

COFLT Board Meeting Minutes

9:00 - 1:00, August 26, 2017

Linfield College, McMinnville, OR

Hello!

Welcome & introductions

In attendance: Scott Goodman, Adrian Miller, Sandra Terra, Ben Wolcott, Natalie Stamper, Nicole Thorburn, Ricardo Linnell, Jamie Michaud, Kathy Galván Ríos, Maria Lavelle

Overview

Fall conference coming up at UO Erb Memorial Union - planning
Spring workshop planning
Next meeting Sept. 30 @ 10am at U of O

Approval of minutes

Distribution and review of minutes
Jamie motions to approve minutes; Natalie seconds
Minutes approved

Treasurer's report (Natalie)

Sandy absent so Natalie reports:
We are now financially stable (thanks to LiM grant which is now ended)
Moving forward we need careful planning (budgeting for catering, etc.)
When LiM ended, \$12,000 leftover was donated to COFLT (yay!)

Grants & Scholarship report (Ben)

2 x \$500 grant

- 1 prof dev grant (teacher)
- 1 project grant (teacher)

4 x \$1000 scholarships

- 1 college/univ. student
- 2 for students at HS of any size
- 1 for a student at a HS with 500 or fewer students

Board members can nominate but cannot be on selection committee

Note: We (acidentally) saved money this year by not awarding scholarships - we could improve outreach

Applications due April 1

More detail on COFLT website...

Action item: Nicole will check on recent grant winners to make sure they have or are planning to present at COFLT

Group reports (PNCFL, AATSP, CLTA-OR, others?)

AATSP (Kathy)

Span & Port still working on numbers

ideas: reserve table at conference for sign up

CLTA-OR: Chinese Lang Teach Org.

Meeting and workshop, raised \$80

No organization for Russian or Slavic languages in Oregon

Action item: Natalie will see that Russian is added as registration option for Fall conference

PNCFL

Met in August

Sandy working for ACTFL recognition, COFLT had burden of cost for scholarship

Fall conference planning

Highlighted names for each item either volunteered as responsible party or were volunteered by those attending.

1. Parking - (Adrian & Nicole & Mario) Friday not good, Sat better, need to carpool as much as possible, need to investigate free and paid parking options
2. Signage (Natalie) note that we can't put signs out early (can't put out the night before, must be early on day of event)
3. More proposals - (Scott / everyone) low numbers now but not unusual for this time. Scott has a template (which he has emailed to the board) that we can use if we know someone doing something cool. Encourage them to present!
4. Catering - (Jamie will select 3 options for board to vote on) budget is \$10-18 per, UO has list of lunch menu options, must choose vegan and vegetarian options, need to include dietary restrictions
 - preference for buffet to allow for moving around/networking
 - Sat lunch will have designated rooms based on language
 - make sure the conference eval has room for food, parking sections
5. Attendee reach out - (Everyone) the more people we get at conference, the better. Best if everyone does outreach. Include instructional coaches in addition to teachers when reaching out
6. Presenter/workshop room designations (not much can be decided here yet). Scott showed map of facilities and intended use. Lots of options, but need presentation numbers before big decisions.
7. Schedule (Nicole will assist Andy and Scott)
8. Vendors (Kandi) exhibit tables are \$150
9. Lodging (Kathy) agreement with Hilton in Eugene, but there are cheaper options, maybe call UO to ask if they have recommendations
10. Website updates (i.e. activating the registration) Erica and Laura Mulas have been responsible for Wild Apricot site with PayPal for financial transactions. Scott made a registration site but it still needs to be proofed. Natalie, Scott, Erica and Laura will do that this week (by Wednesday)

