</b>	<b>Date of Most Recent Meeting</b>	<b>Meeting Minutes Filed (Y / N)</b>
<b>Writing</b>	Chair: Greta Knigga-Daugherty	6/26/25	Y
<i>Board Action Needed:</i> Finish 2023 IRS Report developed by the Writing Committee	<a href="https://docs.google.com/document/d/1E9_-w7aur2VFX0XX6i4KecB-uTjphiTnGIghTU9CQqQ/edit?usp=drive_link">https://docs.google.com/document/d/1E9_-w7aur2VFX0XX6i4KecB-uTjphiTnGIghTU9CQqQ/edit?usp=drive_link</a>		
<b>IPPG</b>	Chair: Matt Andersen	6/18/24	
<i>Board Action Needed:</i>	<a href="https://docs.google.com/document/d/1MPFvx4_D0NyPMx2Ss_GxUCRkZmff0ncqqlhmqTRxzT0/edit?usp=drive_link">https://docs.google.com/document/d/1MPFvx4_D0NyPMx2Ss_GxUCRkZmff0ncqqlhmqTRxzT0/edit?usp=drive_link</a>		

<b>Barbara Kappapell Project</b>  <i>Board Action Needed:</i>	Chair: Bridget Klein	10/11/25	Y
	<a href="https://docs.google.com/document/d/1_ShSmh41lr_NAvv2Et-0Z5QHckWtMP-HzJNI37AyFpk/edit?usp=sharing">https://docs.google.com/document/d/1_ShSmh41lr_NAvv2Et-0Z5QHckWtMP-HzJNI37AyFpk/edit?usp=sharing</a>		
<b>Seal of Quality</b>	Chair: Rotating	11/29/25	Y
	<a href="https://docs.google.com/document/d/1R5BBUjtAxfoCwCTA6ICE4jvLSGgV0XoaMnAajyBRY9U/edit?usp=sharing">https://docs.google.com/document/d/1R5BBUjtAxfoCwCTA6ICE4jvLSGgV0XoaMnAajyBRY9U/edit?usp=sharing</a>		
<b>Scholarship</b>  <i>Board Action Needed:</i>	Chair: James Wilson		
	(Insert from committee minutes here)		
<b>Professional Development</b>	Chair: Katie Moore	10/13/25	Y
	<a href="https://docs.google.com/document/d/13W9dso6Sz2J-B015Vzi2E9026r3iB1eo/edit?usp=drive_link&amp;oid=103262786868494467767&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/13W9dso6Sz2J-B015Vzi2E9026r3iB1eo/edit?usp=drive_link&amp;oid=103262786868494467767&amp;rtpof=true&amp;sd=true</a>		

**c. Secretary’s Report (15 minutes)**

- i. Attended the ACTFL convention as an Exhibitor, and the turnout was great! We had some feedback from each other and others for the next time, if we go as exhibitors again. Link for our convenience: [ACTFL Booth Feedback](#)

**d. Treasurer’s Report (15 minutes)**

- i. The 2024 Form 990 was completed and submitted to the IRS on November 14, 2025. Currently investigating options to ensure filing is complete much earlier, which might mean hiring independent contractors to process payments and receipts after the NPDC ends. Needs to be turned in by May 15. Can have 6 month extension to Nov 15, but November 16 the status will be revoked. Discussed possibility of using Finance Committee, but need someone with very good attention to detail.
- ii. For the second year in a row, the required annual report was not included with the Form 990. Matt had it, and was supposed to send out December 1, but will send out tomorrow. Will follow up on this, was sent out to us to add in our information. Need to send it out November 15th when we do the 990. Will assign this to the Writing Committee.

**MOTION #2025-166:** I, Katie Moore, move to assign the Writing Committee to complete the Annual Reports due by August 31 of each year.

**Second:** Jason Zinza

**Vote:** Passed

- iii. PD database project is  $\frac{2}{3}$  complete; the remaining portion is custom coding to connect the database with individual member profiles, so that members can see their individual PD transcript from within the member profile.
- iv. The ASLHS store is not fully functional until variable-priced shipping costs are configured. Is this something that ASLTA can hire a freelancer to do?
- v. The ASLTA online store has not been developed yet. The 2025-2026 budget includes revenue of \$1,000.00 from this store. Is developing the store something that ASLTA can hire a freelancer to do?
- vi. Very concerned about the lack of a contract for the 2027 NPDC. Registration for the conference is scheduled to open on July 1, 2026 and as of today, there is no contract ensuring the conference will be held at UNC. ACTION ITEM: NPDC 2027 planning meeting on Wednesday, Dec. 17, 7 pm EST / 6 pm CST>
- vii. ASLTA representation at FASLTA 2026 (February 12-15, 2026 in Boca Raton, Florida). Should ASLTA send a representative to staff an exhibit booth? Financial impact: \$150.00 booth fee; \$1,500.00 to send one representative; total cost estimated at \$1,650.00.

