

Agenda for Full MCTLC Board meeting 4/18/2020

9:00am-12:00pm

Plan A: [Join Hangouts Meet](#)

meet.google.com/pnq-dgfg-kgu

[Join by phone](#)

+1 260-216-5572 PIN: 105 076 527#

Plan B: Text, message Megan or Grant
phone with troubleshooting -- Grant
612.205.5749 Megan: 701-340-4074

I. Welcome to MCTLC 2019!

A. Introductions

- *Megan: President*
- *Heather: newsletter help*
- *Karen: awards, president elect.*
- *Jessy: exhibits chair! (NEW)*
- *Eric: webmaster*
- *Melanie: northern suburbs regional rep*
- *Zvi: co-regional rep chair*
- *Valorie: regional rep central MN regional rep*
- *Maddy: Treasure*
- *Jennifer: Southeast regional rep*
- *Luciene: Communications chair*
- *Effy: Helping with communication - Bethel*
- *Heng: Western suburbs regional rep*
- *Maria: Northwest regional rep*
- *Jenna: potential part of the board*
- *Melinda: Southern MN Regional Rep.*

B. Approval of February meeting minutes

- *Still tracking that down*

II. Old Business

A. CSCTFL

- a. THANK YOU to all volunteers!
- b. \$1500 rebate earned

B. Mission and direction for 2020 - *How can we provide affordable & accessible resources for MCTLC members?*

- a. CARLA & MDE partnership (*sponsorship, PD coordination & collaboration*)
- b. ACTFL Language Educator
 - i. [CoTeacher](#) & [MREA](#)
 - *Think about people that could potentially help with CoTeacher either from past conferences, presenters, to share work. The platform is not complete yet.*
 - *Free to any MN teacher.*
 - *MCTLC is a sponsor and will promote it to their members. Any teacher can join.*
 - *Way for teachers to connect, to have a form of PLC.*
 - ii. Distance Learning Resources
 - *There is an email blast and a website coming up in the agenda.*
- c. ACTFL Board Nomination - Cassandra Glynn

- i. Nominated by a State organization . She has expressed interest and Megan will write a letter of recommendation.

III. New Business | MCTLC in 2020+

- A. President-elect: Call for proposals due April 30
- B. Awards
 - o Call for awards deadline June 15
 - *Think about education that we could nominate for the MCTLC awards.*
 - *Teacher of the year, organizations, world language education, department.*
 - o NEW administrator award
- C. Communications & Editor Report - Lucienne & Heather
 - o *Email, partnership with Carla, they have been thankful.*
 - o *April newsletter: working on it.*
 - o *Waiting to hear back from the keynote.*
- D. [Treasurer Report](#) - Maddy
 - o Advertiser vs sponsorship clarification (reminder)
 - o Travel stipend
 - o CSCTFL 2019 & 2020 “Best of” sponsorship
 - o *Motion to approve an \$850 in a one year basis to travel stipend for people sent by MCTLC by Lisa, seconded by Karen, it passes unanimously.*
 - o *Motion to sponsor the best of 2019 and 2020 to 2021 CSCTFL by Brooke, seconded by Lucienne. It passes unanimously.*
- E. [Webmaster](#) - Erik
 - o [Distance Learning Page](#):
 - *it is planned for it to be in the main page until Distance Learning is over.*
 - o Building the 2020 Conference page
- F. Regional Rep - Zvi & Eli
 - o *There was an idea for a PD with Kara that will not happen due to Distance Learning.*
 - o *Thinking on charging for PDs because people usually hold themselves more accountable to attend.*

VI. Fall Conference 2020

- A. COVID19 preparation
 - a. Crowne Plaza - Act of God clause in contract, cancellation fee 85% of contract if cancelled 59-30 days ahead of time
 - b. State Farm liability insurance - *State Farm doesn't have any additional liability insurance option to cover any cancellation due to COVID 19*
 - c. *Add something about how we will hold the conference regardless either in person or online to motivate presenters and possibly motivate attendees.*
 - d. *AATF wants their members to attend the MCTLC conference.*
 - e. *Deadline extended to May 15 to submit proposals with statement about how the conference will be held.*
 - f. Online virtual conference possibility
- B. [Proficiency Possible theme](#)
- C. [Invited presenters](#)
 - a. Ideas for presenters of color, particularly for our refugee, immigrant, and indigenous languages
- D. [Session proposals](#) due April 30 - request to change to May 15?

