

Nov. 10th Board Meeting

In attendance: Mike Miller, Lucienne Nagel, Krista Picha, Melinda Stewart, Amy Vander Deen, Megan Budke, Agnes Matheson, Daryl Boeckers, Grant Boulanger, Erik Olson, Maria Bjorklund, Allison Spenader, Marjie Hay, Mary Fred Bausman-Watkins, Brooke Carlson.

Called to order at 1:22pm

1. Check minutes from August Retreat- contained in Amy's Secretary Report. Krista Picha moves to approve report, Megan Budke seconds. Motion passes.
2. There are no minutes from September, since that was online.
3. Awards report: Feedback was good on the luncheon. Suggestions for 2019:
 - a. MN TOY- some teachers asked if we could provide sample statements, as they were unsure what we were looking for. Recommendation to update the description. Criteria could include: outstanding instruction, leadership, advocacy
 - b. Check on what Central States has in terms of position statements.
 - c. Make the information about workload for TOY winners clear to potential candidates.
 - d. Megan will create a draft to bring to next meeting.
 - e. STAR Award: new guidelines, Move to online form. Allison proposes getting rid of the points system. A lot of discussion about how to help candidates to understand what the time frame is (is this something you can win every year, is this every other year?) Group wants to have this limited by time, so it's not a lifetime achievement award, but a 'how have you been active in our field recently' award. Marjie wants this award to be one that we can nominate colleagues for, so it's not just self-nominated. Melinda noted the importance of that award for a press release and getting word about promoting the department in the local newspaper.
 - f. Question was raised: Is Future Language Teacher award limited to full time students? Group says generally, yes. Grant proposes we deal with these on a case-by-case basis. Megan said we had one inquiry. Megan points out that the point is to support full time students who are presumably not working, so we should keep it to full time students. Krista reminds us of the importance of reaching out to faculty in teacher ed programs.
 - g. Megan is headed to ACTFL next week. Will talk with assembly of delegates to promote MCTLC. Highlighting PD opportunities, also Vista and virtual learning model webinars.
 - h. Mike M moves to approve the Awards report, Krista P seconds. Motion passes.
4. Treasurer's Update
 - a. 62,627.81 in our account (including WF and Paypal). MaryFred asked if we should keep PayPal for now, just in case we needed it. It's \$5 per month. Daryl asked about using the swiper at conference, and MF indicated it was used. We agreed to keep paypal for now.
 - i. When adding signers to bank account, we should ask about how to get better interest rate.

- ii. Taxes are done, MF will send them right away. MF will get 2018 taxes in order before Maddy takes over as new Treasurer in 2019.
- iii. If we decide to stay with Wild Apricot, we need to change to annual payments instead of month to month. Grant asked the cost per month. \$160 per month, or save \$16 per month, just under \$200 per year savings. MaryFred advocated for keeping our flexibility, and allow Erik to get to know the system before deciding. Grant: 2019 is going to have a lot of changes already, maybe consider systems over next 6 months. Leaving WA will mean rebuilding our website. MF notes that workshops are ongoing. MF also notes that there will be a transition time when we have 2 systems. Grant and others note that we haven't been very skilled in our use of WA, so it may be quite messy to move to new system. Grant also noted we could consider a professional service that manages our system, or at least the move. Daryl suggests forming a committee to investigate migrating to a new system. Grant suggests that this committee could begin at January Board meeting to report to board with a suggestion at April meeting. Krista reminds us that with all the changes with 2019 conferences, it would be good to take time over the summer. Amy agrees. Grant encourages us to consider options: Keep WA, WordPress plus EventBrite, or outside company manage for us, or stipend for tech person? EventBrite uses own system, or paypal for accepting payments, but does not have a membership component. Erik would like to consider switching this year so he does not have to learn one system and then immediately learn another system.
 - 1. Important perspectives on the committee: membership, payment, communications, website, and event registration.
 - 2. Volunteers: Krista, Grant, Megan, Erik (current webmaster), Lucienne (communications), Brooke (former webmaster, event registration)
 - 3. Invite Ayumi to consult on membership.
 - 4. Mary-Fred has volunteered to consult on payment/finances/budget.
 - 5. Goals:
 - a. **Have a virtual meeting relatively quickly.**
 - b. **Assign research tasks.**
 - c. **Meet again before the January board meeting.**
- iv. Net assets. Gross receipts for this year: \$52,249. Program service revenue: \$50,910. Total expenses for this year: \$44,800. Beginning of the year: \$43,453. End of the year: \$50,901. Fund balance increased by about \$7,500 over the course of the year. We actually budgeted for a deficit this year, but we had more income than we expected, so we may not end the year at a budget deficit.
 - 1. Allison moved to accept the taxes. Megan seconded.
- v. Lucienne would like to consider a budget for communications. We usually set the budget at the January board meeting. Grant is adding the communications budget to the list of items to discuss at the January board meeting.
- vi. If anyone wants a budget line, they can email Mary-Fred.

