



# AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

## **Board of Directors Meeting Minutes**

**Sunday, November 9, 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:** Nov 9, 2025 06:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

**<https://zoom.us/j/98004605645?pwd=JSiQ7iaQvp3UqHyq03tSNsc60eDWYA.1>**

**Meeting ID:** 980 0460 5645

**Passcode:** 006369

### **1. Roll Call**

#### **a. Present**

Matt Andersen, President  
Jason E. Zinza, Treasurer  
Rhonda Jennings-Arey, Secretary  
Juanita Hall, Communications Director  
Katie Moore, Professional Development Director

#### **a. Absent**

Alli Bloom, Vice President  
[VACANT], Recruitment and Outreach Director  
[VACANT], Evaluation and Certification Director  
[VACANT], ASLHS Director

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

None

#### **c. Observers:**

Melissa Ibanez

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

The meeting was called to order by President Andersen at 6:30 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 #2025-153:** move to approve the Meeting Minutes of October 12, 2025 as read.
2. **MOTION #2025-154:** I, Jason E. Zinza, move that ASLTA allocate \$2,100.00 to cover transportation, hotel, and per diem for two Board members to attend the CED Board meeting in Denver, Colorado on January 29, 2026.
3. **MOTION #2025-155:** I, Jason E. Zinza, move that ASLTA set aside up to \$10,000.00 to use for development of an evaluation database similar to the professional development database that was recently completed. Project to begin after no additional tweaks are needed for the PD database.

**MOTION #2025-156:** I, Jason Zinza, move to approve the consent agenda.

**Seconded:** Katie Moore

**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                      |
| 2025-021 | Distribute funds for scholarship winners           | Amount of \$4000. There will be 2 HS Senior winners (\$1,000 each). There will be 2 college winners.                                                                                                                                                                                                                                                                                         | ASLHS/ Treasurer           | In progress                      |
| 2025-022 | Distribute funds for teachers who apply for grants | Amount \$2000 with two winners of \$1000 each.                                                                                                                                                                                                                                                                                                                                               | ASLHS/ Treasurer           | In progress                      |
| 2025-025 | Certificate Renewal Change proposal                | Tutor: 20 ASLTA CEUs; Lab Instructor: 20 ASLTA / 10 PD CEUs; Teacher Lv I: 30 ASLTA / 10 PD CEUs; Teacher Lv II: 40 ASLTA / 20 PD CEUs. Renewals will require most of the CEUs to be provided by ASLTA, with the additional CEUs dependent on which level to be provided elsewhere. The CEUs must be related to ASL education, technology, teaching, and other topics within similar fields. | Vice President/ Evaluation | In progress                      |

|                       |                                                                 |                                                                                                                                                                                                                                    |                       |                                                |
|-----------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------|
| 2025-034              | Purchase Board Shirts                                           | up to \$700 to buy ASLTA board shirts                                                                                                                                                                                              | Treasurer             | Did not happen                                 |
| 2025-035              | Pay Parallel Solvit                                             | \$6,000 to develop a professional development database that will keep track of CEUs and PD hours                                                                                                                                   | Treasurer/PD Director | In progress, this is currently being developed |
| 2025-044              | Allocate Funds                                                  | \$500 to pay DeafTax for our required fiduciary training.                                                                                                                                                                          | Treasurer/PD          | In progress - to be done by December 2025      |
| 2025-046              | Hosting training at NPDC and hiring up to 4 new evaluators      | host a training session for evaluators during the 2025 National Professional Development Conference and hire up to four new evaluators                                                                                             | Evaluation            | In progress                                    |
| Amendment to 2025-046 | Allocate Funds                                                  | \$3,000.00 from the Evaluation account to provide seed money for diverse filmography for use within the ASLTA certification and evaluation online training program.                                                                | Treasurer             | In progress                                    |
| 2025-060              | Allocate funds                                                  | \$4,500.00 to send three representatives to the ACTFL 2025 conference.                                                                                                                                                             | Treasurer             | 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                                    |
| 2025-076              | 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<br>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/<br>Treasurer | In progress (will be completed July 2027) |
| 2025-136 | Allocate funds                    | \$10,000 from reserves as seed money for 2026 ASLTA U initiative.                                                                                                                                                                                      | Treasurer                 | In progress                               |
| 2025-137 | Pay a platform                    | authorize spending of \$160 to pay Padlet (Teams version) for ASLTA and ASLHS uses. Total cost of \$160.00.                                                                                                                                            | Treasurer                 | In progress                               |

