

Foreign Language Association of Virginia Board Meeting

February 9, 2013

Crowne Plaza Fort Magruder, Williamsburg, VA

Present: Norah Jones, Kathryn Murphy-Judy, Isi Kessel, Becky McQueen, Dick Kuettner, Thomas Sones, Doug Bowman, Helen Small, Annette Waggoner, Keiko Abrams, Martha Davis, Sue Robertson, Marcel Rotter, Jennifer Carson, Lisa Harris, Margaret Hicks, Liz Hungerford (consultant)

The meeting was called to order at 9:20 by President Kathryn Murphy-Judy. Copies of FLAVA Constitution, Agenda, and 2012 Conference Expenses were distributed. Introductions were made and members were welcomed to the meeting.

I. Minutes – October 5, 2012

- **MOTION:** Kathryn made a motion to approve the minutes. Passed. None opposed/none abstained.

II. JNCL-NCLIS – Support for the 2013 Smithsonian Folklife Festival

- This is a 12 day summer festival on the Mall, which many DC teachers will attend. Norah will write an article for the Bulletin. Nancy will make inquiries whether we can use their logo and hyperlink to their site in the Bulletin
- **MOTION:** Thomas made a motion to donate \$100; Annette seconded. Passed. None opposed/none abstained.

III. NECTFL Silent Auction –

- This is fundraiser at the NECTFL Conference. State organizations provide baskets to raffle off. Norah bought a basket of Virginia items last year in Williamsburg.
- **MOTION:** Norah made a motion to buy a gift basket of Virginia items up to \$100 in value which she will bring to the NECTFL Conference on behalf of FLAVA Jen seconded. Passed. None opposed/none abstained.

IV. Resignation – Nirva Vernet: Awards & Recognition Chair

- Kathryn stated that Nirva had resigned her post and thanked her for all of the wonderful things she has accomplished as Awards and Recognition Chair.

V. Appointments – Sue Robertson: Awards & Recognition Chair

- Kathryn announced Sue Robertson has graciously accepted the position. She was welcomed to the board with applause.

VI. Resignation -- Jackie Yau/Treasurer

- Kathryn stated that Jackie had resigned as Treasurer and acknowledged the work she has done for FLAVA.

VII. Constitutional Crisis –

- Kathryn explained that upon Jackie's resignation, it came to the attention of the Executive Committee that the Constitution did not provide powers to appoint an interim Treasurer. There is provision for appointment of all other elected officers. (Article 5 Section A 5). Kathryn asked the board to declare the issue of not having a constitutional means to appoint an interim Treasurer as an emergency under Article 9. Passed.
- Kathryn explained that Jackie did not have the support that previous treasurers Maria Still and Terry Franson had as they had family members with bookkeeping expertise. Further, the addition of online payment has added more complex duties to the position. Kathryn has invited Helen to serve as interim Treasurer until the election at the annual meeting in October. Helen has agreed with the condition that she have the assistance of a bookkeeping and/or accounting expert to guide her.
- Kathryn introduced Liz Hungerford, who has worked with the Executive Committee to review the financial files. She would be willing to work as a consultant to get us back on track: formulating a budget, putting into place accounting procedures, and auditing Helen periodically to ensure she remains on track. Consistency and outside oversight would ensure that we are good stewards of

our members' money. She recommended Quicken Books which would synch with our existing Wells Fargo account. As situations change over the years, a consultant could expand their hours and oversight as needed, and could offer assistance to other board members, for example when the Conference Coordinator is entering into contracts with a hotel. Liz does not believe it is necessary to have a finance committee, but the Executive Committee can look over the Treasurer reports at their meetings.

- **MOTION:** Kathryn moves that Helen be appointed as Treasurer until the annual meeting in October. Isi seconds. Dick adds a friendly amendment to appoint Helen with bookkeeping/accounting support that would continue until the end of 2013. Marcel seconds the motion with friendly amendment. Passed. None opposed/Helen abstained.

