



**MCTLC Board Meeting Minutes**  
**Board Retreat - St. John's University**  
**August 04-05, 2015**

**Present:** Marjie Hay, Kay Edberg, Martin Pflug, Allison Spenader, Lisa Pérez, Grant Boulanger, Kim Miller, Melinda Stewart, Jennifer Duronio, Jenny Johnson, Ayumi Stockman, Jorge Oconitrillo, Brooke Carlson

Meeting convened at 10:45 A.M.

**1) Introductions and Welcome (Kay Edberg, president)**

a) Description of agenda

**2) Minutes from April 11, 2015 (Grant Boulanger)**

Motion to approve appended minutes: Lisa Perez

Second: Marjie Hay

Approved

**3) Treasurer's Report (Kim Miller)**

- a) Budget summary report 1/1/15 through present
- b) Cash inflow of \$225 from returned check
- c) Positive balances in Wells Fargo Checking and PayPal accounts
- d) Discussion of separation of mileage and lodging in budget. Allison shared historical costs of meetings. No change to budget.
- e) Marjie requested separate document showing workshop income vs. expense
- f) Kim will add more detail to the "Income" category to better clarify income from workshops vs. donations vs. conference, etc.
- g) MCTLC will register as a Sponsor on the Central States Advisory Council. Allison will Represent MCTLC on the Advisory Council in Ohio at Central States 2016.
- h) Discussion of keeping of documents earlier than 2008. Tax returns will be kept. Marjie recommended keeping on one document a record of year end budget summary report including history of conference costs and income. Kim will look through and create a Google Doc to be added to going forward.
- i) Wild Apricot: \$1080 budgeted for website, based on last year. New cost from Wild Apricot would be \$130 per month \$1,404/year if we don't lock in. Option to lock in for two years, saving approximately \$800 over that time.
- j) Motion to lock in for two years (2015 and 2016) by Brooke Carlson. Seconded by Allison Spenader.

- k) Change budget projection for website expenses: 2016 payment included in 2015 August payment to Wild Apricot. Increase budget for 2017 to \$1,404
  - l) Motion to approve Treasurer's Report with discussed changes. Lisa Seconds. Approved.
  - m) Motion to approve 2015 projected Yearly Budget with changes reflecting Wild Apricot 2016 payment included by Allison Spenader. Jenny Johnson seconds. Approved.
- 4) **Regional Representatives Reports () -**
- a) **South Central (Melinda Stewart)**
    - i) Teacher Cafe - nobody showed
    - ii) Discussion of email delays -
  - b) **Minneapolis (Ayumi Stockman)**
    - i) Teacher Cafe - 1 person came
    - ii) ACTFL OPI familiarization workshop - offered in Minneapolis Public Schools - space available. 8:30-3:30 at Davis Center on August 12
    - iii) MNCOWL - MN Network of Coordinators of World Languages - Continuing into the new school year - anyone who knows additional WL Coordinators should let them know about this group
  - c) **Southwest Metro Region (Jorge Oconitrillo)**
    - i) Teacher Cafe - 1 person
  - d) **Southeast MN Region (Lisa Perez)**
    - i) TC - 4 people
  - e) **Northeast Region (Martin Pflug)**
    - i) Valuable, but not always well attended. 6 in Feb. 2 of these attended Central States
  - f) Grant suggested creating a schedule with specific topics for Teachers Cafe and exploring possibilities of 1/2 training sessions in outstate regions
  - g) Allison suggested looking at CEU Licensure requirements in Teachers Cafe
  - h) Next Teachers Cafe Sept. 12
  - i) Co-Chairs on vacancies (Lisa)
    - i) No Southwest Representative. Diane trying to find someone.
    - ii) North Metro, West Metro and Northeast Region are vacant
    - iii) Send names of potential representatives to President so she can send a personal, professional invitation to join.
- 5) **Regional Workshop Report (Lisa Perez)**
- a) ASL teacher who registered cancelled morning of workshop. Payment for interpreters was still required. Funds for ASL interpreters at Rochester workshop might be able to be reimbursed. Lisa to investigate.
  - b) discussion of pricing structures for workshops
  - c) discussion of creation of schedule to get at least one workshop per region. Further discussion on workshops coming later.
- 6) IFLT Report

