

## ***Foreign Language Association of Virginia* Board meeting February 27, 2010**

**Holiday Inn Koger Center, Richmond, VA**

**Present:** Norah Jones, Kathryn Murphy-Judy, Linda Szwabowski, Nancy Cundiff, Jackie Yau, Isi Kessel, Becky McQueen, Sheila Cockey, Josh Cockey, Debbie Sommer, Michael Compton, Thomas Sones, Doug Bowman, Helen Small, Gregory Jones, Amy deGraff, Marcel Rotter, Miao-fen Tseng, Sachiko Sakamaki,

The meeting was called to order at 9:05 by President Norah Jones. Introductions were made and members were welcomed to the meeting.

### **President – Norah Jones**

- Norah presented a list of Board members for the website as it currently stands.
  - explained new board categorie/committees based on the Constitution
  - explained meetings so far of the Executive Board
- **Review Constitution** –discussed the original document noting errors/repetitions and showed changes that have been made – “Revision 2003”
  - Norah asked the board to look over the revision and let Norah know in 2 weeks if there are any other changes, etc.
  - Members should check the Constitution to see what they (the position) are supposed to do.
  - Norah had collected information from various members about what they felt they were supposed to do.
- Norah asked the board to suspend the financial support of \$1500 for sending members to SCOLT, NECTFL or ACTFL at this time in order to review the issue. It was noted that those who attended in the past, received reimbursement, not just "given" \$1500
- Norah noted that there is more than one slot available at 2 regional conferences
  - Sheila indicated that a delegate must be a representative of FLAVA, not another organization and should also attend the appropriate meetings at the regional conferences.
  - The understanding is that the president or designee attend and receive reimbursement as the FLAVA representative and attend appropriate meetings there to participate as the organization's representative.

### **Minutes - Aug 29, 2009 Nancy Cundiff**

- additions and corrections made

**MOTION:** Marcel made a motion to approve the minutes as amended.  
Passed

### **Minutes - Oct. 8, 2009 Nancy Cundiff**

- additions and corrections made

**MOTION:** Sheila made a motion to approve the minutes as amended.  
Passed

### **REPORTS**

#### **Treasurer - Jackie Yau**

- Jackie indicated that she is having trouble accessing reports transferred from Terry Franson on the computer; they are meeting to address the problems and resolve issues.
- There is no formal report filed at this meeting; Jackie will send a formal report to the board as soon as she is able to generate a report.

- Questions were raised regarding separate accounts; an explanation was provided regarding the savings account and the checking account.

#### **Conference Coordinator - Linda Szwabowski**

- Linda entertained various questions about session proposals, guidelines, response, timing acceptable vs non-acceptable sessions and internet charges.

#### **Exhibits - Becky McQueen**

- Becky has contacted past exhibitors and is contacting new exhibitors as well.
  - now has 5 people on this committee - very pleased
  - she has also requested that people to send her any requests for specific vendors
- Norah thanked Becky for taking on this responsibility.

#### **Editor Bulletin – Sheila Cockey**

- Sheila is pleased to have lots of articles and committee reports which will be included with this edition of the *Bulletin*.
- \* new emails need to be gotten from Jen Mattice or Jackie to update listserv listing

#### **Webmaster - Josh Cockey**

- Josh indicated that there are solicitations from groups, individuals, etc. for ads for announcements, presentations, and they are requested to pay the appropriate fees, as designated by FLAVA.
- Norah asked for this to be brought up for New Business.

#### **Nominations – Debbie Sommer**

- Debbie indicated the need to review voting process such as "electronic" voting.
- Norah would like to make closer connections to committee chairs in order to help include all people, to include more participation as we "grow" our organization through standing committees. There is a need for members of committees to help the "chair".
- Send any corrections to members on each committee to Debbie.
- Norah asked if the committee chairs can keep a list of member names/contact information.

