



Board of Directors Meeting

August 5, 2017, 10:00 A.M. (EDT)

West Lafayette Jr./Sr. High School, West Lafayette, IN

Minutes Draft

Executive Board

President: Steve Ohlhaut (West Lafayette High School)

1st Vice-President: John Sundquist (Purdue University)

2nd Vice-President: Israel Herrera (Indiana University)

Immediate Past President: Randa Duvick (Valparaiso University)

Secretary: Amanda Beck (William Henry Harrison High School, West Lafayette)

Treasurer: Ricky Baron, Canadian Consulate of Chicago

In attendance: Steve Ohlhaut, Michelle Stigter, Beate Westerhaus, Greer Trapkus-Harris, Abby Diaz, Judy Carlstrand, Ricky Baron, Marcet Spahr, Laura Nagle, Israel Herrera, Sachiko Kawakubo, Hiroko Chiba, Ye Sun, Qing Zhang, Nicole Leach, Jill Woerner, Mercedes Muniz-Peredo, Amanda Beck, John Sundquist (via Skype), Concha Marin, Randa Duvick, Jin Li

I. Call to Order

- The meeting was called to order by Steve at 10:09 a.m.
- Attendees introduced themselves. Constituent organizations vice presidents were dismissed to begin Teacher of the Year portfolio assessments.

II. Secretary's Report – Amanda Beck

- Minor corrections made. Israel motioned to approve, Abby seconded.
- Minutes approved at 10:16 a.m.

III. Treasurer's Report – Ricky Baron

- The current balance \$66,355.10. There is \$63,782.03 in savings. The Central States dues have been paid and are not reflected in this balance. The dues were \$165, which is more than in previous years. There is \$2,573.07 in savings. The amount taken in YTD has been \$3,592.18, and expenditures YTD have been \$3,560.04
- Marcette moved to approve the report, Michelle seconded. Report approved at 10:17 a.m.

IV. IFLTA Conference 2017 Updates

A. Conference Overall – John Sundquist

- Planning: A total of 88 proposals have been submitted. A few workshops are still forthcoming from the constituent organizations. Of the 88, two are likely exhibitor entries.

There are 9 exhibitor submissions, 15 workshops, and 75 sessions. Languages breakdown is French – 11, Spanish – 14, German – 13, ASL – 2, Japanese – 3, Chinese – 15, Latin – 5, General – 27. This is a nice balance, and John is working on putting the schedule together. Acceptances should be sent out in the next few weeks, and the program will get started shortly.

- Programs: John will be using Copymat, a local West Lafayette company, that doesn't require a contract and is flexible about time needed to print. John wants to get the program up on the website by October 1st. He will be in touch with Greer about exhibits and Mercedes about Teacher of the Year candidates.
- Folders: We will not be using them, and everyone who adds a handout needs to get the information that used to be in the folder to John in advance.
- John will meet with the Sheraton in late August to discuss use of space and check things.
- Keynote: Scheduling with Dr. VanPatten has been challenging. The Indiana State visit is likely not going to work out, which should make it easier to get him to IFLTA. John asks AATSP to coordinate with him about what their plans are with him for their workshop.
- University night space possibility: We could honor Dr. Alan Garfinkle with the catering and in that space. Purdue University is willing to pay for catering. This would be open to all, a few former students plan to make a presentation. Steve will communicate with the universities about the changes to university night.

B. Exhibits – Greer Trapkus-Harris

- Greer emailed her report to all. Table prices remain unchanged from 2016. She requested a report from Meeting Connection, and there is double the amount of exhibitors signed up at this point. So far, there are 8 exhibitors requiring 12 tables.
- New initiatives: Greer has contacted Abby to communicate with the membership via Twitter and Facebook to solicit more businesses and suggestions for the exhibitor hall.
- Conference preparation: Discussion of should we / how should we continue with welcome packets, exhibitor break room, refreshments. This can be reviewed throughout the fall. The idea was shared that we give each exhibitor a gift card to the Starbucks in the lobby rather than a break room.
- Raffle: We will put a few sentences about raffle "rules" in the program.
- Kathy Darnell will step in to help as Greer goes on maternity leave. Greer plans to step down after the 2018 conference.
- 50th anniversary conference: Begin brainstorming ideas for the exhibit hall.