5. Membership update from Ayumi

- a. Grant would like to consider board members who are not language teachers. Look outside the teaching community to see if people in other professions who are interested in language learning/other cultures would be interested in serving on our board. This could lead to partnerships with other companies.
- b. Grant would like to also consider retired teachers.
- c. Historically, we have been a group of teachers. However, there are many other stakeholders in our state who are interested in what we are doing with our students. Bringing some of these people onto our board could broaden our perspective, share the load, and possibly open the opportunity for future partnerships.
- d. We might also have the budget now to possibly hire an intern.
- e. Possible organizations and businesses to contact:
 - i. University of Minnesota International Center, St. John's Internship Office, St. Ben's Internship Office
 - ii. American Swedish Institute, Alliance Française
 - iii. 3M, Target
- f. Post Office box is not convenient for anyone on the board.
 - i. Advantage 1: this post office is open 7 days a week. Monday-Saturday it is open until 11:00 p.m. These flexible hours are appreciated by the person who picks up the mail.
 - ii. Advantage 2: Members have this address. It would also be expensive to change it.
 - iii. Disadvantage: Post office is not close to anyone's house. Amy has been picking up the mail and it's a 21.5 mile drive (one way) for her to pick up the mail. That means that she is driving 43 miles round trip to pick it up.
 - iv. The post office will charge us \$19 a week to forward the mail. Should we consider forwarding the mail several weeks before the conference? That would eliminate the weekly mailbox run leading up to the conference.
- g. Wild Apricot works well for individuals registering themselves. It does not work well when a third party (like a school secretary) is trying to register someone else or a group of teachers.
- h. Some teachers this year were confused as to whether or not membership was included in the conference.
- i. Maria made a motion to approve the membership report. Agnes seconded.

Regional rep report:

1. Krista is planning to hold a Teachers' Café event in Bird Island/Olivia/Lake Lillian district on February 11th.
2. Valerie Arrowsmith is planning to hold a Teachers' Café on January 5th.
3. When Krista logs into Wild Apricot, she only sees her own profile. She needs access to the members in her region.
4. Melinda meets once a month with the members in her region.
5. Last spring, Agnes switched the Teachers' Café in the Minneapolis/St. Paul area to more of a workshop model where participants received CEU's. A lot of people attended.

Communications Report:

1. We have increased 66 likes on Facebook and 112 followers on Twitter since Lucienne took over communications.
2. Lucienne is starting a communications timeline sheet that she will share with the rest of the board. Regional reps can add events to the communications timeline. You can add the following: date of the event, date to publicize, content, multiple posts, and whether you would like to create an event on Facebook, and if you want a flyer Lucienne can make that.
3. Lucienne would also like us to add important dates, like call for proposals, so she can schedule Facebook posts and tweets in advance to go out on the days we would like them to be blasted.
4. Lucienne would also like to know the dates that automated emails go out so she can avoid sending communications on the same day.
5. Have a consistent email signature for all board members so communications look cohesive and professional.
6. Give Lucienne access to conference evaluations so she can pull quotes and post them on Facebook (anonymously).

Staffing

1. Think about the size of the board. How large do we want the board to be?
2. Membership chair is a vital position. If you have names in mind, please send them to Daryl. Ayumi did an excellent job and we are very sad to see her leave.
3. We also need a new Exhibits Chair. Daryl will be reaching out to Regional Reps soon to ask them to consider this position.

Survey results:

1. Lots of positive comments about the keynote presenter.
2. Comments that registering multiple people was difficult.
3. Two strong suggestions that we advocate more for French and German. Maybe this is something communications can help with, since we had a fair amount of German teachers who presented this year and we had a session offered completely in French.
4. Interest in an elementary strand for next year. Amy will be organizing the elementary strand.
5. Topics people are interested in seeing:
 - a. Assessments/Rubrics
 - b. CI/TPRS
 - c. Less Commonly Taught Languages came up twice
6. Surveyed people asking if they read the newsletter and the language magazine.
 - a. 68% of people would like digital access to the language magazine.
 - b. 80% of our members say they read the newsletter every month or sometimes.
7. What is membership in MCTLTC? What do you get?
 - a. Right now, membership is included with registration. It also covers the newsletter and the magazine.
 - b. What do we need our "new" Wild Apricot to do?
 - c. Is membership by itself anything beyond getting the language magazine?

- d. Sense of belonging. Some teachers continue to register so they receive the emails and the newsletters.
- e. Should we consider adding webinars to our website? Padlet resources?
- f. Should we automatically give membership? (Do people become members when they log into our website? Do people become lifetime members when they log into our website?) Right now, membership costs us a lot of money (managing members through Wild Apricot) and does not provide a lot of benefits to our members.

Total costs:

1. Crowne Plaza Plymouth: 23,700 for our two-day event next year.
2. EBHC charged us 32,000 for one day. BCHS charged us 2,000 for the post-conference workshops.
3. Difference between EBHC and Crowne Plaza Plymouth: 8,300. What can we do with these funds?
 - a. More professional development, especially outside the metro area.
 - b. New teacher dinner/mentorship. We had a generous sponsorship this year.

Dates:

- Executive committee: January 12th
 - Elected officers, communications, and webmaster
- Board meeting: February 9th
- Regional Reps should have workshops sometime in February or March
- Board meeting: April 6th
- Summer retreat: Week of August 5th-9th. (Dates will be confirmed later.)
- October 5th: Virtual meeting
- October 25th and 26th: 2-day conference
- Board meeting: November 9th

- Weekend of November 17th: MELED conference.
- March 30th: SLIFE conference at St. John's.

Allison moved to adjourn. Krista seconded.