Online Board Meeting Minutes  
Sunday, May 15, 2022  
Time: 6:30 PM [EST]

ASLTA is inviting you to a scheduled Zoom meeting.  
Topic: ASLTA's Zoom Meeting  
Time: May 15, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting  
https://us02web.zoom.us/j/85262705367?pwd=d3pKaGV3L0tIV0VIQ0U4L0dld3doUT09

Meeting ID: 852 6270 5367  
Passcode: 123334

1. **Roll Call**  
James Wilson, President  
Lorraine Flores, Vice President  
Jason E. Zinza, Treasurer  
Bo Clements, Chapters Affiliation Director  
Rhonda Jennings-Arey, Secretary  
Jessica Parker, ASLHS Coordinator

**Participants**  
Annie Welch  
Sara Bianco  
Kevin Youngblood  
Bob Donaldson-Pirc

**Absent:**  
David Martin, Communications Director  
Amy June Rowley, Evaluation and Certification Director

2. **Meeting called to order by President Wilson at 6:34 pm EST**

**MOTION #2022-018:** I, Lorraine Flores, move to approve the meeting minutes from 04/24/2022 and special meeting minutes from 04/26/2022 as read.
Seconded: Jason Zinza
Vote: Passed

MOTION #2022-019: I, Jason Zinza, move to approve the meeting minutes from 04/24/2022 and special meeting minutes from 04/26/2022 as read.
Seconded: Lorraine Flores
Vote: Passed

3. President's Report
   a. Board Retreat
      - Transition Plan for 2023-2027 - Treasurer is leaving as his position ends, we need to learn about his duties, also chapters, affiliation director, communication director, and vice president. That is a lot, so we need to be proactive.
      - LGBTQIA Committee Report on 2025 NPDC - Bridgette Klein is chairing this committee. She asked Bo Clements to serve on the committee and he agreed. He and Bridget had a conversation about the politics in Florida. There will be a meeting May 26 and Bo will tell us what happened during our retreat.
      - Hotel Visit: Columbus, Ohio for 2023 NPDC - there is a reservation and we will meet at the hotel at 9 am to noon on June 29th.
      - Post Retreat Tasks: Evaluation & Certification - Amy June wants the board to work on some of their tasks as she needs our help.
   b. South California Chapter Update - They finally closed their chapter. Waiting for their check and we do not know how much it will be, that is the good news. The bad news is that they got the FTB Franchise Tax Board, they wanted us to fill it out, but it has nothing to do with the national level.
   c. Professional Development Director Update - we have two candidates. We need to vote after the meeting as this is not public.
   d. Summer Board Meeting Schedule: 6/12, 7/17 and August and on it will be the 2nd Sunday.

4. Vice President's Report
   a. Online Courses - people are starting to sign up for these classes.
   b. Will follow up with DEI Chair for next new meeting - no new date of meeting yet but will communicate with them to set up monthly meetings.

5. Secretary's Report
   a. Writing Committee met today to start the classroom position paper that we are asked to do, we will meet again July 24 in hopes that we will finish that paper by then.
   b. Writing committee’s five position papers are ready for the members to see, and we have a video as well. Asking to get this ball rolling and send out. The only thing left is to do a transcript of that video. Need a date of when to send that out and what the procedure is.
6. Treasurer’s Report
   a. Website update. Security features are nearing completion. Starting to work on the front page of the website. Hope to have something to show within the next two weeks. Priorities:
      i. Membership registration
      ii. Professional development database
      iii. Certified membership verification - on hold due to LOA (?)
      iv. Other?
   b. Requesting update re: NASL-EHL donation of $5,000.00 from the L1 fund.
   c. Scheduling account reconciliation chargeback / transfers the first week of June (every 6 months this is done). Much appreciation to James.
   d. Missed the 990 form filing due to the chapters issue. Will have to file in November.
   e. Discussion needed: Purchasing refundable vs. non-refundable transportation tickets for ASLTA business. Preferred approach for future needs?
   f. Interested in re-focusing the Strategic Planning Committee to become more of a Steering Committee. It’s become clear that long-term planning is very challenging to do when there are many existing needs and issues needing resolution before planning for future growth. Steering committees function similar to a SPC except the focus is on current needs instead of future needs.
   g. Review and approval of ASLTA non-disclosure agreement.

MOTION # 2022-020 - I, Jason E. Zinza, move that ASLTA adopt the draft non-disclosure agreement, effective May 15, 2022.
Seconded By: RJ
Vote: passed

   h. Review and approval of ASLTA conflict of interest agreement.

MOTION # 2022-021 - I, Jason E. Zinza, move that ASLTA adopt the draft conflict of interest agreement, effective May 15, 2022.
Seconded By: Bo Clements
Vote: passed

   i. Membership: ASLTA is near the end of its membership cycle. We are at 715 members, which means we grew 15.8% above the goal for 2021-2022.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Current #</th>
<th>Last Meeting #</th>
<th>2021-2022 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting - 1 year</td>
<td>32</td>
<td>32</td>
<td>85</td>
</tr>
<tr>
<td>Supporting - 2 years</td>
<td>58</td>
<td>58</td>
<td>36</td>
</tr>
<tr>
<td>Membership Category</td>
<td>1 Year</td>
<td>2 Years</td>
<td>2 Years - 1 Year</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------</td>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td>Associate - 1 year</td>
<td>260</td>
<td>253</td>
<td>218</td>
</tr>
<tr>
<td>Associate - 2 years</td>
<td>167</td>
<td>163</td>
<td>104</td>
</tr>
<tr>
<td>Certified - 1 year</td>
<td>116</td>
<td>116</td>
<td>100</td>
</tr>
<tr>
<td>Certified - 2 years</td>
<td>67</td>
<td>65</td>
<td>48</td>
</tr>
<tr>
<td>Retired - 1 year</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Retired - 2 years</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Retired Certified - 1 year</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Retired Certified - 2 years</td>
<td>8</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL MEMBERSHIP</strong></td>
<td>715</td>
<td>702</td>
<td>603 (-20%)</td>
</tr>
<tr>
<td>Institutional Members</td>
<td>4</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>ASLTA Chapters</td>
<td>7</td>
<td>6</td>
<td>10</td>
</tr>
</tbody>
</table>

h. Banking & Schwab update.

