



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, September 27, 2026

Time: 6:30 pm EST

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

ASLTA is inviting you to a scheduled Zoom meeting.

Topic: ASLTA's Zoom Meeting

Time: Sep 13, 2026 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93437436148?pwd=CGyordDugQLRqQwVv6asJBUvuLdRxQ.1>

Meeting ID: 934 3743 6148

Passcode: 530572

Roll Call

a. Present

Alli Bloom, Vice President
JB Begue, Evaluation and Certification Director
Annie Welch, Communications Director
Jason E. Zinza, Treasurer
Rhonda Jennings-Arey, Secretary
Sabrina Vasconcelos Boyer, ASLHS Director
Katie Moore, Professional Development Director

a. Absent

Matt Andersen, President
[VACANT], Conference Director

b. Invited Guests:

None

c. Observers

2. Call to order

The meeting was called to order by Vice President Bloom at 6:32 pm EST.

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

- a. Appointment of timekeeper: (Zoom function)
- b. Appointment of minutes recorder: ?
- c. Recognition of quorum - met

4. Consent Agenda

MOTION #2026-136: move to approve the Meeting Minutes of August 1, 2026 and the special meeting minutes of August 25, 2026, as read.

MOTION #2026-137: I, Katie Moore, propose to increase the amount of the honorarium we pay for presenters for webinars from \$300 to \$400 for ASLTA members that are certified. Financial impact: \$100 for the 2026-2027 membership cycle/fiscal year.

MOTION #2026-138: I, Katie Moore, allocate \$400 to pay Stefanie Amiruzzaman for her webinar on October 17, 2026. This comes from the PD budget.

MOTION #2026-139: I, Katie Moore, allocate up to \$6,000 to provide Professional Development conference grants at \$500 each for the 2026-2027 fiscal year. Amount is to come from the PD budget.

MOTION #2026-140: I, Katie Moore, move to pay to send someone to Conference of Interpreter Trainers in November, with a cost not to exceed \$1,750.

MOTION #2026-141: I, Katie Moore, move to pay to send someone to NASLEHL conference in November, with a cost not to exceed \$1,750.

MOTION #2026-142: I, Alli Bloom, move to adopt the Bylaws Committee's new Grievance Policy and Procedure, including the Grievance and Appeal Form, to replace the current grievance policy in IPPG Part 1.

MOTION #2026-143: I, Katie Moore, move to approve the consent agenda.

Seconded: Sabrina Vasconcelos Boyer

Vote: passed

5. Old Business (15 minutes)

Action Item #	Topic	Details	Responsible Party	Status (Complete, In Progress, Inc.)	Notes (How was the motion done)
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	Completed	
2024-068	Cash Payments	Adopt policy on not accepting cash payments	IPPG	Completed	
2024-069	Forms of Payment Policy	Determine whether to accept payments or not	IPPG	Completed	
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	
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	Completed	All winners received their funds by mid-July
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	

2025-067	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	Completed	
2025-094	Discuss Structure	expansion and structure of Professional Development	PD	In progress	
2025-105 (NPDC)	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 (NPDC)	Change Certification Period	amend Motion #2025-105 to change two years to four years.	Evaluation and Certification Revision Committee	In Progress	

2025-110 (NPDC)	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 (NPDC)	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.	Evaluation Advisory Committee	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	
2025-135	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)	
2025-137	Pay a platform	authorize spending of \$160 to pay Padlet (Teams version) for ASLTA and ASLHS uses. Total cost of \$160.00.	Treasurer	Completed	
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 Director	In progress	
2025-166	Writing Committee task	To complete the Annual Reports due by August 31 of each year.	Secretary/ Writing Committee	In progress	

2026-004	Provide Funds	\$500 “in kind” to Aimee Chou, who will be doing the closing keynote for the Symposium. The “in kind” would be the paid promotion of 2 e-blasts requesting people to send videos/data for AI development in lieu of the honorarium.	Treasurer/Communications Director	In progress This needs to be completed by August 31, 2026.	
2026-005	Set Guidelines	PD database: 2.0 CEUs per ASLTA course; 3.0 CEUs for Board service, yearly; 1.0 CEUs for Committee service, yearly; 1.5 CEUs for Committee Chair Service, yearly; 2.0 CEUs for NPDC Service, yearly; 2.0 for Mentoring Service, yearly.	PD Director	In progress	
2026-013	Question about motion from Vice President Bloom	move that ASLTA approve up to \$5,000 for the ASLHS Retreat.	ASLHS/Treasurer	Completed changed to incomplete	
2026-023	Giveaways	ASLTA allows True+Way ASL to buy a maximum of 10 NPDC 2027 conference registrations for giveaways at a cost of \$500 each.	Treasurer/ PD Director	Completed	

