

COFLT Board Meeting Minutes Saturday 5 November 2016

Welcomes and intros 9-9:30:

Tina Hargaden: she thanked the wazoo
out of what teachers do

Lynn Ingram: French and Spanish teacher
in Vancouver

Katherine Delvin: starting Spanish at
RockCreek Middle School next Monday, woot!

Andy Scott: Japanese teacher

Jamie: French teacher at NW academy

Nicole Thorburn: traveled from Eugene,
woot!

Cilei Han: also involved with the Chinese
Speaker organization

Natalie Stamper: French teacher at Lewis
and Clark

Sandra Terra: Spanish teacher at McMinnville

Sandy Garcia: Japanese and Spanish at
Pacific

Scott Goodman:

Elena Overvold: Teaches Spanish at Madison high
school

Ben Walcott: Teaches French and Spanish
at North Salem High School

9:30-10:30

Treasurer's report:

We have had an issue in the past with
financial records and only have the last few years of financial information adequately logged.
Please fill out mileage information and receipts and print everything. The post office box in
Salem no longer exists and is now forwarded to Sandy Garcia at Pacific
University

Deadline for fiscal year is Dec. 31st; must have bills by then

Sandy brings up a concern about using
excel spreadsheets. ATJO uses quicken, but there is a concern about the changing of officers
and computer platforms (pc versus mac).

Does someone have records about term length

Pres & Vice Pres, 3 yr cycle: VP, Pres, Past Pres

Secretary: responsible for minutes

Webmaster

Publications Editor: newsletter?

Board members: Roles and expectations

Duties: read from COFLT Constitution, please refer to Constitution for details

Discussion about electronic newsletter, format, and frequency

how to handle

- possibility of mail chimp
- Elena will take care of sending (monthly or bi-monthly) announcements, details TBD

Lingo - PNCFL newsletter: we should use this to our advantage

Sandy - meeting Tues. will push for yearly theme

ATJO sends bi-weekly newsletter with new info.

JNCL NCLS - National Lobby

CASLS disseminates a newsletter with teaching info.

Discussion about other possibilities: what is new platform for disseminating info? E.g., google tag lines ?

President's Report - Tina

goal: understanding the budget

- LiM (Language in Motion) grant \$\$ running out
 - goal was to increase prof. dev. for K12
 - Pacific, Linfield, Lewis & Clark, Willamette
 - 3 years
 - big change
 - we don't have their figures so we don't know what was spent in past
- Mileage rate we pay
 - volunteer rate is .14/mile, but we pay .50
 - this is a huge expense, is there a happy medium?
 - Scott: motion to change from .50 to .25/mile
 - Tina second, Natalie call for discussion
 - motion passes

Ideas to get name out and provide inducements to keep members

- Make/sell tote bags to get name out there,
- COFLT president can write synopsis for what is going on with COFLT for Lingo
- non-conference distributed PD (sending out trainings to the state, free for members)
 - webinars for (online resources) at a small additional cost (\$10)
 - can be live and/or pre-recorded
- Twitter
 - lang chat
- Improve Facebook page (see Wyoming's Facebook page)
- Blog - COFLT members who blog, divided by language
- provide a forum for teachers to share

Spring conference - someone coming to talk about technology

- are there things we want her to work on?

Status of the Organization (Natalie)

Spring and Fall conferences went well, some lessons learned, excited about Spring with workshop format

Fall Conference:

- Hotel bill was incorrect; still haven't received final

- @36k on top of speaker and other misc. items, so @43-35k
- Sandy working with WAFLT on percentages (food costs are shared)
- we lose money on PayPal, expensive but convenient, might need to up costs to cover PayPal fees
- Document started on conference flow?
 - would be nice to have these lessons learned for future conferences
 - in two years we are in charge of vendors and programs
 - in four years we host again
 - Hilton is very pricey, convenient, but no WiFi, no projectors, no speakers included

Board Positions

- Esther resigned, Tina and Sandy both spoke with her but she needs to step away
- Marilyn

Tina official appoints, to fill vacant board positions,:

- Lynn as 9-12 representative
- Jamie Michaud as K8 representative

Committee descriptions & recruitment of new committee members:

Membership and Elections

(Marie Eve departing board member)

nominations due Apr 1

have used Survey Monkey in past

communication to potential members

collect data

make announcements

report to board

August meeting open to new members (not required)

Sept. meeting is required

Honors and Awards - Ben W.

