COFLT Fall Retreat

11/1/14

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

Not in attendance: Heidi Schmaltz, Lina Lu, Nicole Anderson, Matthias Vogel

1. Welcome: Introduction of all members new and old.
2. Overview of Agenda
3. Review of roles of executive board members and structure of organization- Erica & Yuliana
4. ACTFL
5. COFTL
	* 1. Executive Board
		+ Past president
		+ President
		+ Vice- President
		+ Treasurer- Vacant
		+ Secretary
		1. Appointed roles
			+ Webmaster
			+ Membership
		2. Education representatives
			+ K-12
			+ Secondary
			+ Immersion
		3. Language representation subgroups
			+ OAT German
			+ ATJO Japanese
			+ OAT French- vacant
			+ OAT Chinese
			+ OASP Spanish (nonexistent)
		4. Committees (current leader)
* Scholarships (Natalie)
* Mini-grants: Teacher (Rosario)
* Honor roll: Teacher (Marj)
* Certificate of Achievement (Ben)
* Language Honor Society- High School & Middle School
* Spectrum/CASLS newsletter
1. Report from board committee chairs:
2. Fall Conference- alternates every even year with WA- COFLT plans next year.
3. Spring Conference 2015- 1 day- member price reduced.
4. Location: Willamette University (LIM)
5. Length: 1 day
6. Pricing: to include membership and current COFLT member price reduced.
7. Conference committees:
* Membership included
* Awards
* General mtg.
* Presentations
* Event planning & facilities (food, AV, Wi-Fi, venue)
* Vendors
* Program
* Communication
* Registration
* Keynotes
1. Policy & Procedure
2. Constitution review
3. Discussed need to create handbook- for future meeting.
4. Mentorship

-Specifically for new teachers, website to also include resources for current and new teachers.

1. Membership is $40 -- $25 to COFTL and $15 to PNCFL
2. Professional Practices
3. Advocacy

 -PAC

 -JNCNCLIS

 -ACTFL

1. Vacant positions.

-Treasurer

-Language representatives – French, Spanish (nonexistent)

-Education representatives- Need another immersion rep.

1. PNCFL- Sandy Garcia- gave description of organization and purpose.
2. Review previous meeting minutes.

-Will send out email to all for approval of previous meeting minutes.

1. Reports from committees:

(President now request that reports are sent 10 days before a meeting)

