

Minutes
Meeting of the IFLTA Board of Directors
Park Tudor School, Indianapolis
December 3, 2005
10:00 am – 2:00 pm

Attendance:

Officers: Angelika Becker, Lisa Calvin, Sarah DeMaris, Claudia Nole.

Non-Officer Directors: David Banta, Nancy Newton, Hannelore Weber, Guohe Zheng.

Committee Members: Kathy Darnell, Nancy Doedens, Carol Goss; Bethany Roush.

Ex-officio: Kristin Hoyt.

Guests: Pamela Valdés.

1. The meeting was called to order by IFLTA president, Sarah DeMaris, at 10:20 am. Sarah asked the president of each constituent organization to provide a list of officers with contact information to her and to Carol Goss: sarah.demaris@valpo.edu; Carol.Goss@valpo.edu She also thanked Claudia Nole, immediate past president of IFLTA, for hosting our meeting at Park Tudor and for providing coffee, juice, fruit and bagels.

2. Minutes from the August 13 IFLTA board meeting, also held at Park Tudor, were distributed and several items were corrected by Kristin Hoyt: Indiana has signed an agreement with Taiwan (not with China); and participation in the visiting teacher program has *continued*. These minutes were approved as corrected. Minutes from the business meeting of IFLTA held on November 3, 2005 were approved as distributed.

3. The treasurer's report prepared by our outgoing officer, Rhonda Pool-von Werder, was distributed by Claudia Nole in Rhonda's absence (excused for medical reasons). Total assets at present: \$53,427.35. **The treasurer's report is appended to the minutes.**

4. Reports on 2005 Annual Conference

Rhonda Pool-von Werder reported through Claudia Nole. The data base with conference registration statistics, almost completed, will be sent to the board when it is finished. Claudia relayed the following recommendations from Rhonda for next year's planning:

* Eliminate online registration for the annual conference. It is too costly in time and money. **This recommendation was voted on and approved at a later moment in the meeting. In other words, only paper registration forms and checks are acceptable – either sent in ahead of time or submitted on-site.**

* Purchase orders are not acceptable and should not be permitted.

* There should be only 1 computer used for on-site registration.

* The registration form needs to be revised so that it is less cluttered and more easily read.

Claudia Nole told us she had received many positive comments and that her own experience was that the conference went smoothly.

Sarah DeMaris distributed a written report (**appended to the minutes**) laying out attendance numbers for the past several years (600+ in attendance at the 2005 conference) and noted that many people stayed for Saturday's presentations and for the lunch (143 signed up for lunch on Saturday). She deliberately placed good presentations on Saturday as a strategy to persuade people to stay, and it seems to have worked. She has reserved a larger number of guest rooms for the 2006 conference. The new Thursday night event (wine-tasting) was a great success with some 55 participants. It will be continued for as long as all present company can lift a glass. University Night was good but several noted the cramped space in the Gallery. Angelika Becker, responsible for planning next year's event, will consider the venue for University Night.

Kathy Darnell distributed a written report (**appended to the minutes**) on her work with contracting exhibitors and vendors. She told us that all vendors have now paid up. A question she put to us is: How to solve the problem of early exodus of vendors on Saturday? Recommendations:

- * Use the same schedule but revise instructions about it;
- * Perhaps use differently-colored dots on name tags to identify participants' language?
- * Put exhibitors' registration form and information (guidelines) on our website

Pamela Valdés reported on the "Creative Projects Contest" that had been announced on the DOE teacher listserv. She praised the projects that were submitted and described the "best of show," a video prepared by Spanish 2 students from Crawfordsville High School. There were 12 entries.

* Pam will make a formal proposal about reconfiguring the categories and the criteria for this contest at our March meeting, and Bethany asked for an announcement about it by **February 15 – a month ahead of the March 15 Newsletter**. Sarah suggested putting the announcement on our website with a registration deadline so that we know the number of projects involved ahead of time (to find a suitable room with enough tables for display).

6. Carol Goss, Website Manager, distributed a packet of information (**appended to the minutes**).

* *Carol asked the presidents of our constituent organizations to send her the website address for the chapter's webpage so that she can link each of them to our IFLTA page.*

We talked about reconstituting the history of past scholarship winners for posting on the website; all of us should send names of past winners that we know about to Carol.

