



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, September 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.

Join Zoom Meeting

<https://zoom.us/j/98486325349?pwd=nPRJArBI7CdlahoY4CRqpjn5ejeAlu.1>

Meeting ID: 984 8632 5349

Passcode: 164408

1. Roll Call

a. Present

Matt Andersen, President
Juanita Hall, Communications Director
Katie Moore, Professional Development Director
Rhonda Jennings-Arey, Secretary

a. Absent

Jason E. Zinza, Treasurer
[VACANT], Vice President
[VACANT], Recruitment and Outreach Director
[VACANT], Evaluation and Certification Director
[VACANT], ASLHS Director

b. Invited Guests:

Melissa Ibanez

c. Observers

None

2. Call to order

The meeting was called to order by President Andersen at 6:34 pm EST.

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

- a. Appointment of timekeeper: Juanita Hall
- b. Recognition of quorum - met.

4. Approval of previous minutes

MOTION #2025-138: I, Katie Moore, move to approve the meeting minutes from 8/10/2025 as read.

Seconded: Rhonda Jennings-Arey

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
Amendm ent 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)
2025-077	Approve Funds	\$7,000 for ASLTA t-shirts	Treasurer	Completed
2025-078	Allocate Funds	\$300 to pay Melanie Nakaji	Treasurer	On hold - she has been rescheduled
2025-080	Order Materials	1 set of Office 3 Hole Punch Tray	Treasurer/ ASLHS	Completed
2025-090	Pay Venue	pay Gallaudet University 136,232.00 for all kinds of room rentals	Treasurer	Completed
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
2025-093	Adopt a Policy	Intellectual Property policy, effective today, July 7, 2025	IPPG	Completed
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

Amendm ent to 2025-105	Change Certification Period	amend Motion #2025-105 to change two years to four years.	Evaluation and Certification Revision Committee	
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
2025-121	Pay Wanda Riddle	Pay the amount of \$500.00 for NPDC 2025 storage space.	Treasurer	Completed
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
2025-134	Send a representative to NASL-EHL	President Andersen to 2025 NASL-EHL conference being held in Salem, Oregon, October 9 - 11, 2025. Estimated cost \$1,200.00.	Treasurer	Completed
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 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

a. President's Report (15 minutes)

i. Consent Agenda:

- Bundles multiple routine, non-controversial items, like approving minutes or expected actions or spendings, into a single agenda item for collective approval with one vote.
- This is time-saving practice that allows us to skip unnecessary discussions and focus on more significant, complex, and strategic issues.

- Consent Agenda will be implemented in our next board meeting, replacing approval for meeting minutes as it will be included within the consent agenda.
- ii. Board Member Reports:
 - Starting in our next board meeting. Please have them typed in entirely. Secretary Rhonda will add in whenever there's any additional information shared during the discussion.
 - Instead of ASL-izing each report. Ask if there's any questions or concerns. If nothing, move on to the next agenda item.
 - a. Whenever possible, please use Google Doc's comment feature to ask questions and answer questions before the meeting.
 - b. For record keeping, the report should be edited to include the discussion in the comment box. Secretary Rhonda will remove all of the comments before archiving the meeting minutes.
 - Focus more on items that need to be voted on and those that need to be discussed or strategized.
- iii. Research Efforts
 - ASLTA's NPDC Tru-Biz Talk
 - a. Team: Bev Buchanan, Matt Andersen, Mary Diane Clark, and potentially bringing one or two students from Lamar University Deaf Studies Deaf Education's masters program.
 - b. IRB has been moved from Nova Scotia Community College to Lamar University.
 - c. Data collection and analysis are completed.
 - d. Focus group interviews are required to collect more in-depth data to support the initial data set.
 - World Sign Language Teachers
 - a. Team: Matt Andersen (PI, ASLTA/USA), Bev Buchanan (Canada), Sara Privac-Alexander (New Zealand), Margaret Odhiambo (Kenya), and Susana Stiglich (Peru)
 - b. Research Question: What are the current trends in sign language education across the globe: teacher preparation, professional development, curriculum availability, etc.
 - c. IRB will be submitted after the team meeting tomorrow.
 - d. The survey is ready to be released.