2026-027	Transfer funds	transfer \$2,673.01 to the Schwab investment account as ASLTA's contribution for 2026. This, combined with the 2025 transfer of \$2,326.99, would be an even \$5,000.00 transfer.	Treasurer	In progress	
2026-038	Allocate funds	\$300 to pay Andrew Galuskin for his webinar to be held March 21, 2026.	Treasurer/ PD Director	In progress - He requested that we use the funds to support those who may not be able to afford PD - will need to set up an official application/etc .? This needs to be completed by August 31, 2026.	
2026-041	Investigate Chapters/ Former Chapters using ASLTA name	ASLTA investigates all groups still using the ASLTA name in whole or part, to create a list of groups that are doing this	Vice President	Completed	The list was handed to Karen Hawkes, our trademark attorney for the cease-and-desist letters.
2026-053	Provide a Discount	a \$75 discount off of registration for presenters for the 2026 Summer Symposium, with a maximum of \$750.	PD Director/ Treasurer	Completed	

2026-066	Add policy on website	Add: one-year wait time for the submission of re-applications for certification, retroactive to January 1, 2024.	Evaluation & Certification Director	In progress	
2026-067	Swap budget	two \$1,000 College scholarships allocated in the 2025-2026 budget be converted to high school scholarships and granted to the second and third place applicants for the high school scholarship	Treasurer/ ASLHS	Completed	All winners received their scholarship.
2026-071	Give away items	give away 5 remaining ornaments from Gallaudet's 2025 NPDC leftover gifts for presenters to those who have purchased webinars.	PD Director	In progress	
2026-077	Disbursement scholarship	\$3,000 for three high school scholarships in the amount of \$1,000 each.	Treasurer	Completed	
2026-079	Allocate Funds	For Garrett Bose (\$300) symposium	Treasurer/ PD Director	Completed	
2026-081	Drawings	4 drawings for free webinars that will take place within the next month. This will be for 4 winners, with 1 webinar each, with a cost of \$132 (4 x \$33) total to come from the PD budget.	PD Director/ Treasurer	In progress	

2026-082	Drawings	2 drawings for free July '26 Symposium registrations not to exceed \$312 (2 x \$156) to come from the PD budget. These drawings will take place before June 30.	PD Director/ Treasurer	In progress	
2026-089	Pay a Fee	Approve payment of \$400 to Karen Hawkes, Esq., for ASLTA trademark consultation services.	Treasurer	Completed	
2026-094	Per Diem Information change	Amend Motion # 2019-53 and revise the per diem caps to \$20.00 for breakfast, \$25.00 for lunch, and \$35.00 for dinner, raising the daily allotment to \$80.00. The revised cap to go into effect on September 1, 2026.	Treasurer	In progress	
2026-095		Motion #2025-155 intended to develop for the Evaluation program in the amount of \$10,000 due to change needs.			
2026-098	Distribute funds	\$450.00 for prizes for the 2026 ASLHS Eric Malz Lit comp winners.	Treasurer/ ASLHS	Completed	Completed! All winners received their prizes.

2026-099	Distribute funds	\$50 for Angelo Ricasata for his services as a judge for the 2026 ASLHS Eric "Malz" Malzkuhn Literature Competition, as allocated on the 2025-2026 ASLTA budget.	Treasurer/ ASLHS	Completed	Judge received his thank you gift.
2026-100	Waive Fees	Two Symposium registrations from July: Anthony Fattibene and Deanne Seitz. The cost is to come from the PD fund and will not exceed \$312 for the 2025-2026 fiscal year.	Treasurer/ PD	In progress	
2026-105	Purchase Materials	Purchase The Sign for Home and Butterfly Cage with a total cost not to exceed \$70, including tax. These are for the facilitators of the Book Club. Funds to come from 2026-2027 PD budget.	Treasurer/ PD	Completed	
2026-106	Purchase Materials	Purchase 10 books for a book giveaway for our Book Club. We will purchase The Sign for Home which will not exceed \$120. Funds to come from 2026-2027 PD budget.	Treasurer/ PD	In progress	

2026-108	Charge fees for competition	Charge a \$10 flat fee for up to every 5 students entry fee for the 2026 Art competition and 2027 literary competition for the 2026-2027 year budget.	Treasurer/ ASLHS	In progress	The fee was marked as "out of stock" on the website.
2026-109	Purchase Supplies	Purchase 50 Cogswell medals from World Class Awards costing \$442, including shipping.	Treasurer/ ASLHS	In progress	The vendor finally submitted a quote. I authorized Melissa to place the order.
2026-114	Pay for NPDC Deposit and sign MOU	ASLTA sign University of Northern Colorado's contract and pay the \$10,000 deposit using 2027 NPDC funding.	Treasurer/ President	Completed	
2026-115	Remove Institutional Members and Educational Institution advertising category	ASLTA Board approve the removal of the Institutional Members and Educational Institution advertising category from the ASLTA Advertising Guide and Rates . Estimated budget impact - ZERO.	Communications	Completed	
2026-116	Add rates to the ASLTA Advertising Guide and Rates	Newsletter Advertising Rates to the ASLTA Advertising Guide and Rates: Half-page advertisement: \$50.00 Full-page advertisement: \$75.00	Communications	Completed	