C. Poster Contest-Concha Marin

- Deadline is October 6th, and entries need to be postmarked by October 1st. This gives Concha time to check membership and communicate the financial amount of awards to Ricky.
- Concha will be sending out reminders to the membership next week. Steve will include this in his email to membership, Abby will share it via social media, and Nicole at the Department of Education.
- Concha will buy new frames because they have been taken and/or are starting to fall apart.

D. Creative Projects Contest – Steve Ohlhaut on behalf of Kandel Baxter

- Voting: The system will be changed to Google Forms or something similar. This will hopefully have more buy-in from the constituents and improve attention during the awards announcement at the luncheon. Michelle offered to help because she is familiar with such a system. The system will be communicated in the program.
- Tables: Greer requested adding more tables because there isn't usually enough space.

E. Teacher of the Year Awards – Mercedes Muniz-Peredo

- Moving portfolios to online format: Mercedes is not able to do so at the current time but wants to move forward on this process with help. We need to coordinate closely with the constituent organizations to communicate the changeover with their memberships and enact an absolute deadline. We need to check with Central States to see what they do for online submissions and mirror that.
- We can display these electronically at the conference and on the website. This would also help further publicize the candidates.
- Steve will add in information about helping in his president's message.

V. Newsletter Editor's Report – Steve Ohlhaut on behalf of Kailey S. Preston

- October 1st will be the first edition for the year.
- Presidents should encourage membership to submit items.
- Steve will send out contact information to ensure that items are sent to Kailey.

VI. Social Media Editor's Report—Abby Diaz

- Submitted two proposals to reach out to membership and will be soliciting members to be on a task force.
- Abby connected with Jason about podcasting, and they want to interview the Teacher of the Year while at the conference. She would like to incorporate interviews Bill VanPatten, additional Teachers of the Year, and other presenters as podcasts to be distributed monthly throughout 2018. She will be in touch with Carol about adding in a Podcast page to the website.
- She would like to get a conference hashtag going and some sort of way to encourage membership to share their experience via social media, which might include sending/adding a PowerPoint slide to the workshops to encourage postings in the constituent workshops.
- Abby has been working on vendor blasts via Facebook and Twitter to solicit more input from membership for the exhibitor hall.

VII. Webpage Manager's Report – Steve Ohlhaut on behalf of Carol Goss

- Website is going well. A few things might be out of date with constituent organizations. Presidents, please let Carol know about changes.

VIII. Advocacy Report: Pam Gemmer

- No report as of today. Steve will reach out.

IX. Constituent Organization Reports

A. AATF—Marcet Spahr

- AATF is moving forward with September 9th workshop. It is an all-day immersion with the Consulate of Chicago and the Alliance Francais at Marion University. The deadline is August 31st and requires a minimum amount of participants to continue.
- AATF sponsored a movie night in July. Mostly officers of AATF attended.
- Lisa Shepard is coming for the IFLTA workshop.

