



**Board of Directors Meeting: Agenda
December 12, 2009, 10:00 am
Indiana University, Bloomington, IN**

Attendance

Officers Present: President: Silvana Falconi, First Vice President: Nicci Saari, Second Vice President: Nancy Tilka, Immediate Past President: Angelika Becker, Secretary: Darlene Lankenau, Treasurer: Julie Canady

Non-Officer Directors and Committee Members Present: Wendy Yuan (ICLASS), Barbara de Gortari (AATSP), Jill Hickey (Exhibitors), Mike Tsugawa (AITJ), David Banta (ICC), Beth Moller-Tank, Barbara Seeley (AATF-NW IN), Ricki Barron (AATF), Steve Olhaut (AATF)

Call to Order: Silvana Falconi called the meeting to order at 10:20 AM.

Minutes: Nicci Saari. The minutes from the previous board meeting, 8 Aug 09, were reviewed. A question regarding the selection of Teacher of the Year was raised with regard to those who left to attend another meeting and missed the presentation. President Falconi mentioned that the item was not addressed, but should be in the future. A motion was made, seconded and carried to approve the minutes from August 8, 2009 meeting.

Treasurer's Report: Julie Canady (to close 2009). The account balance before the hotel bill was paid: \$39, 572.93, current balance: \$22, 672.17, savings: \$21,218.57 and CD: \$23, 663.32. Upon review of the treasurer's report there were no questions and the report was approved.

Conference Reports: Silvana Falconi

Overall impressions, registration, workshops and sessions, evaluations: Silvana Falconi reported the data for comparison between 2008 and 2009. Attendance was noted and that Saturday registration was a wonderful idea. Total registration was down by 57 compared to 2008. The economy was noted as a possible factor regarding attendance. It was also indicated that the Saturday luncheon was only down in attendance by a small amount.

AV equipment costs were reduced to save on overall conference costs. Only minor issues were noted, such as lack of microphones in some larger meeting spaces. This item will be considered as we work toward maintaining appropriate costs for future conferences.

With regards to the beginning teacher workshop that was added this year being split for the first time into two groups, Silvana noted that we had a very low number of participants and that we put the two groups back together. Nicci Saari added that this was a new concept and worth trying the same format for another year to compare attendance data. Angelika Becker suggested that we also note the overall attendance. She also stated that others may not have attended because the conference registration was required for participation in the New Teacher workshop. She further suggested putting the groups back together. Silvana added a suggestion of a large group with break-out sessions. Nancy Tilka raised the question of how the information was sent to those likely to attend this workshop. This topic was discussed at length by attendees and a suggestion

by Silvana was to send e-mails to department chairs, building principals and methods teachers at the University level to better promote this program and to potentially increase enrollment.

The registration form and the \$10.00 charge for the food were discussed. The students expressed concern about the conference registration fee of \$45.00. In order to get more students and to perhaps to assist them with this cost, Silvana suggested simply paying for the workshop at \$20.00. Student membership, full-time, is \$10.00 for IFLTA. Total adjusted would be \$30.00 total to include IFLTA membership, food and registration for the New Teacher Workshop only. Conference registration would be separate. Angelika suggested the Thursday night pre-service teacher workshop have a different color name tag to show registration type based on a concern raised by Silvana and controlling attendance for those who've paid for the conference option. The group agrees that we should move forward with this idea and it will be addressed next meeting.

University Night: Silvana sent an e-mail to all department chairs to attend University Night. The attendance by university personnel was lower than years past. The expense and revenue was discussed. The food was adjusted in anticipation of a lower percentage of attendance.

Conference Evaluations: Silvana received only 50 forms. The overall rating was "very good" and ranking "excellent" were Facilities and Creative Project categories.

Silvana reviewed other comments from conference evaluations. The desire for more exhibits as a concern was raised. The Japanese, French and Chinese vendors were lacking in attendance and noted. Another comment made was regarding the food available for wine and cheese night (no cheese present) and no rolls available on Saturday. It was also commented that the lighting for the overall ambience of the wine/cheese evening needed to be lower. Silvana discussed the logistics of how attendance occurred for both University Night as well as the wine tasting and how to coordinate the food so that they are not consecutive, as discussed in our December meeting 2008. Nicci Saari and Angelika Becker indicated the need to better balance the amount of food as was initially noted by Silvana.

