



Foreign Language Association of Virginia

**Board Meeting Minutes**  
**Foreign Language Association**  
**Friday, October 4, 2013, 7:30 a.m.**

**Present:** Debbie Sommer (Nominations)                      Ken Yeatts  
              Helen Small **Treasurer** & Parliamentarian            Paloma Sugg  
              Jennifer Carson **Secretary**                                Rachel McAllister  
              Lisa Harris (VDOE)    Brittany Broadus  
              Annette Waggoner **President-Elect**                      Ruth Leal  
              Kathryn Murphy-Judy **President**                            Marcel Rotter (AATG)  
              Norah Jones **Past President**                                Dick Kuettner (Professional Development)  
              Debbie Sommer (AATSP & Nominations)            Isi Kessel **Conference Coordinator**  
              Margaret Hicks (CAV)                                        Sue Robertson (Awards)  
              Hongchu Fu (CLTVA)    Keiko Abrams (MAATJ)  
              Meriam Bacha (VATA)     Thomas Sones (Advocacy)  
              Maria Still (Retired Representative)                    Nancy Feigenbaum (Editor)  
              Sue Robertson (Awards)                                    Becky McQueen (Exhibits)  
  Beatrix Preusse-Burr (NNEL)

**1. Welcome and Introductions**

President, Kathryn Murphy-Judy commenced the meeting at 7:52 a.m. She passed around the Agenda and introduced newly appointed board members: Meriam Bacha, President of the Virginia Association of Teachers of Arabic (VATA) and Maria Still, Retired Teachers' Representative. Board members introduced new volunteers: Ken Yeatts, Paloma Sol, Rachel McAllister, and Brittany Broadus. Ruth Leal has been a new addition to the Conference Committee, and she was in attendance as well.

**2. Elections**

Debbie Sommer provided a preview of the upcoming slate for elections: Dick Kuettner for President-Elect, Isi Kessel for Conference Coordinator, Helen Small for Treasurer, and Jen Carson for Secretary. Dick will videotape the Keynote and Business Meeting and it will be archived on the FLAVA website.

**3. Awards**

Sue Robertson offered a preview of the awardees: Norah L. Jones for The Helen Warriner-Burke AWARD for Distinguished Service to FLAVA, Isi Kessel for The Marshall Brannon FLAVA Excellence in Teaching Award, Post-Secondary, Chester Technical for Friend of FLAVA, and Mark Keith of River Bend High School for the David E. Cox Excellence in Teaching K-12 Award.



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**4. Affiliate Reports**

Kathryn announced that the affiliate reports should be submitted online and board members are expected to read them when posted. Minutes of the annual meeting will be taken care of in February under Annette's leadership.

**5. Conference**

As board members, we should encourage attendees to access the online evaluation form via QR code or URL (found on the last slide of all presentations, on posters, and in the program). People can use the computers in the lobby to complete the evaluations online. Remind them that these must be received by 6:00 p.m. on Saturday to be considered for Best of FLAVA. Board members should also remind attendees to place their raffle tickets in the fish bowls at the registration desk and at exhibitors' booths by 6:15 p.m. on Friday night. Winners will be posted on Saturday at the individual booths. Saturday attendees will receive one ticket, which they may use for additional prizes at the registration desk.

Isi reported that there had been one hour scheduled to visit exhibits after the Keynote and Business Meeting on Saturday afternoon, but due to scheduling of affiliate luncheons, this was removed. All members of the Conference Committee must meet in November to plan the 2014 conference. There will be a second meeting in the spring to select sessions and determine how affiliates will contact presenters, and a third meeting to confirm everything.

Friday evening's reception will be outside. Continental breakfast Saturday morning by the exhibit hall. If board members see someone with a New Member ribbon on their badge, they should welcome them. He reminded the board that FLAVA does not make money on the conference. Norah Jones noted that FLAVA is one of the largest language conferences, state or regional, anywhere except for ACTFL, and Isi added it may be the only one to offer free pre-conference workshops. FLAVA's finances are in order now and we have an accountant to assist the Treasurer.

Next year, the affiliates should consider ordering one buffet, with each language group getting their food and then taking it to a separate room for their meeting. This would save much money and effort to coordinate choices. Isis emphasized that board members may not ask hotel staff for any special service; all interactions with the hotel should go through Isi.

Exhibit Chair Becky McQueen sent around a list to all board members so that each may sign up to visit individual vendors in the exhibit hall and thank them for participating.

**6. Adjournment**

The meeting was adjourned at 8:25 a.m.

Respectfully submitted by FLAVA Secretary Jennifer Carson