



Board of Directors Meeting
December 5, 2015
Cathedral High School, Indianapolis, IN
Minutes

Elected Officers

President: Randa Duvick (Valparaiso University)

1st Vice-President: Steve Ohlhaut (West Lafayette Junior/Senior High School)

2nd Vice-President: John Sundquist (Purdue University)

Immediate Past President: Gary Spurgin (Cathedral High School)

Secretary: Amanda Beck (William Henry Harrison High School)

Treasurer: Kate Reinhardt (University of Indianapolis)

In Attendance: Randa Duvick, John Sundquist, Israel Herrera, Concha Marin, Gary Spurgin, Kate Reinhardt, Steve Ohlhaut, Greer Trapkus-Harris, Tomoe Nakamura, Chunmei Guan, Jill Woerner, Christopher Bungard, Amanda Beck, Colleen Lahr

I. Call to Order

Randa called the meeting to order at 10:09 a.m. and all in attendance introduced themselves.

II. Secretary's Report: Amanda Beck

- Discussion of the minutes from the meeting on August 8, 2015.
- Typos corrected.
- Randa moved to accept the minutes as amended. Steve seconded. Motion passed.

III. Treasurer's Report: Kate Reinhardt

- Kate shared a handout of her report. \$79,148.37 in the bank account: \$76,576.47 in savings, \$2,571.90 in checking.
- Amount will change, as not all checks have been cashed from project winners and no membership fees have been collected from Meeting Connection yet.
- Conference bill has not been paid in full.
- Minor spelling changes should be made to the report. Otherwise it is accurate and up-to-date.
- Chris moved to accept the treasurer's report. Steve seconded. Motion passed.

IV. IFLTA Conference 2015 Reports and Discussion

A. Survey – Steve Ohlhaut

- Steve shared highlights from the post-conference surveys.
- Ratings and written comments were discussed by the whole group.

B. New Teacher Night – Concha Marin and Jill Woerner

- Logistics of space and organization in the room were discussed.
- Much of the food provided by IFLTA went to waste.
- IN-NELL wanted more discussion for K-8 in all languages, not just Spanish.

C. Best of Indiana - Steve Ohlhaut

- Finalists for Best of Indiana were: Tomoe Nakamura and Keiko Kameyama, Colleen Balukas, Rae Bosio, Debra Ames, and Andrea Yocum and Stacie Pillar.
- Kate moved that Colleen Balukas receive the honor. Chunmei Guan seconded. Motion approved.
- Presenter will be invited to present again at IFLTA 2016. Greer suggested making it a workshop to draw more people in.
- We must ensure that presenters are registered with IFLTA. It was recommended that IFLTA have constituent organization presidents remind membership of this rule.

D. Overall conference financial report - Randa Duvick

- Randa shared a detailed handout on costs and gave an in-depth explanation about revenue and expenditures of the conference. The handout is accurate for an overall picture, but some POs are still out and the tax exempt status has not yet been reinstated.
- Kate handed out additional spreadsheet of conference finances to complement Randa's handout.
- Additional items discussed:
 - Attendee hotel cancellation policy. It will be addressed again in the future should it become an issue.
 - Advertisers in the booklet and using the ads for revenue.
 - Future of hosting an ASL attendee and costs to IFLTA for an interpreter.
 - o Research should be done to find other ADA-appropriate accommodations.
 - o Could university-level students interpret?
 - Should we eliminate the bumper sticker in the folder? After discussion, John decided to eliminate it for 2016.
- Kate asked for any reimbursements to be taken care of by the end of calendar year for tax filing purposes. She mentioned corrections to her conference finance report balances since printing due to exhibitors and universities completing payment.

E. Exhibits report - Greer Trapkus-Harris

- Greer shared a detailed handout of her report and stated her impressions.
- Highlights of Greer's report and discussion:
 - Groups who backed out were reimbursed on a case by case basis for 2015. Should we be stricter in the future?
 - Five exhibitors were left off list for the wine and cheese reception, and Greer asked to have another person verify that all were included on the list.
 - Discussion of looking for more craft services and asking for recommendations from teachers.
 - Consideration for exploring an additional exhibitor break space and more amenities. Could IFLTA come around with food and drinks? Steve was asked to check into alternatives for the future.
 - Goody bags were a waste of resources and approval to discontinue the practice was granted.
 - The raffle was successful, but a larger variety of winners was discussed. Prizes should be limited to one per person.
 - Can we move the exhibitor registration to an online format? This will eliminate the need to handle payments personally. Meeting Connection can process vendor fees for a flat fee of \$1000 and this will be discussed at the March meeting.
 - Can we collaborate with other conferences to find better systems?
 - Discussion of groups who had multiple tables with multiple themes and lots of people. Greer suggested limiting booth rental to 2 people and that additional people have to pay extra to attend.
 - Breaks (food, drinks) could be sponsored by vendors.
 - It was decided to eliminate the vendor lunch subsidy.