1. Conference report: 120 participants. Working on reconciliation with WA in regards to our portion of the cost, based on our participants that attended. No bill yet from WAFTL. 26,000$ down payment because we didn’t pay our bill in the spring. Estimate is that we will need to pay approximately 27,000$. Need to find a location for the Fall 2016 location, needs to be a hotel and not a University setting per WAFTL president.
2. Treasurer report: We have a pay pal account $19,605 (includes vendors, registration and memberships) and a bank account (checking- $22,998.05 savings- $10,502.13. Expenses: mini grants, food for conferences, office expenses for conference, food last meeting- taken from checking. Need 2 more members that can sign checks. Now it is with MAPS, which, is in Salem. Currently they have to see people in person to give checks and for other baking issues need to go to Salem as the only have outlets in Woodburn. Need to move back to a bank with branches elsewhere. Yuliana offers to investigate other options for banking- online.
3. OAT: Last Spring set up professional development at the University of Oregon. Many high schools and universities offer German, how can they support each other. No sustainable solution agreed upon. In WA they have the CORE 24 and 2 years of a foreign language is required. Not sure of Oregon requirement. Should it change for those that are non-University track? How can we promote that language is important to your career? The Munich team that came to play the Timbers. PSU´s German summer institute.
4. ATJO: Teacher of the year came to present. Grant used for this. Want to continue. Also using a grant from Japan. The presenter for the Japanese December one-day workshop is Prof. Tohsaku, he is from Japan. Grant received for this. Also received 1000$ grant from a Japanese parent organization. The council general (consulate) of Japan wants to know what he can do to promote the teaching of Japanese. He has been contacting teachers and schools. Some schools have rejected him visiting. He is going to all the schools in Oregon that do this to give them a certificate. Conference went well, newsletter sent, membership is Jan-Jan. 77 members. Sandy needs to go to schools to visit and observe. Gives information about COFTL and ATJO. Love of Language conference- has to visit and connect with teachers. She and the president will be visiting ACTFL meeting, here will be able to find out what is going on at the national level.
5. PNCFL – sends a representative to ACTFL board meeting.
6. Lingo (newsletter) – need articles. Wants COFTL to submit. Suggested to come up with a theme and assign each sub organization to be in charge of a theme. At next meeting we will know if this is the plan. Another problem is lack of editor and software is outdated.
7. ACTFL Conference- if COFTL pays a membership it allows us to have a delegate to the conference. $150 for up to 500 members. The PNCFL table needs something that represents Oregon. Possibly hazelnut packets- there is a farm in Aurora. Need some ideas about what to donate to hand out at the vendor booth—the PNCFL booth. All members to think about ideas and send at a later date.
8. Review of the constitution- each member given a section to find and identify problem areas. Changes will then be presented again to board members for approval, then out to COFLT members to vote on changes. Goal to present changes to COFLT members at fall 2015 conference for vote.
9. Article I
10. Article II—continue to use the term “foreign languages” vs. changing to “world languages”- used at times on less official languages. Exclude “second language” wording. To include ASL. To include heritage students- who are actually learning their 1st language. ---Need to make a decision on the language to be used to incorporate all of this.
11. Article III—sect. 2: term “partner”- what does it mean? Change wording?
12. Article IV—spells out the members and roles. “Executive Secretary” vs. “Secretary”- to include membership? Shall serve for 3 years.
13. Sect. 2- can seek VP spots from anyone who has been on the board within the last 5 years.
14. Sect. 4. Change mail ballot to “email ballot”. Need to define each.
15. Article V
16. Sect. 1-remove publication editor- we don’t actually have. Webmaster- ACTFL representative, Dept. of Education. All of these are lacking.
17. Sect. 2 –need 2 representatives K-12
18. Sect. 3 – publications editor and Webmaster—are appointed but are board members so need to attend.
19. Sect. 4 – temporary filling of vacant positions to be done by President with board approval- no change

Erica---Reinstate the publication editor as the communications person. This title is broad enough it would work then we could leave it in.

1. Article VI—need to redefine roles to be more general. Some are very vague and others are burdened with too much.
2. Section 4: Secretary—to maintain membership list up to date- too much? Meetings—too much work for just one person? The president runs the meeting therefore they should be in charge of sending out the agenda, time and place.
3. Section 5: Treasurer---Really responsible for the annual report?

Problems: annual report does not coincide with the annual meeting. Called annual because of a grouping of monthly reports.

Either all should be vague or more specific. Currently the Secretary position is the most specific. Yuliana – make the duties more specific. Enough information that is a bit more specific.

Ben- make a reference with in the constitution that states the “president” shall preform the roles specified in the handbook.