|          |                |                                                                                                                  |               |                                                    |
|----------|----------------|------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------|
| 2025-144 | Allocate Funds | \$600 each for Dr. Kim Kurz and Sharon Lott for the webinar they provided October 4 & 11, 2025 (SLPI Part 1 & 2) | Treasurer/ PD | In progress                                        |
| 2025-145 | Allocate Funds | Diane Lillo-Martin, who will be providing a webinar for us on November 1st, 2025.                                | Treasurer/ PD | In progress                                        |
| 2025-146 | Allocate Funds | \$300 for Stacy Steggs, who will be providing a webinar for us on November 8th, 2025.                            | Treasurer/ PD | On hold - she had an emergency need to reschedule. |
| 2025-152 | Cancel budget  | cancel ASLHS' attendance to ACTFL 2025 and allocate \$1000 for two teachers grant                                | Treasurer     | HOLD                                               |

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

**i. ACTFL: New Orleans**

- Duties, Schedule & Location
  - a. Rhonda & Juanita (booth)
  - b. Katie (booth stuff)
  - c. Alli, Matt & Jason (ACTFL business)
  - d. Booth duties
    - Primary: Rhonda & Juanita
    - Secondary: Matt & Alli
    - Backup: Katie & Jason (limited)
  - e. AirBnB
    - Who is staying at ASLTA's AirBnB?
    - Matt is staying in his own AirBnB
- Agenda for our nightly meetings: Time?
  - a. Four-Year Plan
    - Certification & Assessment
    - Professional Development
    - Resources & Materials
  - b. NPDC 2027 MOU
    - Vision
    - Wishlist
  - c. NPDC 2029
  - d. MASLED/TASL MOU
    - Revision
  - e. Homework: Board position handbook

ii. **ASLTA Board Communication System**

- Email is our first method of communication for everything.
- ASLTA Board group text is for what and when?
- Direct texting is okay as long as both sides have consent.

iii. **Impatient Members**

- I have been receiving messages from our members through different communication channels. Recently, one used my UChicago email address.
- I don't know whether it is them being impatient or us being slow with our emails. It could be both. Regardless, we need a stricter policy and not permitting them to contact us through our personal communication channels.
- We also need a policy or 'best practice' with how soon we should respond to emails?
  - a. I am about one week behind with ASLTA emails. Mainly because each requires me to complete a task - such as website fix, send an email, update spreadsheet, create a new document.

iv. **World Sign Language Teachers**

- WSLT is now working with the World Association of Sign Language Interpreters and they will provide support during their upcoming conference in Abu Dhabi in 2027.
- WSLT will start its research effort this coming December. Similar to ASLTA's True Biz Talk but on an international level and seeking for the foundational components of sign language curriculum.
  - a. They will need our support to release the survey.

| ASLTA Projects                                    | Board Action Items                                                          |
|---------------------------------------------------|-----------------------------------------------------------------------------|
| <b>ACTFL Standards</b><br>Update the standards    | Coordinator: Matt Andersen                                                  |
|                                                   | Updates: Matt has written the first draft.                                  |
|                                                   | Action Items:<br>Form a revision committee<br>Form a stakeholders committee |
| <b>ACTFL Can-Do Statements</b><br>Develop for ASL | Coordinator: Matt Andersen                                                  |
|                                                   | Updates: Matt has written the first draft and it still needs more work.     |
|                                                   | Action Items:<br>Form a committee: Bev Buchanan, Jason Listman, others?     |
| <b>Evaluation &amp; Certification</b>             | Coordinator: Matt Andersen, Jason Zinza & Katie Moore                       |