2026-118	Establish a mass communication schedule	For the ASLTA mass communication emails	Communications	In progress	
2026-119	Set signature information	For all of our emails so we are standardized	President	In progress	
2026-127	Grant Fund - What to do with it	The grant fund approved in the 2026-2027 budget be dedicated to L1 research projects, to continue ASLTA's commitment to L1 education for Deaf children.	Treasurer	In progress	The Scholarship Committee is currently developing guidelines, criteria, and a rubric for this grant.
2026-128	Pay CED	Pay CED Affiliation Membership of \$2,000	Treasurer	Completed	
2026-129	Add a section for Evaluation and Certification	amend the Background Knowledge section of the certification application by adding the words 'taught' as a separate section to require candidates to provide recorded documentation proving they have taught the individual courses at least 6 units for each course (e.g., ASL Literature, ASL Linguistics, and Deaf Culture). This change ensures that candidates submit all required documentation, such as official record of instruction from institution prior to applying for the GoReact portfolio, streamlines the evaluation process, and carries no financial impact.	Evaluation Director		

2026-130	Roll Over Funds	roll over unused funds from the 2025-2026 PD budget of \$9,000 to use in the 26-27 fiscal year for a PD retreat.	Treasurer/ PD	In progress	
2026-131	Purchase a Platform	purchase Thinkific before August 31, 2026, to start moving courses to that platform with a cost of \$82 a month to come from PD account.	Treasurer/ PD	Completed	
2026-132	Add a Second Zoom Pro Account	add a second Zoom paid Pro account for the use of Professional Development with a cost of \$14.16 a month.	Treasurer/ PD	Completed	
2026-133	Set Symposium Prices	set January 2027 Symposium pricing at \$156 for members, non-members \$260, student at \$104, and RID CEUs add on for \$58.	PD/ Treasurer	Completed	
2026-134	Set ASLTA Summit Prices	set ASLTA K-12 Summit costs at \$75 for members, non-members \$150, students at \$60, and RID CEUS add on for \$58.	PD/ Treasurer	Completed	

2026-135	Authorize Cease and Desist Letters	ASLTA authorize legal counsel to send cease-and-desist letters regarding unauthorized use of ASLTA National's intellectual property and trademarks by disaffiliated local chapters, and to file a new trademark application for the ASLTA word mark. ASLTA authorizes a \$5,000 retainer to be applied toward legal fees and expenses related to this work. The estimated financial impact includes a minimum of \$850 for the trademark application, plus legal fees at \$535/hour. Total expenses cannot exceed the preestablished \$10,000 cap without additional Board approval.	President/ Vice President	In progress	
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a. President's Report (15 minutes)

- No Report
- **ASLTA Project Overview**

ASLTA Projects	Board Action Items
ACTFL Standards Update the standards	Coordinator: Matt Andersen
	Updates: Matt edited the document: 1) replaced wording to make everything measurable, and 2) updated 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 drafted a document as a starting point to provide the committee a goal post.
	Action Items: Form a committee
Evaluation & Certification Revise the whole program	Coordinator: JB Begue
	Updates:
	Action Items:
Symposium Cementing this as our offering.	Coordinator: Katie Moore
	Updates: Starting to plan for 2027 January
	Action Items: Continue to Advertise
Bylaws & IPPG Revise both documents to support the organization as a whole.	Coordinator: Matt Andersen and Alli Bloom
	Updates: Bylaws is now up to date IPPG Part 1 and 2 published
	Action Items: IPPG Part 1 and 2 released! A few additions/edits will happen soon.
ASL Honor Society Elevate its offering and make it more exciting and relevant for all levels.	Coordinator: Alli Bloom and ASLHS Dir.
	Updates: ASLHS has established new awards for competition prizes and teacher mini-grant. Scholarships and competitions are set up for the next two years. ASLHS will provide webinars to promote the program in partnership with PD.
	Action Items: Develop a student leadership development pilot program to be launched in the Spring of 2027 Provide Student Professional development sessions Recruit more universities and L1 institutions
Researchers' Think Tank <i>To promote research efforts within ASL education.</i>	Coordinator: Matt Andersen
	Updates:
	Action Items: Need to set up a meeting with Leela Holocomb and restart our effort.
True Biz Talk <i>To promote research efforts within ASLTA</i>	Coordinator: Matt Andersen
	Updates: Met with Bev Buchanan monthly since December
	Action Items: Focus groups

NPDC 2027 <i>Colorado</i>	Coordinator: Katie Moore and Audra McCorkle-Geng
	Updates: Got Kevin Youngblood on board as our Finance Chair. Planning out events now. Also waiting for presentations to come in.
	Action Items: Meeting, continuing to plan
NPDC 2029	Coordinator: Matt Andersen & Jason Zinza
	Updates:
	Action Items: Contact NTID/RIT
World Sign Language Teachers <i>To promote research effort within ASLTA</i>	Coordinator: Matt Andersen
	Updates: The first conference will be held at the University of Stockholm, June 13-16, 2028 Met with the team of 16 representatives quarterly. 380 survey participants.
	Action Items: Focus groups

b. Vice President's Report (15 minutes)

