# MinneTESOL Executive Board Spring Meeting Minutes

### Saturday, April 30, 2016, 9 a.m-12 p.m. • 105W Giddens Learning Commons, Hamline University

1. Check-in and welcome (all)

Amy HO, President

Sam DaVita – First VP

Kristi HH – External Relations Director

Michelle B – Outgoing President

Michael Bowles – MN Dept of Ed rep

David Atterbury – Treasurer

Kim Johnson – MinneTESOL Journal

Valerie Arrowsmith - EC Regional rep

Crystal rose – Second VP

Suzanne McCurdy – Membership Relations

Kate Clements – Exec Ass’t

1. Greeting & Approval of minutes (1/30/16, 9/12/15)

Approved September minutes

Discussed problem with January meeting. Agreed to reconstruct [the doc on Google Docs](https://docs.google.com/document/d/1TP8_Pz_xn0Q5Wv46cZshkUbC4wP3w7dkDthGRvFzwwU/edit?usp=sharing) by end of the weekend. Will vote via email on Wednesday of this coming week.

1. Updates (all)

* Budget (Kate)
  + Checking: $34,550.92
  + Savings: $45,049.98

All is well. Conference deposit is paid to Double Tree. TESOL expenses paid (dues and travel expenses)

Questions: How many people went to TESOL: 7 people went. (two people have to provide receipts)

David was per diem too high? Discussion about how to determine per diem rates. Jen suggested checking out irs.gov for nonprofit per diem rates. Jen will email to everyone.

* Membership (Suzanne)
  + members: 1338 (621 active, 85 renewal overdue)
    - adult: 143 college: 142 elementary: 611 middle: 161   
      secondary: 207 teacher ed: 87 retired: 7
    - Note: SLIFE, coordinator, etc, moved to “Standing Committee” category

Lots of members since last meeting, when reported there were 700 people lapsed.

Suggestions for renewal: early bird registration for conference – discount

Sam – benefits for membership?

Suzanne – supporting a professional organization. Info about interest section meetings. We’ve decided to not make IS meetings members only.

Michael – discount on conference is the reason.

Crystal – need to be a volunteer to get discount for conference.

Kim – what about grants?

Suzanne – make them only available to members.

Kate – need to update membership page on website.

Discussion – need better marketing to make clear the benefits to the field of having a strong professional organization

Amy HO- promote utility of directory. Job networking

Suzanne – we do promote; benefits of attending events/connection to others in the field. Important to get the message across that we need a strong professional organization to best support the students in MN

Michelle – where do you dollars go?

Kim – craft a simple message and use social media to promote

Jen – connect membership appeal to IS meetings; SLIFE meeting where lots of nonmembers first hear about organization

David A – importance of getting it on CV

Jen – asked question about how to tie membership to conference registration.

Kim – need a motto or tag line. Discussion about tying it in with the conference theme and how to come up with a tag line.

Kate also mentioned that we need to report a strategic plan for TESOL. Crystal suggested a meeting.

Michelle – suggested adding sister affiliates – attend each others conferences. Conference exchange.

Kristi – possibly figure out ways to collaborate/partner with people from other states who work with similar populations.

Agreed – part of membership issue is a messing about the organization and that a possible solution is a strategic plan. Meeting in summer to discuss strategic plan

* Journal Update (Kim)

Thanked to have seat on the board. Can’t operate efficiently to have the Journal separate from the organization.

Editorial Board meeting in Feb – every IS represented (except retirees).

Journal is now mobile friendly

Spring issue of Journal – expect in mid-May. Invited Keynote from conference and Harold B Allen award winner. Expecting 5 or 6 others.

300 people liked FB page. 115 following on Twitter.

Better connections with the conference. We want to do a follow-up published in the Spring: post slides/podcast/interview with presenters.