|                                                                                                         |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revise the whole program                                                                                | Updates:<br>Ready to have someone to occupy the position.                                                                                                                 |
|                                                                                                         | Action Items:<br>Announce position availability in the President's November message.                                                                                      |
| <b>Symposium</b><br>Cementing this as our offering.                                                     | Coordinator: Katie Moore                                                                                                                                                  |
|                                                                                                         | Updates: Sent out call for presenters, sent out advertising for registration                                                                                              |
|                                                                                                         | Action Items: Continue to advertise, and secure presenters                                                                                                                |
| <b>ASLTA U</b>                                                                                          | Coordinator: Katie Moore                                                                                                                                                  |
|                                                                                                         | Updates: Working on this currently with Alli & Jason - Found 5 places, we will vote on which place.                                                                       |
|                                                                                                         | Action Items:<br>Form a committee<br>Choose dates<br>Choose location<br>Develop program and agenda                                                                        |
| <b>Bylaws &amp; IPPG</b><br>Revise both documents to support the organization as a whole.               | Coordinator: Matt Andersen and Vice President                                                                                                                             |
|                                                                                                         | Updates:<br>The bylaws committee have begun working through the IPPG documents for alignment and feedback on what needs to be written.                                    |
|                                                                                                         | Action Items:<br>Identify policies and procedures that need to be voted by the board to make them official.<br>Identify which policies and procedures need to be written. |
| <b>ASL Honor Society</b><br>Elevate its offering and make it more exciting and relevant for all levels. | Coordinator: Vice President and ASLHS Dir.                                                                                                                                |
|                                                                                                         | Updates:                                                                                                                                                                  |
|                                                                                                         | Action Items:<br>Evaluate the program<br>Map out goals for the next two and four years                                                                                    |
| <b>Researchers' Think Tank</b><br><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:<br>Pick a date                                                                                                                                              |
| <b>True Biz Talk</b>                                                                                    | Coordinator: Matt Andersen                                                                                                                                                |

|                                                                                                           |                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <i>To promote research effort within ASLTA</i>                                                            | Updates:<br>Met with Bev Buchanan and Diane Mary Clark every monday to strategize on how to salvage the data by having focus groups |
|                                                                                                           | Action Items:<br>Obtain an IRB<br>Focus groups                                                                                      |
| <b>NPDC 2027</b><br><i>Colorado</i>                                                                       | Coordinator: Katie Moore and Outreach & Recruitment Dir.                                                                            |
|                                                                                                           | Updates:<br>MOU to be reviewed during ASLTA board's mini retreat at New Orleans                                                     |
|                                                                                                           | Action Items:<br>Complete MOU                                                                                                       |
| <b>NPDC 2029</b>                                                                                          | Coordinator: Matt Andersen & Jason Zinza                                                                                            |
|                                                                                                           | Updates:                                                                                                                            |
|                                                                                                           | Action Items:<br>Contact schools and venues                                                                                         |
| <b>Institutional Membership</b><br><i>Revise the membership to make it more appealing and beneficial.</i> | Coordinator: Jason Zinza and Outreach & Recruitment Dir.                                                                            |
|                                                                                                           | Updates:                                                                                                                            |
|                                                                                                           | Action Items:                                                                                                                       |

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

- i. ASLTA Operational Schedule (Tentative): 2025–2027
    - Support organizational operations by staying ahead of deadlines and enhancing communication among board members. The tentative schedule outlines key activities and timelines. I emailed the document to everyone; please update it to the best of your ability if you haven't already.
  - ii. Leadership training (in progress)
    - Currently working on scheduling a leadership training for board members (anticipated Spring 2026?).
    - Topics are under consideration and may include: strategic planning, organizational management, board responsibilities, and other skill-building areas relevant to effective governance.
- **Committee Reports:**

