



Foreign Language Association of Virginia

**Executive Board Meeting Minutes**  
**Foreign Language Association of Virginia**  
**Saturday, January 3, 2015, 10:00 a.m.**

**Present:** Annette Waggoner *President*  
Dick Kuettner *President-Elect* & Professional Development  
Helen Small *Treasurer*  
Jennifer Carson *Secretary*  
Isi Kessel *Conference Coordinator*  
Kathryn Murphy-Judy *Immediate Past President*

**1. Call to order**

The meeting was called to order at 10:00 a.m. by President, Annette Waggoner. She announced that Michael Moore had posted a petition on change.org in favor of the pending Biliteracy Seal legislation.

**2. Public Service Announcement**

Jen showed a public service announcement she created on Powtoons like last year, to promote the 2015 FLAVA Conference. Edits were made collaboratively. Jen will provide it to Angela Gunder for posting on the FLAVA website. As there will not be a NECTFL conference this year, Annette will contact the leadership and invite members to attend FLAVA. Jen will reach out to the NECTFL representative to NADSFL as well.

**3. Immersion Day**

Annette will contact Marcel Rotter about the Immersion Day he coordinates at Mary Washington which local secondary school students may attend as part of National Foreign Language Week. This serves students of German, French, and Spanish. Members discussed whether to provide financial support for this event, or to plan several satellite events across the state and provide some funding for all. It was suggested that students could SKYPE with students at the other sites. We could partner with University of Richmond or VCU. Kathryn will make inquiries. Jen will check with the Alliance Française Chapitre de Grasse as to whether they would be willing to roll their annual Concours de Français into this event. In addition, there could be a FLAVA session in which Marcel talks about the program and invitees/attendees could brainstorm the next steps.

**4. Treasurer's Report**

Helen announced that she will resign her post as of March 1, 2015. The Treasurer's Report was provided reflecting that FLAVA is in good financial health. Registration and membership fees supported all programming. Helen recommended spending additional funds this year to ensure retention of non-profit status. The accountant will not be able to serve this year due to changes in regulations so Annette will look into hiring another accountant. It was discussed that this person may also be able to serve as Treasurer. Jen moved that reimbursements to the winners of the Best of FLAVA to attend SCOLT and/or NECTFL be raised from \$500 to \$1,000 each. Isi seconded the motion, which motion passed unanimously. Helen reported that the Schilling Fund is not showing up with the other bank accountants. Kathryn moved to place \$15,000 to a



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separate Schilling Fund bank account, which motion was duly seconded and passed unanimously. Annette will inquire with the bank about this. Helen recommended that we use the Schilling Fund to offer scholarships to new teachers to attend FLAVA. We can also publicize this on the website and in the program to entice donations to the Fund. In addition, Dick recommended that we write grant proposals. The cost to provide the MOPI would be \$4900. If it were presented in English, all language teachers could attend. All members agreed that this would be a great use of our funds.

**5. Conference**

Thanks to Isi's tenacity, a contract has been signed with the hotel for 2016 and 2017 with dates in October and the per diem rate. Members agreed on the theme of *C's the Day*. There will be a Business Meeting with election of Secretary and President-Elect and voting on the proposed changes to the Constitution at 8:30-9:30 AM on Saturday with no concurrent sessions. An Agenda will be posted on the website 30 days in advance; members will be able to post comments. Friday night will include an Awards Banquet; there will be no Saturday Luncheon. It was agreed that Isi look into hiring a company to assist with aspects of the conference such as registration, name tags, and the program. This is commonly done in other similar organizations. Isi will inquire whether the hotel offers these services. After discussion, it was agreed that the full program will be posted on the website and a smaller program will be printed and provided to participants upon registration. This will include the names, times, and locations of the sessions, names of presenters, ads, the conference at a glance, a map, notice of the Business Meeting, the 2014 Best of winner, and the President's Message. Session descriptions will only be available on the posted version. In addition, Isi will explore purchasing an app, like that used by ACTFL at its annual convention. Annette will check with ACTFL. Members agreed that instead of a tote bag, conference participants will receive a portfolio containing a legal pad, the attendance certificate, and the smaller program. Isi agreed to request assistance for Deaf or Hard of Hearing participants to the hotel, as they are obligated by law.

**6. Pre-Service Teachers**

All present lamented the loss of the VCU Teacher Preparation Program. All divisions are looking for qualified teachers and community colleges seek experienced teachers with a master's degree. Kathryn suggested that VCU and other universities offer a course around FLAVA conference attendance. It could hook into the webinars as well. Annette will explore this possibility at Longwood as well.

**7. Revisions to the Constitution**

Much work was done on the Constitution to streamline the document and create separate Bylaws. Jen will add all of the edits and post the drafts on Google Docs for all present to examine and edit. The proposed document will be shared with the larger board at the upcoming March meeting.

**8. Seeking 501(c)(3) status**

Dick will pursue this. It is a long, arduous process, but then donations would be tax-deductible for donors.



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**9. Next Meeting**

The full Board of Directors (Advisory Council) will meet on March 28, 2015 at the Doubletree by Hilton Williamsburg beginning at 9:00 AM.

**10. Adjournment**

The meeting was adjourned at 3:00 p.m.

Respectfully submitted by FLAVA Secretary Jennifer Carson

This 5<sup>th</sup> day of January, 2015