Presentation at TESOL- 20 attendees;

Next: analytics; revision of strategic plan, succession plan for Kim and Anne

* Other (Kate)
  + Annual report filed with TESOL; annual dues paid ($250)
  + Taxes: again being filed by H&R Block, due to IRS 5/15/16
    - No update on Tax Exempt Status reinstatement from IRS
      * Taxes filed in anticipation of exempt status renewal
  + Newsletter items needed (Kate) – will be sending out soon to all lapsed and new members; will sync with release of new journal

1. Interest Section updates - spring events (Amy & Sam)
   * See next page
2. Fall Conference updates -- (Crystal, Erin, Kate)--[CFP is out. Spread the word!](http://minnetesol.org/how-to-submit-proposals)
   * Conference theme--Let’s pick one!
     + **Inclusivity: Employing Multiple Perspectives**
       - Inclusivity not a K-12 buzzword, but family & **community involvement** is.
       - Also, **40th anniversary of MinneTESOL** this year.

Community Involvement; 40th anniversary of TESOL

Suzanne – Bring together themes old and new.

After much disuccion arrived at the theme: 40 years of tradition to education, advocate, and elevate. This tag line will serve as a foundation for our organization going forward.

Conference theme: Education, Advocate, and Elevate

Can connect the theme of conference to our new strategic plan – reinforce idea that we have a strategic plan.

MinneTESOL Store – sell memberships, t-shirts, etc. Have women’s sizes

Discussion of Harold B Allen award – consider nomination process to ensure that it broader - Jen and Kristi suggested the importance of connecting theme of tradition to founders of organization and origins in the field (someone nominate Elaine for Harold B Allen award)

Possibly construct a past presidents panel to discuss the history of the organization?

Honoring retirees in some way?

Craft a digital image of a ribbon with “40 years” on website

* + How many volunteer reimbursements will we provide? [Volunteer placement document](https://docs.google.com/document/d/1pvsyN5Q634Y4tFyBfBW3LdyER0a5pI04NjAw-_3hBE4/edit?usp=sharing)

Would need up to 2640 to cover volunteer conference volunteer plan recommended by Crystal

Need to set up a process for choosing volunteers. Perhaps have a cap for each institution.

Volunteers register and are then reimbursed.

Investment on conference experience

Add a volunteer info form to the conference registration form.

Frame reimbursed volunteer positions as tasks that are critical to the success at that day… High stress and volunteers need to miss session.

Process voted and approved.

[Conference schedule overview](https://docs.google.com/document/d/1q_it47tp8KY0GElOYzwN73SwfUXw2oArS5etvrryzVk/edit?usp=sharing): [Breakout room breakdown](https://docs.google.com/document/d/1PZaSOetStgVKUKuWP901HiueuZiC5Z02yg1sckmKUwg/edit?usp=sharing)

Discussion about when to have Saturday keynote.

Suggestion: Have lunch, followed by keynote.

11:30 lunch starts, 12:00 Business meeting/announcements: 12:10 Intro to keynote 12:15 keynote speaker (45 minutes) 1:15 next concurrent starts.

Note about 20 minute session: locate them close to the lunch area and have extra tech volunteers to facilitate getting the sessions started on time so that people will get to lunch on time.

* + Cost of registration for 2016 conference: What should it be?
    - Maintain [system from 2015](https://docs.google.com/document/d/1kmhdTqTy4JtgDEbrSBQ4xlZNBLhZ2OePXmvzqDwX_eU/edit?usp=sharing) with base prices?--No other obvious alternative in WA

Stay the same? Discussion about how volunteer opportunities and scholarships make it affordable for students.

No fee for Invited speakers and invited guests. Encourage them to attend and participate in the conference or perhaps present; have lunch. Can handle registration by providing them a code. The process can be run by the former President- invitation to policy makers should come from organization leadership.

Kristi has a Google doc for recommendations. Provide funding for up to 20.

Conference agenda will be adjusted depending on who shows up. – Create space in the conference program for a policy roundtable discussion right after lunch on both days.

Good to Kristi’s google doc to weigh in on who should be invited by July or August.

* + Cost of registration for coordinator meetings on Thursday: What should it be?
    - Discount for MDE facilitators/invited presenters ($20 last year). MDE has requested this discount again. Will do so again.

MCTLC- MN council for teahcers of language and cultures – conference swap with their organization. Their conference is in Ocotber.

