

## **COFLT Board Minutes for May 13, 2017 (meeting held via Google hangouts)**

### **Meeting called to order at 9:05**

In attendance: Scott Goodman, Sandra Terra, Sandy Garcia, Natalie Stamper, Kandi Wyatt, Cilei Han, Elena Overvold, Jamie Michaud, Nicole Thorburn, Ben Wolcott

### **Vendor update (Kandi)**

contacted by 3 vendors before site up (it is up now)

- James and ACIS
- Andy from CIEE (travel abroad company)
- Laurie from Vista Higher Learning

Action item: Kandi will send an e-mail from her list of contacts from last fall (Natalie will help with Wild Apricot to get out by mid-June)

Are there space issues? Is there limitation on number of vendors? Scott doesn't think so, but will receive report from UO in the next couple of weeks.

### **Approval of minutes**

correction of meeting date: May 15 to May 13

ATGO should be ATJO (2 instances)

Scott will move ASL to end of today's agenda if time

Natalie is meeting with Blair this week. Signs will be done before fall (we can post up to 25 signs outside at UO). Does UO provide signs or do we need to? —> they have TV screens inside but outside direction signage is on us

Elena - did not create an event registration in Wild Apricot but will

We still need to talk about prices

Scott will include that you need to be a current member

Clarification on COFLT membership fee: \$50, and \$25 for students

Sandy moves to approve minutes with corrections, Natalie seconds

Minutes approved at 9:25

### **Affiliated Group reports**

#### **Jamie - Elections**

Richard Linnel won, all others uncontested

What is preservice? —> someone not yet teaching (student or student teaching)

Can we find a way to include all who applied to lighten work load?

Action item: Executive board will discuss additions/movements to accommodate new members

#### **Cilei - CLTA (Chinese Language Teachers Association)**

Professional devt grant of \$500

would like to support teachers to present at COFLT

Natalie will post on COFLT website

Part-time teachers don't have enough part-time prof. dev. funds. Can we give them 1/2 price or discount to attend conferences? (Scott has added this question to the agenda)

### **Sandy - ATJO**

Held 2 speech contests (high school and uni). They are one member short on their board.

### **Sandy - PNCFL**

*Lingo* came out late

Oregon is responsible for once a year report (rotating with 2 states per newsletter)

COFLT still requested to write and submit articles for every newsletter

**Action item: Sandy will send due dates out later**

LILL - OR not sending but PNCFL is + 2 other states are sending (MT and maybe ID)

### **Sandy - ACTFL**

Meeting 18-20 of this month and will report after

### **Sandy - OATSP (Spanish/Portuguese Association)**

E-mail Irma with interest

We might have gotten some money when they dissolved but haven't found it yet.

**Action item: Scott will e-mail her to post updates on our website (and cc: to Irma)**

### **Fall Conference**

Scott went to FLIS at UO, 1400 kids in attendance, same site as our Fall conf (ERB Mem Union)

After meeting met with Jeff Magoto, Since he is host we get all discounts. Scott also met with event staff. Through Jeff, we will get student volunteers to help out.

The entire facility is reserved. Final count is due 1 month out, but we will only be charged for what we use. There are a lot of configurations possible.

Decisions to make:

- extra roaming tech support staff (highly suggested but extra cost)
- parking (reserve spaces [charge] or fend for selves, Friday worse). There is also public transport.
- Brewery now in site - do we want to reserve space for post-conference meeting? Or just suggest to meet there?
- Child care - they can provide space if we can arrange provider
- Food: plated meal or banquet style (lots of options). Scott has posted link so everyone can take a look. <https://catering.uoregon.edu/menus/lunches> . (\$9 - \$14 per

person) Since we don't have a count, we won't vote now. Need to watch for dietary restrictions. Buffet-style probably easier: suggested and seconded. Mexican is also good for vegan/dietary restrictions. Baked potato bar was a hit at Willamette. We have two lunches to plan for.

- Coffee and tea are additional costs but we will do.

### **Keynotes**

Claudia - keynote for Saturday (would prefer not to do workshop but will). We could ask her if she would prefer a 1-hour session instead of a 2-hour workshop.

Beniko - keynote on Friday and workshop

For Keynote speakers, we pay for their conference costs (lunches and registration)

Discussion about compensation for keynote vs. keynote plus workshop

Normally \$600 for 6 hours, Two years ago we had 1 keynote that did 2 days

Action item: Scott and Elena will continue communication with Claudia about workshop.

For both keynote and workshop it was \$300. What would we offer for keynote only? —> For keynote + 1-hour session, \$200; keynote only, offer only \$150.

Beniko asked for \$1200 and we agreed to it (she is traveling but we're not paying for travel costs aside from hotel)

### **Proposals**

We've gotten a couple

Everyone can check them out at: Wild Apricot - Event List - Call for Proposals

There are 3, 2 from Tina Hargaden

Let's send out e-mails to potential presenters

Sandy sent out requests but no proposals have come in yet

Scott made some contacts at UO/Eugene

Questions for Ben: are winners supposed to be doing presentations? Requirements are currently that grant recipients must present but scholarship recipients do not. (This has been updated.) Must present at conference OR submit a 150+ word blog. How to remind recipients without creating burden on board to remember?

Action item from last meeting was to create a form letter but no way to send it automatically. Is it possible to create a sub-group on Wild Apricot?

Natalie has 2 presenters on Heritage speakers. Can WAFLT members present? Yes, any PNCFL (MT, WA, ID, WY, AK) members can come at in-state price.

Action: Scott will add non-OR PNCFL registration button

Action item: Natalie will contact Erica to check on set-up of automated contact to grant recipients

**10:20 Break / work time**

Take time to send out e-mail to colleagues (use template that Scott sent which includes link).

