COFLT Board member meeting

February 21, 2015

In attendance: Ben Finch, Erica Andree, Natalie Stamper, Laura Mulas, Marie-Eve Thifault, Ben Wolcott, Sandy Garcia, Marj Hogan, Molly MacGregor, Nomi

1. Call to order
2. OAT reports:
3. ATJO- Sandy not present initially but later came and reported that ATJO are planning on attending the conference.
* Members would like to see schedule for conference.
* Would like to know about $10 per person rebate.
* Current president will continue for next 3 yr. even though going on sabbatical.
* Need more board members.
* Need another university board member
* Events coming up.
1. German OAT report: No other German OAT´s coming to conference.
2. Other organizations:
3. PNFCL- membership not included (ACTFL- yes)
4. AATF- sent an email wanting to be aligned with COFTL
5. Elections:
6. Ben F. to give Marie Eve list of vacant spots for elections.
7. Need election form- expression of interest
* Name, school
* Position seeking
* Language
* Email address, phone, address
* Questions

-Previous leadership experiences

 -Why are you interested/contributions that you would bring?

 -Where would you like to travel next?

1. Will advertise at conference—in packet, table, during lunch ppt.
2. April 1 deadline for applications- motioned to pass x 2 and passed.
3. May 1st- election/vote—electronically –open for 4 days
4. Position open:
* K-8—2
* 9-12—3
* Immersion rep 1
* Post secondary-1
* Treasurer-1
1. Treasurer report
2. We made $4000 at fall conference.
3. Total paid by both: $47, 764.34
4. Total we paid WAFTL $16,172.15
* Paid out our share of conf. 26.8% --12,802.81
* In addition we paid WAFTL-3,369.34 – half of vendor income
1. Total= $37,932.50
2. When to pay taxes? Not sure.
* Need to find tax service company
* H&R Block- teacher discount?
1. In past $10,000 CD missing
2. If Sandy needs reimbursement- Erica signs and disburses.
3. Awards (Ben W)
4. Certificate of achievement- not due yet.
5. Honor roll (student)- unsure of due date- Fall conf. award.
	* Will advertise more so people will nominate.
	* Ben currently does not have material for action items related to this. Would like more instruction as to what is needed. –need logo
	* What to include on flyer- deadline and date of award.
	* Need better descriptions for the awards—intended recipients.
	* Ben working on presentation, to take place during lunch.
	* Deadline-to be decided between Marj and Ben W.
6. For all awards Ben F will create an online form for nominations.
7. Need table and computer to nominate while at conference. Paper also available.
8. All awards deadlines- April 1
9. Scholarship
* Need to clarify who is eligible. (Senior HS, Fr. So.Jr.)
* Change due date to April 1st
* Form needs revision.
* Need to clarify: process, eligibility, --tabled for later.
* Add another for travel abroad?
1. Certificate of achievement
2. Mini grant—April 1 and Nov. 1
	* Oregon Honor Roll Society—eliminated. Oregon Language Honor Society- motioned to eliminate by Marj 2nd by Molly. –all voted to eliminate this.
3. Motion for all to have deadline of April 1, Mini grants will have additional deadline of Nov. 1

-Molly motioned, Natalie 2nd.

1. Other awards (teacher):
* Teacher honor roll – move to April 1 for next year to be in synch with ACTFL & PNFCL—Teacher of the year
* Mini grants- rolling due dates. Proposing 2 dates 3wks post each conference. April 1 and Nov. 1
1. Program/Schedule:
2. 2 session times available still
3. Erica has student teachers are trying to put together a proposal possible- coming.
4. Possible room for political action –maybe a table or room- needs staffing
	* + Put next to welcome table
		+ Along with table for nominating.
		+ Marj to request info from OEA or Portland assoc. of teachers.
5. Plenary session
6. Introduce board members (all to do an introduction that is interesting and engaging)
7. Announce:

-Awards

-Elections

-LIM

-Raffles

1. Event planning, facilities and Keynote:
2. Heidi resigned.
3. Man the table: need more for registration & advocacy (3 computers total)
4. 6 smart classrooms
* 5 smart classroom
* Computer lab- this is the flexible room.
1. Vendor space—tables for ATJO,
2. Technology student available and with a first aid kit.
3. Preconference workshop- intended for higher ed. $40
4. Friday evening meal.
5. Coffee breaks: welcome (coffee and scones), mid morning (left over from welcome) and afternoon (fresh coffee, tea, cookies)
6. Signs for outside rooms listing sessions and workshops.
7. Students will write in chalk directions as well from parking areas.
8. Parking free on Saturday. Sparks athletic center and State Street, north side of campus.
9. Portrait pictures to be taken at conference.
10. Nomi- canvas bags and pens to hand out
11. Maps of campus
12. Programs
13. Natalie will put together program.

-Needs access to jot form (for advertisers)

-Needs final schedule from Laura

1. To include Wi-Fi access, twitter and Facebook
2. Print date: need to find out from Lewis and Clark.
3. 100 printed out
4. Packets:
* Blue folders, COFTL label with name
* Name tag
* Membership card for new members
* Save the date for Fall conf.
* To include program
* Reg. receipt
* PDU form (clock hours)
* Conference evaluation
* Election form
* Forms for honors & awards on separate flyers.
* Packet material will be available in the language lab office on Friday afternoon.
1. Fall conference
2. Sandy followed up with Tim- 2 potential keynote speakers
3. Paul Sandrock- director of education.
4. Timothy Blackburn- education specialist, …….OEA….biliteracy seal.
5. Location
	* Request in to PCC- Cascade, Sylvania
	* PSU Place hotel
	* PSU –available Friday but not Sunday
6. Conference issues
	* Prezi is not supported on campus
7. New items:
* Payments to OATS

 We get:

-10 or more attendees

-Presenters

-Board representation

They get:

-Vendor table

-10 per attendee

-Board meeting +space

1. Take action items:
* Clock hours for conference---need to do—Erica to do.
* Need to clarify scholarship process: process, eligibility, --tabled for later.
* Add another scholarship for travel abroad?
* Need to advertise to our colleagues.
* Make signs directing everyone.
* Pay taxes.
* Need to update online board member info.
* Take off term of service on website but create a Google doc that includes term of service instead. Ben F. will make and send to Marie Eve.