- a) 310 attendees. Approx 60 from MN. 19 each from MPLS and SPPS.
  - b) Carol Gaab is willing to give a free presentation - Potential pre-conference session for pre-service teachers. \$15. Include Pre-service and In-service. 5-8pm suggested time. Must find venue and work with Carol on details before publishing
  - c) MCTLC Booth saw tons of traffic. Grant will find MN participants and reach out specifically with regard to our fall conference.
- 7) Website / Social Media Report
- a) 540 FB likes
  - b) WA is developing e-commerce options. Does MCTLC have a product(s) that we could sell to MN area teachers.
  - c) If you have ideas for MCTLC pre-conference emails, send them to Jen D.
- 8) Membership Report
- a) Please check your information on our Board page and send changes to Jenny J.
  - b) Total registered 21 for fall conference.
  - c) 252 current active members - Added 39 six month memberships at Central States
  - d) 196 conference participants in Oct 2014. 30 ppl were registered first week of September last year.
  - e) Jenny will change name on PO Box to her own.
- 9) Awards (Allison Spenader)
- a) Future Language Educator - due Sept 15 to Donna LeGrand
  - b) Nominees for all awards were discussed and selections were made.
  - c) Fall conference nomination forms set on tables at 2014 conference resulted in no nominations. Many awards require min. of 3 years membership and most nominees didn't meet that requirement. STAR award is uneditable PDF and creating a Google Form would make it easier for nominations. Jen D. will work on the new form.
- 10) Exhibits Report
- a) 10 Exhibitors registered. 5 paid. Last year we had 23 total, 13 at this time.
  - b) Discussion about cost of exhibitor lunch. has historically been \$14. Now costs us \$18.
  - c) Brainstorming of more exhibitors
  - d) Door prizes: Allison S. will reach out to Barb Cartford to see if she would be willing to help with this
  - e) Student Presiders: Donna LeGrand is in charge and Jenny J. and Kay will be in touch with her to make sure that all presiders are paid members.
- 11) Session Proposals (Martin Pflug, President-Elect)
- a) 29 sessions plus some exhibitor sessions
- 12) MCTLC Newsletter
- a) Sep newsletter will hit mail boxes first week of October.
  - b) Sep issue should highlight Carol Gaab's pre-service workshop
  - c) Sep issue should also highlight Keynote speaker
  - d) Grant to include short letter regarding IFLT wrap-up

- e) Martin will work with Lisa to choose sessions and post-conf workshops to be highlighted
  - f) discussion on front cover graphic to inspire, encourage
  - g) Brooke to take pictures
  - h) Posters in rooms to direct people to tweet at #MCTLC2015
- 13) Legislative Update
- a) Nationally two bills in process:
    - i) World Language Grant bill provides \$ for WL programs
    - ii) Second bill supporting language study
  - b) Commission on Language Learning - examining current state of language education in the US - will report to Congress in summer 2016.
  - c) Kay urges all to use the Advocacy tab at ACTFL.org to advocate on national level
- 14) Fall Conf Publicity
- a) Post cards to arrive during workshop week
  - b) Directed Jen D. to include \$30 for Social Media Publicity in the form of Facebook Boosts
  - c) Discussion on viability of discounted student membership. Currently MCTLC loses money on Future Language Educator presider fees of \$30.
  - d) Motion by Lisa Perez to eliminate Future Language Educator application form and to adjust FLE registration fee to \$40 for conference registrations, which will include MCTLC a one year membership. Second by Brooke Carlson. Motion approved.
  - e) Follow up includes modifying Awards page to indicate FLE is a scholarship rather than award. Marjie to inform Donna LeGrande of new process. Jen D. to forward FLE Presider registrants to Donna.
- 15) "Day of" Fall Conference Logistics
- a) Jen D will send out sign up sheets via email
- 16) Fall Conference 2015 Reprise / Conference 2016
- a) Session Preview by Martin P.
  - b) Motion to create an e-blast advertising policy: e-blast advertising accepted only if current exhibitor or has exhibited in the last three years. Motion by Brooke C. Second by Jenny J. Approved.
- 17) Fall Conference 2016
- a) Theme brainstorm: 2016 Theme approved: Ready for the World: Language is the Link
- 18) Future Workshops Dates Locations Budgets
- a) Tentative schedule: Feb Workshops 2016:
    - i) Feb 20 Martin in North, Lisa in Roch, Jen D. near Wilmer
- 19) Inclusion of ASL
- a) We cannot afford at this time to offer ASL interpreter services unless the employer or a grant can cover interpreter costs
- 20) MN Representation at CSCTFL
- a) Best of MN 2014 cannot go to CSCTFL

- b) Motion to replace Best of with Grant Boulanger's session, which was runner-up, to take the Best-Of slot at CSCTFL by Allison Spenader. Seconded by Brooke Carlson. Approved.
  - c) Kay will go in lieu of Allison to CSCTFL because she can't attend and will present her All-Star presentation
- 21) Candidates for Open Board Position
- a) Vice President
- 22) Upcoming Events:
- a) Conference Oct. 23, 24
  - b) Board mtg: November 7
  - c) Virtual Board meeting Feb. 6

Motion to adjourn: Allison Spenader

Second: Martin Pflug

Meeting adjourned Aug. 24, 2015 at 12:30 P.M.

Minutes submitted by Grant Boulanger