COFLT Board member meeting

November 7, 2015

In attendance: Erica Andree, Natalie Stamper, Michael Woods, Laura Mulas, Marie-Eve Thifault, Ben Wolcott, Sandy Garcia, Tina Hargaden, Scott Goodman, Andy Scott

Not in attendance: Rhonda Hall-Ramirez, Kandi Wyatt

I. Call to order, review of agenda and brief introductions of new members

II. Review of roles of executive board members and structure of organization. Discussed role of each member. All the executive board members are responsible for assuring that COFTL is in compliance with the non-profit rules. Discussed the most important role of COFTL which is to document, be transparent and recruit.

 a. President

 b. Vice president

 c. Treasurer—manages all money transactions.

 d. Secretary-- Minutes need to be public. Provide annual reports to PNCFL, reports all activities, expenditures, etc. to all members.

COFTL Board needs to:

Plan budgeting – preconference

Organization of conference

Recruitment of presenters, vendors

II. Reports

1. Elections: 2 new board members. Kandi (K-8) and Rhonda (K-8). They can be appointed to fill out the current term. Will vote with all members at next election, April 1. Open positions are: 9-12 (2), Immersion rep. (1)—not necessary.
2. Honors and awards. Forms online appear to be working. Alerts can be set via jot forms and Google docs. Treasurer will now send checks to Ben W. Ben W. will send out letters to recipients and to the Universities and will create a form that provides all of the universities financial aid office numbers and contacts.
3. Mini grants. Checks need to go out upon selection and not after completion of project. Recipient of grant needs to submit abstract of project and state if at end will publish an article or give a presentation.
4. COFTL (Wild apricot) website: up and running. Domain available for another 4 years.
5. Treasurer: Need to discuss payment reimbursement of transportation for members of board to attend meetings. Need to decrease this current payout is above the average. Suggest just paying just for gas. Presented that of the $40 membership paid to COFTL per member- $15 is sent to PNCFL Current account information: Checking actual amount is 32, 764.87. However current bank statement is 33, 450. 77, as we have outstanding checks pending of $685. 90
6. LIM: It is a grant for universities to create programs with the hope that the activities established will continue to go on but without the funding. LIM partnered with us since our goals overlap. Funding ends December 2016—available for Spring 2016 conference and Fall 2016 conference. Whole conference paid for by LIM (Fall 2014), (Spring 2015), will cover a portion of the conference. This has enabled us to profit from the conferences and save/accrue money for COFTL and to stabilize. Future (2016)conferences will be funded by COFTL. What LIM pays for: keynote speaker, Food, teacher scholarships to attend. Sponsored anyone that needed help monetarily to attend.
7. ATJO- lower attendance. 54 members (low this year), 8 person board. ACTFL coming up so hoping to recruit. Feb. 1 day-long workshop. Grant for travel received.
8. PNCFL- JNCL reports what is going on nationally. Elections for vice president. Sandy running. Part of joint conference. Some money given to the joint conference. Suggested to use for a Thursday speaker.

II. Goals—See Google drive doc: 2015-16 Goals

* Contact names of all public schools (still putting in 1/3 that is left). Need private still.
* Communications
* Budget
* Scholarships for teachers ---Mini grants- post previous grant projects. Need to increase the amount.
* Conferences
* Membership-recruitment –benefits: networking, etc.//set quantifiable goals—ie 20 per year. Specific goals
* Board organization: Year in advance goals and deadlines, etc. Due dates for fees, registering as an agent. ETC.
* Website—resources
* Elementary outreach—Heritage

III. Conferences

1. Fall conference:

 Feedback:

* + - 147 people best turn out.
		- Well run
		- 2 hour workshops great
		- Like hands on
		- Like Paul Sandrock
		- Want technology workshop
		- Lunch first day too long/ bad set up/ need to have 4 serving lines.
		- Registration ran well
		- Wifi problems
		- Need to have in one building
		- More language specific sessions
		- Colleges are ideal
		- Urban location
		- Break during 2 hr workshops
		- Hear more from students what they like and want
		- Great having student teachers//LIM
		- Arabic instructor
		- Vendors that sell educational items
		- Less jewelry and clothing.
		- Keep LIM presentations
		- Very different—wanted more offerings.
		- Find out what peers are doing
		- Group participation---more interactive
		- Streamline the communication between high school- college bridging the process.
		- Would like more Ipad technology workshops/sessions
		- Would like heritage classrooms sessions/workshops/resources
		- Would like hard copies
		- Would like resources from conferences posted such as PPT.
		- Need to write up meeting because Call to order ---secretary and treasury report –not done at conference.
		- Communication if presentation running over.
		- Runners to help out—students.
		- Non compliant list of non payees –need to ban from conference.
1. Spring 2016 conference: Lewis & Clark March 12 (Saturday)—Lunch
	* Send out Save the date for the Spring conference—Erica
	* Template letter for vendors to be sent—Natalie
	* Create workshop invitation letter to send--Natalie
	* Workshop based—2 hours X 4

 3 workshops (same person to repeat workshop morn/after)

 TPRS—6hr—2 3hr workshops—ALL DAY Chris Stolz

 Games activities to increase proficiency-- Belal Joundey

 Technology Intercultural pragmatics–Julie Sykes

 Teaching for Proficiency –Avant Kyle Ennis

 Immersion—1 hr slot

 Heritage—1 hr slot

 Comprehensible input

 Social Justice

* No vendors at conference but we need vendors to advertis in our program. Invite them back to the Fall conference.
* Conference Chairs (venue, wifi, food, etc. ) : Natalie, Marie-Eve & Laura
	1. Teams for each presenter
	2. Program & print media (postcard, workshop, summaries & resources) Tina & Miguel—Naomi will print at Willamette University. Postcard needs to go out the day that we open registration.
	3. Vendors: outreach need to come up with 2 (beyond the usual suspects), advertising Spring & Fall conferences, tabling materials. Will be invited to the Fall conference.--Everyone (Google doc and webite Scott & Erica)
	4. Registration & communications (save the date, wild apricot set-up, announcements, reminder emails)—Erica (at bottom put that fall rfp´s are open)
	5. Evaluation—online form// then they get their attendee participation form. --Ben
	6. Budgeting and Transparency (plan costs, explain costs to membership)—Conference chairs and Sandy. Visualization of expenditures to print and put in program.
	7. Website (google doc)- conference Scott
	8. Post – conference follow up (organized by upcoming conference chair)
1. Fall Conference 2016 2nd Friday of October (13-15 of October)
* Sheraton Airport Hotel—Just this Fall joint conference.
* Conference chairs for venue (Natalie)
* Registration (Laura & Erica)
* Communications—Save the dates (Jan.), email and postcards (Marie-Eve)
* Presenter recruitment, registration and communication & Liason: RFP´s, notification and schedule (Tina & Andy)
* Let WATFL know that RFP´s are open /Ask about length of presentations (60). (Natalie)
* Program: WAFTL
* Keynote: Friday(COFTL) & Saturday (WAFTL):
* Vendors for Fall (Erica)
* Evaluations & participation certificate. Also need to reach out to WA to let them know that we have this already. (Ben)
* Budget (Sandy, Natalie & Tina)
* Website- conference (Scott)
* Post conference (Everyone)
1. Training teams:
* Membership & Elections: Marie-Eve & Tina
* Honors & Award: Ben & Michael
* Website & Communications: Erica, Laura & Scott
* Policy & Procedure: Natalie & Scott + old members
1. Review of ACTION ITEMS:
* Look at representatives and rewrite.
* Mini grant process—what to provide—change language—release money on approval and not upon submission.
* Sandy G (treasurer) will now send checks to Ben W.
* Ben W will send out letters to recipients and to the Universities so that he can send them out.
* Ben W. make form that provides all of the universities financial aid office number and contact.
* Assign a person at conference to collect information from speakers to post on website. --NEW JOB for conference.
* Need to create list of non compliant list of non payees –need to ban from conference.
* Let WATFL know that RFP´s are open /Ask about length of presentations?—Natalie)
* Vote for last meeting minutes to be done via email.
1. Vote for last meeting minutes to be done via email.
2. Meeting adjourned