**MOTION #2025-167:** I, Jason E. Zinza, move to allocate \$1,650.00 to send one ASLTA board member to FASLTA as an exhibitor (and possible presenter).

**Second:** Katie Moore

**Vote:** Passed

- viii. ASLTA representation at the 2026 ASL Educators Conference (March 13, 2026, in Los Angeles, CA). Registration is \$200.00; booth fees have not been announced; \$1,500.00 to send one representative; total cost estimated at \$1,700.00.

**MOTION #2025-168:** I, Jason E. Zinza, move to allocate \$1,700.00 to send one ASLTA board member to the ASL Educators Conference in Los Angeles, CA on March 13, 2026 as an exhibitor.

**Second:** Katie Moore

**Vote:** Passed

- ix. Plan to launch the Finance Committee in January 2026. In the absence of Board direction regarding this committee, I plan to have members do the following:
  - Evaluate ASLTA's long-term investment portfolio and make recommendations to ensure the investments continue to grow
  - Design an annual fundraising campaign
  - Assist with developing the IPPG manual regarding Treasurer duties
  - Other?
- x. Evaluation Office: I have a list of certified members who renewed for 2025-2026 whose certifications expired in 2025. How should renewals be addressed for this group?
- xi. Evaluation Office: Multiple applicants are upset and demanding a resolution regarding wait times for portfolio access. Helen DeCoursey, David Alves, Brete Aaron Cummins, Hope Sweeney, and Anthony Fattibene, along with Helen DeCoursey's employers, have contacted multiple times requesting a resolution. What exactly is the hold up, and when and how will access be granted?

**MOTION #2025-169:** I, Katie Moore, move to enter into a closed session.

**Second:** Jason Zinza

**Vote:** Passed

**MOTION #2025-170:** I, Katie Moore, move to leave the closed session.

**Second:** Jason Zinza

**Vote:** Passed

xii. **Current Financial Balances**

- The treasurer is concerned by the low level of revenue so far this year. ASLHS and PD are both performing weaker than expected. Ideas to boost revenue?

<b>Accounts &amp; Allocations</b>	<b>Anticipated Revenue</b>	<b>Actual Revenue</b>	<b>Progress</b>	<b>Need to Process</b>
<i>Main</i>	\$66,692.53	\$ 53,476.00	80.18%	337
<i>Evaluation &amp; Certification</i>	\$4,000.00	\$ 850.00	21.25 %	7
<i>Professional Development</i>	\$25,000.00	\$ 6,792.22	27.16 %	71
<i>NPDC 2025</i>				14
<i>ASL Honor Society</i>	\$80,000.00	\$ 5,577.63	6.97%	12

<b>Committee Accounts</b>				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	
<i>National Standards</i>	\$ 3,113.28	\$ 0.00	\$ 3,113.59	3
<i>BK Project</i>	\$ 3,192.97	\$ 0.00	\$ 3,193.04	4
<i>Inclusion &amp; Equity</i>	\$ 658.08	\$ 0.00	\$ 658.14	1
<b>Organizational Accounts</b>				
<i>Investment</i>	\$ 2,326.27	\$ 0.00	Ready to deposit	
<i>External Donations to Main Checking Account</i>	\$ 0.00	\$ 0.00	N/A	0
<b>Account Balances</b>				
<i>Current Financial Status</i>	Bank of America	2025-2026 Budgeted	Reserves	
	\$ 787,210.88	\$162,350.00	\$ 624,860.88	

xiii. **Current Long-Term Investment Balances**

<b>Schwab Long-Term Investment Accounts</b>	<b>Account Balance</b>	<b>Available Funds (cash)</b>	<b>Investment Notes</b>
<i>L1 Initiatives Fund</i>	\$ 11,009.55	\$ 516.72	-\$61.20 (-.55%)
<i>LF2 Fund</i>	\$ 5,811.75	\$ 260.36	-\$34.20 (-.59%)
<i>Riggs Fund</i>	\$ 9,576.21	\$ 419.58	-\$57.60 (-.60%)
<i>Main Investment Fund</i>	\$ 109,715.78	\$ 66.03	-\$522.81 (-.50%)
<i>External Donations (specify account)</i>	\$ 0.00	\$0.00	\$0.00
<b>TOTAL ACCOUNT VALUE</b>	<b>\$ 136,113.29</b>	<b>\$ 1,262.69</b>	<b>-\$705.81 (-.52%)</b>
*Fund cannot be used until it has reached \$10,000.00 in value.			

xiv. **Current Membership Overview**

- Membership renewals picked up in November, thanks to the reminder emails sent out. We are still 100+ members short of the 2025-2026 goal, but have reached 83% of the target so far.
- Treasurer will continue to send reminder emails, focusing on those with ASLTA certification that have not renewed membership as of 11/30/25. At what point should emails come from the Evaluation Office notifying them that certification has been revoked?

