Present: Marjie Hay, Kay Edberg, Martin Pflug, Allison Spenader, Lisa Pérez, Grant Boulanger, Kim Miller, Melinda Stewart, Jennifer Duronio, Jenny Johnson, Ayumi Stockman, Jorge Oconitrillo, Brooke Carlson

Meeting convened at 10:45 A.M.

1) Introductions and Welcome (Kay Edberg, president)
   a) Description of agenda

2) Minutes from April 11, 2015 (Grant Boulanger)
   Motion to approve appended minutes: Lisa Perez
   Second: Marjie Hay
   Approved

3) Treasurer's Report (Kim Miller)
   a) Budget summary report 1/1/15 through present
   b) Cash inflow of $225 from returned check
   c) Positive balances in Wells Fargo Checking and PayPal accounts
   d) Discussion of separation of mileage and lodging in budget. Allison shared historical costs of meetings. No change to budget.
   e) Marjie requested separate document showing workshop income vs. expense
   f) Kim will add more detail to the "Income" category to better clarify income from workshops vs. donations vs. conference, etc.
   g) MCTLC will register as a Sponsor on the Central States Advisory Council. Allison will Represent MCTLC on the Advisory Council in Ohio at Central States 2016.
   h) Discussion of keeping of documents earlier than 2008. Tax returns will be kept. Marjie recommended keeping on one document a record of year end budget summary report including history of conference costs and income. Kim will look through and create a Google Doc to be added to going forward.
   i) Wild Apricot: $1080 budgeted for website, based on last year. New cost from Wild Apricot would be $130 per month $1,404/year if we don't lock in. Option to lock in for two years, saving approximately $800 over that time.
   j) Motion to lock in for two years (2015 and 2016) by Brooke Carlson. Seconded by Allison Spenader.
k) Change budget projection for website expenses: 2016 payment included in 2015 August payment to Wild Apricot. Increase budget for 2017 to $1,404.
l) Motion to approve Treasurer's Report with discussed changes. Lisa Seconds. Approved.
m) Motion to approve 2015 projected Yearly Budget with changes reflecting Wild Apricot 2016 payment included by Allison Spenader. Jenny Johnson seconds. Approved.

4) Regional Representatives Reports () -

a) South Central (Melinda Stewart)
   i) Teacher Cafe - nobody showed
   ii) Discussion of email delays -

b) Minneapolis (Ayumi Stockman)
   i) Teacher Cafe - 1 person came
   ii) ACTFL OPI familiarization workshop - offered in Minneapolis Public Schools - space available. 8:30-3:30 at Davis Center on August 12
   iii) MNCOWL - MN Network of Coordinators of World Languages - Continuing into the new school year - anyone who knows additional WL Coordinators should let them know about this group

c) Southwest Metro Region (Jorge Oconitrillo)
   i) Teacher Cafe - 1 person

d) Southeast MN Region (Lisa Perez)
   i) TC - 4 people

e) Northeast Region (Martin Pflug)
   i) Valuable, but not always well attended. 6 in Feb. 2 of these attended Central States

f) Grant suggested creating a schedule with specific topics for Teachers Cafe and exploring possibilities of 1/2 training sessions in outstate regions

g) Allison suggested looking at CEU Licensure requirements in Teachers Cafe

h) Next Teachers Cafe Sept. 12

i) Co-Chairs on vacancies (Lisa)
   i) No Southwest Representative. Diane trying to find someone.
   ii) North Metro, West Metro and Northeast Region are vacant
   iii) Send names of potential representatives to President so she can send a personal, professional invitation to join.

5) Regional Workshop Report (Lisa Perez)

a) ASL teacher who registered cancelled morning of workshop. Payment for interpreters was still required. Funds for ASL interpreters at Rochester workshop might be able to be reimbursed. Lisa to investigate.

b) Discussion of pricing structures for workshops

c) Discussion of creation of schedule to get at least one workshop per region. Further discussion on workshops coming later.

6) IFLT Report
a) 310 attendees. Approx 60 from MN. 19 each from MPLS and SPPS.
b) Carol Gaab is willing to give a free presentation - Potential pre-conference session for pre-service teachers. $15. Include Pre-service and In-service. 5-8pm suggested time. Must find venue and work with Carol on details before publishing

c) MCTLC Booth saw tons of traffic. Grant will find MN participants and reach out specifically with regard to our fall conference.

7) Website / Social Media Report
   a) 540 FB likes
   b) WA is developing e-commerce options. Does MCTLC have a product(s) that we could sell to MN area teachers.
   c) If you have ideas for MCTLC pre-conference emails, send them to Jen D.