### **10:30 meeting reconvenes**

Scott - Keep sending out requests for proposals!

Are we looking for particular strands? Check minutes from last meeting. Once we get proposals, we can start to group them.

### **Vendor Info (Kandi did update earlier)**

#### **Registration**

Cost is yet to be determined (last year bi-state was \$130)

Considerations: what are our costs?

- hotel/venue
- meals
- coffee
- printing costs
- \$40-45 per person profit

Potential rate of \$90-100.

It would be good to come down on price (budget cuts will reduce prof dev funds). To give reduced rate to part-timers, we would need to define what part-time is and how to control it.

Discussion of possibility of sliding scale for payments, additional button for donation, reduced registration for presenters. Perhaps try this out on a smaller scale, maybe in the Spring?

In the past, we gave a \$10 discount to presenters. Is it worth \$10? Or should we give a thank-you note with a small gift card? Or give a printed out certificate? The treasurer's work with gift cards is significant, so registration discount is easier.

Natalie motions to give a \$10 discount to presenters, seconded by Sandy. No further discussion. Motion passes.

Due to reservations about costs, let's look to apply sliding scale option to the Spring.

Sandy - We need to determine price based on costs so can we wait for report and determine costs by June 1?

**Action item: Scott will request report from event staff ASAP so we can determine conference price based on actual costs.**

**Action item: Natalie will send printing costs based on prior years by the end of the week.**

**Action item: Scott will ask Laura Mulas to add radio button for discounted registration for presenters.**

Action item: Executive board will discuss costs and report back at the next COFLT meeting.

Proposals due by July 1. We hope to have registration fee in a couple weeks, the lowest we can feasibly offer.

Time for language meetings (ATJO, Spanish, etc.)

Conference space would need to be reserved. This could also happen during general sessions. Or can this happen at lunch? This would help attendance at language organizations. Is there a possibility of break-out space at lunch to hold separate meetings?

Action item: Scott will check on this break-out space with catering/event staff (6 spaces: Japanese, Chinese, Span/Port, German, French, Lesser-taught languages). We can determine room space based on registration.

Liability insurance

At UO, insurance is no longer included in price. COFLT doesn't have it, so we need to add this on as an additional expense. (no alcohol because of astronomical insurance cost, so no reserved brewery space!) Lewis and Clark used an insurance company.

Action item: Scott will check on insurance with UO (if they have in-house, that is better).

Child care: contract it out to someone else (otherwise too complicated with regulations and insurance)

Action item: Jamie will look into child care services in Eugene, particularly those with language capability. Conference hours are 8-4ish + 1/2 before and after so 7:30-4:30

### **Additional Elections Issues**

Sandy - Treasurer, 3-year stint, she is starting her 3rd year and not sure if she will run again. Anyone interested could start to learn job now. It is an elected position by COFLT membership (not by board).

### **Possible change to board structure**

At ATJO, membership elects board members and board appoints jobs. Every year it gets changed out. If we went this direction, the change would be need to approved by the membership. Would we put this to a vote at the fall conference? We could send out a vote like we did for past elections. Decision to think about this year.

Action item: Scott will add changing of the COFLT voting process to agenda for next board meeting.

### **Election frequency**

Can we have elections every 2 years instead of every year?

No, it is good to vote every year so new members are staggered with experienced members.

### **New vice-president!**

under Scott's tutelage, sharing duties

Natalie will be past president for one more year (Thanks Natalie!)

Scott's goal as president is to create a calendar and e-handbook for new board members.

Action item: Natalie will ask Laura to add "What's it like to be on the COFLT board?" section to the site (can transfer this info from Google Drive)

The VP must be someone who is on the board now (officially for one year) but perhaps a previous member of the board. Possibly Marge or Marie-Eve?

Action item: Natalie will send a note to Marge and Marie-Eve to gauge interest in VP, though first choice is a current member of board.

VP Position is empty now so it could be an immediate thing OR wait until Fall conference and have a vote.

Action item: Current board members think about taking on VP position. Call Scott with questions! 541-808-8616.

### **Spring Conference**

Finding a chairperson: tasks include finding potential sites (Chemeketa Salem campus?), presenters, strands (technology, CI, social justice, etc)

It will be 4 workshops again, 1st weekend of March (be specific about dates early on to avoid confusion!)

Elena willing to help spring chair to do outreach for CI or social justice.

Number of workshops depends on numbers per session (if limited to 20 min, 3 sessions is not enough).

Action item: Elena, Sandra, Cilei and Jamie will start outreach/thinking of potential presenters; Scott will start this discussion with an e-mail.

### **Outreach**

Outreach for young people to encourage students to become language teachers

Table this discussion and add to agenda for next meeting.

Action item: Add this to agenda for next meeting.

### **Ben's report**

Certs of achievement, no real reqs, we give them upon request

Honor roll: no go this year because no applicants

2016-17 scholarship/grant winners:

- Hannah Singleton, Corvallis High School
- Ryan Schmid, Portland Adventist Academy

- Maria Lavelle, Pacific University

Small schools winner wanted to use funds for home-stay abroad. We responded that we could send funds to institution of higher learning or would have to rescind offer.

No response yet so Ben will follow up once more.

Ben requests funds from treasurer who sends \$\$\$. A letter accompanies funds to institution.

Congrats to Ben on new job and summer stipend for summer work in France.

Due to his new job, move Ben to State representative to or at-large member instead of 9-12 rep.

Action item: Ben will send scholarship winner names/schools to Nicole for minutes and will follow up with non-responsive scholarship winners.

### **Items tabled for next meeting**

ASL

PNCFL rep

Outreach

Assign fall conference jobs

**Meeting adjourned at 12:01 p.m.**