- Grievance Policy and Procedure:
 - The Bylaws Committee has finalized a more comprehensive Grievance Policy and Procedure, along with a Grievance Form and Appeal Form. The new policy provides clearer and more detailed procedures and guidance than the current grievance policy in the IPPG.
 - [Grievance Policy & Procedure](#)
 - [Grievance Form](#)
 - [Appeal Form](#)
- David Martin Legacy Scholarship
 - We have the \$15,000 donation intended to support people pursuing ASLTA certification, but there isn't currently a written process for how the funds should be awarded or whether we need to make up for previous years.
 - We need a Board decision on how we want to handle the existing funds and structure the scholarship going forward, and then the Scholarship Committee can develop the guidelines and process based on that direction.
- Sponsorship request from Sabrina Bailey

- March 5–6, 2026, the Illinois Teachers for the Deaf and Hard of Hearing (ITDHH) will host its annual conference in Naperville, Illinois.
 - Are we interested in sponsoring?
- Trademark Update
 - The trademark application for the ASLTA abbreviation is still pending and may take some time to process.
 - 10 cease-and-desist letters to former chapters/organizations using our name are nearly ready to be sent out.
- ASL Bird & Rosa Lee Timms
 - ASL Bird- no response
 - Rosa Lee Timms- interested
 - Requested that ASLTA provide the following details before a scope and fee estimate can be prepared: preferred deadline, whether ASLTA will handle filming and editing or would like a fully recorded file, any specific framing/background/wardrobe/branding or technical requirements, and where and for how long the finished video will be used.
- IPPG: AI
 - Please review the document, and be ready for discussion during the October board meeting.
 -  IPPG AI Generated Visual Media
- Eliza- parliament training for the Board
 - ** Bylaws Committee Support:
 - \$75 / hour for reviewing proposed amendments, language, and procedures beforehand.
 - ** Board Training Series (May):
 - \$500 flat fee for Weekly 2-hour Zoom sessions for 4 weeks leading up to the conference (total of 4 meetings)
 - ** 8-Week NAP Membership Exam Prep Course:
 - \$350 per participant - requires a minimum of 5 participants (capped at 15 per series to allow ample time for discussion). Participants must fully commit to the entire 8 weeks and complete required prep reading beforehand.

c. Secretary's Report (15 minutes)

- Need to understand the responsibilities of overseeing a committee. Is there a guide in IPPG set?
- Need to start following up membership issues to the committee members who have not renewed their membership. Any guidance for this? I have the list, but would need their email addresses.

- Scholarship Committee is asking to use ASLTA Zoom account. What is the policy? Bylaws asked me to set up one, done, but Alli will be with them.
- **Committee Reports:**

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Co-Chairs: Katie O'Brien and Joanna Witulski	8/20/26	Y
<i>Board Action Needed:</i>	https://docs.google.com/document/d/1TquLdR3ubPk5fm9XlgsYc3Hrg9fhE8_PUtyxOHHR7RM/edit?tab=t.0#heading=h.3xpf7tp8kxm		
Steering	Chair: Bren Falgier	5/17/26	Y
<i>Board Action Needed:</i>	https://drive.usercontent.google.com/download?id=1QfHy_FC0hkNQ8R6HKZr3gzFChiGHLoWH&acrobatPromotionSource=gdrive_chrome-list&gdriveEmail=true#authuser=2&gdriveEmail=secretary%40aslta.org		
Evaluation Advisory	Chair: JB Begue	7/8/26	N
<i>Board Action Needed:</i>	None		
DEI	Chair: Sunny Brysch	9/13/26	Y
<i>Board Action Needed:</i>	https://docs.google.com/document/d/1XDuKKLK5hA6wKV0BkiQgcThHd9uFAlsMR6DQCavbB0E/edit?tab=t.0#heading=h.7hnhwg958l9		
Finance	Chair: Jason E. Zinza	NA	N
<i>Board Action Needed:</i>	none		

Ad-Hoc Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Writing	Chair: Greta Knigga-Daugherty	4/22/26	Y
<i>Board Action Needed:</i>	Writing Committee Minutes 4/22/2026		
IPPG	Chair: Matt Andersen	1/26/24	Y
	IPPG Meeting Minutes 1/26/2024		

<i>Board Action Needed:</i>			
Barbara Kappapell Project <i>Board Action Needed:</i>	Chair: Bridget Klein	9/9/26	Y
	https://docs.google.com/document/d/1878e2m-P4Xcgwqo3GtmEGu6grRK2au5WMJJ7gmtSk_A/edit?tab=t.0#heading=h.3xpf7tp8kxm		
Seal of Quality <i>Board Action Needed:</i>	Chair: Tim Gough	4/16/26	Y
	Seal of Quality Meeting Minutes 4/16/2026		
Scholarship <i>Board Action Needed:</i>	Chair: James Wilson	N/A	N
	None filed, but I see other paperwork like Guidelines and Programs		
Professional Development <i>Board Action Needed:</i>	Chair: Katie Moore	6/9/26	Y
	Have not met all together recently.		

d. Treasurer's Report (15 minutes)