8) Membership Report
   a) Please check your information on our Board page and send changes to Jenny J.
   b) Total registered 21 for fall conference.
   c) 252 current active members - Added 39 six month memberships at Central States
   d) 196 conference participants in Oct 2014. 30 ppl were registered first week of September last year.
   e) Jenny will change name on PO Box to her own.

9) Awards (Allison Spenader)
   a) Future Language Educator - due Sept 15 to Donna LeGrand
   b) Nominees for all awards were discussed and selections were made.
   c) Fall conference nomination forms set on tables at 2014 conference resulted in no nominations. Many awards require min. of 3 years membership and most nominees didn't meet that requirement. STAR award is uneditable PDF and creating a Google Form would make it easier for nominations. Jen D. will work on the new form.

10) Exhibits Report
    a) 10 Exhibitors registered. 5 paid. Last year we had 23 total, 13 at this time.
    b) Discussion about cost of exhibitor lunch. has historically been $14. Now costs us $18.
    c) Brainstorming of more exhibitors
    d) Door prizes: Allison S. will reach out to Barb Cartford to see if she would be willing to help with this
    e) Student Presiders: Donna LeGrand is in charge and Jenny J. and Kay will be in touch with her to make sure that all presiders are paid members.

11) Session Proposals (Martin Pflug, President-Elect)
    a) 29 sessions plus some exhibitor sessions

12) MCTLC Newsletter
    a) Sep newsletter will hit mail boxes first week of October.
    b) Sep issue should highlight Carol Gaab's pre-service workshop
    c) Sep issue should also highlight Keynote speaker
    d) Grant to include short letter regarding IFLT wrap-up
e) Martin will work with Lisa to choose sessions and post-conf workshops to be highlighted
f) discussion on front cover graphic to inspire, encourage
g) Brooke to take pictures
h) Posters in rooms to direct people to tweet at #MCTLC2015

13) Legislative Update
   a) Nationally two bills in process:
      i) World Language Grant bill provides $ for WL programs
      ii) Second bill supporting language study
   c) Kay urges all to use the Advocacy tab at ACTFL.org to advocate on national level

14) Fall Conf Publicity
   a) Post cards to arrive during workshop week
   b) Directed Jen D. to include $30 for Social Media Publicity in the form of Facebook Boosts
   c) Discussion on viability of discounted student membership. Currently MCTLC loses money on Future Language Educator presider fees of $30.
   d) Motion by Lisa Perez to eliminate Future Language Educator application form and to adjust FLE registration fee to $40 for conference registrations, which will include MCTLC a one year membership. Second by Brooke Carlson. Motion approved.
   e) Follow up includes modifying Awards page to indicate FLE is a scholarship rather than award. Marjie to inform Donna LeGrande of new process. Jen D. to forward FLE Presider registrants to Donna.

15) "Day of" Fall Conference Logistics
   a) Jen D will send out sign up sheets via email

16) Fall Conference 2015 Reprise / Conference 2016
   a) Session Preview by Martin P.
   b) Motion to create an e-blast advertising policy: e-blast advertising accepted only if current exhibitor or has exhibited in the last three years. Motion by Brooke C. Second by Jenny J. Approved.

17) Fall Conference 2016
   a) Theme brainstorm: 2016 Theme approved: Ready for the World: Language is the Link

18) Future Workshops Dates Locations Budgets
   a) Tentative schedule: Feb Workshops 2016:
      i) Feb 20 Martin in North, Lisa in Roch, Jen D. near Wilmer

19) Inclusion of ASL
   a) We cannot afford at this time to offer ASL interpreter services unless the employer or a grant can cover interpreter costs

20) MN Representation at CSCTFL
   a) Best of MN 2014 cannot go to CSCTFL
b) Motion to replace Best of with Grant Boulanger's session, which was runner-up, to take the Best-Of slot at CSCTFL by Allison Spenader. Seconded by Brooke Carlson. Approved.

c) Kay will go in lieu of Allison to CSCTFL because she can't attend and will present her All-Star presentation

21) Candidates for Open Board Position
   a) Vice President

22) Upcoming Events:
   a) Conference Oct. 23, 24
   b) Board mtg: November 7
   c) Virtual Board meeting Feb. 6

Motion to adjourn: Allison Spenader
Second: Martin Pflug
Meeting adjourned Aug. 24, 2015 at 12:30 P.M.

Minutes submitted by Grant Boulanger