11. Conference Lunch: (Everyone) We will introduce COFLT board members (be prepared to say something, perhaps why you joined COFLT to encourage new board membership)
12. Insurance - (Jamie)
 - TULIP estimate of \$752 (base amount)
 - check other companies for more competitive rate?
13. Registration table - (Scott / everyone) in Lobby (recommended location by UO).
Need people sitting at table all the time, it is especially hectic in the am. Scott will prepare sign-up sheet for our next meeting.
14. Late registration table (Sandy) for late payments and payment problems.
Discussion: Should we tack on a late fee for day-of registration? Discussion/ vote moved to item 19.
15. Board member recruitment table (Natalie)
16. COFLT Services (Scholarships & Grants) - (Adrian & Mario) Ben needs second person/apprentice to handle 4.1 service (teacher grants, student scholarships, honor roll for teachers, certificates of achievement [done as needed], OR language honor society for one charter school). heavy lifting is April/May. Ben created selection committees at his school to review/judge applications.
17. Post-conference evaluations: (Maria) Conference evals need to be updated (participants don't do them online so need paper; it's best to require eval to get certificate, that way we get more feedback). Ben has done the last 2 years. Evals are scanned and posted on shared Google site for review. Usually do recap at a meeting. Presenter evals: we don't do them but presenters can do their own. ACTFL has an app for evaluating presenters. Could we? Or could we add a link on the COFLT website? (Action item: Ricardo will look into possibilities).
18. Social media consent for conference registration vote. Ricardo motions and Adriana seconds. Discussion: does ACTFL have? Just add radio button for consent. But what to do if participants opt out? Is this a legal question? 8 for, 1 against, motion passes. Please let me know who accepted this action item (adding the radio button to the registration)
19. Late registration fee vote. Natalie motions to add late (day-of) registration fee. Ricardo seconds. Decision to table for later discussion and possibly implement for Spring conference. Next year let's get conference registration coordinated with registration so members can do both at once.

Worktime/lunch

Spring conference planning

1 day workshop

Natalie and Adrian looking at ideas: grant writing workshop, technology workshop
(Google guru who could Skype in)

Miscellaneous items

- PNCFL newsletter call for submissions: please consider contributing! Nicole is also looking for COFLT member outstanding teachers to profile in upcoming issues of the PNCFL newsletter. Please contact Nicole with names.
- Ben W. as ODE rep? table

Next meeting/long term COFLT goals

Sept 30 at conference site in Erb memorial union (Eugene), includes walk-through of facility at 10 am. This will be our final meeting before Fall conference.

Exit slip

Please answer the following before leaving today:

- why you originally wanted to help with COFLT?
- what are your idealistic dreams and goals for COFLT?
- what are your tasks to be completed before our next meeting at UO on Sep 30?

Meeting adjourned promptly at 1:00.

Action item summary:

Scott:

- Send template for board members to send re: presenting at Fall conference
- Prepare registration table sign-up for next meeting
- Conference schedule with Andy and Nicole
- Finalize registration page and get it up and running by Wed. Aug. 30

Natalie:

- print signs with Blair (up to 25)
- forward Jamie info about last insurance used
- help with proofing/activation of registration page
- add Russian as registration option for fall conference
- responsible for Board member recruitment table at Fall conference

Jamie:

- investigate lower insurance costs
- select 3 fall conference menu options for vote by board

Adrian:

- Investigate parking options
- apprentice to Ben for Scholarships/Grants role

Maria

- post-conference evaluations

Mario

- apprentice to Ben for Scholarships/Grants role

Nicole

- check that previous grant winners have presented or will present at COFLT
- Investigate parking options

- Work on scheduling with Scott and Andy

Scott:

- Send template to board to use for encouraging colleagues to present
- Talk to Elena about Ricardo helping with website
- Write to all Eugene principals once school starts (Sept. 6ish)

Ricardo:

- Increase online presence & promotion of COFLT / social media presence
- Investigate online/app evaluation possibilities

Erica

- Check Wild Apricot for capability to add presenter evals to site

Kathy

- investigate lodging options (official hotel is the Hilton)

Kandi

- vendor coordination for Fall conference

??

- Add radio button for social media consent

Sandy

- Late registration table

Everyone

- outreach (presenters and attendees)
- be prepared to introduce yourself at conference lunch
- be prepared to assist at registration table & help with conference generally