- a. Email/recruit presenters - Who was a stellar presenter last year? Please email and personally invite them to propose a session!
 - b. [Conference at a Glance 2020](#) - Draft in progress
- E. Registration (*we are keeping them as they are for now. If we switch to online, prices will change*)
 - a. Early \$165
 - b. Regular \$185
 - c. On-site \$210
 - d. Conference Program
 - a. Digital only program (going green!)
 - b. Print out of conference-at-a-glance
- F. Exhibits
 - a. [Past exhibitors](#) - Continue invitations for non-Spanish exhibitors?
 - b. Passport & Prizes - *to get members into the exhibits hall, we can provide a sort of passport to win prizes. In Iowa, they offered a paper and had sponsors stamp it when people visited. They could provide their own or buy some for them.*
 - c. Meet & greet and/or demo lesson area??? Place for people
 - i. [Grand Central ideas from CSCTFL](#)
 - d. Sponsorships benefits (see past [invites](#)) *having more sponsorship to help out with the cost. Adding levels of sponsorships. Last year, if they sponsored anything, they got a prime exhibit location.*
 - i. Prime exhibit location
 - ii. Invitation to Early Career Dinner
 - iii. Reference/notation during awards slideshow
 - iv. Hosted & promoted webinar
 - v. Handout in conference folder
 - vi. Free “ad” in program
 - vii. Free eblast
 - viii. Demo lesson
- G. MCTLC communications - Lucienne
 - a. Promos & schedule of info release, including:
 - i. Invited speakers
 - ii. Registration
 - iii. Hotel special
- H. Sponsorships, prizes, special deals
 - a. ACTFL book deal - Megan
 - b. Networking reception - Avant Assessment? (Megan)
 - c. Trivia & Pizza - Creative Language Class
 - d. Early Career Dinner - Xperitas (*they confirmed they will do it again*)
 - e. Travel stipends
 - f. PD/Teacher cafe sponsor
 - g. Others?
- I. Questions:
 - a. *Adding cultural competency sessions to our conference for relicensure. It has traditionally been there during the conference. Add relicensure text into the registration to motivate more teachers to come. There is a section in the registration for proposals to check if they can provide material for relicensure.*
 - b. *Tshirts: it has been brought up in the past. It's worth exploring. This idea seems to have worked in other conferences.*

VI. 2020 | Year at a Glance

A. Responsibilities by month (See [MCTLC Conference checklist](#))

- Virtual Spring Full Board Meeting **April 18, 9am-12pm**
- Summer Retreat: **TBD, likely Aug 5 & 6 @ St. Johns**
 - **Face-to-Face day 1; Digital work - Day 2**
- Pre-conference Virtual Executive Board Meeting: **September 26, 9am-11am**
- **Fall Conference FRI & SAT Nov 6-7**
- Fall Full Board Meeting **December 5, 9am-12pm**

Items to work on:

- All - **personally email a few people and invite them to propose a session** (who were stellar presenters last year? Who do you know that could present on a great concept?)
- Regional Reps:
 - Using 2019 conference-at-a-glance & program:
 - Determine rural world language leaders to connect with CoTeacher
 - Determine world language leaders per conference strand to add material
 - Determine world language leaders per language
- Exhibits:
 - Build registration (can membership chair help?)
 - Draft email to invite exhibitors to register (include dates and hotel)
 - Connect and secure sponsors
 - Plan “meet & greet” and “demo” area
 - Who do we want for meet & greets?
 - Who do we want to recruit for demos?
 - Schedule
 - Create “passport” template for visiting exhibitors and claiming prizes
- Website - continue building 2020 conference page
- Program chair / Vice President
 - Prep blank conference-at-a-glance
 - Schedule workshops using invited presenters, leave space for local presenters
 - Add room capacities for reference (rooms can be updated once registration numbers arrive)
- Membership
 - Update registration (include prices, connect with President-Elect)
- Communications
 - Promos for invited presenters
 - Updated promo for hotel rate
 - April newsletter (with Editor)
- Editor:
 - April newsletter (with Communications Chair)
- Need help with:
 - Early Career Dinner

- Update Google survey (include sign-up deadline)
- Update conference survey
 - Include a question about date of conference
 - Remove question about digital vs print, language magazine