### Current ASLTA Financial Status

<table>
<thead>
<tr>
<th>Bank of America Accounts</th>
<th>Bank Balance</th>
<th>QuickBooks Balance</th>
<th>Needs to be Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL Honor Society</td>
<td>$ 64,372.55</td>
<td>$ 107,401.67</td>
<td>147</td>
</tr>
<tr>
<td>Evaluation &amp; Certification</td>
<td>$ 16,876.94</td>
<td>$ 23,018.04</td>
<td>4</td>
</tr>
<tr>
<td>Main Checking</td>
<td>$ 314,478.50</td>
<td>$ 207,464.08</td>
<td>162</td>
</tr>
<tr>
<td>Conference</td>
<td>$ 21,190.36</td>
<td>$ 1,696.63</td>
<td>18</td>
</tr>
<tr>
<td>External Donations to the NPDC (2023 Patrons)</td>
<td>$ 0</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>National Standards</td>
<td>$ 3,108.94</td>
<td>$ 3,108.94</td>
<td>0</td>
</tr>
<tr>
<td>Professional Development</td>
<td>$ 11,715.25</td>
<td>$ 8,392.39</td>
<td>3</td>
</tr>
<tr>
<td>Inclusion &amp; Equity</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
<td>0</td>
</tr>
<tr>
<td>Investment</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
<td>0</td>
</tr>
<tr>
<td>External Donations to Main</td>
<td>$</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Checking Account

<table>
<thead>
<tr>
<th>Schwab Long-Term Investment Accounts</th>
<th>Account Balance</th>
<th>Available Funds (cash)</th>
<th>Investment Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 Initiatives Fund</td>
<td>$8,350.65*</td>
<td>$59.58</td>
<td>+-$79.16 (0.96%)</td>
</tr>
<tr>
<td>LF2 Fund</td>
<td>$4,352.66*</td>
<td>$34.05</td>
<td>+$44.36 (1.03%)</td>
</tr>
<tr>
<td>Riggs Fund</td>
<td>$7,135.15*</td>
<td>$53.96</td>
<td>+$74.78 (1.06%)</td>
</tr>
<tr>
<td>Main Investment Fund</td>
<td>$87,869.62</td>
<td>$8,778.15</td>
<td>+$972.49 (1.12%)</td>
</tr>
<tr>
<td>External Donations (specify account)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL ACCOUNT VALUE** | **$431,258.99** | **$375,664.24**

**TOTAL ACCOUNT VALUE** | **$107,718.08** | **$8,925.74**

*Fund cannot be used until it has reached $10,000.00 in value.

7. **Professional Development Director** - VACANT
   - No Report

8. **Evaluation and Certification Director** Rowley
   - No Report

9. **Chapter Affiliation Director** Clements
   - 2021-2022 paid chapters: WA-ASLTA, NC-ASLTA, VA-ASLTA, San Diego-ASLTA, SC-ASLTA, and Bluegrass-ASLTA. Maybe: Minnesota/follow up.
   - 2021-2022 not paid chapters: Ohio-ASLTA, NJ-ASLTA, Rochester-ASLTA, Maryland-ASLTA, FASLTA, Willard-ASLTA
   - Compliance checklist forms: **West**: WA-ASLTA, San Diego ASLTA, UTAH, IDAHO, Bay Area. **Midwest**: Ohio, Minn, Bluegrass - I have not received a form for Ohio yet. **Southeast**: SC-ASLTA - I have not received a form yet. **Northeast**: VA-ASLTA
   - I sent all chapter bylaws to region representatives to update their chapters’ bylaws.
   - Ohio ASLTA hosted: April 9, 2022 - Character of syntax in ASL by Karen Boyd
   - Chapters region representatives meeting - May 17, 2022 at 8:30 pm EST

10. **Communications Director** Martin
    - No Report
11. ASL Honor Society Coordinator-Jessica Parker

- ASLHS May Newsletter
- ASLHS Literature winners announced (see newsletter)
- Lots of ASLHS graduation orders & ASLHS competition certificates mailed. New charm for honor cords & Andrew Foster medal for ASLHS Jr. In progress-ASLHS scholarship application review. 15 applications, 3 winners. ASLHS board members have been hard at work.
- Question about using ASLHS logo-members

MOTION # 2022-022 - I, Jason E. Zinza, move that ASLTA enter closed session to discuss PDD.
Seconded By: Bo Clements
Vote: passed

MOTION # 2022-023 - I, Jason E. Zinza, move that ASLTA end the closed session to discuss PDD.
Seconded By: Lorraine Flores
Vote: passed

MOTION # 2022-024 - I, Jason E. Zinza, move that the board appoint Aimee Sever-Hall to fill the position of PDD until it’s expiration in 2025.
Seconded By: Jessica Parker
Vote: passed

MEETING ADJOURNED AT 8:33 pm EST

Meeting Minutes respectfully submitted by Rhonda Jennings-Arey
Future meetings:  ALL MEETINGS ARE AT 6:30 PM EST

June 12, 2022
July 17, 2022
August 14, 2022
September 11, 2022
October 16, 2022
November 13, 2022
December 11, 2022