| Standing Committees         | Board Action Requested                                                                                                                                                                                            | Date of Most Recent Meeting | Meeting Minutes Filed (Y / N) |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|
| <b>Bylaws</b>               | Chair: Katie O'Brien                                                                                                                                                                                              | 10/14/25                    | Y                             |
| <i>Board Action Needed:</i> | <a href="https://docs.google.com/document/d/1CACJCs_b1iKOj8bi54iwxKBFA8X_jNuVo6NnFqlqDPo/edit?usp=sharing">https://docs.google.com/document/d/1CACJCs_b1iKOj8bi54iwxKBFA8X_jNuVo6NnFqlqDPo/edit?usp=sharing</a>   |                             |                               |
| <b>Steering</b>             | Chair: Bren Falgier                                                                                                                                                                                               | 9/28/25                     | Y                             |
| <i>Board Action Needed:</i> | <a href="https://drive.google.com/file/d/1tP7rN2Sd2cl6rLRxNcQLR69H5jTNvCX/view?usp=sharing">https://drive.google.com/file/d/1tP7rN2Sd2cl6rLRxNcQLR69H5jTNvCX/view?usp=sharing</a>                                 |                             |                               |
| <b>Evaluation Advisory</b>  | Chair: NA                                                                                                                                                                                                         | 8/12/25                     | Y                             |
| <i>Board Action Needed:</i> | <a href="https://docs.google.com/document/d/1FcYZIAnMRglpJDea9wXyWuFbDWw-x-3FqAGdSINndao/edit?usp=sharing">https://docs.google.com/document/d/1FcYZIAnMRglpJDea9wXyWuFbDWw-x-3FqAGdSINndao/edit?usp=sharing</a>   |                             |                               |
| <b>DEI</b>                  | Chair: Sunny Brysch                                                                                                                                                                                               | 2/23/25                     | Y                             |
| <i>Board Action Needed:</i> | <a href="https://docs.google.com/document/d/1iW45tZSc5fs2Ao515vnTmY2bV00Mdzt1TZmfMXDji_kc/edit?usp=sharing">https://docs.google.com/document/d/1iW45tZSc5fs2Ao515vnTmY2bV00Mdzt1TZmfMXDji_kc/edit?usp=sharing</a> |                             |                               |
| <b>Finance</b>              | Chair: Jason E. Zinza                                                                                                                                                                                             | NA                          | N                             |
| <i>Board Action Needed:</i> | N/A                                                                                                                                                                                                               |                             |                               |

| Ad-Hoc Committees                                                                     | Board Action Requested        | Date of Most Recent Meeting | Meeting Minutes Filed (Y / N) |
|---------------------------------------------------------------------------------------|-------------------------------|-----------------------------|-------------------------------|
| <b>Writing</b>                                                                        | Chair: Greta Knigga-Daugherty | 09/17/25<br>(next meeting)  |                               |
| <i>Board Action Needed:</i> Finish 2023 IRS Report developed by the Writing Committee |                               |                             |                               |

|                                                                     |                                                                                                                                                                                                                 |                                                    |   |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---|
| <b>IPPG</b><br><br><i>Board Action Needed:</i>                      | Chair: Matt Andersen                                                                                                                                                                                            | 09/11/25                                           |   |
|                                                                     | (Insert from committee minutes here)                                                                                                                                                                            |                                                    |   |
| <b>Barbara Kappapell Project</b><br><br><i>Board Action Needed:</i> | Chair: Bridget Klein                                                                                                                                                                                            | 10/27/25                                           | Y |
|                                                                     | <a href="https://docs.google.com/document/d/1_ShSmh41lr_NAvv2Et-0Z5QHckWtMP-HzJNi37AyFpk/edit?usp=sharing">https://docs.google.com/document/d/1_ShSmh41lr_NAvv2Et-0Z5QHckWtMP-HzJNi37AyFpk/edit?usp=sharing</a> |                                                    |   |
| <b>Seal of Quality</b>                                              | Chair: Rotating                                                                                                                                                                                                 | 11/20/25<br>(next meeting date- not confirmed yet) |   |
|                                                                     |                                                                                                                                                                                                                 |                                                    |   |
| <b>Scholarship</b><br><br><i>Board Action Needed:</i>               | Chair: James Wilson                                                                                                                                                                                             |                                                    |   |
|                                                                     | (Insert from committee minutes here)                                                                                                                                                                            |                                                    |   |

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

- i. Check the 2026 meeting dates. The only date that does not fall on the second Sunday is in May due to Mother's Day.

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

- i. ASLTA Form 990 update. The form is due to the IRS even though the government is shut down. As of 11/9/25, the processing needed to complete the form is incomplete. This is the latest it has ever been, and I am concerned that without substantial changes, ASLTA risks losing its 501(c)(3) designation. We need to focus on a) hiring additional bookkeeping support and / or accountant support, and b) streamlining processing during the year.
- ii. Backlog update. I am still not finished processing everything from the NPDC 2025. Incomplete: Geissler, Nash, da Sousa, and freelance interpreters. Would like discussion with the NPDC committee on what to avoid for the 2027 conference in order to not have a repeat of the 2025 headaches.
- iii. Request for consideration: PD cancellation fees. The BKP committee canceled its scheduled webinar and informed attendees to obtain refunds.

