

Fall Board Meeting

University of St. Thomas O'Shaughnessy Library, St. Paul, MN

1-5pm

In Attendance: Grant Boulanger, Heather Cholat, Allison Spenader, Brooke Carlson, Erik Olson, Lisa Perez, Maria Bjorklund, Amy VanderDeen, Daryl Boeckers, Lucienne Nagel, Maddy Wieneke, Lenny Ulloa, Karen Nickel, Megan Budke, Agnes Matheson, Zvi Geffen, Jennifer Wernau (via Google Handout).

1:00 pm Grant called the meeting to order.

Treasurer's Report:

- The treasurer created a new Google doc for everyone to enter their mileage. This means we no longer have to pass a sheet around.
- The fee for the Saturday conference was lower than Earle Brown (Earle Brown would have cost around \$35,000, while the Crowne Plaza charged \$30,000).
- The total bill was \$64,942.07. There are a number of things on this bill that are being paid by sponsors (Avant and Xperitas).
- If the bill is going to be this high, we need to take in more income next year, because we didn't have much left over. We need to consider raising the conference fee. We took in about \$70,000 in revenue this year and the conference cost about \$64,000. This does not leave a lot of room for other expenses: advocacy, the website, etc.
- The Friday workshops were a lot more expensive because previously, we held workshops at a high school.
- We were required to book 15 rooms at the hotel. We booked 50. The manager of the hotel personally called Megan to ensure we would be using the Crowne Plaza next year.
- Taxes were filed on Friday. We need to keep the 2018 tax record in case anyone asks for it.
- REcommendation to look at other expenses throughout the year.
- Conference is basically break-even, may need to consider raising the cost- as Friday is much more expensive to run than in years past.
- Paypal continues to be problematic. Maddie recommends getting rid of Paypal since we still haven't resolved the issues between IRS and paypal. Wild Apricot Affinipay seems to work well for me. Maddy will call Paypal and bring update to next meeting.
- In 2020, consider looking at conference fees, as well as comparable conferences, and other cost-saving initiatives (digital program, for example). Maddy will bring some ideas to January Executive Committee meeting.
- Appreciation was expressed for Maddy and all her hard work. Well done!

Secretary's Report (allison)

- A. Allison reminds the group that she will be out of town Jan-May 2020. Amy agrees to take minutes at meetings when Allison attends remotely.

Membership Report (Lenny)

- A. 651 active members according to WA, 430 will continue to be members after the New Year.
- B. We had problems with the limit on number of contacts we could have. Lenny was able to archive 700 inactive contacts, so we don't need to worry about limit anymore.
- C. Kudos to Lenny from the whole group!

Communications Report (Lucienne)

- A. [Report](#)
- B. Action items to note: December newsletter- include more professional readings, potentially with Martina Bex or Jennifer Fleener (winner of Central States scholarship, travel funds).
- C. More teacher's cafe materials coming in, with photos, and more reminders going out. These are being posted on the website too.
- D. A call for regional reps has been added to the website.
- E. Amy noted a strong presence of Elementary Teachers asking for more collaboration- she's planning a Elementary Teacher's Cafe that might happen January or February in the metro. She will solidify a date for the December newsletter.
- F. The buzz is that Minnesota is now a "Destination Conference". Highlight heritage strand, the Hmong teachers involvement.
- G. We can use the digital evaluations for quotes and other content
- H. The NNELL national advisor(?) was surprised that we could get a strand going- lots of excitement around this.
- I. We will offer a free 2020 conference registration through a drawing, based on those who filled out the conference evaluation. This should happen this month.
- J. Some teachers asked that postcards be sent to schools rather than home address
- K. Need for database with places to send our press releases
- L. Volunteers- how do we follow up with individuals who indicate they want to volunteer with MCTLC? Lucienne began a list of potential jobs, such as folder stuffing
- M. Kudos to Lucienne- at one point during the conference we were trending in MPLS! Well done!

Webmaster's Report (Erik)

- A. Positive feedback on the new website design
- B. Erik has gotten more comfortable with Wild Apricot- it's working well for us
- C. The more we can put on the website earlier, the better. Announce conference theme, speaker if possible.
- D. Acknowledgment of the enormous amount of time that Erik (and Lucienne) put into the website.