ASLTA Projects	Board Action Items
ACTFL Standards	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
ACTFL Can-Do Statements 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
Evaluation & Certification 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.
Symposium 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
ASLTA U	Coordinator: Katie Moore
	Updates: Working on this currently with Alli & Jason - reached out to CM7 and Iso Bella for availability and pricing, currently in discussion
	Action Items: Form a committee Choose dates Choose location Develop program and agenda
Bylaws & IPPG 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.
ASL Honor Society 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
Researchers' Think Tank <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
True Biz Talk <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
NPDC 2027 <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
NPDC 2029	Coordinator: Matt Andersen & Jason Zinza
	Updates:
	Action Items:

Institutional Membership <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 (Vacant) (15 minutes)

i. No Report

ii. **Committee Reports:**

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws <i>Board Action Needed:</i>	Chair: Katie O'Brien	Break (1of2)	N/A
	(Insert from committee minutes here)		
Steering <i>Board Action Needed:</i>	Chair: Bren Falgier	Break (1of2)	
	(Insert from committee minutes here)		
Evaluation Advisory <i>Board Action Needed:</i>	Chair: NA	NA	N
	(Insert from committee minutes here)		
DEI <i>Board Action Needed:</i>	Chair: Sunny Brysch		
	(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	09/17/25 (next meeting)	
IPPG <i>Board Action Needed:</i>	Chair: Matt Andersen	09/11/25	
	(Insert from committee minutes here)		
Barbara Kappapell Project <i>Board Action Needed:</i>	Chair: Bridget Klein		
	(Insert from committee minutes here)		
Seal of Quality	Chair: Rotating		
Scholarship <i>Board Action Needed:</i>	Chair: James Wilson		
	(Insert from committee minutes here)		

c. Secretary's Report (15 minutes)

- i. Attended the CED meeting on Friday 9-3 pm. Was wondering if we should be sharing the approved minutes with the board? Was also wondering who will replace Jason when his term is up. Lastly, wondered if we are ready to serve as President when it is our turn. See Treasurer's report for details of the meeting.

d. Treasurer's Report (15 minutes)

- i. Represented ASLTA at the CED Fall 2025 board meeting (online). Meeting topics included program accreditations, diminishing revenue, shrinking membership base. During the accreditation committee breakout session, I raised (again) concern with the low level of ASL proficiency

expected by Deaf Ed teacher graduates from CED-accredited programs. Successfully added this topic to the accreditation review period for 2025-2026; pushback is that Deaf Ed is already a high-impact field and increasing ASL proficiency requirements would likely lead to smaller numbers of Deaf Ed graduates entering the field.

- ii. Continuing to process financial transactions by the November 1 deadline, so that Form 990 can be sent to the IRS by November 15. There is a large backlog of transactions needing to be processed.
- iii. ASLTA has been an affiliate member of NAD for many years. NAD is requesting at least one designated representative from ASLTA to attend quarterly affiliate meetings.
- iv. ACTFL 2025 update: Requesting final attendance numbers. The booth is reserved. Unexpected complication: The booth reps (2 people) are not considered regular attendees. Because they are not regular attendees, ACTFL will not provide interpreters for the 2 booth reps if they want to attend sessions. We need to figure out a solution. As of right now, I have only registered Juanita so far.
- v. CED affiliate dues of \$2,000.00 are due.

MOTION #2025 -139: I, Matt Andersen, move that ASLTA pay CED its annual affiliate dues of \$2,000.00 for the 2025-2026 membership year.

Seconded: Katie Moore

Vote: Passed

- vi. 2025-2026 budget update: Treasurer sent the Board the 2025-2026 budget for consideration. Based on earlier discussions, added new expense categories for advertising (\$1,500.00) and promotions (\$2,000.00 for giveaway registrations, etc.), and increased the Board meeting allocation to include the cost of bringing the Board to New Orleans in November (\$5,800.00). Made adjustments to the ASLHS allocation. The revised anticipated budget leaves only \$7,542.43 in reserves for emergencies throughout the 2025-2026 year.

MOTION #2025-140: I, Matt Andersen, move that ASLTA adopt the 2025-2026 annual budget as presented for implementation.