This is the 4th consecutive webinar that the BKP committee has scheduled and then canceled. The concern is that ASLTA pays a fee for each refund (a fee is based on both receiving money and then again for refunding it). For a \$30.00 and \$50.00 webinar, the fees paid are \$5.13 and \$3.40 per refund. While small amounts, they add up over time. For consideration: Should ASLTA charge committees the refund fees, or continue to eat these losses? If the refund fees are recouped, does the Board have any suggestions for what would be reasonable?

- iv. The PD database project is complete. Training manuals are available and the developer will not do any additional work until feedback is received from Katie for final tweaks, etc. The final invoice will be sent after Katie has proceeded to use the database and submitted feedback (if needed).
- v. Request for consideration: Establishment of an “on duty / appointment-ready” system for Board members to interact with members who request face-to-face discussions. Examples: Potential member has questions about membership and requests face-to-face discussion, or a current member wants to review ASLTA certification points prior to paying for the application. These types of discussions often fall to the Treasurer but the nature of my full-time job makes it challenging to set aside time for ASLTA meetings during regular business hours. The number of requests has mushroomed so far this year and is no longer easy to handle.
- vi. CED has the annual face-to-face Board meeting on January 29, 2026 in Denver. Secretary and Treasurer are obligated to attend as the ASLTA representatives.
- vii. CED request. CED is asking all affiliates to develop procedures for addressing emergency / last-minute representative substitutes to CED meetings and to figure out how to ensure substitute representatives have the knowledge needed in order to fully participate in CED decisions.

viii. **Current Financial Balances**

| <b>Accounts &amp; Allocations</b>     | <b>Anticipated Revenue</b> | <b>Actual Revenue</b> | <b>Progress</b> | <b>Need to Process</b> |
|---------------------------------------|----------------------------|-----------------------|-----------------|------------------------|
| <i>Main</i>                           | \$65,692.53                | \$ 32,804.23          | \$49.93 %       | 503                    |
| <i>Evaluation &amp; Certification</i> | \$4,000.00                 | \$ 1,050.00           | 26.25 %         | 3                      |
| <i>Professional Development</i>       | \$25,000.00                | \$ 6,982.27           | 27.92 %         | 147                    |
| <i>ASL Honor Society</i>              | \$80,000.00                | \$ 1,186.65           | 1.48 %          | 6                      |
| <b>Committee Accounts</b>             |                            |                       |                 |                        |
| <i>Committee Account</i>              | Starting Balance           | Expenditures          | Current Balance |                        |

|                                                    |                 |                    |                  |   |
|----------------------------------------------------|-----------------|--------------------|------------------|---|
| <i>National Standards</i>                          | \$ 3,113.28     | \$ 0.00            | \$ 3,113.28      |   |
| <i>BK Project</i>                                  | \$ 4,282.17     | \$ 1,089.20        | \$ 3,192.97      |   |
| <i>Inclusion &amp; Equity</i>                      | \$ 658.08       | \$ 0.00            | \$ 658.08        |   |
| <b>Organizational Accounts</b>                     |                 |                    |                  |   |
| <i>Investment</i>                                  | \$ 2,326.27     | \$ 0.00            | Ready to deposit |   |
| <i>External Donations to Main Checking Account</i> | \$ 100.00       | \$100.00           | Deposited        | 0 |
| <b>Account Balances</b>                            |                 |                    |                  |   |
| <i>Current Financial Status</i>                    | Bank of America | 2025-2026 Budgeted | Reserves         |   |
|                                                    | \$ 491,288.82   | \$175,692.53       | \$ 315,596.29    |   |

