



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Board of Directors Meeting Minutes

Sunday, October 12, 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: Oct 12, 2025 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94228343050?pwd=YKkGleCOPsTUKwK1KwwpdpiKXQlaaH.1>

Meeting ID: 942 2834 3050

Passcode: 952919

1. Roll Call

a. Present

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

a. Absent

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

b. Invited Guests:

Allison Bloom

c. Observers

?

2. Call to order

The meeting was called to order by President Andersen at 6:36 pm EST.

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

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

4. Consent Agenda

- 1. **MOTION #2025-143:** move to approve the Meeting Minutes of September 14, 2025 as read.
- 2. **MOTION #2025-144:** I, Katie Moore, move to allocate \$600 each for Dr. Kim Kurz and Sharon Lott for the webinar they provided October 4 & 11, 2025 (SLPI Part 1 & 2)
- 3. **MOTION #2025-145:** I, Katie Moore, move to allocate \$300 for Diane Lillo-Martin, who will be providing a webinar for us on November 1st, 2025.
- 4. **MOTION #2025-146:** I, Katie Moore, move to allocate \$300 for Stacy Steggs, who will be providing a webinar for us on November 8th, 2025.

MOTION #2025-147: I, Katie Moore, move to approve the consent agenda.

Seconded: Juanita Hall

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 12/31/25	Treasurer	In progress
2024-107	10 Hours Requirement for Board to Participate	Require Board members to participate to be visual	President	Referred to the 8957r4 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	Complete
2025-009	Additional certificate levels on September 1, 2025	Certified Tutor and Certified Lab	Vice President/ Evaluation	Completed
2025-012	Change certification fee on September 1, 2025	To \$300	Vice President/ Evaluation	Completed
2025-013	Change the waiting process for certification on September 1, 2025	From 3 months to 3 weeks	Vice President/ Evaluation	Completed
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	Completed
2025-021	Distribute funds for scholarship winners	Amount of \$4000. There will be 2 HS Senior winners (\$1,000 each). There will be 2 college winners.	ASLHS/ Treasurer	In progress

2025-022	Distribute funds for teachers who apply for grants	Amount \$2000 with two winners of \$1000 each.	ASLHS/ Treasurer	In progress
2025-025	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	Did not happen

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	Completed
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	Completed
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 (RJ, Juanita, and Alli) 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	Completed

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
2025-076	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

Amendm ent 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
2025-139	Pay a bill	Pay CED \$2000	Treasurer	Completed
2025-140	Adopt the annual budget	Adopt the 2025-2026 annual budget	Treasurer	Completed
2025-141	Purchase materials	Purchase 300 stoles for \$4350 (estimated shipping cost included)	Treasurer/ ASLHS	Completed
2025-142	Purchase materials	Purchase 500 decals for \$459.25	Treasurer/ ASLHS	Completed

a. President's Report (15 minutes)

i. Vice President

MOTION #2025-148: I, Matt Andersen, move that the board enter closed session to discuss the potential appointment of the new Vice President.

Seconded: Katie Moore

Vote: passed

MOTION #2025-149: I, Matt Andersen, move that the board exit the closed session and return to open session to continue with the remaining agenda items.

Seconded: Katie Moore

Vote: passed

MOTION #2025-150: I, Matt Andersen, move that the board appoints Allison Bloom to serve as ASLTA's new Vice President starting today and until the next election in 2027.

Seconded: Katie Moore

Vote: passed

- ii. Swearing In Vice President and Professional Development Director
- iii. Procedural Oversight: Professional Development Director
 - Katie Moore did not swear in for her current term.
 - She has made motions, seconded and voted during the board meeting in August and September.
 - We must make a motion to ratify all actions Katie has made to correct the procedural oversight to ensure the continuity and validity of the board's decisions made during these two months.

MOTION #2025-151: I, Matt Andersen, move that the board ratify all motions, seconds, and votes made by Professional Development Director Katie Moore during the period from August 1st, 2025 through October 12th, 2025.

Seconded: Rhonda Jenings-Arey

Vote: passed

ASLTA Projects	Board Action Items
ACTFL Standards Update the standards	Coordinator: Matt Andersen & Alli Bloom
	Updates: Matt has started drafting up an updated Standards
	Action Items: Form a revision committee Form a stakeholders committee
ACTFL Can-Do Statements Develop for ASL	Coordinator: Matt Andersen & Alli Bloom
	Updates: Matt has started drafting up the Can-Do Statements.
	Action Items: Form a committee
Evaluation & Certification Revise the whole program	Coordinator: Matt Andersen, Alli Bloom, Jason Zinza & Katie Moore
	Updates: A temporary certification promotional process has been placed.
	Action Items: An early promotion needs a fee to cover the unpaid committed membership fees. <i>Ex. If one wants to promote their certification after one year of its validity, then this person will need to pay the renewal fee plus two future cycles.</i> Discuss with Jason and Katie regarding to promotional process.

