



**Board of Directors Meeting
MINUTES
MARCH 8, 2014: 10:00 A.M. (EST)
Central Middle School, Kokomo, Indiana**

Minutes from IFLTA Meeting: 03/08/2014

In Attendance: Karen Berrier, Julie Canady, Randa Duvick, Israel Herrera, Keiko Kuriyama, Darlene Lankenau, Mercedes Muniz-Peredo, Ye Sun, Shannon Swann, Nancy Tilka

I. Call to Order (Introductions): Darlene Lankenau
Darlene called the meeting to order at 10:19 a.m.

II. Secretary's Report: Darlene Lankenau for Olga Mounayar
Darlene distributed the Minutes from August 03, 2013. (Since the December 2013 meeting was cancelled due to weather, the August minutes had not been previously approved.) Randa moved to accept the Minutes as submitted and Karen seconded. Motion passed unanimously.

III. Treasurer's Report: Julie Canady
Julie distributed a detailed financial report including all transactions and balances from 2013. Nancy complimented Julie for the detailed report. The CD has a balance of \$23, 841.40. Randa asked if it is a one year CD and Julie confirmed. Julie also noted that our checking account balance is \$27, 730.02 after all conference expenses have been paid and the savings account balance is \$21, 243. 38. Julie confirmed that all tax statements will be provided to Darlene at a future date. Nancy asked when the taxes will be done and Julie explained that they are submitted in early May due to our nonprofit status. Tax reporting will be reported in more detail at the May board meeting.

Julie explained that IFLTA had previously paid dues to the national language advocacy group JNCL but that in recent years, at the request of Rhonda von Werder and the board, we had decided not to pay dues because of changes in that organization. Since that decision, the JNCL leadership has changed and Julie asked the board about paying the dues this year. Randa suggested that we not pay dues until the entire board has a chance to find out more about JNCL current activities. Randa also commented that JNCL has done presentations at the national AATF board meeting. Nancy asked if we could find out more, then vote at the May meeting. Julie agreed to send out JNCL information for the board members via email.

Ye commented that she was aware of a poster contest winner who did not receive a check. Julie will verify that the check has not been cashed and get back to Ye with details.

Randa moved to accept the Treasurer's Report as submitted and Israel seconded. Motion passed unanimously.

IV. Conference Reports

A. Overall: Darlene Lankenau

Darlene acknowledged some of the things that were already approved via email due to the cancellation of the December meeting. Darlene started with an explanation of the 2013 Registration Report from The Meeting Connection. Nancy suggested that in the future, the "voluntary donations" (earmarked for the Strasheim Scholarship) listed in The Meeting Connection report, also be listed as a separate entry on the Treasurer's Report. Julie agreed to include that amount separately in the future. Julie explained that Dwight's (The Meeting Connection) payment to IFLTA is the revenue from registration, minus his charges for services. These payments to IFLTA come in the form of one or two checks. She reminded us that we now have credit card payments which incur additional fees but that we find it beneficial to our membership for access to online credit card payments for conference registration.

Darlene continued with the Basic Statistics and Description report which provides a comparison chart from previous years. She noted that most of the 2012 information which was not provided in 2012 is now part of the report. It was also noted that total attendance in 2013 was above the 2012 total by two attendees. Room reservations remained steady.

Conference comments were distributed via email.

Darlene asked for the board's advice about cost for the Thursday Meet and Greet. She suggested the possibility of a cash bar and more complimentary food. Nancy explained that some of the cost from 2012 was from the Thursday workshop attendees coming to the Meet and Greet directly after their workshop. In 2013 the Meet and Greet was not announced at the end of the workshop. Shannon suggested that only people who have registered for the conference should get a complimentary wine ticket for the Thursday Meet and Greet. This would prevent an additional cost incurred by Thursday workshop attendees who often do not register for the conference. It was suggested that we could announce the Meet and Greet event and invite the workshop attendees to stop by, but explain that the complimentary wine ticket is only for those attending the conference. The \$10 cost to attend the workshop is already very affordable and includes a light dinner. A lengthy discussion took place about changing the price of the workshop, but no final decision was made. Many of the attendees at the Workshop are students from local universities and some of the students are perhaps not yet 21 years old. Gary, as conference chair, will decide how best to proceed with plans for this event.

Shannon asked why there was a marked drop off for hotel reservations from 2010 to 2013. Darlene reminded us of the slight increase in hotel cost due to the new venue and Nancy added that perhaps some school districts don't reimburse expenses as much as they used to.

Darlene remarked that 2013 attendance at University Night remained the same as 2012 with ten universities participating. Nancy suggested that pricing should be reevaluated since we have changed the pricing for this event over the past three years. Randa remarked that at her university the increase in cost was noticed but it did not prevent Valparaiso from participating. A discussion took place regarding the musical events that have sometimes followed the University Night event. Israel remarked that some of his colleagues were encouraged to attend University Night because of the musical entertainment that followed. The discussion continued about the role of University Night and it was suggested that it be better explained in the program and also highlighted in the conference "teasers" on the website and in pre-conference email blasts. Shannon commented that she has never attended the event because she wasn't sure exactly what it was. It was suggested that the 2014 price remain the same for attendance at University Night. It was also suggested that we will try to find out if there is a group willing to subsidize a musical performance as in the past.

