COFLT Board member meeting

February 20, 2016

In attendance: Erica Andree, Natalie Stamper, Laura Mulas, Marie-Eve Thifault, Ben Wolcott, Sandy Garcia, Tina Hargaden, Cilei Han, Kandi Wyatt (via Google hangout)

Not in attendance: Michael Robert Woods, Scott Goodman, Andy Scott, Ursula Horstmann-Nash

1. Call to order
2. Agenda review
3. Treasurer report:
* Account balances
* 30,727.28- checking
* 15, 055.60- savings
* Secretary of state paid + fine - due to being paid late.
* Paid L&C for deposit
* Pending mileage to Andy
* Will no longer use PO Box—will use Pacific University address
* May 1 is tax due date.
1. PNCFL—meeting last Tuesday via Skype
* wants table for fall conference- not with a person all the time. (no charge?)
* LIL (Leaders in Language) July 12-14 in Chicago
* Has less money to send one of our members it would be Marj because they want the same person to go.
* Elementary school bills, JNC- will have meeting in month and we can get updates
* Will be sending out bilaws update. To vote on our payment to be part of this organization (PNCFL)
1. ATJO- Mr. Olah—has accomplished many things for elementary education. ATJP would like to award him this during a break at the conference
2. ATCO- online meeting on Presidents day

-Reorganized membership roster—actual members: 33

-Would like to change name to CLTA-Oregon— In order to change need to check bi-laws and with the secretary of state office.

- 5 will come to Spring conference. Wondering about corporate membership for the Confusius Institute. It was decided to let them register at the “member” discounted rate. Give them a bundle price: vendor table, ad on coflt site, ad in program for fall conference . It was decided that this issue needs to be addressed later—Natalie will work this out and send it out to board members for approval via email.

1. History of COFTL—Judith has and would like to share with someone. There are physical. Coming to Spring conference. List/file
2. Spring conference

 Schedule for Spring conference:

730-8a- Registration

8-850a- COFTL meeting

* welcome
* introduce board
* reports:
* treasury
* secretary: year in review, conferences and any other accomplishments.
* Elections
* Services
* awards/honor society—Ben
* conference evaluations/PDU
* PSU credits—Tina
* ATJO award
* brief intro of presenters—brief acknowledgement

 Lunch--RAFFLE item—LIM cups will fill with stuff. Some might have a free registration for the fall. –Erica in charge.

 To do list for Spring conference

* IT- check about internet password—Help desk hours from 12-5pm Saturday. Need special password for the day?—ACTION ITEM--Natalie
* Presenters with groups: Team host person

Chantelle Thompson, OPI Familiarization-- Sandy

Chris Stolz, TPRS - Tina

Kyle Ennis, Teaching for Proficiency ---Erica

Social Justice- Julie Sykes\*/Carlton Rounds --- Scott \*

* contracts signed
* will pay after conference.
* Julie Sykes has been out of town. No answers from email. Natalie will touch base with her and if by this week no answer Carlton will do entire day.
* Need to know what kind of set up each presenter needs. Need to bring their own chords to hook up.
* Send to them the schedule. Explain to them the break allotment.
* Printed material needed by March 5th if we are to print.
* Tina updating the program schedule and will send to each host person that will then send out to presenter along with all the information.
* Host person will upload presenter documents to website post conference.
* *Presenter Host person* please send email to presenter, to include:

 1) parking/map

2) building location (we should decide were to put everyone after the tour/ based on registration)

3) master schedule

4) technology requests

5) printing requests (send to Natalie)

 Program:

* + All printed material needs to be to Natalie by March 5th.
	+ Vendor ads—Kandi sent email to all. No one wanted to place ad.

--It was decided that this needs to be sent from COFTL email. –Kandi will resend –Suggested that presenters for the Fall conference can take out an ad?—Tina will send email to fall presenters.

* + Elections page—nominations.
	+ Ad about Fall conference, call for presentations,deadline June 1st.
	+ Evaluation- paper this conference—each session. –Need to get to Natalie March 5th

 PDU- physical paper. ---to Natalie March 5th

The evaluation and PDU will be printed and handed out to the host member in charge of the presenter. The presenter needs to allow 5 minutes at the end to administer these documents.

Washington clock hours—Erica will set up. ---all online now maybe? Erica is the only one that can sign.

 PSU credits- Tina- done

 Post conference follow-up—Tina to do

--Send thank you letters to facilities at LC etc.

--PSU clock hours

--members

--speaker

 Video taping—need to set up a video taping—Need to contact —Linda Thompson events AV and events--Natalie

--need a waiver for people to sign/ not for general distribution/ to be uploaded on website and for members only. Video to be uploaded later. –ACTION ITEM

 Odds and ends:

-Folders—LC –ACTION ITEM, lanyards, pens, stickers—name, workshop and name of university.

-Write with chalk---ACTION ITEM

-Signage to be done by L&C—ACTION ITEM

-Postcards---printed and sent already.

-Email anouncement –sent

-Follow-up email after receiving postcard---to send to everyone—to be sent today.

-Goal of 100 –we have 25 so far.

 Food

- Need to have order in by 1 week before.

- continental breakfast

- coffee break—cookies and coffee

-lunch –vegetarian Mediterranean table—buffet—(keep cookies and coffee for later)

 Membership—distribution list.

--Erica has list of all language teachers.

--Andy Scott has administration list because he is an administrator. –send to him as well.—ACTION ITEM- Erica (email about conference information)

 Awards— most due April 1

-Scholarships—no applicants

-Honor roll- none-(teachers)

-Certificate of achievement-only 1—no hard date because teachers waiting to see if student really deserves it. (1 per school—per language)

-Grants (teacher) Tamara Sprague- made before the switch from mini grant. Only one that has applied.

-Oregon Language honor society. ---Sprague also the only to request and Ben has updated on the website.

-If teachers want to have a write up posted on the COFTL website—then the teacher needs to write up and a waiver needs to be signed. –Ben to work on this. ACTION ITEM for later. FALL retreat.

 Elections: (Marie Eve)

* Nominations due date April 1st and voting starts May 1st.
* Need to fill:

3 --9-12

1 K-8 (Rhonda?—no response to emails)

1 immersion

1 post-secondary

1 secretary

1. Fall conference

PNCF

--concerned about amount of money being spent on presenters.

--too much concentration of TPRS

--ACTFL person coming? In the past they did the Thursday workshop

 --also ACTFL person tends to do the keynote

 --invite teacher of the year? (always done in past)

--unclear about what is going on with the fall conference would like some clarification.

--need to send them an email about conference plan, speakers, etc—ACTION ITEM.

Current schedule:

* Thursday-Krashen & Rowen all day
* Friday- (COFTL- keynote) Krashen
* Saturday-(WAFTL- keynote) and afternoon- paying workshop--Bex and Gabs

Erica sent out the contracts to paid presenters.

Will talk more about rooms/workshops/ etc. at next meeting.