VIII. Deaths – Gloria Smith and Bill Still

- Jen will ask Debbie Sommer to write an article for the Bulletin in memory of Bill. Lisa will e-mail Nancy the link to the Legacy for the Daily Press with the online obituary. Kathryn will send condolence cards to their families, and to Josh Cockey on the death of his mother.

IX. Reports

A. Treasurer's report: Kathryn Murphy-Judy

- We are in solid financial shape with about \$72,000 in combined savings and checking funds.
- The Schilling Fund will be separated once the accrued interest has been determined (minus the amount subtracted for teacher travel scholarships in October.)
- The Constitution requires there be a Treasurer's Report in the Bulletin but Nancy does not recall having published one. (This can be added to items to discuss in a revision of the Constitution.)

B. Exhibits Report: Becky McQueen

- Income is in line with past years.
- For next year, Becky will develop a form for Affiliates. She will be firm about the payment deadline and will not provide a table for any affiliate that has not paid in advance in a timely manner.
- Isi mentioned that he thinks it is odd that the Exhibits Chair is a separate appointed board position and not under the elected Conference Coordinator.
- Norah recommended that the report show for what the donation was used.

C. Local Committee Report: Doug Bowen

- Doug reported that Isi and Kathryn's students were very helpful. They agreed that the students loved it and have expressed willingness to assist again next year. This promotes our mission of growing the next generation of teachers. Doug wondered if the students could be given not only free registration, but also free rooms for their efforts.
- Doug recommended that the evaluation forms be mailed by the Conference Committee to the presenters for self-reflection.

D. Awards and Recognition: Sue Robertson

- Sue explained that she did not know when the deadline for nominations was. She has received no files after 2010. Kathryn stated she had been chair before Nirva and the date has been changed many times in efforts to improve participation. She recommends that Sue set a firm date to solicit candidates, whatever it is, and apply it consistently.
- Lisa can place the date on the Teacher Direct site and publicize it in the Superintendent's Memo that goes to schools in September. Jen can share the info with supervisors through VFLSA. Dick can inform through the webinars.
- NECTFL and SCOLT have received paperwork from this year's Best of FLAVA winners Fabrice and Lamiaa. They have to prove they have presented at these conferences to be reimbursed by FLAVA for their travel expenses. Thomas suggested this be clarified and stated annually in the Bulletin.
- Norah recommends that Chester Technical Services be nominated for an award as they been a huge supporter of FLAVA over the years.

F. Advocacy: Thomas Sones

- Thomas exhorted board members to attend the Legislative Day which is part of the JNCL Conference. Issues are discussed and then attendees can advocate in legislative offices. However, he can only visit the congressman of the district in which he lives. Other organizations send more than one representative. If more than one person attends, then FLAVA can lobby additional representatives. There is a registration fee that covers the hotel and meals for the day and JNCL sets up the appointments.

G. Webmaster: Josh Cockey

- Josh is absent due to the death of his mother.
- Board members expressed their concern that the website is not dynamic and does not synch with a membership database. Only Josh has access and anytime a report is requested it costs extra money.
- The listserv does not include many members (Lisa complained she is one.)
- Norah feels the listserv should not only be the member list, so people should not be purged from it.
- Thomas, as chair of the pro tem Communications committee, posts FLAVA info on its Facebook page, which has 100 friends.
- Kathryn has obtained a bid for a well-designed communicative website.
- Very few people are downloading the Bulletin, but may be reading it online without downloading it.

H. Nominations: Debbie Sommer

- Debbie is not present, but will solicit nominations for elections through the Bulletin.

I. VDOE: Lisa Harris

- There is an SOL review coming up. On 3/1/13 it should open. Lisa recommended board members exhort teachers to comment. Helen added that she would like proficiency targets for each level to be included. As ACTFL has revised the proficiency guidelines, this would be a good time.
- Lisa urged board members to encourage people who are knowledgeable about the SOLS to apply to be on the committee.
- If you have anything of state wide interest, such as regional professional development, send to Lisa to post.
- Lisa is pushing people to sign up for Teacher Direct and receive periodic e-mails about VDOE offerings and resources
- Helen recommended that FLAVA periodically bring itself to the attention of the Governor by expressing gratitude for the Governor's Foreign Language Academies and advocating for world language study.
- There is an unfulfilled need for elementary teachers who are proficient speakers for elementary immersion programs.