#### **Membership - Michael Compton**

- Total # of members – about 616 but there is probably duplication/check ID in emails
  - Probably between more like 450 - 500 members; K- 12 - 215 (35%); higher edu -100 (16%); other - 50%
- Kathryn will try to work on cleaning up listserv, requests for having emails removed, corrected, etc.
- Norah would like to send out email reminders for various things such as conference information once the listserv updated.
  - Linda could send this information in an electronic flier or flier sent to membership.

#### **Discussion:** How can FLAVA's "profile" be increased? made more recognizable?

- Helen puts out a superintendent's memo w/announcement of FLAVA conference
  - there are 132 school divisions
  - there are over 600 middle and high schools in VA
- Norah indicated that timing is important; a physical brochure should come out the end of August.
  - Norah asked if it is possible to look at the brochure and find out the cost of adding in middle and high schools, and also include private and parochial schools.
  - The question was raised about only getting electronic information at the university level.

#### **Discussion included:**

- There is a question about not using paper.
  - Norah indicated we will still use a 'hard "copy as follow-up.
  - make sure to "highlight" any university connections ..... need presenters/sessions
  - could also include FaceBook
  - target university personnel for "credit" in presenting/participating, encourage professors to work with new students by getting K-12 information at the conference to help build college programs

- make contact with community college personnel
- Conclusion of Michael Compton's report:
  - He would like to use/create a survey for members because he would like feedback.
  - A question was asked about membership fees and why it costs more to 'not' be a member.

**Norah Jones** indicated it is important to "personalize" contacts by talking personally with and to people for connections of possible presenters at the conference.

**Advocacy: Thomas Sones**

- Thomas is working on an "Advocacy" kit for FLAVA members on how to be an advocate.

**Local Committee: Doug Bowman**

- There is a need to contact teacher education professors at colleges for help with having students participate at the conference.
- There was a suggestion to provide a "steward" to be with keynote or guest speakers/presenters and to include a younger person to mentor in this process.

**Discussion regarding "awards":**

- There was discussion about changing the award for Business and Industry.

**MOTION:** Kathryn made a motion to change the name to "Friends of Foreign Language Award".

Discussion:

- change/update criteria for this award
- to recognize individuals and institutions

The motion on the name of the award was amended to: "FLAVA Friend of Foreign Language Education". There was a "call for the question", and to take a vote. The amended motion passed.

**Department of Education - Helen Small**

- remind teachers to observe at the summer Governor's Foreign Language Academies (they receive recertification points)
- Helen asked Norah to write a letter of support to the VDOE application to the US Dept. of Education for a ***Race to the Top*** grant. This letter was passed around for board members to read and will be posted on the FLAVA website.

**ORGANIZATION REPORTS**

**VFLSA - Greg Jones** -report submitted

**AATF - Amy deGraff** - report submitted

- indicated luncheons at FLAVA working very well

**AATG - Marcel Rotter** - report submitted

**AATSP - Sheila Cockey**— submitted a report for Annette Waggoner who was not present

**CLTA - Miao-fen Tseng** - will send report

**MAATJ - Sachiko Sakamaki**— will send report

**NNELL - Beatrix Preusse-Burr** was not present. There was no report

**President – Norah Jones**

- planned to have next Executive Board meeting work with the Recognition Awards representative and the Treasurer regarding funds and uses
- passed out minutes from the Executive Board meeting (Feb 13), including the list of questions sent prior to meeting on "membership issues" ..... Debbie and Michael were included for this meeting
- noted the need to check on online voting, legalities, discussions

**Other business**

- Amy indicated the need for a committee to connect to college professors and establish contacts. Amy, Kathryn, Marcel and Miao-fen have agreed to be this committee.
- There were questions about National Board Certification
  - Where are we?
  - Norah indicated that we will discuss future support of this initiative.

**Next board meeting - Aug 14, 2010**

- Send any notes to Norah regarding the format, content of this meeting.
- Norah reminded the board that the winter and summer meetings have a different focus.
  
- **October Board meeting -**  
Thursday, October 7, 2010-board meeting – 5:00 p.m.at the Koger Center

**MOTION**

Debbie made a motion to adjourn.

The meeting was adjourned at 3.25 pm.

Respectfully submitted,  
Nancy Cundiff, Secretary