Seconded: Rhonda Jennings-Arey

Vote: Passed

- vii. ASLHS is requesting authorization to spend \$9,423.00 to purchase 660 graduation stoles. They currently have 57 in stock. Treasurer would like to point out that this amount exceeds the total revenue ASLTA has earned since September 1, 2025 (\$9,147.05 exactly) and would immediately place ASLTA into a deficit. The majority of stole sales occur in April and May, with a small number sold in November or December. ASLHS sold

600 stoles for the year 2024-2025, and their goal is to sell 700 starting October. We must make another motion in December or January to help them meet their goal.

MOTION #2025-141: I, Matt Andersen, move that ASLTA spend \$4350 for 300 stoles which includes shipping costs.

Seconded: Katie Moore

Vote: Passed

- viii. ASLHS is requesting authorization to spend \$459.25 to purchase 500 decals. They have none of this new design in stock.

MOTION #2025-142: I, Matt Andersen, move that ASLTA spend \$459.25 to purchase 500 decals to build ASLHS inventory of items for sale.

Seconded: Katie Moore

Vote: Passed

ix. **Current Financial Balances**

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main</i>	Waiting budget approval	\$ 7,124.13		1,004
<i>Evaluation & Certification</i>	Waiting budget approval	\$ 0.00		12
<i>Professional Development</i>	Waiting budget approval	\$ 2,022.92		67
<i>ASL Honor Society</i>	Waiting budget approval	\$ 0.00		527
Committee Accounts				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	
<i>National Standards</i>	\$ 3,113.28	\$ 0.00	\$ 3,113.28	8
<i>BK Project</i>	\$ 4,282.17	\$ 1,089.20	\$ 3,192.97	11
<i>Inclusion & Equity</i>	\$ 658.08	\$ 0.00	\$ 658.08	7
Organizational Accounts				
<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
Account Balances				
<i>Current Financial Status</i>	Bank of America	2025-2026 Budgeted	Reserves	
	\$ 470,801.32	Waiting budget approval	\$	

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

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 10,802.24	\$ 482.92	-\$5.84 (-.05%)
<i>LF2 Fund</i>	\$ 5,699.25	\$ \$243.63	-\$3.14 (-.06%)
<i>Riggs Fund</i>	\$ 9,388.58	\$ 392.92	-\$5.22 (-.06%)
<i>Main Investment Fund</i>	\$ 106,146.88	\$ 70.45	-\$245.51 (-.23%)
<i>External Donations (specify account)</i>	\$ 0.00	\$0.00	\$0.00
TOTAL ACCOUNT VALUE	\$ 132,038.95	\$ 1,189.91	-\$259.71 (-.20%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

xi. **Current Membership Overview**

- Membership renewals have been unexpectedly slow.
- Reminder that membership totals reflect the elimination of the Supporting 1 year and Supporting 2 year membership categories.

Membership Category	Current #	Last Meeting #	Membership Goal
<i>Associate - 1 year (2025 to 2026)</i>	27	-	216
<i>Associate - 2 years (2024 to 2026)</i>	58	-	58
<i>Associate - 2 years (2025 to 2027)</i>	28	-	159

<i>Certified - 1 year (2025 to 2026)</i>	36	-	113
<i>Certified - 2 years (2024 to 2026)</i>	38	-	38
<i>Certified - 2 years (2025 to 2027)</i>	25	-	65
<i>Retired - 1 year (2025 to 2026)</i>	0	-	3
<i>Retired - 2 years (2024 to 2026)</i>	3	-	3
<i>Retired - 2 years (2025 to 2027)</i>	0	-	2
<i>Retired Certified - 1 year (2025 to 2026)</i>	3	-	3
<i>Retired Certified - 2 years (2024 to 2026)</i>	1	-	1
<i>Retired Certified - 2 years (2025 to 2027)</i>	3	-	1
<i>Institutional Members</i>	0	-	0
<i>Honorary Members</i>	7	-	7
TOTAL MEMBERSHIP	229	-	669

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

- i. PD - slow going. We have started to advertise for upcoming webinars and events, and we only have about 25 people registered. We will focus on eblasts with just PD, and see if that helps. Example: I sent out to over 500 on webinar subscription list as well as Deaf education programs for Lindsay Darnall, Jr., and still very slow with signing up. Please share as much as you can!
- ii. PD Committee: I currently have Marsha Moore, Michael Cooper, and Jodie Ackerman who want to join with me and Alli - working on assigning specific responsibilities to match with their interests. Working with Jason to make sure they are members, plus will need confidentiality and other forms to sign.