- One vendor suggested raising advertising revenue for IFLTA by sending advertisements via email to all IFLTA teachers. Steve suggested that we could add this type of advertising to the folder for a small fee.

F. Teacher of the Year report – Randa Duvick for Dee Webster

- The amount spent on the Teacher of the Year is stated on the financial report.
- Discussion about record-keeping and paperwork. Nominees must be IFLTA members, and constituent organizations need to check on this. Organizations can nominate within their organization and be recognized, just not as IFLTA Teacher of the Year.
- Recognition prizes should be relatively equal among groups. Could we foster communication among constituent organization presidents regarding what types of rewards they might give?
- Dee is stepping down and looking for a replacement. A person needs to be in place as point of contact by March.
- Concha reported that Mercedes Muniz is interested in stepping up. New committee chairs are appointed and, ideally, the process of mentoring a new committee chair should through shadowing.
- Israel proposed that president and vice president of the constituent organizations should be informed who the overall winner is so that they can invite guests to the award ceremony. Following discussion, it was decided that IFLTA will let the presidents of the constituent organizations know who the overall winner is before the conference.
- Could we change the portfolio guidelines to follow ACTFL and Central States more closely? Due to the timeline for the IFLTA Conference, the Central States Conference, and the ACTFL Conference, alignment to ACTFL would help candidates.

G. Creative Projects Contest report – Randa Duvick for Kandel Baxter

- Plaques need to be made, with payment perhaps through a PO.
- Renewed discussion of project contest feedback from surveys, reminders via newsletter, and earlier updates to the website for the following conference.

H. Poster Contest report - Concha Marin

- 21 schools, 67 students, and 2 elementary schools participated.
- Can we get more elementary programs to get involved? There are more high school than middle school participants and fewer Chinese and Japanese students. There are also more participants from rural areas and fewer from Indy.
- Problems with the contest are mainly that teachers are not following directions by not typing entry papers. Should we allow them to participate if their paperwork isn't completed properly?
- We need to send out a "Save the Date" email around June.
- AATSP has given \$100 for best overall project the last few years. With two winners, can IFLTA afford the other \$100 to the overall winner? Jill suggested that IN-NELL might be able to support elementary/middle school winners. Discussion about high school versus elementary entrants and that there should be two overall winners – one for elementary, one for high school. Will having IN-NELL taking responsibility interfere with the IFLTA responsibilities and future support? IN-NELL can't do all of the prizes alone but can possibly contribute since they don't have scholarships/grants.
- Sponsorship could potentially provide prizes for the poster contest/creative project. Sponsors would give grand prize and get recognition.
- Teachers must be members of IFLTA to participate. Applications need to be updated to reflect current IFLTA membership.
- Concha requested that IFLTA pay the second winner and will ensure that this does not happen again. Steve motioned, and John seconded. Motion approved.

I. Attendance Grants report – Randa Duvick for Nancy Rodgers

- There were not many applications; only three were qualified.
- All did well with presiding duties.

J. Overall conference comments – All

- Need to move toward better exhibitor registration process and limit the number of people per exhibitor booth. Need to gather information and get specifics from the Meeting Connection about handling exhibitor registration. We will vote on this in March.
- Should the conference contract be renewed this soon? Issue to be debated later in the meeting.
- There were space issues for Friday workshops, particularly for the AATSP workshop. Steve suggested split sessions or two separate workshops based on interest.
- There were space issues for constituent organization meetings, particularly with regard to AATSP and student awards attendees and guests. Extra students and families will be by invite only in the future. Steve stated concerns with policing others who are entering the conference space who have not paid to attend the conference.
- Bringing in pre-service teachers who are non-members should be a priority.
- Need to look carefully at use of space to ensure that sessions and workshops are not overcrowded. Information will be pulled from the database on how many teachers from each language are in attendance, which will help in future planning.
- Concha suggested having a music group from an embassy to add to interest to the meet and greet. Israel suggested that schools of music could be invited.
- Navigation of the IFLTA website for the creative projects contest was debated. Teachers need to be encouraged to look.
- Overlapping workshops were a complaint, particularly for German. Explanation of how and why sessions were decided and discussion of initial submission of session descriptions.