- Budget update. Revenue from all sources is \$30,321.02, which is 15.77 % of the revenue goal for 2026-2027. Fantastic rate of membership renewals. Things to keep an eye on:
 - Certified member renewals lagging. There are 347 people with ASLTA certification. 147 of them have renewed for 2026-2027.
 - PD revenue has been slower than 2025-2026. Adequate marketing issue?
- CED update. Secretary Rhonda Jennings-Arey and I represented ASLTA at the all-day CED Board meeting on September 18, 2026. The structure of CED has a rotating Presidency for a 1-year term, and each member is obligated to serve on at least one committee. Currently, I am the Treasurer for CED and serving on the Accreditation committee. In preparation for the end of my term with ASLTA, CED is requesting ASLTA designate a new long-term representative to begin service after the Spring 2027 Board meeting (date TBA).
 - RJ or the new appointee will become the CED President for the 2027-2028 year. Responsibilities include running the Board meetings and serving on committees.
 - ASLTA's position has been to advocate for L1 issues, increasing Deaf Ed teacher candidate proficiency standards, and ensuring

university programs certifying Deaf Ed teachers meet the highest expectations.

- The new appointee is NOT expected to serve as the CED Treasurer.
- ASLTA programming logos. Propose ASLTA create standardized logos for all ASLTA programming. It is demoralizing when a logo is created and then suddenly replaced without explanation or discussion with the affected parties. Developing consistent logo designs for everything ASLTA does - committees, events, etc. - eliminates this issue and ensures branding standardization. Costs are unknown but I am happy to proceed with gathering information regarding costs of hiring a designer and the number of needed designs if the Board feels this is a worthwhile project.
- NPDC notifications. There is an issue affecting notifications regarding NPDC registrations and payments. The Finance Chair is receiving the registration details which show payment details (called the “payment intent”). However, there is a problem where the credit card is being declined AFTER the registration confirmation is sent to the Finance Chair. Requesting that the notifications be turned off for the Finance Chair while the Stripe notifications are looked at and fixed. (You’ll recall this issue has come up from time to time in the past. It needs to be resolved ASAP.)
- Propose creating an ASLTA website designated maintenance / edits directory. This would be a list showing who is the designated person to make edit/s on particular pages. This would reduce the likelihood of unintended impact on other functionalities. Example: A webinar description was removed from the webinar page but the related registration and payment portion was not removed as well. Having a designated maintenance person (or two, etc.) would make it clearer for who to contact when requesting edits.
- Bookkeeper update.
 - Met with Dr. Michael Kane at NTID/RIT. Recommended two undergraduate seniors / accelerated MBA accounting students who would be a good fit for ASLTA since both completed the non-profit accounting certificate in addition to standard accounting requirements. Ideally, the position can be compensated OR the student could receive credit since an externship is required for both the undergrad and grad programs.
 - Had a scheduled meeting with Gigi Howland on Friday, September 25 but unfortunately she was a no-show. Will reschedule with her but I can’t meet with her until October 9th at the earliest as I will be away for a conference.
- **Current Financial Balances**

Accounts & Allocations	Anticipated Revenue	Actual Revenue	Progress	Need to Process
<i>Main (membership)</i>	\$ 77,400.50	\$ 14,760.81	19.07 %	1,622
<i>Main (advertising)</i>	\$ 600.00	\$ 260.00	43.3 %	4
<i>Main (donations)</i>	\$ 250.00	\$ 0.00	0 %	0
<i>Evaluation & Certification</i>	\$ 4,000.00	\$ 600.00	15 %	4
<i>Professional Development</i>	\$ 30,000.00	\$ 8,335.21	27.78 %	113
<i>ASL Honor Society</i>	\$ 80,000.00	\$ 6,365.00	7.95 %	316
Committee Accounts				
<i>Committee Account</i>	Starting Balance	Expenditures	Current Balance	
<i>National Standards</i>	\$ 3,114.33	\$ 0.00	\$ 3,114.33	0
<i>BK Project</i>	\$ 3,192.39	\$ 0.00	\$ 3,192.43	0
<i>Inclusion & Equity</i>	\$ 658.28	\$ 0.00	\$ 658.28	0
<i>NPDC 2027</i>				
<i>Registrations</i>	\$ 0.00	\$ 2,469.55		9
<i>Deposit</i>	\$ 0.00	\$ - 10,000.00		
<i>Current Balance</i>	\$ 0.00	\$ - 7,530.45	\$ - 7,530.45	
Organizational Accounts				
<i>Investment</i>	\$ 5,000.00	\$ 0.00	Ready to deposit	
Account Balances				
<i>Current Financial Status</i>	Bank of America	2026-2027 Budgeted	Reserves	
	\$ 699,418.03	\$ 192,250.50	See next line	
<i>Encumbrances</i>		\$ 100,000.00	\$ 407,167.53	
<i>Assessment Development</i>	\$ 50,000.00			
<i>Standards Development</i>	\$ 25,000.00			
<i>Can-Do Statements</i>	\$ 15,000.00			
<i>Trademark Protection</i>	\$ 10,000.00			

○ **Current Long-Term Investment Balances**

Schwab Long-Term Investment Accounts	Account Balance	Available Funds (cash)	Investment Notes
<i>L1 Initiatives Fund</i>	\$ 15,171.91	\$ 779.90	+\$49.08 (+.32%)
<i>LF2 Fund</i>	\$ 9,647.57	\$ 473.93	+\$31.98 (+.33%)
<i>Main Investment Fund</i>	\$ 118,919.66	\$ 6.62	+\$288.10 (+.24%)
<i>External Donations (specify account)</i>	\$ 0.00	\$0.00	\$0.00
TOTAL ACCOUNT VALUE	\$ 143,740.26	\$ 1,261.57	\$369.16 (+.26%)
*Fund cannot be used until it has reached \$10,000.00 in value.			