* *Nancy Doedens volunteered to do press releases about IFLTA award winners.*

* Carol mentioned that the guidelines for Teacher of the Year nominations and portfolios need to be revisited, and Sarah reported that Barbara de Gortari, who will again chair this

committee for the next round of nominations, will be distributing a draft of revised documents for our review and approval.

7. Advocacy Report

Advocacy Chair, Nancy Doedens, distributed draft pages for the brochure that has been working on and asked for comments and also asked us to send her more photos for possible inclusion in the brochure. Sarah suggested that a goal for our March meeting should be to determine the (multiple) uses of this brochure and thus know better how to design it. Bethany Roush volunteered to help Nancy in producing it.

8. *IFLTA Newsletter* Report

Bethany Roush (roush@pngusa.net), Newsletter Editor, told us that the yearly cycle now includes 2 issues and asked us to think about how much “old” information to include in the Newsletter and how we could use its pages to “educate” our readership.

**** Feb. 15 deadline for submissions for March *Newsletter* ****

9. Constituent Organization Reports

Kathy Darnell, president of IAATF; Carol Goss, president of IAATF-NW; Hannelore Weber, president of IAATG; Guohe Zheng, president of AITJ; David Banta, president of ICC; Claudia Nole, president of IN-NELL; and Nancy Newton, president of IAATSP all gave updates on activities in their chapter organizations.

Each president should send reports to Bethany Roush for inclusion in March Newsletter. Deadline: February 15.

10. Old Business

* “Where is Jon Clark?” His presentation was chosen as “Best of Indiana” for the Central States Conference, and efforts made by CSC organizers to talk with him personally have not been successful. Angelika Becker will work on finding a current telephone for him and communicating with CSC organizers. If this effort does not work out, then Sarah will choose the person to represent Indiana at the CSC.

* Pamela Valdés returned to her proposal to “feature” and thus involve more teachers in our organization by giving them recognition. The idea of “Featured Teachers” is to highlight creative pedagogical or professional development activities, but without – as several board members commented – taking away from our established “Teacher of the Year” program. Sarah suggested that contributions for this idea be solicited in our next Newsletter so that we can judge its potential. Pam agreed to revise the description of the idea and send it to us for our amendments. Then she will submit it for the March *Newsletter*.

* The idea of sponsoring a one-time scholarship was tabled for discussion at the March meeting.

11. New Business

* Sarah reiterated a previous item of discussion: Barbara de Gortari will send a draft of revised guidelines/rubrics for Teacher of the Year nominations and portfolio development and all constituent organizations will be asked to approve a uniform nomination form.

Sarah asked each organization president to send her a copy of the nomination form for Teacher of the Year that is currently in use.

* Grants and Scholarships Committee: Karen Dowling, currently responsible for the Strasheim Scholarship, the mini-grants and conference attendance grants, will need to be replaced. *Send names of suggested persons to Sarah.*

* Rudi Beuchlein will continue to chair the Poster Contest for another year.

* Plans for our 2006 Annual Conference, spearheaded by our vice-president, Angelika Becker (and with the collaboration of Kathy Darnell and Rudi Beuchlein), are underway, with the idea of choosing a theme that will play off that of *Discover Languages*. Angelika has already approached a possible keynote speaker.

* Kristin Hoyt raised the question of the status of our organization's liability insurance policy, reporting that lawsuits against board members in associations such as ours are becoming more common. Claudia reported that our policy is paid up for the year ahead.

* Kristin reported on the recent ACTFL meeting and offered to prepare a formal report on it for our March meeting. She mentioned the Strategic Plan and revisions in the Spanish exam from College Board.

* Kristin also reported on her visit to China last summer and urged us to think about the fact that the study of Chinese language(s) and culture(s) will come increasingly to the forefront of our attention in schools and universities all across the country. If any of us know of interest in building a program of study in Chinese language/culture, we should contact Kristin.

* Kathy Darnell asked about the status of the state FL requirement for middle school, and Kristin responded that the issue had been tabled at the level of the state department of education.

* Sarah distributed copies of our written By-Laws and pointed out language that needs amendment at a future date.

13. Dates for our future meetings: **April 1; May 6; August 12.**

The meeting was adjourned at 2:00 pm.
Recorded by
Nancy Newton