Nancy moved to accept the 2013 Conference Report as submitted and Randa seconded. Motion passed unanimously.

B. New Teacher Night: Nancy Tilka

There were 51 participants at the Thursday evening Pre-Service/Beginning WL Teacher Workshop. Nancy explained that emails are sent to as many university method's professors as possible in order to get the word out about the workshop. Updating that contact list is difficult and time consuming so it also helpful if anyone on the board has contact information, to forwarded it to Darlene to update the list. Also, a list is requested from the DOE for email addresses of all new K-12 WL teachers in the state. Unfortunately it is difficult to get contact information for the current conference school year. An email also goes out to the K-12 school administrators list in late August to encourage them to support their new WL teachers to attend the workshop. This email contact also serves as a reminder about the conference to administrators. Israel suggested that we target the 2013 workshop attendees to try and get them to attend the 2014 conference. Nancy will forward the attendee list to Darlene.

C. Best of Indiana: Darlene Lankenau for Gary Spurgin

Darlene explained that this was voted on via email due to the cancellation of the December board meeting. Aki Tsugawa from Chesterton High School was voted Best of Indiana for the 2013 IFLTA conference. If possible, she will represent Indiana at the 2015 Central States Conference. Ye suggested that we send a congratulatory letter to all "Best of" candidates in order to acknowledge them also. All agreed that this is a great idea and should always be done in the future. Darlene will be sending letters to all concerned in the near future. Israel also suggested that we invite the 2013 winner to present again at the 2014 conference and list the presentation as "2013 Best of Indiana" in the 2014 program. All agreed that this too is a great idea.

D. Expenses: Julie Canady

The report provided by Julie was extremely helpful. Nancy suggested that this kind of report be provided each December after the conference, with comparisons to the previous year. This will assist future discussions regarding conference registration costs and general IFLTA finances since the conference is our main source of revenue. Julie also reminded us that the yearly cost for our PO Box in Indianapolis is to receive US mail and is necessary for tax purposes. She added that the consistency of one address serves us well when our elected officers change.

E. Exhibitors: Darlene Lankenau for Kathy Darnell:

No report was provided. Darlene remarked that there were twenty exhibitors.

F. Creative Projects: Sylvia Hyde

No report was provided.

G. Poster Contest: Concha Marin

No report was provided.

H. Teacher of the Year: Dee Webster

No report was provided.

I. Attendance Grants: Darlene Lankenau for Nancy Rogers

Darlene explained that several of the 2013 Attendance Grant winners were not available to preside at the times she assigned to them. It clearly states on our website that those who receive the attendance grant are expected to attend the conference for both days and preside at two presentations. It was suggested that Nancy Rogers rework the letter which is sent to grant

winners to clearly outline the requirements of the award. It was also suggested that awardees be given a deadline to accept the award which includes some kind of verification as to the conditions of the award. Darlene reassured us that all efforts are made to assign grant winners to sessions that are related to their language.

V. Website Manager's Report: Carol Goss

No report was provided. Darlene reminded everyone to forward website updates, including constituent links and contact information, to Carol.

VI. Old Business

A. ACTFL Delegate Report: Darlene Lankenau

Darlene attended the 2013 ACTFL Delegate Assembly as the Indiana delegate. Advocacy continues to be the biggest issue and Darlene acknowledged Israel's work on our behalf. Darlene also mentioned the website "leadwithlanguages.org" as a reference tool which was highlighted at the assembly. ACTFL standards, Linguafolio, and "Can Do" statements were also topics of discussion. All are available on the ACTFL website. Adryana Melnick, formerly of the Indiana DOE, is active with these endeavors for ACTFL. Reports from various states, including Illinois, Wisconsin, and North Carolina were included and several states are adopting bi-literacy initiatives. Darlene mentioned that the conference overall was amazing and that "early college" was a common topic by presenters.

B. Strasheim Scholarship: Darlene Lankenau on behalf of Nancy Rogers

Darlene distributed applications from two candidates for the Strasheim Scholarship. Rather than form a committee to recommend a candidate to the board, all in attendance agreed to review the applications and take a vote. After a lengthy discussion, Karen moved to vote on awarding one of the two applicants the \$1,500 award as per the award requirements. Keiko seconded. Motion passed unanimously. The Strasheim Scholarship winner will be contacted and a formal announcement of the winner will be made at the May board meeting. Israel suggested recognizing the Strasheim Scholarship winner at the Saturday Award Luncheon with a certificate. All agreed and all present were pleased to make this award which has not been done for several years. The winner will be encouraged to present a session at the fall conference.

Darlene also distributed an application for a mini-grant. Randa moved to accept the application and Ye seconded. Motion passed unanimously.

C. Mentoring Committee: Angelika Becker

No report provided.