* + Search for a replacement for PayPal (Kate)

Other TESOL affiliates are using something else. PayPal was problematic. Kate looking for replacement

* + **Search for 2017 venue –** 11/2-4

Looking for a new venue for opportunity for growth. Build our regional presence/leadership and to capture increase expected in number of new teachers (new fast track programs to certification). Build on ideas to reach out to classroom teachers. Trying to find a metro location to make use of public transit. Perhaps Hilton in Minneapolis. Still in process. Want it booked in next month. Board expressed a preference against moving conference to St. Cloud.

* + Proposal review/scheduling - TABLED

1. Fall Conference Update from MDE (Michael, Leigh, Julie)
   * Keynote speaker update

Michael – need to revisit process for choosing speaking: Diane Staehr-Fenner is confirmed for Saturday; invited for Friday: Shegitu Kebede Women at the Well nonprofit (Ethiopian entrepreneur – could tell how her personal experience supports her current work in support of refugees)

Michelle – need to start asking earlier; many suggested speakers were already booked. January is too late.

1. Task force to meet w/Rep. Carlos Mariani (Sam deVita)

Wrote an opinion piece in Pioneer Press in response to a letter to the editor calling for new leadership in St Paul Public Schools, specifically the board.

Link to article: <http://www.twincities.com/2016/04/24/carlos-mariani-critics-of-st-paul-superintendent-look-backward-condone-past-exclusion/>

Mariani’s article exhibited a lack of information about the facts of the issue. Should Advocacy or SLIFE ISs meet with him to give him the facts. How do we get involved? Politically sensitive – can’t offend him but we want him to understand. Education him on the benefits of providing sheltered instruction.

1 – Meet with him to education about pedagogical models. Take him & his assitant to lunch.

2 – Op ed piece sharing our concerns that the issue is boing boiled down into pull our versus non pullout. Need to educate public on the complexity of the issue. Figure out how to collaboratively write a piece. Tie it to funding required to support implementation of the LEAPs Act.

1. Grants/Scholarship update for recruiting and deciding upon grant awardees (David)

Recommendations for changing the process of scholarship application and selection

Last year separate registration process for scholarships. Discussion about whether it is possible to streamline the process. Also need to stop abuse of suburban participants getting full 250 scholarships.

Discussion resulted in these decisions:

Drop the registration fee waiver. Keep the travel award. Refer people to the volunteer opportunities.

For travel award

1. need to live a specified distance from conference
2. need to submit receipts and get reimbursement

Voted to approve this and define details later. Before the September meeting.

1. Publicity (Suzanne, Kate, others) ---- TABLED
   * Adult Basic Education (ABE) Summer Institute
   * State Fair

**TESOL featuring affiliates - We need to apply to be featured. Kristi would do this**

Schedule next meeting 9/17 9 to 12 PM

Interest Section Updates - Spring 2016

## Adult

## Advocacy

## College

Bethany provided two advertisements that give more information about the two coffee hours her and Leah held for the College Interest section, one on Feb 9 and one on March 9. They had about 10 CI members in attendance at each and a robust, interesting conversation.

## Elementary

The Elementary Interest Section has successfully held two gatherings so far this year. Last year we held two gatherings with a goal this year to do three. We are on track with our goal and working to find a location for our third gathering in May. Please let us know if you need anything else from us.

**Elementary Interest Section**

March 2016

Topic: Formative and Summative Assessments

Location: St. Paul Community Center

April 2016

Topic: Collaboration

Location: Spyhouse Coffee House Minneapolis

May 2016

Topic: Family Engagement

Location: TBD

## Retired

Retirees IS has nothing to report for the April agenda

## SLIFE

Spring Fling 4/23/16. About 200 people attended. Teacher Ed, Secondary, and Adult IS formed a panel to support the mini-conference.

## TeacherEd

TE-IS helped plan the MinneSLIFE spring fling, and had a panel present on April 23, 2016.

SE MN Group – Sam Ouk

Jill Watson came to meeting and talked about SLIFE in March

Meet again on 5/12 – Family Engagment. District coordinators from Southern MN came to help corrdinate Family Engagement confevsation.