Mike Tsugawa raised the question of timing regarding the ending of the sessions and the beginning time of University Night. Are we doing anything formally to track attendance? This was discussed as well as how to keep people around for the one hour in between the end of sessions and start of University Night. Silvana suggested discussing this further during the next meeting, but finishes with a suggestion of a cultural event during the in between time for about ½ hour or so. Silvana suggested that the constituent organization presidents consider their preferences for the cultural event.

Silvana commented regarding those in attendance and raised the concern that not many high school level teachers were present. A concern was raised regarding the event's purpose. Silvana mentioned that the UN offers departments of foreign languages and literatures a chance to showcase their programs by interacting with pre-collegiate educators and providing brochures about the programs and faculty. Nicci Saari suggested we promote the evening with regard to how it will benefit classroom teachers to influence the attendance demographics. Angelika Becker mentioned that the presence of teachers from the high schools and articulation be made an item of importance. She also suggested that at the next meeting that we discuss and consider what University Night offers us as classroom teachers and to gather our thoughts on this topic. She will collect them and compile the data to consider future promotion of the event to get the attention of those attending as well as encouraging universities to participate (suggested also by Nancy Tilka). Nancy also suggested offering some things that teachers can take with them to post in the classrooms to encourage high school students to further investigate their language options. Mike Tsugawa asked about the physical location considerations. We have tried other things in the past, but it will be further considered for the next year. Silvana suggested publicizing in the newsletter, website, program and announcement of UN to further promote the event. Barbara De Gortari

suggested an audio-visual presentation could enhance the publicity. Advertisement of the event was discussed and deemed adequate.

It was suggested that the food be delivered in stages rather than all at once. It was noted that the space provided for this event was crowded and the time was reduced to 1 hour. The length was discussed and tabled based on whether or not we will have a cultural event next year.

Keynote Speaker: It was suggested from conference evaluations that we flip-flop the stage area for the speakers and presentations in the lobby area at the Crowne Plaza Hotel. Steve Ohlhaut raised the question of discussing the facilities with the keynote speaker with regard to the venue and the challenges with AV accessibility and visibility. Mike Tsugawa also suggested moving the keynote to an evening time, if possible, to alleviate the issue of lighting and multi-media presentations. This topic was discussed in detail as well as the orientation of the seating all together. Silvana mentioned that the Crowne Plaza has agreed to find a solution with regards to the light in the atrium for next year. If needed, they will contact an outside company to review possible solutions on our behalf. This item was tabled for the time being.

Future topics and themes were reviewed by the group lead by Silvana and it will be discussed in future meetings.

Pre-Conference Information: Nicci Saari interjected that she was unaware that the German workshop was relocated and that transportation was an issue. Beth Moller-Tank mentioned that transportation was provided. Silvana follow up stating that the information was provided on the website one month in advance and mentioned that the event was off-site due to the pod-cast and the lack of equipment to facilitate the event. Silvana suggested that we look for opportunities to keep everyone at the conference facility to aid in the attendance for other events.

Conference format: The conference feedback was fairly positive. Barbara De Gortari mentioned that the placement of the Saturday meetings in the conference program was not prominent and, therefore, some honorees were not present to receive their awards during the meetings. Silvana suggested that it be made more prominent and better placed in the program. It was also added that we maintain using the current publisher for the conference form due to cost. It was decided that we use the non-glossy paper for the program.

Silvana noted that comments were made regarding the variety of conference sessions. She further recommends that we mass mail to members to remind members of proposals and the deadline information. Angelika Becker further noted that constituent organizations should solicit proposals from those who are better qualified to present. Steve Ohlhaut suggested that we encourage collaboration with colleagues to present rather than individual presenters to encourage proposals. Mike Tsugawa suggested splitting the time for presentations and announcing the fact to also encourage attendance. Silvana suggested quality over quantity. She further suggested announcing this item now and encouraging the constituents to get this notice out as quickly as possible to promote the idea.