1. Article VII
2. Definitions and duties of specific members.
3. Sect 4: defines language reps –need to be that specific?
4. Sect. 5. Change language to be jobs vs. committee. —Depends on the task at time. Sometimes a committee is needed. Maybe change name to “chair a committee”
5. Sect. 6- no change
6. Sect 7 Webmaster- outsource, support from elsewhere?
7. Article VIII
8. Nominations committee—actually one chair? Distinguish between the board itself and the nomination committee? Seems to be one in the same?
9. Nomination committee- does the follow-up work.
10. Article IX Meetings
11. Section 2- must meet physically x 2---all other times via email.
12. Jan-Mar April-June Oct-Dec
13. Suggestion (Yuliana) Need to meet before each conference. ---(Ben) nothing prohibits this from happening. Currently we have more.
14. Sect. 4—board member that is absent must be considered to be inactive. But we do have flexibility.
15. Article X--Does not describe how this organization runs. Creates confusion. Very unclear language. This article needs some works.
16. Sect. 1. Committee- multiple people? Members? —Currently 1 person, ad hoc, not a standing committee. Especially in relation to “Site Selection”
17. Sect. 2
18. Sect 3—these seemed to have become standing committees
19. Sect. 5- all need to be in good standing of COFLT? Who? Board members?
20. Sect. 7- timing may not match. Annual reports need to match up with annual meetings. Change language to read “at or by” to the “president”
21. Add an organizational annual report.
22. Article XI
23. Sect. 1- needs to meet this requirement. Currently not done.
24. Sect. 2---shall not generally be located in the same part of the state. Currently works that way. Portland for the fall since WAFTL will not go any further. Salem, Eugene, etc. are a different region. Description is vague enough that even though some these areas are close to Portland it is still considered a different region.
25. Sect. 3—only COFTL members may participate in the program. (To clarify but not include in the description: vendors are invited and can present.)
26. Sect. 4 --Leave time and space for sub organizations to meet and can reserve tables. –Need to clarify
27. Article XII
28. Section 2 ex-officio and the ODE, non members
29. How many people is a quorum¿ 10 currently, is this feasible
30. Shall we change the quorum % of number on current board?
31. Is there 50% --The agreed required percentage
32. Article XIII
33. Sect. 2 --Advocacy –cant participate in a political campaign? Part of the nonprofit status description.
34. Sect. 3. More specific about who gets our money----This has already been addressed there is a line missing. The OATS will have the money evenly distributed.
35. Chair person assignments for committees:
36. **Election**- advertising sends out communication to board—in regards to bios, and other candidate information, and then set up elections. Elections happen in late May. –Marie Eve
37. **Scholarship**- promotion, sorting, receiving and selecting- Molly
38. **Awards**- Ben W
39. Honor roll
40. Certificate of achievement
41. Mini grant
42. **Membership**- update mailing list, --jot form, excel- Marj
43. **Communications**- Ben F—combined position actually with webmaster
44. **Advocacy & Marketing** –Oregon dept. of Education, be more knowledgeable about what is going on in Oregon, maybe set up a time at the conference for writing your legislator—fill out forms. Find out about grants, opportunities. —Committee tabled until we better know what it is the group should do.
45. **Spring Conf**.- Heidi
46. **Fall Conf.** Natalie
47. **Webmaster**—word press—all will contribute-- Ben F. will oversee.
48. **Treasurer**- budget, monthly reports, taxes. During the conferences more work, the other 10 months virtually no change. To coordinate with membership person. –Sandy Garcia
49. Conference jobs (committees):
50. Membership- Marj
51. Awards- Ben
52. General Mtg. (Fall)-Erica
53. Presentation & Master Schedule- Laura
54. Event Planning + Facilities- Heidi / Natalie
55. Vendors-Erica
56. Program- template is made-CLIC will do the work, Natalie -editor
57. Communications- Ben F
58. Registration-Erica, Marie-Eve
59. Keynotes-Heidi & Natalie, Nomi
60. Packets-Molly
61. Registration table- all will sign up
62. Goals for the year: (During this process, last years goals reviewed)
63. K-8 Advocacy–we need to recruit representation.
64. College Advocacy
	1. Advertise to undergrad and graduate
	2. Teacher ED programs
65. Professional Development
	1. LIM
	2. Targeted Mini sessions
66. Website
	1. Support for new teachers
67. -Lesson plans (Idea)
68. Mentor assignment and support for new teachers
69. Communications
70. -Need a regular plan that is directly linked to our committees.
71. -Need a calendar
72. Organize
	* 1. Organize and clean Google drive
		2. Chair to have editing abilities
		3. Share with all members (view only)
73. COFTL Doc Organization and Transparency
74. Constitution amendments & Policies
75. Sharing of Google documents with all members
76. President Goals
	* 1. Work with the chairs of committees
		2. Cleaning and Transparency
77. Vice president Goals
78. -Organize the documents and let everyone know where to find them.
79. Work directly with President to help achieve goals
80. Ideas
81. Conference--Amtrak discount
82. Invite legislators and academic administration, consul general
83. Calendar and future meeting-
* January 10th—virtually
* Feb. 21—in person
* Mar. 7 Spring conference—at Willamette University—in person
* April 11
* May 9- in person (tentative)
* August 15- executive meeting
* Sept 12 – in person prep for conference
* Oct. 9-10 Fall Conference
* Nov. 7 Fall retreat
1. Meeting adjourned 5:00 pm. Next meeting January 10 to be virtual meeting.