○ **Current Membership Overview**

- Significant membership renewals have come in since late August, far outpacing previous records.
- Automated renewal reminders: Are any reminders scheduled to go out in late September and into October? If not, I would like reminders to continue going out.

Membership Category	Current #	Last Meeting #	Membership Goal
● Associate - 1 year (2026 to 2027) ● Associate + ASLHS 1 year (2026 to 2027)	96 116	300	212/ 310
● Associate - 2 years (2026 to 2028) ● Associate + ASLHS 2 years (2026 to 2028) ● Associate - 2 years (2025 to 2027) ● Associate + ASLHS 2 years (2025 to 2027)	33 41 44 74	122 116	192/ 175
● Certified - 1 year (2026 to 2027) ● Certified + ASLHS 1 year (2026 to 2027)	50 17	95	67/ 135
● Certified - 2 years (2026 to 2028) ● Certified + ASLHS 2 years (2026 to 2028) ● Certified - 2 years (2025 to 2027)	29 10 34	36 44	80/ 100

• <i>Certified + ASLHS 2 years (2025 to 2027)</i>	7		
• <i>Retired - 1 year (2026 to 2027)</i>	3	1	3/ 5
• <i>Retired - 2 years (2026 to 2028)</i> • <i>Retired - 2 years (2025 to 2027)</i>	2 4	2 5	6/ 5
• <i>Retired + Certified - 1 year (2026 to 2027)</i>	2	8	2/ 5
• <i>Retired + Certified - 2 years (2026 to 2028)</i> • <i>Retired + Certified - 2 years (2025 to 2027)</i>	6 5	1 5	6/ 5 5/ 5
• <i>Honorary Members</i>	7	7	7/ 7
TOTAL MEMBERSHIP	580	741	580/ 752

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

- Eliza services for NPDC - what exactly do we need for her services?
On-call?
- So far, doing pretty good with our earnings, over \$8,060 since September 1st.
- Going back to Google Classroom for now for courses - Thinkific had many issues.

MOTION #2026-144: I, Katie Moore, move to cancel the trial for Thinkific LMS platform.

Seconded: Sabrina Vasconcelos Boyer

Vote: passed

- Update with NPDC planning: We have successfully onboarded Kevin Youngblood as Finance chair. He's developed a budget, and we are working on getting final details and questions answered with Kendrie, our contact at UNC. We have 2 videos we had to get approved with UNC branding, and will share soon! Working on planning events/schedule now.
- **2026 Professional Development Status Summary as of 6/8/26**

Professional Development Category	Potential Presenters #	Confirmed Presenters #	Event #	Attendee # (M = Member, N = Non-member)	Profit
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<i>Webinars</i>				M = N =	
<i>Symposiums</i>				M = N =	
<i>Courses</i>	N/A	N/A			
				Sept 1 - current	\$8,060

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

- There are two situations: one where a candidate passed the Level II portfolio and followed the practice of having the Level II interview fee waived, and another where a candidate completed the four consecutive years and was approved for promotion from Level 1 to Level 2. The Evaluation Director did not notify both candidates about the interview fee, so we need to discuss using ASLTA funds to cover these candidates due to the miscommunication, and establish a clear policy for the future.

First step: Covered Level 2 Interview Bills:

Waive of Interview Fees for Affected Candidates: Financial Impact:

- **Per Applicant:** A coverage of \$155.93 per candidate, as the Level II interview fees will be paid using ASLTA funds due to past communication oversights. QuickBooks will reflect the waived fees for these two candidates, allowing them to have their Level II certification officially recorded.
- **Organizational Impact:** This covers two candidates—one who passed the Level II portfolio and another approved for promotion from Level 1 to Level 2—addressing previous administrative miscommunications, while establishing clear, official policies for the future.

MOTION #2026-145: I, JB Begue, move that Evaluation and Certification funds to cover the Level II interview fees for the two candidates impacted by previous communication oversights regarding fee waivers and that we formally establish clear policy guidelines moving forward. The financial impact totaling \$311.86 (\$155.93 per candidate) drawn from Evaluation and Certification funds.

Seconded: Katie Moore

Vote: passed

Second Step: Level 2 Interview Fee:

Waive Interview Fee: Financial Impact:

- **Per Applicant:** A reduction of **\$155.93** in revenue per candidate, as the Level II interview fee will no longer be charged.

- **Organizational Impact:** This formalizes a waiver that was previously practiced informally but lacked official records, while establishing clear grading oversight by the Evaluation and Certification Director.