Microphones in the larger sessions were requested at a cost of \$100/day. Silvana had already addressed this with the hotel.

Silvana ended the discussion of the conference by noting the number of responses and evaluations received.

Best of Indiana: Nicci Saari. Nicci began with an overview of the report and how the Best of Indiana was determined by the responses at the conference and gave specifics regarding those who were. Nicci then opened the floor for discussion on the nominees. Julie Canady suggested the "Stimulate Their Senses!" workshop be selected based on the multi-lingual content. Angelika also

noted that the monies will apply for the 2011 conference in Indianapolis and could provide for their conference fees for Central States. Darlene Lankenau seconded the nomination and the nomination was approved unanimously.

Conference Expense: Julie Canady. Total expenses for the 09' conference: \$21,939.71. An adjustment was made in the amount of \$104.00 for additional postage expenses. Total 08' expenses were \$39,555.93. The Meeting Connection charged \$5,514.64 for all of their services, including the setting of the program, which was deducted by them prior to issuing us a check for \$32,765.36.

Julie made an adjustment to the University night expenses in the '08 conference report to \$2,250.00 and adjusted our overall expenses by \$50.00.

Hotel bill was really low. The hotel waived all the room rental fees and saved us about \$12,000.00! Angelika noted that when the hotel was "Holiday Inn" they didn't charge room rental. When the ownership changed to "Crown Plaza" they maintained the same agreement.

IFLTA Raffle budget was cut down. Julie expressed concerned that the 50/50 was not mentioned to her prior to the conference and was concerned about preparing proper documentation regarding tax laws. However she clarified that for this time it would not be really a problem since a small amount was collected. She will contact the accountant with regards to this matter. Her comments were noted by Silvana. The conference budget was good and Silvana's efforts in reducing costs were noted by the board.

Angelika noted that the Meeting Connection expense for the layout of the conference program was not delineated on the report. Their fee for the service was \$600.00 and were embedded in the overall expenses.

Exhibitors: Jill Canady-Hickey. Jill opens with suggestions made by exhibitors. Some of the comments by exhibitors were based on the schedule. Jill reported that there were 27 exhibitors, previous year there were 30. She anticipates that there will be less next year based on comments. Nicci Saari expressed desire to maintain positive relationships with the exhibitors and will provide Jill with some information from ACTFL regarding additional vendors. However, Silvana clarified that with regards to the schedule an additional break in the afternoon was added to encourage traffic in the exhibit area.

Jill continues with noting that the raffle was a concern. It was suggested that the raffle be placed along with the wine and cheese event to encourage traffic. Beth Moller-Tank added that it may also encourage traffic for University Night. Angelika suggested keeping the exhibitors until the workshops begin Saturday at 1:30 PM. Silvana stated that we should go ahead and make this change for the next conference.

Jill sent out a letter to exhibitors, registration forms and questions the acceptance of her expenses listed for these items. She asked if this should be adjusted to be either a post card or an online item to reduce costs, particularly since her return communication was often something that the exhibitors had printed directly from our website. Her suggestion was noted and approved.

Creative Project Contest: Sylvia Hyde. Silvana reported for S. Hyde. The question was raised regarding whether or not to continue this event. It was noted and agreed upon that cost is not an issue. Silvana suggested that there be improvements based on newsletter development and e-mail communication as well as on the website.

Angelika noted that this event has run for 5 years and that participation has dwindled. She noted that she personally feels that an issue might be simple logistics along with the teacher's daily responsibilities. It was asked if the form is included in the registration and was noted that it is a part of the online registration. Silvana suggested we approach this in the same way as other action items with electronic promotions.

Website Manager's Report: Carol Goss. Silvana reported for Carol and asked that we check our contact information for accuracy. Concern was expressed based on only 6 presenters posting session materials to the website. Angelika suggested that presenters post material prior to the conference. Silvana noted that it has been tried before with little success, resulting in the change. Angelika further suggested sending the information to Carol Goss prior to the conference and that she hold on to the information until post-conference. Silvana suggested we make our request to presenters both before and after conference. Darlene Lankenau will be in charge of this communication to the membership.

