



MCTLC Board Meeting Minutes
Virtual Meeting
February 21, 2015

Present: Marjie Hay, Jenny Johnson, Kay Edberg, Martin Pflug, Jorge Oconitrillo, Allison Spenader, Denise Phillippe, Melinda Stewart, Lisa Pérez, Grant Boulanger, Kim Miller, Mary Throd, Gay Rawson (Virtual Meeting Coordinator)

Meeting convened at 1:03 P.M.

1) Introductions and Welcome (Kay Edberg, president)

a) Description of agenda

2) Minutes from November 8, 2014 (Kay Edberg)

Motion to approve appended minutes: Marjie Hay

Second: Martin Pflug

Approved

3) Executive Board Work Session Recap (Kay Edberg)

- a) Need for a consistency of MCTLC Image, including approval of photos taken at MCTLC events. It was suggested we create a Social Media Policy, to be determined at the Summer Retreat.
- b) Logo- Regional Reps can use Logo at their events
- c) Discussed plans for fall conference promotion
- d) Renamed CCC to MCTLC Teachers Cafe
- e) promotional efforts for Central States have resulted in expansion of our contact list and outreach capabilities for promoting our own conference

4) Treasurer's Report (Allison Spenader) -

a) Quarterly Report Year end - Nov. 9 - Dec 31

- i) Revenue up, Flat on expenses
- ii) Income: increase expected due to Central States Revenue
- iii) Deposit for Earle Brown Oct. 2015 has already been made.
- iv) Post card for Central States will be covered by revenue from Central States - \$10 per MN registrant with a goal of 500 MN teachers (\$5000)
- v) Feb. 10 \$8,600 balance - this time last year \$9,400 - down 800\$ a) arrow printing b) mileage for exec. committee meeting c) post office box renewal

Motion to approve Budget Quarterly Report: Lisa Perez

Second: Mary Thron
Approved

b) **2015 Budget Expenses**

- i) **Board:** Clarification that the "Communication" heading under Board is for postage and printing for the President. 2014 expenditures in this column were \$66.
 - (1) Proposal to reduce from \$250 to \$75
 - (2) Board Lodging changed from \$500 to \$750
 - (3) Mileage: moving \$250 to add to Lodging - result: \$1150
 - (4) Change PO Box from \$100 to \$75
- ii) **Council of Regional Representatives**
- iii) **Communications**
 - (1) Spent more on Language Magazine - will go up as membership increases
 - (2) In Feb. Jenny sent list of 212 addresses compared to 173 in January. Updated or received addresses from about 40 members. Only 3 current members who do not have addresses.
 - (3) Language Magazine+MCTLC News up to \$2700
 - (4) Decision regarding Brochures: Will be buying new brochures - no changes in design for the moment
 - (5) PayPal \$5 / month fee - Kimerly reports not paying fee for MAIN but Alison says that wouldn't work for us
 - (6) Fee moved to Business Operations
- iv) **Membership**
 - (1) remove \$200 for label printer
 - (2) add \$50 to "Other Membership expenses"
- v) **Business Operations -**
 - (1) added Paypal Fee to this line item
 - (2) Registered as a non-profit free online
 - (3) Move PO box fees to Business Operations
- vi) **Professional Services**
 - (1) Allison has prepared tax report and will cc Kim upon delivery.
- vii) **Fall Conference**
 - (1) Change from \$16,500 to 18,000
 - (2) Postcard project changed from \$1,000 to \$300
 - (3) Add \$50 for CEU printing
 - (4) Keynote Travel expenses changed to \$500
 - (5) Omitting Table Skirting line item
- viii) **Workshops**
 - (1) Change Facility to 500
 - (2) Change Program to Presenter Stipend 500

(3) Change other to 500

- ix) **Professional Activities**
 - (1) Change delegate travel to \$3,400
- x) **Special Projects**
 - (1) Central States Promotion \$800
- xi) **Other**
- xii) **Merchandising**

Discussion: Kim will look into creating a budget revenue projection

Motion to approve 2015 Budget projection delayed until April Board Meeting

5) 5. Membership Update

- a) Down time for membership - time allows for updating contact information. Call for confirming current regional reps - project to verify all 701 contacts in Wild Apricot for future outreach

6) Central States Conference:

- a) Check email for link to sign up to volunteer at the MCTLC booth at Central States Conference

7) Regional Representative Reports

- a) Coffee, Cultures, Communities renamed: MCTLC Teachers Cafe
- b) **New Representatives:**
 - i) West Central Rep, Cassandra Glynn from Concordia College
- c) **Vacancies:**
 - i) Northeast region
 - ii) North Metro region
 - iii) West Metro region
 - iv) Southwest region

d) Affiliate Organization Reports:

- i) NNELL Breakfast - report from Kathy Olson-Studler

8) Upcoming Events:

a) Professional Development Workshops and MCTLC Event Dates

- i) CSCTFL March 12-14 Location: Minneapolis
- ii) Informational Session on Seal of biliteracy and Certificate of Proficiency: April 11, 2015 9-11:30 AM - Location: MDE
- iii) Workshop with Jan Holter Kittok - April 25 - Location: Rochester, MN
- iv) International Forum on Language Teaching (iFLT) July 14-17 - Location: Tartan High School, Oakdale, MN

b) Upcoming MCTLC Meetings:

- i) MCTLC April 11 Board Meeting - Location: TBD as MDE closes at 2:30
- ii) MCTLC Summer Retreat - August 4,5 - Location: Metro Region

9) MCTLC Promotion and Publicity

- a) Postcards to Central States attendees
- b) Postcards to all Wild Apricot contacts in August for October MCTLC conference
- c) MCTLC website and Facebook Page - "Boosting" cheap and effective

10) Fall Conference 2015

- a) CFP went out

Move to adjourn: Mary Thron

Second: Martin Pflug

Meeting adjourned at 3:06 P.M.

Minutes submitted by Grant Boulanger