J. AATSP: Debbie Sommer

- Patrick Weininger has resigned as the AATSP representative to FLAVA but remains the president. Debbie Sommer will serve as representative as well as FLAVA Nominations chair.
- Jackie Yau has resigned as AATSP-VA Treasurer.

K. CAV: Margaret Hicks

- Sue reports for Margaret until her arrival. She explained how hard Margaret works to get more effort from university professors. Lisa said CAV helped her write a blurb about the state of Latin in Virginia for a Board of Education member. She said that CAV is the only affiliate with a job site and an application guide for students wishing to apply for the Governor's Latin Academy. Isi added that the first proposal for a FLAVA session was from CAV.

L. AATG: Marcel Rotter

- Marcel reported that there was no immersion weekend or spring meeting. FLAVA only had four German sessions. Sweetbriar is phasing out its German major. University programs are in danger: VMI, VCU. However, Martha added that NoVa is growing its

- German program thanks to a dynamic Spanish/German professor.
- All agreed that it is FLAVA's duty to support the study of German
- Lisa recommended that we increase the role of the German Advisor in the US. She will provide list of German corporations so that Becky can contact businesses to promote the study of German

M. MAATJ: Keiko Abrams

- The organization is called mid-Atlantic because although the study of Japanese is strong in Virginia, it is not so in DC, Maryland, Pennsylvania, and Delaware.
- She is encouraging more involvement of college professors.
- Norah videotaped Yo Azama's keynote address and put it on a disc and sent it to him.
- Lisa recognized that Japan Foundation provides so much support to Japanese teachers. They offer grants for travel and supplies, and have saved two jobs in Norfolk. They have a great advocacy kit.
- J-GAP is a wonderful nationwide articulation program that is very strong in Virginia. They could assist other languages with bridging the gap between high school and university study so students are prepared to progress to higher levels of study and majors.

N. Professional Development: Dick Kuettner

- Lisa's webinar on 2/7/13 was well attended and will be posted on FLAVA's YouTube channel.
- Kathryn stated that once we figure out the FLAVA operating budget, we can arrange funding for the webinars to assist Dick's endeavor.
- Last session of last year, 209 teachers registered.
- The VDOE survey of TELL domains led to selection of topics.
- Lisa will recap her presentation for the Bulletin.

O. Community Colleges: Martha Davis

- Martha reported that the community college group will not meet officially until 2014, but many may use their school professional development funds to attend FLAVA again in 2013.

P. VFLSA: Jennifer Carson

- The annual meeting is scheduled for 3/1/13.
- Jen reported that there is a new Hampton Roads Supervisors' Professional Learning Community: SWIVEL. Jen, Debbie, and Helen are members and plan to meet quarterly to discuss issues of common interest.

Q. Conference Committee: Isi Kessel

- Nancy applauded Isi for an amazing conference.
- Isi vowed to refuse any late proposals. The deadline is 4/19/13 and he will be firm.
- Lisa will apply for a grant to provide MOPI training again, which could raise participation next year.
- It was agreed that Isi should share information about what he does with committee members so that someone can eventually take over for him.
- Isi and Annette have been invited to UVA as a possible conference site, perhaps for workshops in the springtime.
- Isi and Annette have been negotiating a two-year contract the current location at Crowne Plaza in Williamsburg.
- The French Embassy has offered to do a full day Thursday immersion workshop again. It is hoped that the language affiliates will offer one to two workshops that day. As AATG has struggled to offer workshops and the German information center cannot travel from DC to Williamsburg as it is outside of its range, Lisa will speak to Gert Wilhelm, the German educational liaison, and Marcel will write a proposal for the Goethe Institute. In addition, Lisa proposes an all day TELL workshop with different teachers focusing on each domain.
- Marcel expressed concern that FLAVA does not provide multi-media projectors for presenters as SCOLT and ACTFL now do so. Isi explained how expensive the av is even without these.
- Isi empowered affiliates to recruit presenters and to decide when they present, which