<b>Membership Category</b>	<b>Current #</b>	<b>Last Meeting #</b>	<b>Membership Goal</b>
<i>Associate - 1 year (2025 to 2026)</i>	222	27	216
<i>Associate - 2 years (2024 to 2026)</i>	58	58	58
<i>Associate - 2 years (2025 to 2027)</i>	86	28	159
<i>Certified - 1 year (2025 to 2026)</i>	86	36	113
<i>Certified - 2 years (2024 to 2026)</i>	38	38	38
<i>Certified - 2 years (2025 to 2027)</i>	40	25	65
<i>Retired - 1 year (2025 to 2026)</i>	1	0	3
<i>Retired - 2 years (2024 to 2026)</i>	3	3	3
<i>Retired - 2 years (2025 to 2027)</i>	5	0	2
<i>Retired Certified - 1 year (2025 to 2026)</i>	8	3	3
<i>Retired Certified - 2 years (2024 to 2026)</i>	1	1	1
<i>Retired Certified - 2 years (2025 to 2027)</i>	5	3	1
<i>Institutional Members</i>	0	0	0
<i>Honorary Members</i>	7	7	7
<b>TOTAL MEMBERSHIP</b>	<b>560</b>	<b>229</b>	<b>669</b>

**e. Professional Development Director’s Report (15 minutes)**

- i. Symposium/PD update - We have had several webinars. We have 13 signed up for Symposium so far with more advertising to be done. We have had 146 sign ups total for courses, webinars, and symposium.
- ii. Courses to be rolled out January 1st - ASL Assessment, ASL Teaching Methods, and Curriculum Development
- iii. Need website updated with current webinars and sign ups.
- iv. Issues with communication - We have serious issues with communication with our members. We need to develop a strict communication policy or something to resolve this, because it's not fair to them. There are people who have been waiting for months for simply an email response, and they're not even getting that.

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

- i. No Report

**g. Communications Director's Report (15 minutes)**

- i. No Report

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

- i. No Report

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

- i. Would like to modify ASLHS Membership Coordinator to ASLHS Chapter Resources Coordinator, due to frequent misunderstandings about the tasks that position can and cannot assist with. ACTION ITEM: Work with Matt to set up a new email address: [aslhs.resource@aslta.org](mailto:aslhs.resource@aslta.org).
- ii. Significant rise in new ASLHS chapters. Currently at 67 new for the year.
- iii. An ASLHS grant recipient disclosed that she no longer teaches ASL and would like to transfer the grant to the replacement ASL teacher. Resolution: Melissa sending a letter saying no, the grant will not be transferred to the new ASL teacher.
- iv. ASLHS Director position remains unfilled. Want this filled!
- v. Art competition netted 52 submissions. Currently in the voting phase. Spring ASL Lit competition topic will be "Fable." Info packet will be released on January 1.
- vi. Will do a raffle for new and returning ASLHS members, with an ILY trinket as a prize.
- vii. Reaching out to new ASL teachers at institutions that previously had an ASLHS chapter on campus.
- viii. Grant applications will open in January 2026 and close in mid-to-late February. Goal is to have grants awarded in March 2026.
- ix. Retreat follow-up and outline plans for July 2026. Please see document sent to Board.

- X. I, whoever proposes, authorize purchasing 1,200 ASLHS Pin for \$1.70 each. The total cost of for the ASLHS Pins would be \$2137.50, including shipping cost.

**MOTION #2025-171:** I, Jason E. Zinza, move to purchase 1,200 ASLHS pins in the amount of \$2,137.50, including shipping costs.

**Seconded:** Katie Moore

**Vote:** Passed

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

None

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

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

**9. Adjournment**

MEETING ADJOURNED AT 9:44 pm EST

**10. Meeting minutes respectfully submitted by Jason E. Zinza, Treasurer**

**11. ASLTA Calendar**

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

January 11, 2026

February 8, 2026

March 8, 2026

April 12, 2026

May 17, 2026 (due to Mother's day)

June 14, 2026

July 12, 2026

August 9, 2026

September 13, 2026

October 11, 2026

November 8, 2026

December 13, 2026