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

| <b>Schwab Long-Term Investment Accounts</b>                     | <b>Account Balance</b> | <b>Available Funds (cash)</b> | <b>Investment Notes</b>  |
|-----------------------------------------------------------------|------------------------|-------------------------------|--------------------------|
| <i>L1 Initiatives Fund</i>                                      | \$ 10,915.06           | \$ 29.19                      | +\$29.19 (.+27%)         |
| <i>LF2 Fund</i>                                                 | \$ 5,760.07            | \$ 253.34                     | +\$15.12 (+.26%)         |
| <i>Riggs Fund</i>                                               | \$ 9,489.92            | \$ 408.32                     | +\$24.81 (+.26%)         |
| <i>Main Investment Fund</i>                                     | \$ 107,744.94          | \$ 66.03                      | +\$287.95 (+.27%)        |
| <i>External Donations (specify account)</i>                     | \$ 0.00                | \$0.00                        | \$0.00                   |
| <b>TOTAL ACCOUNT VALUE</b>                                      | <b>\$133,909.99</b>    | <b>\$ 1,230.10</b>            | <b>+\$357.07 (+.27%)</b> |
| *Fund cannot be used until it has reached \$10,000.00 in value. |                        |                               |                          |

x. **Current Membership Overview**

- Membership renewals continue to be sluggish (down 100+ compared to this time in 2024-2025).
- Will send out membership reminder email and inform of account deletion / certification revocation beginning Monday, November 10. Estimated 310 accounts will be deleted on November 30.

| <b>Membership Category</b>                        | <b>Current #</b> | <b>Last Meeting #</b> | <b>Membership Goal</b> |
|---------------------------------------------------|------------------|-----------------------|------------------------|
| <i>Associate - 1 year (2025 to 2026)</i>          | 164              | 27                    | 216                    |
| <i>Associate - 2 years (2024 to 2026)</i>         | 58               | 58                    | 58                     |
| <i>Associate - 2 years (2025 to 2027)</i>         | 61               | 28                    | 159                    |
| <i>Certified - 1 year (2025 to 2026)</i>          | 73               | 36                    | 113                    |
| <i>Certified - 2 years (2024 to 2026)</i>         | 38               | 38                    | 38                     |
| <i>Certified - 2 years (2025 to 2027)</i>         | 32               | 25                    | 65                     |
| <i>Retired - 1 year (2025 to 2026)</i>            | 0                | 0                     | 3                      |
| <i>Retired - 2 years (2024 to 2026)</i>           | 3                | 3                     | 3                      |
| <i>Retired - 2 years (2025 to 2027)</i>           | 2                | 0                     | 2                      |
| <i>Retired Certified - 1 year (2025 to 2026)</i>  | 3                | 3                     | 3                      |
| <i>Retired Certified - 2 years (2024 to 2026)</i> | 1                | 1                     | 1                      |
| <i>Retired Certified - 2 years (2025 to 2027)</i> | 5                | 3                     | 1                      |
| <i>Institutional Members</i>                      | 0                | 0                     | 0                      |
| <i>Honorary Members</i>                           | 7                | 7                     | 7                      |
| <b>TOTAL MEMBERSHIP</b>                           | <b>447</b>       | <b>229</b>            | <b>669</b>             |

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

- i. Currently with \$6,982 earned (not including refunds issued for BKP/Stacy Steggs webinars). I will work with PD committee to develop a policy for things like this.
- ii. Working on finalizing the rest of the webinars for this membership year. Should have that schedule within a few weeks on the PD page on the website.
- iii. Symposium is moving along - I have not received any more proposals, so I will accept what I have and then fill in the blanks. Please, if you see the

advertisement on our page, please share our stuff on your personal page so we can get some more eyes on it.

- iv. ASLTA U - I have 5 places in mind, we will vote on Monday to decide and then move on from there so we can get dates ironed out and announce to the public. Currently planning on 25 people max to participate, with 5 to teach/facilitate the week. It is in July 2026. It will be a week long “boot camp” for those who don’t know how to teach.