Advocacy Report (Grant on behalf of Mary Thron)

- A. Grant shares advocacy [report](#)
- B. Mary will step down as Advocacy Chair, Grant is interested in fulfilling that role in the future
- C. Mary plans to represent MCTLC at Advocacy Day in D.C. in February
- D. Note new initiative: America's Languages (see above)

- E. Grant will also attend Advocacy Day with JNCL in February- willing to represent MCTLC.

Regional Reps Report (Zvi)

- A. Zvi met with the regional reps: trying to not limit ourselves to Minnesota. Perhaps in regions near borders, why not invite Iowa or Wisconsin teachers to Teachers' Cafes?
- B. On a PD day, bring in a speaker to talk at events set up by Regional Reps
- C. Main priority is to fill some vacancies, primarily in the metro. Karen Nickel thought she had a name for the West Metro.
- D. Allison asked whether we could re-do the map, to help solve the vacancy issues
- E. Try recruiting other reps at our Teachers' Cafe events
- F. Zvi requests a report be sent to him: who attended, how many people. Zvi will CC Lucienne on these emails. Grant proposed creating a google form that Regional Reps can fill out after events, including photos. Zvi and Lucienne will work on this.
- G. Grant recommends looking at those maps again, consider an update for 2020.

Staffing Report (Megan)

- A. Numerous nominations came in for different positions.
- B. Gaps: Advocacy Chair, Exhibits Chair, Communications Intern, Regional Reps - St. Paul, West Metro, North Metro, Early Career Mentors
- C. Teacher Leader nominations from 2019 ballot:
 - a. Communications intern: Jessie Oelke (Janesville-Waldorf-Pemberton District), Erik Beckers (Bethel), Effy Shypulski (Bethel)
 - b. North Metro Regional Rep: Melanie Bruyers (Centennial Schools)
 - c. West Metro Regional Rep: Sheen Heng Zhang (Wayzata Public Schools)
 - d. Lucienne will pull together a job description, and perhaps see if we could have a team of interns.
 - e. Zvi will reach out to potential regional reps
 - f. Lucienne asked us to think about what we want from volunteers
- D. Historian- Lisa Perez is appointed to role of Historian.
- E. Amy VanderDeen has agreed to step into the Presidential cycle, as of Jan. 2020 will become President-Elect

Conference Overview (Daryl)

- A. Quick analysis -
https://docs.google.com/presentation/d/16CyZR75IJVgGBiT2fMwe80H4ZqAv8S4vmUE9clqTtuY/edit#slide=id.g742de838a3_0_98
 - a. 92% found online registration acceptable or better

- b. The networking event with free drink was very much appreciated
 - c. Ice cream was a highlight
 - d. Biggest area for improvement: lunch- we need to message the plan better. Food quality on Friday was not as good (we heard multiple comments), and people were also unsure about whether they had purchased lunch. Lucienne shares that most of the lunch comments were in reference to Saturday. She worked to get more communication about lunches on the day of the conference. Come back at Summer Retreat to discuss how to better message information about the lunches.
 - e. Best of Minnesota: Annabelle Williamson, Brooke Carlson and Julie Meier and Kaitlynn Beaupre
 - f. Lisa encouraged us to share more of our budget info with the public, highlighting how we are volunteers, and helping dispel myths about MCTLC 'raking in the dough'.
 - g. If we break the CI/TPRS strand into 2 strands, we could potentially have more rooms to expand into
 - h. People love the ideas of the QR codes for Session Evals- this would streamline our process. Important to still just gather 10 evals from each session, but consider moving to digital in 2020.
 - i. Lucienne reports response rate was very high, about $\frac{1}{3}$ of all attendees. It was helpful that the padlet was linked in an email about the evals, that we also offered the drawing for free conference registration for 2020.
 - j. Language Magazine- about 15.1% preferred to receive the hard copy of Language Magazine. Consider sharing this in the December newsletter, so we are transparent.
 - k. December Newsletter- highlights from conference evals. Amy says Elementary strand would be good to highlight, along with a photo she has. Fall Conference Recap- weave in 'Destination Conference'.
- B. Awards/Exhibits/Registration/Early Career Dinner Conference Recap
- a. Megan reports that awards ceremony went well. Consider adding an 'Administrator of the Year' award, bring administrators to our conference.
 - b. Is Star Award too difficult now? Do we just need to invite people to apply? Consider spending some time in summer retreat to look at who is

attending, invite them to nominate selves and others. Regional Reps can also help us with getting nominations.