Ben needs helper

COFLT offer 4 official services

Teachers (2)

honor Roll - recognition, 3 slots for teachers (univ, HS, not currently teaching) rarely more than 1

nomination/year, theoretically person COFLT would send up chain (but PNCFL requires 5 yr

membership so our person rarely qualifies) - see Lauren Colette at PNCFL to see who is eligible

NOTE: per Nov. PNCFL meeting, membership requirement is now 3 years, not 5

Grants - 1 \$500 Prof. Dev, 1 \$500 project grant

Students

Cert. of Achievement - teachers give to best-performing students, we just hand them out

Scholarships - (4) \$1000 for college, 2 for HS of any size, 1 for small (max. 500 students), 1

post-secondary, usually seniors, students of board members can apply but board member

should not write recommendation

scholarship selection committee includes Ben + non-board members

One additional not-so-official honor: Oregon Language Honor Society

no standards, no proof, intended for lesser-taught languages or schools that can't offer honor society

requires no work from us, it's on our website but we won't publish

How it works:

- deadlines, due Apr. 1, May 1 is work deadline
- certs distributed throughout semester
- bulk of labor is forming committees
- issuing letters to winners and losers, recipients of honor roll people, teacher grants
- mails certs of achievement
- we have templates,
- apps exclusively online

PNCFL rep: (Alaska, MT, WY, OR, WA)

online meetings on Tuesdays once a month, 4:15-5:15

Erica was doing it but can't anymore

Duties: report back to COFLT, remind Pres of due dates for reports, help collect articles for LINGO, give updates on state of COFLT at meeting (upcoming plans), conduit of information

Webmaster trainee and/or divide up tasks

need someone to start working with Erica immediately (she is no longer on board)

a lot of knowledge she has that needs to communicate and pass on

PNCFL report

There will be a new ACTFL website (up by next year)

membership levels have changed

Marty Abbott (Exec Director of ACTFL) - appointed by Obama to National Committee

they would like member states to submit more into

TOY teacher of the year - will Oregon have one in the future?

LiLL (leadership training, we sent Marge for 2 years, helped offset her costs)

Dr. Rivers visited meeting and talked about lobbying at national level

PNCFL wants to know what states are disseminating info & to whom

face-to-face meeting only at bi-state conference

Board positions that need to be filled:

3 post-secondary

immersion

why don't we have ESOL - do we want to add? is it in line with COFLT goals?

potential good possibility for K8 partnership

if we try to up our membership with K8, we would need to provide appropriate workshop possibilities

BREAK 11:05 - 11:15

New Committee Assignments - thanks volunteers!

Memberships and elections: Jamie & Kathy

PNCFL rep: Nicole

Honors & Awards: Assistant to work with Ben (Lynn thinking about it)

Debrief Fall Conference

feedback about Krashen & Thursday (all day workshop turned into 2 hours, shortened due to Yom Kippor, but not communicate to us)

Sandy has denied refunds to those who've asked

Sandy's idea: COFLT should honor contract and pay but include letter

Tina spoke with Karen Rowan - Stephen typically talks for 1 1/2 hours and then she does the rest so they just flip-flopped (but this is not the contract)

Discussion:

- contract is \$4500 for both of them
- do we give them access to evaluations?
- can we ask him to do webinar for conference paid participants only?
- potential day: March 4, MLK
- bill is due Nov. 11 - agree to pay full bill, who does check go to?
- Wild Apricot can generate list of all pre-workshop participant who would be included, need Washington's list of participants as well

Action Item: contact Washington for their list of participants

Action item: Tina will contact Krashen about doing webinar

Action Item: Tina will contact Krashen / Rowan about to whom check should be addressed

Other Fall conference feedback (AKA Lessons learned)

aside from Krashen, mostly positive

exceptions:

room size & heat

if same site, Garden rooms available for extra space? (one room can be divided in half)

heat

TOY speaker had too small of a room

do we need to cap attendance at sessions?

can we make sessions longer (1h15 + 15 min break?)

Vendor space: had extra room to shut door and lock so saved on \$

need to up budget on coffee, \$50/gal!

lessons learned: should add coffee to Thursday morning pre-conference workshop

how to recruit ahead of time for vendors (most was Spanish, French but little German)

- comments about a vendor offering trinkets (puppets, dice, etc)
- something like Discovery
- Have Mt. Adams be vendor room and have coffee there or have Garden room for vendors + outside space for those who don't need to lock up.

We had 28-30 vendors, some from past were not there

Important to contract out ahead of time, check now into next conference availability

Do a better job of PR re: shuttle to available restaurant locations (also include restaurant locations in program?)

No meals due to registration: be clear about date and WHY there is deadline - it is hotel policy/ deadline not COFLT

Our awards/business time conflicted with Krashen's make-up session Friday night so poorly attended

Krashen workshops - some repetition with make-up session (maybe just jokes were same but content was different)

Also live-streamed but not through our site, but who did it and how to control?
Do we need to add to contract and/or program that no taping is allowed without permission?

Overreaching Goals (2016-17)

Giving members more (see previous discussion)

- set up forum on Wild Apricot? already there just need to be set up how we want it
- have info e-mails link back to forum to increase traffic website

Spanish AATSP

- people needed to start this back up

E-mails: need different addresses to separate fall conference, membership (Erica is already working on this)

Long-range Planning and Budget

Why don't we have a budget?

We've never had one

Now, without LiM, especially important

Spring Conference

1. Catherine Ousselin, French (tech)
2. Ben Novinger from (2nd from Tech)
3. Kyle Ennis (Eugene) STAMP / Proficiency
4. CI person? (talked about inviting Dr. Zarrow at Spring so Natalie did)
Decision to cancel him and search for another person.
5. Possible 6th presenter. Tina offer to present with no fee (need to check if this is a conflict of interest or with other duties)

Honorary, \$600

Grant Boulanger - if TOY must contract through ACTFL, if he loses he's our first choice, if he wins, no

two sections, one for CI advanced and one for beginner?