VII. New Business

A. 2014 IFLTA Conference Theme: Darlene Lankenau for Gary Spurgin

The theme was voted on via email due to the cancellation of the December board meeting. The 2014 theme is: Languages: Integrating Global Communities

B. 2014 Conference Keynote Speaker: Darlene Lankenau for Gary Spurgin

Linda Egnatz (Illinois), 2014 ACTFL National Language Teacher of the Year; 2013 Golden Apple Fellow, Nationally Board Certified Teacher of Spanish

C. IFLTA Delegate to CSCTFL Delegate Assembly 2014: Darlene Lankenau

Gary and Israel will serve as Indiana delegates at the 2014 Assembly in March in St. Louis..

D. CSCTFL Extension Workshop: Darlene Lankenau

Kathy Darnell will attend the workshop as the IFLTA representative.

E. Spring 2014 Newsletter: Beate Westerhouse.

No report provided. Darlene expects the newsletter to be released sometime in mid March.

F. Advocacy: Israel Fernando Herrera

Israel reported that he will do a presentation with a teacher from Kansas on advocacy at Central States. A conference call with Marty Abbott from ACTFL will also take place on the topic of advocacy. Israel also informed us of a bi-literacy commission he will chair with Cathy Blitzer at the DOE. In Bloomington, two elementary schools are piloting a Spanish program. The JNCL is also working on advocacy and Israel will forward information to us via email to keep us informed on their progress.

VIII. Constituent Organization's Reports (Conference/Workshop Feedback and Other)

AATF: Shannon Swann

No report provided. Darlene commented that the High School French Congrès was taking place at Cathedral High School and that Kathy Darnell, Gary Spurgin, and Olga Mounayar were not present at the IFLTA board meeting due to their attendance at the Congrès.

AATF-NW IN: Karen Berrier

Immersion dinners continue in Northwest Indiana and a recent workshop on technology and music in the classroom, hosted by Valparaiso University, was well attended. Also, this past winter AATF sponsored a Christmas tree at the Museum of Science and Industry in Chicago. It was decorated by AATF members for a Christmas Around the World exhibit.

AATG: Darlene Lankenau for Laura Wilson

The December AATG workshop was facilitated by two teachers from Germany. These two teachers also presented sessions at the fall IFLTA conference. The 2014 immersion weekend took place in February at ISU in Terre Haute. The German Contest took place at Ball State in February.

AATSP: Israel Fernando Herrera

The Spanish Contest took place last Saturday at Franklin Community High School. Fifteen schools, including four new schools, participated. Certificates and five PGP points were awarded to teachers and judges. The 2015 Contest and the November 2014 Immersion "Ecuador" Day will both take place at Park Tudor. Proposals for yearly recognition of Spanish teachers, separate from ToY, are being considered. Emphasis on recognizing teachers who are active beyond the classroom is the goal of these awards. Recognition for language departments that support teachers to attend conferences is also planned. In addition, a company has been hired to update the AATSP website to make it more interactive. Again for 2014, the Indiana AATSP will make a donation of \$100 to be awarded to the overall winner of the 2014 IFLTA Poster Contest.

AITJ: Keiko Kuriyama

Two TOYs have already been chosen for Japanese. It is the first time that two teachers will have awards. IU Bloomington was recently the host for the Japanese Olympia. Ten schools and 43 teams participated for a total of 130 enthusiastic students. An IU student is currently working on an updated website for AITJ.

ICLASS: Ye Sun

On April 19, Eastwood Middle School will host the sixth Chinese Language and Culture Fair. Over 500 parents and students participate and the event includes a talent show, lunch, award

ceremony, and many categories of competitions. Sunday schools and public schools participate. This year's fair is expected to be better than ever. In October 25 and 26, the First CLTA International Symposium on Chinese Language Teaching and Learning will take place at IU in Bloomington. ICLASS will support this event and hold their annual teacher workshop during the Symposium. The Confucius Institute provides financial support for these endeavors. Many participants of these workshops are in the US temporarily and much effort is made to improve teaching skills.

ICC: Jody Bergman
No report provided.

IN-NELL: Mercedes Muniz-Peredo

Julie Canady announced that the IN-NELL conference will take place on March 15 and all levels of WL teachers are welcome. The presenter will be Matt Miller and the theme is Technology for the 21st Century World. IFLTA has already sent an email blast to all members.

IX. Announcements

Israel inquired about encouraging ACTFL to hold their annual conference in the Midwest.

Randa asked about deadlines and current documents for submitting constituent ToYs to IFLTA. Darlene reminded constituent presidents that they should submit their ToYs to Dee Webster, preferably by April 1. Updated forms will be available soon on the IFLTA website. Darlene noted that all documents related to the conference, including ToYs, must be updated ASAP to align with 2014 conference dates.

Darlene announced that the Saturday, May 10 board meeting will probably be held at the Sheraton, Keystone Crossing. Verification of the location will be sent via email to all board members.

Adjournment

Meeting was adjourned at 1:56 p.m.

Minutes respectfully submitted by Nancy Tilka, on behalf of Olga Mounayar.