- c. Exhibits - Crowne Plaza wanted to put exhibitors in rooms, with food. So when we had too many exhibits, the food ended up everywhere. Feedback from exhibitors is that being in the rooms wasn't so good. It was hard to connect with people even moving into the hallway, because it felt like a walk-thru space. Encourage engagement thru bingo for prizes, drink tickets... Consider giving away an iPad or other high value prize... Have student presiders could give reminders to check on door prizes.
 - d. Lucienne would like to open registration soon, so she can start sending information/reminders about lunch.
 - e. If we have Keynote speaker and some workshop presenters determined in spring, can we open registration earlier?
 - f. Early career teachers- 8-10, with more mentors. It worked well to be at the hotel, and board members were also there. Daryl recommends that the mentors and mentees meet 3 times, he is pushing a schedule for them to meet. Grant suggests keeping this as part of past-president role. Maureen Peltier gave a great talk as our MN teacher of the year.
 - g. Maria brings up issue that teacher preparation varies quite a bit throughout the state. Allison agrees, might propose a session next year for teacher educators to meet. Amy notes need for Classroom Management support and potentially hosting some dinners offering some support.
 - h. Kudos to Daryl for organizing new teacher dinner.
- C. Vote on Best of MN session
- a. Top scoring sessions- vote
 - i. Winning session Best of Minnesota 2021 Jill Fischer & Maria Sol Nuno - [Moving Culture Center-Stage](#) (Elementary WORKSHOP)
- D. Heather asked whether the President's Letter for the newsletter would be coming back. Grant suggests having a 'welcome' at the start of their term, and a final 'thank you' at the end of their Presidential term.

Business (Megan)

1. Megan confirmed who is going to ACTFL- Allison, Karen, Megan and Grant are going. Any board members at ACTFL are asked to [sign up to volunteer](#) at the Central States table.
2. Our own Maureen Peltier will be up for National TOY next Friday at ACTFL
3. 2020 CSCTFL hospitality table will need some help from us. Kara Parker will be at the January meeting to tell us more.
4. Megan and Daryl and Grant (and Amy and Karen) will meet with Crowne Plaza on Nov. 26th about next year's conference.
 - a. New 2020 contract has been created. We realized the discounted hotel rooms were not really discounted much (maybe \$5), and if you prepay with no refund it's only \$99. They will offer a \$99 room rate NOT upfront, and WITH refund.
 - b. Price per person was \$68 on Saturday. They want to increase to \$70. So Megan will try to get them to stay at \$68, and A/V with mic and speakers in 2020.
 - c. Maddy reminded Megan that we want to request Fireside lounge area for registration
 - d. We should ask to have lunch stay open a little longer- some complaints came in about people bringing trays with food to sessions and leaving food and dirty dishes. Also noted that CP staff was great about helping people box up lunches for people.
 - e. We needed clarity on who to contact about what- the point person should be clear. Phones in breakout rooms didn't work well.
 - f. Invited speakers: Ted Zarrow, former ACTFL TOY, Latin teacher. For Keynote. Other presenters: CI: Allison Wienhold (pending negotiations) Elementary: El mundo de pepita Julie Speno (sp?) (pending time off approval), Señor Woolly - no response yet
 - g. Can we bring in more indigenous language teachers? Amy notes that we had some momentum going, reach out to Ho Chunk community? Ask Jenna Leubing-Cushing to talk about new licensure via portfolio options, invite Cassie Glynn to do a workshop on Social Justice? Megan asks about using some of Ursula Lenz's grant money to bring some more teachers to conference? Grant noted Sheena Munden from Black River

Falls WI could be invited to present or get more involved. Megan and Allison will try to learn more about new initiative at ACTFL regarding indigenous languages.

2020 Calendar

- Executive Committee meeting January 25, 2020
- Virtual Board Meeting February 29, 2020
- Teachers Café February? March?
- CSCTFL March 12-14 in MPLS
- Regional Workshops February? March?
- Spring Board Meeting April 18
- Summer Retreat July/August WED/THU/FRI Aug 5,6,7 (Allison will check with St. John's)
- Pre-conference Virtual Board Meeting September 26
- Teachers Café September?
- Fall Conference FRI & SAT Nov 6-7
- December 5th, 2020 fall board meeting, post-conference

Grant concluded with a thank you to the board members for their time and hard work.

Special thanks to Megan for her hard work on the conference.

Recognition to Daryl for finishing his past-presidency. Congratulations on a successful Presidential cycle!

Meeting adjourned @ 4:50pm

Respectfully submitted by Allison Spenader