

# *Foreign Language Association of Virginia* Board meeting February 12, 2011

**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, Nirva Vernet, Dick Kuettner, Michael Compton, Thomas Sones, Doug Bowman, Helen Small, Gregory Jones, Amy deGraff, Dirk Johnson, Annette Waggoner, Miao-fen Tseng, Sachiko Sakamaki.

The meeting was called to order at 9:10 by President Norah Jones. Introductions were made and members were welcomed to the meeting.

## **President – Norah Jones**

Norah expressed appreciation to the board and for having an opportunity to work with this group. Today, plans are to focus on current and future activities.

## **Minutes – Feb. 27, 2010 Nancy Cundiff**

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

## **REPORTS**

### **Treasurer's report: Jackie Yau**

- Corrections were made.
- Explanations were given to the board regarding various items.
- Jackie needs to send dues to SCOLT.
- There were problems with access to conference funds from PayPal. Funds were received very late and she needed to pay bills
- **MOTION** – Sheila made a motion to approve treasurer's report.  
Passed

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

- Linda is open to suggestions for feedback from conference attendees. Is there an internet "link" in place where members could give feedback? Should we still have a paper copy to use at the conference?
  - There are 642 members of FLAVA according to Michael .
  - Norah wanted to make sure emails are captured. Why does it take so long?
  - Linda had concerns regarding registration issues and the fact tha Jennifer was not available for help.
  - Charges for services: Jennifer - \$1,065 for 2010; PayPal - \$660
  - Josh Cockey talked about the "registration" process verses PayPal for collecting funds.
  - Norah has collected information for ABC Signup to handle "online" registration with various proposals presented.
  - Josh presented a proposal of about \$3,300 using ABC-Signup.
    - There is a need for an "administrator" for a PayPal account.
  - Norah decided a committee was needed to investigate possible vendors for registration and database information.
    - Committee members are: Jackie, Thomas, Dick, Kathryn and Josh
  - Linda's submitted a handout report regarding the conference.
    - Annette has questions about facilitators for sessions. There are not enough or people not showing up. There was discussion and Doug will look at options.

### **Exhibits - Becky McQueen**

- Becky has a proposal to move from "DunMar" to "Exhibits Inc.", which is slightly cheaper for the conference setup company. They have good references.
  - Does the board want to change?
- **MOTION** – Sheila made a motion to change from DunMar to "Exhibits, Inc." for installation, rental and removal of display booths for the conference.

- There was discussion.
- Amy called for the question.
- The motion passed.

**Nominations – Debbie Sommer**

- Debbie indicated she had received 21 volunteer sheets from the conference in October. All 21 have been placed on committees. Some email addresses were not legible. Jackie is going to share the membership list with Debbie so she can try to find the correct information.
- Elections will be held in October at the conference for President-Elect, Conference Coordinator, Secretary and Treasurer.
- Debbie hopes to have the election take place online.

**Webmaster: Josh Cockey**

- Josh submitted a handout which indicated the web activity for the FLAVA website for December 2010 and a monthly history summary for the year 2010.
- Make sure all information, changes, pictures, etc. are sent to Josh promptly for updates.

**Membership: Michael Compton**

- Michael will add information to Facebook regarding conference registration information and upcoming elections.
  - The membership list is being updated.
- Isi asked about what criteria the board wanted in the database, and about raising fees to help keep the organization from running out of operating funds.
- **MOTION:** Sheila made a motion for the pre-registration fee to be \$65, membership \$35, and \$125 for a non-member.
  - Discussion included a total of under \$100
  - Thomas called for the question: 13 in favor; 6 opposed

Further discussion was for:

Pre-registration - \$100

Registration - \$120 (conference \$85 and membership \$35)

**MOTION:** Thomas made a motion that the conference and registration fees increase by \$20 per category after pre-registration closes.  
The motion passed unanimously.

**MOTION:** Jackie made a motion that there be no refunds for the conference registration.  
After discussion, the motion passed.

**MOTION:** Isi made a motion for students to pay \$15 for membership and not be charged for the conference registration.  
The motion was amended by Amy to be \$20 instead of \$15.  
The motion passed.

**MOTION:** Amy made a motion that *new* “life” membership be raised to \$400 with the conference registration waived in 2011 only.  
The motion passed.

**Professional Issues: Dick Kuettner**

- Dick has questions about the “state” of the organization. There are 6 people interested in being on a committee. This will be discussed at the March 26 virtual meeting with the Executive Bd. members.
  - These are scheduled workshops:
    - March 17, Lynchburg College
    - April 7, VMI
    - Handout (flyers) were provided

**Public Advocacy: Thomas Sones**

- ACTFL website has SmartBriefs and Facebook pages.
- JNCLS – survey of members

**Recognition and Awards: Nirva Vernet**

- Helen Small, Specialist for Foreign Languages, Virginia Dept. of Education was the recipient for The Helen Warriner-Burke FLAVA Distinguished Service award for 2010.
- Dr. Fabrice Teulon, Professor of French at Va Tech University, was the recipient of The Marshall Brannon FLAVA Excellence in Teaching Award, Post-Secondary award for 2010.
- Mamiya Worland, French teacher at Great Falls Elementary School in Fairfax County, was the recipient of The David Cox FLAVA Excellence in Teaching K-12 Award for 2010.
- The Goethe Institute was the recipient of the Friends of FLAVA award for 2010.
- Raumi Sidki, student at Va Tech University, was awarded the 2010 Jocelyne Couture-Nowak Memorial Scholarship and Tory Smith, student at Va Tech University, was awarded the 2010 Jamie Bishop Memorial Scholarship.
- Nirva encourages all educators to apply early for these awards.

**AAT reports:**

- See website for updated reports.
- Fabrice was elected as the new AATF president as indicated by Amy.
- There is a new Latin AP course.

**VA Dept. of Education: Helen Small**

- Helen indicated that she has received proposals for host locations for the summer language academies sites (one for each language).
- Virginia Commonwealth University will be operating STARTALK Academies in Arabic, Chinese and Russian this summer.
- The Va Dept. of Education recently welcomed a visiting delegation from the Académie de Reims, a large regional district in northeastern France.

**Other business:**

- The “celebration” committee met during lunch and will send a budget proposal by March 26.
- Categories for proposed vendor for registration – The committee met at lunch and are still working on it.

The next board meeting is Aug. 13, 2011, 9:00-3:00 at the Koger Center.

The March 26 meeting is a virtual meeting for the Executive Board and including Dick Kuettner.

**MOTION:** Michael made a motion to adjourn.  
The meeting was adjourned at 3.55 pm.

Respectfully submitted,

Nancy D. Cundiff, Secretary