COFLT Board member meeting

April 11, 2015

In attendance- Erica Andree (president), Natalie Stamper (vice president), Yuliana Rodarte (past president) Sandra Garcia (treasurer), Laura Mulas (secretary), Ben Finch (K-8 representative) Marj Hogan (9-12 representative), Ben Wolcott (9-12 representative), Marie-Eve Thifault (Post-Secondary) representative), not present Molly MacGregor (9-12 representative)

1. Minutes:Laura: changes made and sent to all members prior to meeting. Sandy motions to approve and Ben F. 2nd -- Minutes passed, approved and accepted.
2. Treasurer reports:
	1. Sandy G. reports that the expenses are different this year, there are new and pending expenses. Overall financial position is good. After the conferences a tiny bit of profit due to membership, which is enough to cover base expenses such as grants, scholarships, etc.
	2. Account Balances 4/11/15
		* MAPS Savings: $502.48
		* MAPS Checking: $10,371.46
		* WellsFargo Savings: $18,051.48
		* WellsFargo Checking: $11,939.12
		* Paypal: $518.82
	3. Taxes:
* It is unknown if the taxes have been paid for the last 2 years.
* Sandy has contacted COFTL´s past accountant because he has records for up to 2012. He has agreed to prepare the taxes but does not want anything until after April 15 since they are not due until May 15.
* The tax year is Jan. – Dec. however our fiscal year is a school year, maybe we should change this.
	1. We did not loose money since we did not have to pay for the Spring conference
	2. Closing of MAPS account:.

On January 10th an email from Kristen Shumate, MAPS Financial Service Officer, state that in order to close the account a copy of the most current/recent meeting minutes signed by the executive board president and previous president that are also owner/signers in the account needs to be submitted with the request to close the account. The current president is no longer Monique, it is now Erica Andree therefore Monique's signature is not needed nor is it included the minutes. Monique is no longer a member of the executive board.Yuliana Rodarte is the past president and has ownership and ability to close MAPS account.

1. Motion to close account-Natalie S. Ben F. 2nd. Motion passed. All members approved.
2. Yuliana has asked that all monetary transfers between savings and checking be mentioned in minutes.
* On January 20, 2015, Erica transferred $10,000 from MAPS Savings account to MAPS Checking account. No funds were withdrawn or deposited.

The COFTL executive board has decided to close this business account and needs a check to be issued to COFTL account at Wells Fargo Bank, N.A. (Beaverton Town Square):

* Checking account number: 7487807013
* Routing number: 123006800

1. Affiliated representative reports:

 OATS:

ATJO 4 people are running for the 3 positions (elections today until next week) Speech contest with Toyama University- later in April.

PNCFL:

Meeting canceled, postponed, messages sent. Ben F. to send PNCFL announcements out to COFTL members. Also need to send updated members list to PNCFL.

**OLD BUSINESS**

1. 2015 Spring Conference:Erica
	1. 100 participants
	2. Attendance, costs: $4400-$44 per person, entire cost covered by LIM
	3. What Worked:
* Price right, attendance, would have been lower without student assistance—combined with LIM.
* Ben F. thought presentations at lunch worked well.
* Marj—space worked well, the flow, worked great having it in the same room as the food.
* Laura- language asst. participation worked well.
* Marie Eve—registration table—trouble for those that did not pay for membership –this was not clear on registration link. It was very clunky. Need to create a better database for membership.
* Need to promote membership.
* Certificates for presenting would have been better to give at the conference. –this year they were sent out via email.
* Advocacy and promotion needs to be better
* 2 MAIN issues:
	+ Other than at conference we are not promoting memberships. We don’t have nonmembers attending conferences.
	+ Getting people to pay for membership at conferences does nothing for goodwill. Another time of the year or higher fee if nonmember for conferences.
	+ Ben F. suggest membership email solution- websites that do all this already. Run database, etc. 5-15$ month.

-How different from jot forms (Marj asks)

-Ben F. jot forms has no fluid database just makes forms and collects.—Erica states to table this for later

**NEW BUSINESS**:

1. Elections: (Marie Eve)
	1. Date of April 1, thought email was to be sent. Marie-Eve sent format but nothing happened –sent to Erica---she did not see it—apologizes- will send.
	2. Marie-Eve not sure how to access forms of those applying, went to jot form but did not see. Ben F. saw Sandy applied and Erica saw that Tina and Scott applied.

-Ben F. will send to Marie-Eve. The reason she can not access is because there are too many jot form accounts. –Marie-Eve needs to be sent access.

-Marie-Eve will be working on the online platform to vote.

* 1. Deadline to apply: April 20?

 -Marie-Eve needs bios she only has Tina´s

* 1. Elections are May 1-7

-Need vice president candidate.

1. Fall 2015 Conference(Natalie)
2. Sylvania campus, contact person Dan Stout- Dept. chair for Languages and English, reserved space.
3. Toured facilities. Friday theatre is reserved, however space can be created in part of the cafeteria there is a stage. No classes on Friday so plenty of classroom space. Saturday theatre is available. Classroom space can be reserved after June 15th.
4. Many options for catering.
5. Firm handshake, no money transfer yet. Dan is also having it run through his dept. so we will not have to pay outsider rental fees.
6. Action items:
* Need to ask about parking
* Keynote—Paul Sandrock—Erica offered and needs to hear back
* Vendors need to know ASAP—need vendor list.
1. Services:Ben W.
	1. Issues:
* #1 Who had applied to the various services and how to get it sent to him.
* #2-Certificate of achievement May 1 too soon,needs to be closer to end of year.
	1. Sandy has received mailings of applicants and needs to know how and where to to send things to Ben W. --Sandy will send it to him.

**1010 Yuliana left**

**1020 Ben W left**

1. Spring 2016 Conference
2. Decision about format—need vote—forum format instead? --Ben F. motions to move—2nd Laura—passed.
3. Discussion—designate different areas, contact members-to host at their school, --details to be worked out later (where, when and how).
4. Fall 2016 Join WAFLT-COFLT Conference
5. Must decide on a location in Portland soon. Needs to be an educational location that is near a hotel for instance PSU.

-Laura and Natalie will work on this.

1. Need to assign jobs for conferences:

-Need to have a committee to build the program next time. Natalie will write up all tasks.

1. Anything more?
* March 12th updated membership form sent by Marj to Sandy. Please look to see if anything more needs to be added.

–Marj will add to the PNCFL form the 6 newest members and send to Sandy.

* Ben W. will get all info on Database programs before May 9 to Erica and Natalie so that we can have it for our training day.
* Need signature for spring conference pay out. Needs tax number and legal name and address. Sandy is not sure she has the right info. Sandy will go see Erica next week at her office.
1. Next Meeting: Main meeting at Pacific so we can get trained on all the May 9th
2. Action items:
	* + Erica to email about elections
		+ Natalie to make list of duties for program
		+ Laura and Natalie to follow-up on PSU Fall 2016 conf.