COFLT Board member meeting

January 10, 2015

In attendance: Yuliana Rodarte, Ben Finch, Erica Andree, Natalie Stamper, Laura Mulas, Marie-Eve Thifault, Ben Wolcott, Sandy Garcia, Marj Hogan, Molly MacGregor- at 10am

Not in attendance: Heidi Schmaltz, Lina Lu, Nicole Anderson, Matthias Vogel

1. Call to order
2. Motion to approve minutes from retreat: approved
3. Treasurer report: Sandy sent Erica email summary update
4. NEW BUSINESS ACCOUNT- Wells Fargo
5. Checking\_ $1177.65, savings $18050.14
6. 100$ is Sandy´s money (she needed top put it in to open the account
7. MAPS account still open
8. Checking: $23371.46, savings: $10542.08
9. WAFTL/COFLT conference fees, - no bill yet, email from Rick (WAFTL) states amount owed is $13,364.03
10. Yuliana will communicate with MAPS about closing accounts, suggested by board to keep accounts open with minimal amount necessary until all records obtained in print.
11. MAPS will keep records for 7 years.
12. Yuliana will ask for check to be made out to the new Wells Fargo account
13. PayPal account $500
14. CASLS membership not paid.

-CASLS Intercom- contact is:

Lindsay Marean, InterCom Editor

Center for Applied Second Language Studies

University of Oregon

lmarean@bensay.org

|  |
| --- |
|  |

1. New COFTL reimbursement form.

- Must be submitted with original receipts and print out of Google maps directions with mileage.

1. Affiliate reports
2. ATJO- Erica will mail report to all (from Sandy)

-Question for COFTL – will there be a $10 reimbursement for each ATJO member in attendance Spring conference. Was an agreement set up in the past, however was never reimbursed in the spring as promised. Last check reimbursement was for the conference at Willamette.

-Reasoning was that originally OAT´s sought presenters for conferences.

-Discussion and decision tabled for next meeting after further investigation.

1. PNFCL need to pay our account, we are not members currently. Need to know how many current members in order to pay, and then Treasurer will pay it.

* Will not retroactively send us Lingo

1. Monique- was to put announcements into CASLS
2. OAT reports- none
3. Spring conference: Dec. 11 meeting held on location at Willamette University -Natalie sent email summary
4. Discussed physical layout of conference.
5. To take place in Ford Hall (language center- new facility)
6. Keynote

-Danielle? –Keynote speaker. 5-6 yrs. ago gave a speech that was not well attended- mostly explanation speech with very little application—give her more guidance for this speech. She will also give a workshop—theater-engaging for students.

1. Classrooms

Schedule and format: workshops (2hrs) and presentations (1hr)

* Workshops

-Natalia—voice thread for digital story telling workshop.

-Naomi—unknown workshop.

-A few spots left.

* Presentations

-ATJO- 2 presentations

1. Big open space for vendors
2. Tour done of space
3. Food
4. To take place in a different building
5. During lunch no easy access to vendors- should vendors be invited to lunch?
6. Plenary session and meetings in lunch area
7. Pre conference Friday 4-6pm $40—cost includes complimentary COFTL membership. Format: since high school colleagues will not have a training day we will offer pre conference later in day, intended audience is aimed more toward higher education, workshop for language service learning-civic engagements since it is a LIM sponsored event. Heidi, Natalia and Naomi—will be there for this event.
8. Call for papers/presentations/proposals: posted on COFTL website, notification to be sent soon (to current and former). Deadline Jan 29th
9. Need to send announcement through CASL
10. Need complete membership complied—Marj needs to compile
11. Ben to generate message (proposal request) to send out, and will do once member list is compiled.
12. Conference announcement to another list. –later.
13. Molly asked about elementary school presenters.

-Focus is more to higher education however, primary speakers are still welcome.

1. Natalie will contact Lewis & Clark
2. Marj to contact PSU bilingual program
3. Registration: Marie- Eve
4. Erica will explain Jot form and give to M.E.
5. Need to have it ready for once announcement goes out, in the next week
6. Website: needs to be updated.
7. Set up additional pages for conference
8. Ben to make updates: individual page or on one single page.
9. To post hotel (TBA)- under negotiations, also to list other hotel options (to ask about dorm rooms available? —limited guest housing)
10. Make more clear how to submit proposals—Ben to make a link to the form
11. Spring conference- pictures of members to post to website
12. Publicity—already discussed
13. Reach out to members present and past.
14. Send to elementary contacts
15. Molly will have 2 interns form Germany that can take pictures at the conference
16. Vendors
17. Need master list (of regulars)—Yuliana will upload list to our Google site
18. Need a solid contact person because the person who pays and fills out the form is often a different person. – at spring conference one of the vendors never paid. Need to require more information from vendors—who is representative, who pays, etc. all before conference.
19. Awards- no applicants, most are due March 1st? However, achievement is not due until May
20. All agreed to consolidate in order to present all recipients at the fall conference.
21. Dedicate a booth at conference so that attendees can collaborate with colleagues in order to nominate. They will be able access forms. Important not to offer sessions at the same time.
22. Also wise to advertise in many different ways at conference.
23. Items for Feb.
24. Program
25. Registration packets
26. Awards
27. Certificate for presentation.
28. Need proposals for presentations in order to:
29. Create Program- physical layout
30. Create packets
31. Committee reports
32. Elections- M.E. not sure what to do or offer at the conference.
33. Mention vacant positions.
34. Advertise in many different forms at conference.
35. Create form for positions (maybe add to registration form)
36. Scholarship/mini grant/etc. –none yet
37. Fall 2015 conference. ---Tabled for next meeting.

-Lewis & Clark not possible since standing conference of the last 12 years takes place at same time and takes up entire campus—need to find another spot—maybe a community college- Sylvania campus? Erica to send out email in order to send ideas of conference locations to Natalie

1. Next meeting Willamette University: Feb. 21st tentatively at 10am—Ford Hall?
2. Meeting adjourned 11:03am.