- lightened his load and enfranchised the affiliates.
- The conference made a small profit, to everyone's delight.
- The new theme is Go Global

X. Immediate Actions

- ABC/Cybersource: This is the online merchant account for payments. Our domain name needs to be renewed, but it is only in Jackie's name. Further we are charged monthly even if we do not use it (which is 8 months out of the year.) Kathryn has investigated and found that our bank, Wells Fargo has a merchant service that only charges for usage.
- Web-hosting renewal: As our website is old and outdated and Josh is not interested in making it 2.0 or adding social media outreach, it was agreed at the prior meeting that board members seek bids for a new webmaster. Board members do not have access to the membership database, and we are charged \$50 for each phone call or e-mail with Josh. Thomas stated that the communications committee had outlined specific parameters. Kathryn has received two bids, only one of which is feasible. It includes database development. Doug stated that this decision is best left to the Executive Committee and not the entire board. Kathryn added that the Executive Committee has agreed to meet monthly and is open to receiving more bids (not from family members or amateurs.)

XI . Guided Discernment of FLAVA goals

- Norah provided a brief history of FLAVA, and its evolution from a small group of academics reading papers 100 years ago to the largest provider of professional development to Virginia world language teachers. This change following the VDOE's relinquishment of the annual conference and other supportive programs in 1992. From that time until the early 2000s, the Constitution only provided for voting by elected officers and the full membership. Then it was changed to require voting for full board members. The board is rare across the nation for having participation from all the language groups and has become too large and unwieldy to make decisions.
- Liz focused the discussion on the respective roles of the Executive Committee (doers or implementers) and the full board (visionaries.) Board members should not micromanage the Executive Committee; if they wish to be an implementer, they should run for office.
- Further, she recommended that we revise the Constitution, not rewrite it as it should be a shell of a document to operate long-term. Each board member should complete the job description document Kathryn had sent. This will offer more specificity and is much easier to update as roles and duties change. Annette will remind board members to complete this task.
- Board members discerned that a long-term goal is recruiting more active members. Board members should continually advocate for FLAVA and encourage increased participation as committee members, presenters, attendees, members, etc.
- On a related topic, it seems that some members had indicated a willingness to volunteer, but were never contacted. This should not happen.
- We have so much positive energy, but we must acknowledge that we cannot be everything to everybody. At the moment, our mission centers upon professional growth of teachers through the Bulletin, the annual conference, and webinars. Other related aspects are advocacy, communication of professional trends, and formation of professional learning communities. As Norah stated, "we make sure that teachers feel professional and have the tools to sustain professionalism."
- Liz recommended that the meeting agenda begin with old business. Motions should be communicated in advance and discussion can be online. Online voting is not precluded by Constitution but can be included in revisions.
- Liz recommended that the board make policies that the Executive Committee can make decisions up to a certain dollar amount without consulting the full board. Most work should be done by the Executive Committee; full board work is less urgent. Changes in procedures should permit the Executive Committee to perform its tasks.
- Board goals: The full board should work on growing membership and refining FLAVA's vision. In the short term, an ad hoc Constitution Committee including Executive Committee members will review and revise the Constitution, bids for a new webmaster will be reviewed by the Executive Committee, all board members will complete their job descriptions, all board members will assist Debbie in filling the slate of officers, and the board will appoint a Parliamentarian to replace Helen. In addition, board members should think about jobs for spontaneous volunteers.

- Due to the Conference Committee timeline, Liz recommends that the 2013 August meeting should be the board envisioning for the 2014 Conference. Annette and Kathryn should work together so the President-elect can share what she plans for her tenure. The February meeting should be merely rubberstamping plans for the 2013 conference.

The meeting was adjourned at 3.30 pm.

Respectfully submitted, this 14th day of February, 2013

Jennifer N. Carson, Secretary