**MinneTESOL Executive Board Reconstructed Minutes**

**January 30, 2016**

Giddens Learning Center, Room 100E, Hamline University

**9:00-10:45am** *(coffee and breakfast served!)*

*NOTE: 11am – Whole leadership meeting with IS leaders. Board members asked to stay through lunch, 12:00-12:30.*

***NOTE: Original Minutes doc was lost, so this is a reconstruction from presenters’ notes.***

**Welcome**

1. Check-ins & updates for all members
2. Introduction of new Board members

Presenter notes:

**Updates**

* Executive Assistant: membership, finances (Kate)
	+ 602 members as of 1/26/16

|  |  |  |  |
| --- | --- | --- | --- |
| 92 adult | 202 elementary  | 7 retired | 55 teacher ed  |
| 102 college  | 78 middle | 112 secondary  |  |

* + - 698 lapsed members. Any ideas about getting them back into the fold?
	+ Current Balances: $48,383.73 (checking)/$45,046.61 (savings)
	+ Tax status update
	+ Need for liability insurance

Presenter notes:

**UNSCHEDULED Discussion**

**Discussion of new standing committee (AMY)**

Presenter notes:

Pre-service/new teacher standing committee. Amy’s idea stemming from her conversation with her grad students. Would be a good way to increase membership. Perhaps a collaboration with the retired teacher IS.

Give first year of membership for free? Discussion about how challenging it would be to keep track of that. Decided that it would be better

**Budget**

* Review budget for 2015 (see handout) (Kate)
* Proposed projects/updates: (Kate)
	+ Conference only website
	+ Travel/outreach: TESOL, Advocacy Day
	+ More grants
	+ Executive Assistant salary
* Decide budgets for 2016 (all)
	+ Budgets for Interest Sections (IS) & Standing Committees (SC)

Presenter notes:

We voted for many of these things online after the meeting. As for the conference-only website, it was not approved when we voted, but I would like to discuss this further at the next meeting. There is some money budgeted for website maintanence/updating, and perhaps we could use that (some of it) to create a conference-only website/beautify the MinneTESOL site. (Crystal)

**Upcoming Events**

* **TESOL Convention** in Baltimore (all)
	+ Who’s going?
		- Proposal: Board members attend and learn how grow our affiliate; report back
* Advocacy Day (see above) (Amy, Sam)
* Other events?

Presenter notes:

TESOL Advocacy and Policy Summit 2016: Kristi and Sam will work to create a criteria/rubric and application for distribution to MinneTESOL members that would like to attend the Summit in June.

**Fall Conference**

* Recap 2015 - financial picture, attendance, etc. (Crystal, Kate & David)
	+ Attendance: 1209 over Friday & Saturday
		- Friday: 925
		- Saturday: 728
	+ 2015 Conference Income: $190,860 total income (including memberships) (Kate)
		- $181288 registration, $10825 membership , $8189 exhibitor income, silent auction: $846
	+ 2015 Conference Expenses: $145,562
	+ *Total profit: $45, 298*

Presenter notes:

We talked about how the cost of the conference has gone up over the last couple of years. After [breaking it down](https://docs.google.com/document/d/1Qi-seCrF21jex9sB2AEyf9Khg8pyqx5k79tL9bo-ZPU/edit?usp=sharing), the increase in price was due to many small things. Coffee is super expensive, but we didn’t run out in 2015. We can probably cut back on some of the cost by decreasing the number of options for breakfast and being a little less loose with the coffee refills. (Crystal)

* Lessons learned from conference (all)
	+ Successes: Guidebook app, Paying volunteers with cash
	+ Opps for improvement: Shuttles; Volunteers, esp. tech; Scholarships/Grants; Schedule tracks

Presenter notes::

We didn’t talk about any of these topics due to time. I opted to cancel the shuttle for 2016 due to low engagement last year. We decided to offer volunteer reimbursements (for the cost of registration) if they complete 2-3 hour shifts at the conference. This will hopefully be a good way to fill volunteer positions. We need to flesh out a method/guidelines for assigning volunteer roles/reimbursements should we have more volunteers than positions. Also, we need to decide how many reimbursements we’d like to give out. [Here’s a proposed schedule of the 2-3 hour shifts and ideal numbers of volunteers as a place to start.](https://docs.google.com/document/d/1pvsyN5Q634Y4tFyBfBW3LdyER0a5pI04NjAw-_3hBE4/edit?usp=sharing)  (Crystal)

* [Considerations for 2016](https://docs.google.com/document/d/1dVTyufXrBTx_c-bx6T0GRqO460QpOTie7XBAGfVNrnY/edit?usp=sharing) (Crystal & Erin)
	+ Thoughts on keynote speakers (Friday AND Saturday)
		- Pablo Noguera , Diane Staehr Fenner, Jim Cummins, Gloria Ladson-Billings, Others?

Presenter notes:

We voted via Google Form and rated the proposed keynotes. Michael from MDE is reaching out to them. We are still awaiting news. (Crystal)

* Invited speaker guest list (Kristi)

Presenter notes:

**New Business**

* Schedule next meeting