Keep Interview Fee: Financial Impact:

- **Per Applicant / Fee Collected:** A total fee of **\$155.93** paid by the member for the Level II interview.
- **Organizational Impact & Costs:** Evaluator compensation totals **\$80.00** (\$40.00 per evaluator for two evaluators), leaving a net revenue of **\$75.93** remaining per interview for ASLTA after accounting for these costs.

Third step: Level 2 Promotion Policy:

Promotion Eligibility: Financial Impact:

- **Per Applicant:** Members holding a Level 1 certification in good standing for four consecutive years, with no lapses after the deadline, qualify to apply for promotion to Level 2. Any lapse or incomplete Level 1 certification cycle means the member will not qualify for this policy.
- **Organizational Impact & Costs:** The financial impact includes a reduction in revenue of \$310.00 from waiving the certification application fee.

g. Communications Director's Report (15 minutes)

- **Board Action Requested: 2026 - 2027 ASLTA Advertising Guide and Rates**  **ASLTA Advertising Guide and Rates v 2026 2027.pdf**
 - I am requesting final Board approval of the revised 2026 - 2027 ASLTA Advertising Guide and Rates. The guide has been revised to reflect previous Board approval to remove the Institutional Member and Educational Institution advertising categories. The document has also been updated to include newsletter advertising, which was previously approved as additional opportunities, rates, and guidelines for the 2026 - 2027 fiscal year.
 - Action Requested: Final approval of the revised 2026 - 2027 ASLTA Advertising Guide and Rates.
- **Communications Activities:**
 - ASLTA Newsletter: ASLTA Newsletter 2026–2027, Volume 1 was released on Friday, September 18, 2026. Thank you to all Board members, committee members, contributors, and others who provided content and information for this issue. The newsletter included organizational updates, professional development opportunities, resources, and other information relevant to the ASLTA community.
 - **ASLTA E-Blasts:** The following E-Blasts were distributed during this reporting period:

- Evaluation & Certification Director (Membership and Certification Renewal Part 1) — August 12, 2026
- Evaluation & Certification Director ((Membership and Certification Renewal Part 2) — August 27, 2026
- ASLTA September & October Events + Professional Development Opportunities — September 17, 2026
- ASLTA Newsletter - September 18, 2026

E-Blasts continue to be used to distribute timely organizational announcements, professional development opportunities, events, and other information to ASLTA audiences.

- **Paid Advertising EBlasts:** Paid advertising distributed during the reporting period included:
 - Deaf Life Press — two advertisements distributed July 8 and July 13, 2026
 - TreeHouse Video — advertisement distributed August 4, 2026
 - Avant Language — advertisement distributed September 23, 2026

The Avant Language advertisement was the first paid advertisement distributed during the new fiscal year.

Additionally, several paid advertising inquiries have been received but have not yet moved forward to an agreement.

- **In-Kind Contribution:** The DeepSign AI in-kind contribution remains on hold at their request as of August 13, 2026. No additional action has been taken while the contribution remains on hold.
- **Social Media:** Social media communications continue to support ASLTA's goals of member engagement, professional learning, organizational awareness, and promotion of ASLTA programs and opportunities.
 - **Increased Engagement:** There has been a significant increase in views and comments on ASLTA's social media posts. The increased engagement is encouraging and indicates the current mix of educational content, member-focused content, PD webinar/event promotion, and ongoing social media is generating greater interaction with the ASLTA community. I will continue monitoring engagement and using this information to help guide future social media content and promotional strategies.
 - **Ongoing Social Media Series:**

- **Why ASLTA? Campaign**
 - Launched Sunday, August 30, 2026
 - New video released each Sunday
 - Campaign is expected to continue through October 18 or October 25, 2026
 - The campaign highlights ASLTA membership benefits and encourages membership and engagement.
- **Tidbit Tuesdays**
 - Ongoing Tuesday series featuring Dr. Katie Moore, Professional Development Director
 - Provides practical teaching strategies, tips, and resources for ASL educators.
- **Teacher to Teacher Thursdays**
 - Ongoing series highlighting teaching ideas, experiences, resources, and perspectives from ASL educators.
- **Recent Promotional Content:** Social media has also been used to promote:
 - ASLTA K–12 Summit
 - BKP Event: Coming Out Social Day
 - Professional Development Event: Beyond “Show, Don't Tell”: Advanced Depiction Strategies, presented by Wink — promoted three times
 - New Volunteer Position from the Evaluation & Certification Director, JB
 - ASLTA Special Membership Offer — additional reminder posted regarding the two-day deadline to become a member or renew membership.
- **ASLTA Website:** I worked with Sabrina on updates to the ASLHS portion of the ASLTA website. Website updates and revisions were completed as requested.
- **Upcoming Communications Project**

The following projects are currently in progress or planned:

- ASLTA Branding: Continue development of consistent ASLTA branding across social media, newsletters, E-Blasts, promotional materials, and other communications.
- Promotions Procedure: Develop and share the communication/submission process with the ASLTA Board and committees for review and implementation.
- MailChimp Organization: Complete the organization of Mailchimp tags to improve audience management and allow for more effective targeting of communications.