Silvana stated that it is essential to improve communication for 2010.

Angelika requested that constituent groups add the category "Rising Star" award for the Teacher of the Year applicable to any level. This application form has been adjusted and added to the website.

Newsletter Editor's Report: Matthew Miller. Report was given by Silvana via prior e-mail communication. Deadline for next newsletter is March 1, 2010. News about colleagues should be submitted to him directly. Photos from the conference should be submitted to him as well. Constituent organizations will report information to him.

Department of Education Report: Caterina Blitzer. Silvana reported the items submitted by Caterina Blitzer. Items addressed were the Indiana Academic Standards for Heritage Language Learners. Caterina requests recommendations for members of those who are currently offering courses for Heritage Language Learners. Silvana recommended Sonia González, Director of Spanish for Heritage Students Program and Purdue University.

Also noted were the German, Spanish, French tests for Praxis. Marg Mast, Coordinator for Educator Preparation at the IDOE is looking for those interested in working with her regarding establishing new cut scores for the revised tests for the 3 afore mentioned languages. Concern was noted regarding the timing of the meetings for this, March 2 and the conflict with Central States. Silvana Falconi took recommendations and names of those interested in assisting.

The Learning Connection, a collaborative effort of parents, teachers and students, is available for data collection and will serve as a resource for educators and partners state-wide and globally. This venue is supported and developed by the Department of Education.

Silvana suggested that we come up with activities and lesson plans to share and collaborate across the state. She noted that she had tried this idea out after registering with the service. You would simply attach a file and essentially build an "e-library". She asked that we create committees and create articulation by all grade levels to discuss needs and foster communication. Concern was expressed that without these committees the program wouldn't be utilized to its potential. Silvana offered to serve as the committee chairperson for the Spanish component. She further stated that the presidents of the constituent organizations begin this progress and solicit participation. Nicci Saari suggested soliciting participation by publicizing this in the conference folders. Nancy Tilka also suggested posting a link from the IFLTA Website to The Language Connection and to present a session at the conference in 2010. Silvana impresses upon the group that now is the time to act on this and that the presidents of the constituents "chair" these committees. Angelika mentioned that some universities are already posting identical information. Silvana asked for the constituent organizations to discuss this action item and present findings and committees at the next meeting.

Old Business

Conference venue (2010): Discussions opened with a review of the previous conference (2009). Alternate venues were discussed in previous meetings. Silvana began with a review of previous findings and the rationale for staying at the Crown Plaza.

Silvana suggested that we need to move to another venue and investigate our options once again. Room rates are being lowered due to the economy. We will maintain the same dates (1st Thursday-Saturday) of November.

Nicci Saari shares her cost comparison sheets based on her findings from discussions with two alternate sites/hotels (Indy Marriott East and Crown Plaza). Sheraton, Keystone at the Crossing is not available as originally thought, but could be considered for future conferences.

Nicci provided a thorough report for the customary costs associated with a conference venue and provided a spreadsheet of these items. Indy Marriott East will also provide conference rooms at no charge and, additionally will provide wireless accessibility. Guest rooms are lower in price with the Indy Marriott (\$89.00). Crowne Plaza charges \$93.00. The Meeting Connection had also contacted the Marriott East and consequently the rates change to \$93.00/night, flat rate. Overall conference costs would be \$20,251.60. The difference in conference rate (total cost) is \$1,897,52, but would gain a larger conference space, wireless Internet. Steve Ohlhaut mentioned that he was able to get wireless Internet at the Crowne Plaza. Angelika was also able to access wireless in the lower level of the hotel as well. Price will need to be negotiated for the wireless access (Silvana noted that she negotiate the wireless Internet).

Jill Hickey mentioned the exhibitor's space would be more than adequate at the Marriott East. The registration area could also better provide for creative projects display. We will also have free parking. Lunch rates will be \$20.00 plated. Nicci mentioned there is a possibility of another group needing the same space during the same timeframe. Availability will be made known next week and whether or not the Marriott East will be an option.

