



**MCTLC Board Meeting Minutes  
Shoreview Library  
November 7, 2015**

**Present:** Lisa Sohn, Marjie Hay, Kay Edberg, Martin Pflug, Grant Boulanger, Jennifer Duronio, Jenny Johnson, Ayumi Stockman, Kim Miller, Allison Spenader,

Lisa Pérez, Melinda Stewart, Jorge Ocontrillo, Brooke Carlson

Meeting convened at 2:15pm

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

a) Introductions:

i) New Member introductions:

- (1) Lisa Sohn, new West Metro Regional Representative
- (2) Daryl Boeckers, new Vice President
- (3) Cassie Glynn, Northwest Regional Representative

b) Description of agenda

**2) Reports**

**a) Minutes from August 3, 2015 (Grant Boulanger)**

Motion to approve appended minutes: Allison Spenader

Second: Marjie Hay

Approved

**b) Treasurer's Report - Conference Financial Details (Kim Miller)**

- i) Budget Summary Report: projected \$6000 with cash on hand after expenses projected to be approximately \$20,000
- ii) Professional Activities budget surplus due to CSS paying for Martin, our delegate. Motion by Marjie to allot up to an additional \$500 for MCTLC ACTFL delegate expenses beyond those of our President-Elect. Seconded by Allison Spenader. Motion passed.
- iii) JNCL: Funding of \$2000 for JNCL will be deducted from 2015 budget. JNCL changed to February. Registration and airfare happening earlier. This will be an ongoing change - FEB. JNCL
- iv) Action item: further delineate Professional Activities into 3 categories for ACTFL, CSCTFL, JNCL

- v) Conference Expenses: \$24,600 registrations (pre + post + regular) + \$5,600 exhibits + reserves in PayPal of about \$3,700
- vi) Reminder from Kim of PayPal fees
- vii) Request for further delineation of income from conference. Income from pre, post, regular registration, exhibits, etc. Possible to get report from Wild Apricot with this information
- viii) Motion to approve Treasurer's report: Allison Spenader. Seconded by Jenny Johnson. Approved.

**c) Membership Report (Jenny Johnson)**

- i) Registration Totals
  - (1) 215 Total Registrations - "Check-In" feature from Wild Apricot not fully used. Jenny recommends using it next year.
  - (2) 60 confirmed \*non-discounted\* early birds
  - (3) 69 confirm \*non-discounted\* reg. registrations
  - (4) 9 on-site registrations
  - (5) \*non-discounted\* means does not include presenters
- ii) Total Membership
  - (1) current membership: 247 - down from 320 - Lost membership from those who purchases partial memberships at CSCTFL
  - (2) General discussion about membership: Jenny expresses need for dedicated time for regional reps to reach out personally (post cards, etc) to boost membership - Recommendation: Regional Rep Workshop after Feb.
- iii) Ideas for 2016 Conference
  - (1) See slide ten of membership ppt.
  - (2) Biggest issue: credit cards from schools that don't match name of registrant.
  - (3) Payment Refund Policy: Clarified refund due to serious illness or death.
  - (4)

**d) Regional Representatives Reports:**

- i) Minneapolis (Ayumi Stockman)
- ii) Northwest (Cassie Glynn) 2 attendees
- iii) Southeast MN Region (Lisa Perez)
- iv) Northeast Region (Martin Pflug)
- v) West Metro (Lisa Sohn)

**3) Conference Recap**

- a) Exhibitors Report:
  - i) Feedback from Exhibitors: Positive.
  - ii) See Exhibitors Results
  - iii) Language and Friendship - extra donation from L&F
- b) Evaluations

- i) Paper Evaluation results
  - (1) Online Information: Highlight Names of presenters ahead of time, Session information needs to be up by Early Bird
  - (2) Promotional emails got negative feedback -
  - (3) Check-in and Onsite OK
  - (4) Exhibits - higher feedback than normal
  - (5) Catering - feedback high
  - (6) Overall - 4.7 Very good overall numbers!!!
- ii) Electronic Evals:
  - (1) Jen will share electronic eval results with board
- c) Best of MN Selection - Transitioning to 100% TL - Amanda Stenberg. Stories and meaning-based language activities by Jon Dicus Runner Up
- 4) Conference Document - To Do list

Motion to adjourn: Allison Spenader

Second: Martin Pflug

Meeting adjourned at 5 P.M. November 7, 2015

Minutes submitted by Grant Boulanger