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

- i. No Report

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

- i. National ASLTA Board FB cover photo updated with Alli’s image as our new VP.
- ii. Social Media:
  - Monthly Deaf History Spotlight: November
  - ASLTA Awards Spotlight!
    - a. Dr. Stephen M. Ryan Award Winner: Dr. Stefanie Amiruzzaman - 10/30
    - b. Dr. George Veditz Award: Dr. Beverly Buchanan - 11/9
  -
- iii. E-blasts:
  - ASLTA Membership Renewal Reminder sent out 11/7/25
    - a. Future reminders, I need to add something like if they have already paid their membership, to ignore their reminder
    - b. Received numerous emails from members saying they have already paid
  - ASLTA Announcement from President Matt about our new elected Vice President, Alli Bloom sent out on 10/16/25
- iv. **Positions Handbook:** [ASLTA Board Positions Handbook Draft](#)
  - Should I make a motion to create a position handbook for future elected officers, and we will update it 4x a year
  - Each position adds their duties on a regular basis
  - Evolving work in progress since some of our position duties may change over time due to responsibilities added, deleted, changed, or new technology apps, etc.
  - **Motion??**
- v. **Communications Protocol:** [Draft ASLTA Board Communications Protocols](#)
  - Should we create some type of communication protocol regarding our emails and texting professionalism, turn around time, etc?
  - Here is a starting point for Professional Communication Protocols for Non-Profit Organizations that we can brainstorm, edit, and add etc: [Draft ASLTA Board Communications Protocols](#)

- vi. **ASLTA Newsletter December Edition 4: Need from the Board**
- President's Message Video and Article
  - Vice President's Message Video and Article
  - New Vice President, Alli Bloom! Yay!
    - a. Photo - use the same one from the e-blast?
    - b. Short video from Alli about this new role
    - c. Short article " "
  - 2025 in Review: A Year of Growth, Advocacy, and Unity
    - a. Article recapping year 2025
  - Happy Holidays! Video from each board member:
    - a. President Matt writes/signs a video with a short message to our members expressing our appreciation for their support and wishing them a wonderful holiday.
    - b. Each member says Happy Holiday
    - c. Brief message to our ASLTA members
  - ACTFL conference outing:
    - a. Each member take photos & videos
    - b. Upload on SM
    - c. Send to me for this NL edition
  - ASLTA Member Spotlight!
    - a. Send me an ASLTA member (not on the board) we could spotlight in this NL
    - b. Member name, photo, and short write-up
    - c. Video??
  - Certification - need a listing of who recently earned ASLTA certification
  - Listing of all the ASLTA committees with brief descriptions, along with:
    - a. Are any of the committees recruiting new committee members?
    - b. Committee updates/exciting news to share?
  - Tidbit Tuesdays:
    - a. Text version article/videos of all the wonderful Tidbit Tuesday on SM - they are among the most popular videos on our FB page.
    - b. Describe an activity or something in the NL for the members
  - PD Updates:
    - a. Webinars - I have the webinar calendar
    - b. 2027 Conference
    - c. 2029 Conference location, etc.
    - d. ASLTA U
    - e. ASLTA Symposium

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

- i. No Report

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

- i. No Report

**MOTION #2025-157:** I, Matt Andersen move to allocate \$2,428.50 to pay for 400 Cogswell medals with neck ribbons for \$5.99 each, including order shipping cost.

**Seconded:** Katie Moore

**Vote:** withdrawn

**MOTION #2025-158:** I, Jason Zinza, move to allocate \$260.00 to pay for 1320 ASLHS Seals, including tax and order shipping cost.

**Seconded:** Katie Moore

**Vote:** passed

**MOTION #2025-159:** I, Katie Moore, move to award one coupon for a free webinar for all members current as of November 30, 2025.

**Seconded:** Rhonda Jennings-Arey

**Vote:** passed

**MOTION #2025-160:** I, Katie Moore, move to award one free Symposium registration to be drawn at the conclusion of ACTFL conference in November 2025, with a cost not to exceed \$156.

**Seconded:** Rhonda Jennings-Arey

**Vote:** passed

**AMENDMENT to 2025-160:** I, Jason Zinza, amend the motion to add a second person to be awarded a free Symposium with a cost not to exceed \$312.

**Seconded:** Matt Andersen

**Vote:** passed

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

Don't forget we have a meeting on Thursday at 7 pm to talk about ACTFL plans

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

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

**9. Adjournment**

MEETING ADJOURNED AT 9:10 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***

December 14, 2025

January 11, 2026

February 8, 2026

March 8, 2026

April 12, 2026

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

June 14, 2026

July 12, 2026

August 9, 2026

September 13, 2026

October 11, 2026

November 8, 2026

December 13, 2026