Angelika suggested for consideration to wait one more year if we indeed plan on considering using the hotel at the Keystone at the Crossing to avoid moving multiple times. She also noted the ballroom is possibly too large for us and that Marriott East historically has been difficult to work with. Cost should definitely be considered and that since the cost of Keystone is unknown we might want to simply wait. Nicci further proposed that Marriott East is a better space for our keynote speaker, exhibits and for the creative projects display.

The Meeting Connection has also checked on a few options, including the Wyndham with complimentary rooms, better rates, 1 mile proximity to current location, but will check their other properties based on their unavailability for our dates. Silvana does have an agreement for consideration for Crowne Plaza. We should take all of this information and consider a change possibly 2 years out as opposed to next year due to timing. Silvana distributed data on maintaining the current facility for the next year. Silvana discussed the particular items, noting the single/double room rate at \$93.00 for either. The room rental, luncheon and others were less based on her negotiations with the hotel. She again mentions that she will negotiate the wireless connection rates and request the rate of \$89 for single and double guest rooms. Silvana opened the floor for discussions. Jill Hickey noted that we have had success with Crowne Plaza and Angelika Becker adds that we need to consider the timing of booking for next year. Ricki Barron contributed that the Sheraton in the future would be a better overall venue. Steve Ohlhaut also asked regarding the logistics of a physical move and when and how it would be appropriate. Again, he said we should plan to only move the venue once and for an extended period of time.

For 2011 Silvana suggested we consider the Indy Marriott East, the Wyndham (with the location being emphasized base on it's proximity to the current venue, the Crowne Plaza). Nicci Saari will continue to work toward an agreeable contract along with Silvana Falconi for the 2011 and 2012 conferences. Nicci will contact the Indy Marriott East and Silvana the Wyndham.

Silvana proposed that we vote regarding the next year's venue. A motion to approve the Crowne Plaza as the venue for next year was posed and approved by the board as noted.

Conference Attendance Grants: Silvana reported a summary of the grants available for review on the website for pre-service teachers, teachers with 5 years or less experience as well as those attending the conference for the first time. Silvana suggested that the criteria be emphasized on the website and that those awarded a conference grant preside 2 sessions. It was also noted that the luncheons are not included in the grant. She further suggested that we only allow 6 grants and that the recipients room 2 to a room to save on costs. Deadline of March 1st was emphasized regarding scholarship applications for the Lorraine A. Strasheim Scholarship.

Central States Conference 2010 representatives and extension workshops: Silvana also noted that Darlene Lankenau and Nancy Tilka will be our IFLTA representatives to the Central States Conference in Minneapolis, MN. Silvana also distributed information about extension workshops at Central States to those who plan to attend. Those planning to attend need to communicate interest to Silvana regarding participation in the extension workshop.

New Business

2010 IFLTA conference theme: Nicci Saari presented her suggestions of conference themes for discussion and approval. Julie Canady suggested the theme of "Race to the Top" as being attractive to administrators as well as keying in on testing in schools, such as ISTEP +, 6-Traits writing, etc. A vote was considered for the 3 most popular suggestions as well as their impact on the poster contest, creative projects as well as the keynote speaker topic. "Race to the Top With Languages" was approved by vote for the 2010 conference.

2010 IFLTA conference keynote speaker: Silvana mandates that we decide on the keynote speaker today based on the information presented. Nicci Saari also presented several keynote speaker options. Discussion based on information provided occurred with a suggestion of 3 to contact regarding willingness and availability. Silvana mentioned she contacted last year Toni Theisen and Tom Welch but they were committed to present at other events. She further suggested contacting them again since they left open the possibility to present next year. Toni Theisen, Tom Welch as well as Helena Curtain were proposed as potential keynote speakers for 2010.