- Newsletter Submission Procedure: Develop a standardized newsletter submission procedure for Board members, committee members, and other contributors. The goal is to establish a consistent process for submitting articles, announcements, images, and other newsletter content.
- Communications Engagement Analysis: I am currently reviewing engagement data from Mailchimp, including email opens and clicks as well as social media views, comments, and other engagement activity. The goal is to better understand how the ASL community is interacting with ASLTA's communications and which types of content and communication channels generate the greatest engagement. I plan to compile and present this data at the next Board meeting so that we can review the trends together and discuss how ASLTA can continue to strengthen its communication strategies and effectively reach and engage the ASL community.

MOTION #2026-146: I, Annie Welch, move that the ASLTA Board approve the revised and updated **ASLTA Advertising Guide and Rates**. Estimated budget impact: \$0.

Seconded: Jason Zinza

Vote: passed

Conference Director (VACANT) (15 minutes)

- No Report

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

- Art competition, scholarships, and teacher mini-grant applications are open since September 1, 2026
- Competition Coordinator - Letter of dismissal sent on September 21st. Anthony Fattibene is joining ASLHS as the Interim Competitions Coordinator and as the PR coordinator. He will be instructed to work with the Communications Director, Annie, to be consistent with the communication's calendar and to provide content to the ASLTA Newsletter.
- September 26, 2026 webinar was cancelled. Two members were in bereavement, no advertisement was done until that week of the webinar, the competitions coordinator was dismissed during that week. The order form was taken down from the website. We will shift the free webinar to promote the program to the November date and push the Chapter Resources webinar to Spring.
- Based on an educated guess, ASLHS has earned \$4,425 so far. I still didn't get the 2026-2027 Spreadsheet tracker for ASLHS actual revenue and expenses. Jason mentioned that he has that with PD and Evaluation, but Stephanie didn't want one, so he stopped the ASLHS tracker. I would love to have it, though. During the retreat, he mentioned that he would share one with me.

- The order form was taken down from the website by the president on September 9, 2026. I was not consulted. As of now, I have not been informed of any updates made to the form or who is responsible for making them.
- The student competition fee was marked “out of stock” on the website. I was not consulted or informed of it before this change was made.
- Still awaiting reimbursement for the ASLHS and ASLTA retreats. I am requesting clarification on processing order, as some later-submitted ASLTA retreat reimbursement requests have already been paid.
- Summer orders process. No orders are processed in the month of July. If a teacher sends an order during the month of July, it should be processed after August 1st. August orders are not Summer considered Summer orders and should be processed as it is during the other months of the year.
- ASLHS Graduation purchase - The graduation coordinator is requesting approval to purchase graduation merchandise so we have enough inventory for the upcoming season. This purchase also positions us for a possible Black Friday sale, which would require more stock than we usually carry this time of year. The total for all merchandise motions is \$7,322.15. ASLHS has already brought in \$6,350 from memberships. ASLTA would advance the remaining \$972.15, which ASLHS expects to repay through merchandise sales. Buying now lets us avoid last-minute shortages, take advantage of bulk pricing and current vendor availability, and be ready for a Black Friday sale if the board chooses to hold one. I ask the board to approve all merchandise purchase motions as presented.

Motion #2026-147: I, Sabrina Vasconcelos Boyer, move to purchase 15 Avery Notary Seal Labels, 2" Diameter, Printable Gold Certificate Seals, Inkjet, 3-Pack, 132 Gold Seals Total (35868) from [Amazon](#), in the amount of \$222.65.

Seconded: Katie Moore

Vote: passed

Motion #2026-148: I, Sabrina Vasconcelos Boyer, move to purchase 1,250 ASLHS pins from World class in the amount of \$1,562.50.

Seconded: Jason Zinza

Vote: passed

Motion #2026-149: I, Sabrina Vasconcelos Boyer, move to purchase 420 (35 set) ASLHS Cords with charm from Schoen Trimming and Cord Co. in the amount of \$2,658.

Seconded: Katie Moore

Vote: passed

Motion #2026-150: I, Sabrina Vasconcelos Boyer, move to purchase 200 ASLHS Stoles from Schoen Trimming and Cord Co. in the amount of \$2,879.

Seconded: Katie Moore

Vote: passed

Motion #2026-151: I, Sabrina Vasconcelos Boyer, move to authorize a Black Friday sale for the online ASLHS store only of 10% off on all **products, excluding competition fees and free shipping** between November 15 to 29, 2026.

Seconded: JB Begue

Vote: passed

Argument: Black Friday is when people are ready to spend. A 10% discount with free shipping from November 15 to 29 is simple and low-risk. It gets graduation orders in early instead of all at once in the Spring, brings in cash before the year ends, and only runs for two weeks, so we're not giving away much margin. Free shipping is usually what gets people to actually hit "buy," so I think the extra sales will make up for the discount.

Number of ASL Honor Society Members
9/19/26 we have 254 members
1 middle school
179 high schools
32 private schools
42 colleges and universities
36 new members

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

Good job everyone and we will have meetings to go over some issues we have.

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

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

9. Adjournment

MEETING ADJOURNED AT 9:28 pm EST

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

11. ASLTA Calendar

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

October 11, 2026
November 8, 2026
December 13, 2026