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

- i. Website
 - Website navigation menu bar
 - a. General Information (.../certifications)
 - b. Apply (.../certifications/apply)

- c. Revalidate (.../certifications/revalidate)
 - d. Promote (coming soon) (.../certifications/promote)
 - e. Recertify (.../certifications/recertify)
 - f. FAQs (.../certifications/faqs)
 - g. [hidden: payment form for all certifications related fees] (coming soon)
- Procedures for each are up.
- ii. One last big task is to handle the past missed payments and voided certificates.

g. Communications Director's Report (15 minutes)

i. e-Blasted: ASLTA Newsletter Vol. 3 September 2025

- Thanks to President Matt for all his help with this NL!! 😊
 - Took us about 3 months to work on this
 - 30-pages long (Canva converted to PDF file)
 - If we want all the pages in Mailchimp, we would need to develop the NL in MC instead of Canva. Canva offers more options than Canva in developing the NL
 - **Mailchimp Stats**
 - a. One of the most opened eblasts recently
 - b. 67.2% opened
 - c. 6.2% clicks
 - Great suggestion by Katie Moore - Add more clarification that the members need to click on the PDF file to open it
 - a. So far, I haven't received any emails from anyone saying they didn't know where the NL PDF file was located
 - b. Nevertheless, it would be a good idea to clarify it better in future NLs.
- ii. **ASLTA Newsletter Committee:** We are still seeking individuals to join this committee. This NL is a big project and time-consuming
- iii. **ASLTA newsletter email address:** nl@aslta.org
- iv. **Mailchimp e-blasts:**
 - **President's Message Mailchimp Stats:** 60.2% opened & 11.6% clicks
 - **Vacant Board Positions Stats:** 58.9% opened & 5.3% clicks
- v. Job Postings Approval on our website
- vi. ASLTA board minutes are put on our website
- vii. **Advertising information** given to Charlie Ainsworth for Angry Deaf People Productions on the movie, *Dinner Table Syndrome*, ongoing screening tour & doubling its fundraiser for *The Road South*, shooting in March
- viii. **Communications Director (CD) Duties Instructions Doc**
 - Lists the various CD duties for future CDs

- <https://docs.google.com/document/d/1POvr-J-29gAyW3otZb8ocHWp4TXtIc6BU3We0fprLsA/edit?tab=t.0>
 - ix. **Social Media:**
 - Updated our ASLTA Board Facebook cover photo (temp photo until we are fully staffed)
 - ASLTA Bing! Katie Moore
- h. **Recruitment & Outreach Director's Report (Vacant) (15 minutes)**
 - i. No Report
- i. **ASL Honor Society Coordinator's Report (Vacant) (15 minutes)**
 - i. See Treasurer's report
 - ii. August 7th meeting went well.
 - iii. Membership Coordinator Steven is busy with updating the chapter spreadsheet.
 - Matt suggest that Steven becomes more 'aggressive' with getting in touch with 2024-25 members to encourage them to renew their membership sooner than later.
 - iv. Public Relations Michelle is working on improving ASLHS members' engagement.
 - v. Need Padlet account set up soon. Currently using Melissa's personal account.
 - September: Deaf Awareness Month related activities and information
 - October: Halloween related activities
 - November: Unsure of which exact theme yet but have some ideas.
 - vi. Graduation Coordinator Melissa is doing maintenance work ensuring that everything is in order so ASLHS can continue to facilitate its programmings as expected.
 - vii. Competition Coordinator is vacant. Melissa is hoping for two volunteers to occupy this position.
 - The team will proceed with ASLHS's annual art competition this Fall.
 - viii. Scholarship/Grant Coordinator is now vacant. There are several unfinished business that has to be taken care of as soon as possible. Melissa is working with Treasurer Jason on a few tasks to wrap up these remaining businesses.
 - Melissa is appreciative of Jason's effort to support ASLHS.

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

Keep doing a good job and do our best

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

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

9. Adjournment

MEETING ADJOURNED AT 8:04 pm EST

10. Meeting minutes respectfully submitted by Secretary Rhonda Jennings-Arey

11. ASLTA Calendar

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

October 12, 2025

November 9, 2025

December 14, 2025