- Consulate of France in Chicago has been coordinating with museums to create art and resources for French teachers. They would like a formal presentation, and Marcet is not sure how to accommodate them. She is working on the best way to reach the biggest number of people with the information.
 - State contest will be at West Lafayette High School on February 10th.
- B. AATF-NW IN—Jin Lu
- Monthly immersion dinner was on July 14th. Turnout was good, mostly local French teachers but also local French speakers.
 - The February 2017 workshop was similar to what is being offered by AATF-Indiana this fall.
- C. AATG—Michelle Stigter
- September 9th is AATG's immersion day. ISU will be hosting. There will be a private audience with a Holocaust survivor and presentation will be about refugees in Germany today. Deb Moll will be arriving to lead the workshop in the afternoon.
 - There will be a meeting at Carmel High School for Central Indiana teachers to get an authentic German Christmas market going in Carmel. The dates will be from November 18th – December 24th.
 - The workshop at IFLTA will be on Integrated Performance Assessments.
 - Immersion day for students will be on February 24th at Ball State University.
- D. AATSP—Concha Marin
- Next meeting to decide immersion day will be on August 26th. Brazil/Spain is tentatively scheduled for September 23rd.
 - Two schools are looking for teachers. Please spread the word.
- E. AITJ—Hiroko Chiba
- They are brainstorming ideas for March workshop in 2018.
 - The constitution will be updated.
 - They are working on strategies to have younger teachers get more involved with AITJ.
- F. CLTA-IN—Ye Sun
- CLTA-IN is teaming up with the Ohio organization to offer an intensive TPRS training workshop on August 11-12 in Ohio.
 - They will have 1-day teacher workshop at IUPUI this fall.
- G. ICC—Steve Ohlhaul on behalf of Brian Gross
- No new updates.
- H. IN-NELL—Abby Diaz
- The next board meeting is August 9th to make finals plans for fall conference on September 23rd. Mabel Ramos will be the keynote speaker. The theme is "Dual Immersion Best Practices." The workshop will be at Park Tudor.
 - The winter workshop will be on February 24th at Park Tudor. The theme will be on best practices and is general to world language, not just Spanish or elementary level.
 - Last weekend Carlos Berrospe was honored for his work.

X. Old Business

- A. WASLTA (ASL) and IFLTA

- Steve has been in contact with the representatives with WASLTA. Their Vice President will be the contact-person for negotiations with relationship to IFLTA. They are currently in the preliminary stages of discussion. Steve is investigating what they want, what their goals are, and what the consensus of their board is. They have expressed that they would possibly like to become a constituent organization. To do this, we have to hash out the mutual responsibilities of bringing interpreters to the conference and to board meetings. These issues need to be addressed before we can move further on this. They are working on a plan to secure resources for interpreters so that it does not become an open-ended commitment on IFLTA's part. Financially, we have to come to an understanding that is in accordance with both our budget and the law. There would potentially be two working groups – one from IFLTA and one from WASLTA – to hammer out the by-laws and procedures as we move forward. It was recommended by numerous individuals to potentially seek legal counsel as we move forward.
- Post-2017 conference, this will be further discussed and worked out.
- Steve communicated with other states to find out what they do, and he has heard nearly nothing. This is not in existence at ACTFL, and it has only been an issue since Central States was hosted in Indianapolis in 2011. Greer recommended to contact schools with ASL teachers to find out what they do for their deaf staff members within schools.

B. Summer communiqué to secondary principals

- Steve sent letters on July 6th to approximately 500 principals explaining what IFLTA is/does and offers. The idea was to broaden knowledge of the organization and what it offers for support and professional development.

XI. New Business

- Amanda will be running un-opposed for Secretary.
- There are two candidates for 2nd Vice President: Ye Sun and Amy Bomke.
- Ricky motioned to accept their nominations, Randa seconded. Motion approved at 12:49 p.m.

XII. Department of Education Report – Nicole Leach

- Nicole introduced herself.
- Please send announcements to Learning Connection and encourage others to join.
- Nicole is heading up the writing of the Spanish for the Workplace standards.
- Round 3 or dual-language immersion grants were awarded. There are 10 schools in this cohort that join the large number of dual-language schools in Indiana. We are among the leaders in dual-language schools. The schools will all be offering Spanish.
- Memoranda of Understanding: There are currently four memos in place. The memo with China is current and will continue for 3 years. One is in France and one is in Taiwan, and both are awaiting signatures. The Spanish memoranda is still in the works on the legal side and is going back to the table.

XIII. Announcements

- Israel is working with Stephen Krashen to bring him to the 2018 conference.
- Randa reminds presidents to send out notification to membership to come to the leadership workshop at the conference.

- Randa brought up recruiting students to become teachers as a potential future goal of IFLTA. The Department of Education is considering what to do to recruit/retain world language teachers as well as how to certify teachers for dual-credit courses.
- Next meeting: November 2, 2017—9:00 p.m. (Sheraton at Keystone at the Crossing, Indianapolis)

XIV. Adjourn

- Steve adjourned the meeting at 1:12 p.m.