Is it possible to have 6 rooms?

Alternately, CI advanced in fall and then offer beginning and advanced in the Fall

Motion to cancel Dr. Zarrow and find 5th person CI (advanced) - Scott

Second - Nicole

Motion passes unopposed

Action item: Tina will contact Dr. Zarrow to cancel

12:45 LUNCH

Sandra Spring Conference update

parking permits for attendees (free)

signs put up to parking plus maps

coffee break room in downstairs area in morning (muffins, fruit, coffee, teas)

lunch (buffet style) for 120 (sandwiches, salads, cookies)

snack in afternoon

4 rooms in language area (for 30 people) (Walker Hall)

- if rooms need to be bigger Sandra needs to know in advance
- shouldn't be issue, we will cap each room

registration opens when? TBD (depends on ACTFL theme)

missing piece: need to know what presenters need
insurance is taken care of
\$2184 for 110 people
Action item: Sandra will check with catering on deadline for # of attendees
Action item: Sandra will check for one or two additional rooms
Action item: Sandra will check on time to open buildings to prep before 8 am access
Action item: need to contact presenters for their tech/presentation needs
Action item: program development - Tina
Action item: program printing (\$300-600 depending on color, binding)
Action item: Scott will add new tab for discount board member registration \$80
LiM - this is the last joint conference with LiM, ideally would use some funds for teacher scholarships
Schedule:
8 am registration
8:30 meeting/welcome
9 - 4 workshops

Cilei - EMAC Announcement (follow-up to e-mail)

EMAC (Ethnic Minority Affairs Council) \$10,000 (total funds available) supporting teachers of color for conference scholarship (possibility to get half)
funds need to be used before June
could be used to pay registration fee, possibly mileage, if over 100 miles, lodging also
We need a group (not individual) proposal for Spring conference
Invite chair of EMAC to meeting for lunch with scholarship recipients
Action item: Natalie will write proposal

Fall Conference 2017: 13-14 October

Need to find site - 8 to 10 rooms, big space for keynote (150-200), lunch space with catering capability (or arrange own), both days 7am - 6pm (5pm Sat) and vendor space (open entry way or ; willing to host (not funds from dept. so we can rent through your language dept.)
Chemeketa - Winnema - use space for cost of food
only 6 rooms, not enough for fall (can't use main campus because of Friday class), better for Spring?
Elena: will check with Madison for Fall Conference use
PPS had non-profit rate
Can use PCC again? much easier to have someone associated with school who knows space and tech person. Otherwise coordination is difficult
Need to know fall conference info to advertise in Spring conference
PSU didn't get back to Sandy + parking is terrible
other options: Unitarian church, Nazarene (can't use on Saturday),
Action item: who is looking into which schools - contact language dept head to sponsor
Natalie: PCC Sylvania
Elena: Madison
Jamie: PSU
Scott: University of Portland
Ben: UO/CASLS

Keynote for Fall 2017 discussion

Paul Sandrock (last year did 2 different days)

TOY?

Dr. Zarrow

woman or person of color?

Action item: everyone reflect and consider possibilities

2:25-2:35 BREAK

2: 45 - Goal review

Improved communications - Elena with help from Tina

Outreach for membership / colleagues

- immersion
- K-8 (Jamie)
- teachers of color (Cilei, Scott, Elena)
- social justice strand for fall (look to ACTFL for ideas) (Elena & Scott)
- language-specific strands (proposals due June 30)
- differentiate between language of delivery vs. target language
- university
- Robert Davis - Sandra

Action item: Contact PNCFL to find 5 year members - Sandy (Post-meeting note: this is now 3 years)

Wild Apricot training - Nicole willing to learn

possible to get someone from Wild Apricot to lead training? (cost? worth asking)

ask Erica to stay on for one year as Webmaster?

If you recruit presenters for fall, make sure they understand that they have to pay for COFLT registration and conference registration

Board needs remaining:

- immersion
- post-secondary
- 1 more 9-12
- pre-service

Tentative COFLT meeting schedule 16-17

Note changes from previously distributed schedule!

- January 21 (9-12) - Online, Google Hangouts
- Feb 4th or 11 (? Need to check with spring conference site) In Person - Spring Conference
- Walkthrough/Look Over Program/Attendee Handouts
- Feb 25 (2-6 PM) - Pre-Conference Volunteer Party and Happy Hour (Help get packets ready etc)
- March 4 - Spring Conference
- April 15 (Saturday) (9-1) - Online (Fall conference planning)
- May 13 - Face to Face (time and location TBD)
- June 3 - End of Year Social Event (TBD)
- August 26 (or TBD) Fall conference planning (+new members)
- Sept 9 - Fall Conference Walkthrough/Look Over Program/Attendee Handouts

- Oct 7 (2-6 PM) - Pre-Conference Volunteer Party and Happy Hour (Help get packets ready etc)
- Oct 12-14 COFLT Fall 2016 Conference
- Nov 4th Board Retreat (TBD)

GROUP WORK ON GOALS / MEETING ADJOURNED