V. Other reports

A. Advocacy Committee - Israel Herrera

- Progress has been made on the seal of bi-literacy. Criteria and procedure were discussed and posted on the SBOE website. Information about the evaluation tools and requirements was shared.
- The diploma requirements sub-committee will make recommendations before April 1st to decide whether world languages are electives or requirements. Should IFLTA weigh in or be a part of advocacy? How? There is a language specialist on sub-committee, but we will need advocacy from higher-education, not just K-12.
- Central States has a new Advocacy chair and ACTFL has various national initiatives.
- Coding as language credit is being debated.
- ACTFL is not considering Indy for conference. Chicago will host in 2023 and Nashville in 2017.

B. Website Manager report – Randa Duvick for Carol Goss

- Presentations from the presenters have been posted.
- Submit any website corrections and 2016 info from constituent organizations
- Any form updates need to be submitted.
- The P.O. Box information needs to be updated on all forms.
- Valpo won't be able to host the website for the long term. We need to look into web-hosting elsewhere.

C. Newsletter Editor report – Randa Duvick for Beate Westerhouse

No report

VI. Old Business

A. Organization status

IFLTA has been re-incorporated and is official again. The organization had to reapply for its tax ID number and had to reapply for tax exempt status. It has recouped money lost and is having Legal Zoom help. We are currently awaiting tax exempt status.

VII. New Business

A. Future Conference Hotel Contracts – Randa Duvick

- Suggestion to renegotiate the contract with the Sheraton even though we are only in the first year of a three year contract.
- Conference will be more stable at its current location and majority are satisfied.

B. CSCTFL 2019 - Israel Herrera

- Central States in Indianapolis in 2011 was poorly attended. Many states combine state and Central States Conference, and we could look into this.
- Discussion about combining IFLTA with CSCTFL for that year. One issue with this is that IFTLA celebrates 50 years in 2018, and we want to do some extra things for the conference. In addition, there will be one combined conference or three separate conferences within 18 months.
- Consensus was to have our own conference separate from the Central States conference and not try to co-sponsor Central States in Indianapolis.
- Steve moved to allow Randa to negotiate an additional three year contract at the Sheraton ('18, '19, '20). Jill seconded. Motion passed.

C. Simon Award (CSCTFL) - Israel Herrera

- Caterina Blitzer should be nominated because of her support to IFLTA.
- Will it be possible to put documentation together before the deadline?
- Israel volunteered to submit the information.
- We could nominate additional people for the Founders Awards next year.

D. Bylaws Review Process

- Small revisions are suggested, particularly with regard to bonding. Steve will lead the committee.
- Steve would like to prepare a proposal by next board meeting with changes that will bring greater financial and structural stability to IFLTA. Steve, Gary, Kate, and Randa will be on the committee.
- Suggestions should be sent to the development committee members.

E. 2016 Calendar

- Steve is the contact person for conference and other deadlines.
- 2016 Board meeting dates will be March 19th, May 7th, and August 6th. Locations to be determined.
- Strategic Planning proposal discussion
 - o Goals for this process must be determined. We must look into what we want for the organization and for advocacy.
 - o 50th year conference should be considered, particularly finding a big name for the keynote.

G. Letter to Editor from Board

- Randa drafted a letter from the IFLTA board and Caterina Blitzer to send to editors.
- Send changes electronically to Randa by 12/7.

H. Creation of Recognitions Committee (for future consideration)

Randa suggested a permanent committee to manage deadlines and paperwork for awards.

VIII. Constituent Organization Reports (as needed)

- A. AATF: Shannon Swann
 - No report
 - French contest will take place on April 23rd at Cathedral High School
- B. AATF-NW IN: Karen Berrier
 - No report
- C. AATG: Candis Carey
 - No report
- D. AATSP: Israel Fernando Herrera
 - Spanish contest is on February 27th at Park Tudor
 - National Spanish Exam is on Jan 31st
 - Immersion day is on March 5th at Park Tudor
- E. AITJ: Tomoe Nakamura
 - Japanese contest is at Ball State on February 27th
- F. ICLASS: Chunmei Guan
 - Chinese contest is on April 15th at Zionsville MS
 - Group will have its own poster competition
- G. ICC: Christopher Bungard
 - No report
- H. IN-NELL: Jill Woerner
 - Moved date for spring conference to February 20th at Park Tudor
 - Rose Egan from Cathedral HS is the keynote speaker and is providing a Central States 2014 extension workshop focused on proficiency based units/assessments
 - We should notify IFLTA members through email

IX. Announcements

- Kate asked about letterhead to send out official documents. Greer and Concha have letterhead and will share.
- Steve asked about electronic swapping of information.
- Israel asked about archives of the Teachers of the Year from previous years
- Gary suggested plaques for recognition of past members
- Chunmei noted incorrect spelling of winner's name on the plaque and that it is being updated.

Meeting was adjourned at 2:30 p.m.

Respectfully submitted by Amanda Beck, IFLTA Secretary

Approved as amended, March 19, 2016