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. CM7, Isola Bella, and Aspen Camp cannot. Looking at possibly at SIU.
	Action Items: Form a committee Choose dates Choose location Develop program and agenda
Bylaws & IPPG Revise both documents to support the organization as a whole.	Coordinator: Matt Andersen and Alli Bloom
	Updates: The bylaws committee is continuing their work in the IPPG documents for alignment and feedback on what needs to be written. Bylaws amendments will be out for members' vote sometime in November or December.
	Action Items: Transfer responsibility to the new Vice President during the upcoming meeting. 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: Alli Bloom and ASLHS Dir.
	Updates:
	Action Items: 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:
	Action Items: Obtain an IRB Focus groups
NPDC 2027 <i>Colorado</i>	Coordinator: Katie Moore and Outreach & Recruitment Dir.
	Updates:
	Action Items: Have Matt to assist with completing the MOU
NPDC 2029	Coordinator: Matt Andersen & Jason Zinza
	Updates: Matt will reach out to RIT and see if they will be interested in hosting NPDC in 2029
	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:

Vice President's Report (15 minutes)

- No Report

ii. Committee Reports:

Standing Committees	Board Action Requested	Date of Most Recent Meeting	Meeting Minutes Filed (Y / N)
Bylaws	Chair: Katie O'Brien	Break (1of2)	N/A
<i>Board Action Needed:</i>	(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	Chair: James Wilson
<i>Board Action Needed:</i>	(Insert from committee minutes here)

b. Secretary's Report (15 minutes)

- i. No Report

c. Treasurer's Report (15 minutes)

- i. No Report, but President Andersen mentioned that the membership that is coming in is slow, and ASLHS has not had any profit lately. This is also a period of time where the Treasurer has to complete IRS work.
- ii. **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	\$	

iii. **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.			

iv. **Current Membership Overview**

■ NOT UPDATED

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

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

- i. Professional Development has already earned just over \$5,100 one month into our new membership cycle. We are getting ready to roll out some more things: PLCs, Book Club, and the 3 last courses for certification.
- ii. Jason asked for check in regarding ACTFL.

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

- i. The president will be making an announcement soon for the vacancy and has asked us to also seek qualified applicants. Reminder: applicants must be certified level 2 (formerly known as master) and be a member of good standing in 2 years.

f. Communications Director's Report (15 minutes)

- i. Job postings posted
- ii. Membership Renewal Reminder eblasted on September 22, 2025
- iii. NPDC Award winners' email sent out
 - NPDC Isabelle Calvacca Award winner, Matt Andersen, video posted on our Social Media

- NPDC Isabelle Calvacca Award winner, Katie Moore, video posted on our Social Media
 - Bev emailed me saying she will send me her video this week.
- iv. Question: Does ASLTA do events for Deaf History Month?
- g. Recruitment & Outreach Director's Report (Vacant) (15 minutes)**
 - i. No Report
- h. ASL Honor Society Coordinator's Report (Vacant) (15 minutes)**
 - i. Art Competition 2025
 - We got the Art Competition going. We decided to do a VV style which incorporates the use of NMMs.
 - ii. Competition Coordinator
 - We have a new Competition Coordinator; her name is Nicole Cruz from NH. She attended our ASLHS meeting on Oct. 5. Waiting to have a 1 on 1 meeting to go through everything in the ASLHS folder and the Competition folder.
 - She will need to become a member before proceeding.
 - iii. Scholarship Coordinator
 - We have a new Scholarship Coordinator, her name is Roxann Barrera-Coffman from Texas. She was not able to attend the ASLHS meeting on Oct. 5 due to already established appointment that day. Waiting to have a 1 on 1 meeting to go through everything in the ASLHS folder and the Scholarship folder.
 - She will need to become a member before proceeding.
 - iv. Scholarships and Grants
 - Finalize the Grant winners, now just need the proposal to be approved to send the money to them.
 - Finalize the Scholarship winners, sent Jason the email to process them.

MOTION #2025-152: I, Matt Andersen, move to cancel ASLHS' attendance to ACTFL 2025 and allocate \$1000 for two teachers grant.

Seconded: Katie Moore

Vote: passed

- v. ASLHS Merchandises
 - No orders as of right now.
 - Need to communicate with members that the updated order form is available and the store is now open for their orders.
- vi. ASLHS Retreat
 - ASLHS are finalizing the location and specific date in July 2026.

- \$1200 per person, approx \$6000 for five ASLHS program coordinators.

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

Keep doing a wonderful job! Look forward to working with everyone for the next 2 years.

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

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

9. Adjournment

MEETING ADJOURNED AT 7:48 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*

November 9, 2025

December 14, 2025