2010 IFLTA workshops: Silvana would like to offer workshop sessions at Indiana University or IUPUI sometime in between the conference (May and/or September) via teleconferencing. This would provide an alternative to the conference and conference workshops. IFLTA would need to collect some help from other organizations, such as the Consulates of other countries to offer a multi-cultural opportunity. Therefore, IFLTA and a particular Consulate would sponsor the cost of the teleconference workshop. An Internet link would be provided on the university website (and IFLTA.org) to access for those unable to attend. Nicci Saari suggested this perhaps be done in the summer when school is not in session. Nicci suggested a name such as the "IFLTA Summer Institute". Angelika asked if this could be done in conjunction with the Western European Studies effort in the summer and emphasizes the effectiveness of these workshops. Silvana will continue to check on this and the possibilities, but suggested this idea would be something appealing for IFLTA membership. Presidents of constituent organizations were asked to consider themes for the next meeting to discuss as well as possible sponsorships from their related Consulates and organizations.

Teacher of the Year committee chair: Silvana asked for nominees for the committee chair for this committee. Janet Holzer, Pam Gemmer and Doris (Dee) Webster were possible nominees. These nominees were discussed and Doris (Dee) Webster was selected.

CSC 2011 committees and immersion workshops: Angelika Becker generally mentioned the committees and will discuss them in depth at the next meeting. She asked which constituent organizations will offer a full or half day immersion workshop at CSC. The commitment was given, but specifics will be given at a later date. Latin needs additional time to consider their involvement. At the March meeting Angelika will present further information following the CSC meeting 2010. She asked for assistance in manning the booth at this conference at all times.

ACTFL Delegate Assembly Report: Nicci Saari gave her report from attending the conference in November. She noted the dignitaries present at the conference and the local, state and national level “state of affairs” for world language education from the Center for Applied Linguistics. The percentage of Spanish instruction has increased in schools while others have declined. The affects of NCLB was also noted. On their website there was an illustration of the current status (percentage) of elementary language programs and the impact of such programs. Also at this meeting was a discussion on average class size on the ACTFL website (17 per teacher). Other information relative to classroom instruction was noted based on information posted on the ACTFL website.

Constituent Organization Reports (as needed)

AATF: Steve Ohlhaut—This group is excited about a functional website for members and looks to regionalize throughout the state to support professional collaboration.

AATF-NW IN: Barbara Seeley—Noted their immersion dinners and their efforts to boost membership.

AATG: Beth Moller-Tank—Noted there are many changes in the Board. Also, they are planning an immersion event.

AATSP: Barbara de Gortari—Planning the next Concurso and planning a new scholarship opportunity. Details will follow. Joel Munoz will assist with updating the website and will make the Buletin available on the website.

AITJ: Mike Tsugawa—Working on membership and assistance to their membership.

ICLASS: Wendy Yuan—Adding collaboration with another school in China and another scholarship. The website will be adjusted and updated, including a newsletter revision. In 2010, March 20 in Zionsville, a workshop will be offered. On April 24 there will be a Chinese festival and contest. Additionally they are working on conference presenters.

ICC: David Banta—Working on keynote speaker at Butler University in March.

IN-NELL: Molly Murphy (Nicci Saari and Julie Canady report) —On February 27, at Park Tutor, Laura Terrill will present a workshop on differentiation. Additionally, a request for assistance for the meetings at the Indianapolis Public Library was made for upcoming events.

Announcements

Nicci Saari also announced a proposal for advocacy and the need to be proactive by speaking to our legislators at the state and national levels. Julie proposed that Christopher Luke draft a statement for the Jan. 19th meeting for the State “Race to the Top”. Discussion was generated based on the time frame and suggested that Chris be contacted first before anything be done formally. Silvana moved that we contact Chris regarding his availability.

Angelika encouraged the presidents of the constituent organizations solicit applicants for the Teacher of the Year award, including the new “Rising Star” award.

Upcoming meeting dates: (Precise locations to be announced)

March 27, 2010

May 15, 2010

August 7, 2010

Adjourn: Silvana Falconi moved that the meeting be adjourned 2:10 PM.

Minutes respectfully submitted by: Darlene K.W. Lankenau, Secretary