



FLAVA Executive Board Meeting

July 31, 2018

DoubleTree, Williamsburg

Meeting Minutes

Tasks

- Sue
 - Work on the template for signs for Paloma
 - Prepare President's Message and send to Heidi
 - Confirm Strength Finders with Norah
 - Confirm Yo Azama with the Japanese Affiliate Group
 - Proof program
 - Check with Thomas re: constitution/bylaw changes
 - Check with Jennifer and Maria re: awards presentation
 - Check with hotel regarding the possibility of FLAVA Welcomes You signs outside the hotel
 - Create the Member Accomplishments page for the Fall Program
 - Confirm President's Reception and figure out who is sending invitations
- Bettina
 - Proof program
 - Research pop-up signs for FLAVA
 - Look at and share the updated contracts for 2020 and 2021 with the Board; upon entire Board approval, she will sign the contracts
- Margaret
 - Work on envelopes and labels for Conference
 - Buy gift cards for prizes for talent show

- Work on membership list for ACTFL
- Proof Program
- Heidi
 - Finalize Photo Contest Flyer with Rachel Cartwright
 - Work on Talent Show and Karaoke with JoAna
 - Work on SCHED for Fall Conference
 - Add Map of DoubleTree to SCHED
 - Advertise photo contest on social media
 - Advertise talent show on social media
 - Proof program
 - Contact Rachel regarding a blurb for photo contest for the program
 - Working on adding a background color to our Fall logo
 - Assist Sue with the Member Accomplishments page for the Fall Program
- JoAna
 - Work on Talent Show and Karaoke with Heidi
 - Check with Catherine on name tags
 - Confirm Affiliates lunches with Ruth Ferree
 - Check pricing of favors for conference and report back to the board
 - Confirm sponsors with Catherine Mazzola - especially Mambo Room
 - Contact Angela to email a reminder to all presenters to register for the Fall Conference
 - Working on logo for Spring 2019 Conference
 - Create the Spring Conference advertisement for the Fall Program
 - Confirm with Beatrix and Jeremy regarding their meals for lunch and breakfast for their respective groups during the Fall Conference
- Dick
 - Confirm Spring 2019 Conference dates and deadlines
 - Approve Spring 2019 Conference logo and theme
 - Proof Program for Fall Conference

Present:

Sue Robertson, President

Bettina Staudt, President-Elect

Margaret Hicks, Treasurer

Heidi Trude, Secretary (via Zoom)

JoAna Smith, Conference Coordinator

Absent:

Dick Kuettner, Past-President

9:00 AM – meeting Raye re: contracts; Raye will redo the contract and if the group approves we will go forward with it.

10:00 AM – meeting with Debbie and Derek to discuss conference meals and deadlines, as well as logistics and changes.

Treasurer's Report was shared and is available [here](#). Contact Margaret Hicks with any questions regarding the report.

The meeting was called to order at 1:20pm on Tuesday, July 31, 2018.

Business Meeting Agenda:

- I. Fall Conference
 - a. Meal info reminder to affiliates re: deadlines and payments
 - a. We need to find out what information that Ruth has given to affiliates. We agreed that affiliates need to be reminded of this. Affiliates will be billed for the meals after the conference. Attendees will select the affiliate luncheon when they register for the conference.
 - b. Bag favors this year?
 - a. We discussed possible changes to the swag and JoAna will share pricing information. We are looking at notepads, writing pens for all attendees and pop sockets for presenters in addition to the notepads and pen.
 - b. Notepads were approximately \$1000; pens were \$416 last year.
 - c. JoAna will look at cost of items and determine if there can be additional swag ordered and if it will be within the budget. Possible suggestions first aid kit (cost approximately \$1), reusable shopping bag.
 - i. if we can stay within \$4500, it would be good to add the first aid kits as favors.
 - c. Name tags/envelopes: who is printing, etc.
 - a. In the past, we printed in two batches early birds and regular attendees. We would need to stuff envelopes for lunch tickets. Margaret would be willing to handle the name tags and envelopes.

- b. If you register late, no lunch tickets
- c. Program or no program on the envelope label
- d. Margaret will have all labels made and we can finish what needs to be done on Wednesday evening.
- e. Name Tags
 - i. In the past, sent the list of early bird registrants and regular registrants to the printer.
 - ii. We discussed the possibility of doing it ourselves, but we decided that we need the name tags to look professional. We will check with Catherine Mazzola to see if she can handle this again.
- f. Labels for evaluation envelopes
 - i. This can be done ahead of time.
- d. Mambo Room
 - a. Right now this is in limbo. We need to check with Catherine Mazzola to see if there is a sponsor for this event.
- e. Talent Show and Karaoke:
 - a. Taron and Jonathan will MC the Talent Show again.
 - b. We need to find someone to run karaoke.
 - i. Heidi and JoAna will handle karaoke if no one else volunteers
 - c. We need to determine what prizes we want for the talent show.
 - d. How do we judge the contest?
 - i. Audience applause
 - ii. Google Form
 - iii. Let Taron and Jonathan figure it out
 - e. Margaret will buy the 10 \$10 gift cards.
- f. Photography Contest:
 - a. Heidi updated the board on the contest. We are ready to advertise and will include the announcement in the President's message.
 - b. We need to determine prizes for the photo contest.
- g. Strength Finders and Norah: what are we doing as a thank you? Did we decide on the location for sure?
 - a. We should be ready to go for Norah. Norah has submitted a description of the session.
 - b. We need to find a location for the session.
 - i. The session will be held in the amphitheater.
 - c. There will be 25-26 attendees.
 - d. How do we thank Norah?
 - i. We decided to give Norah an honorarium of \$300 and we pay for her registration and her printing costs.

- h. Guest speaker: Mr. Yo Azama
 - a. He will be coming to speak with the Japanese teachers.
 - b. He has agreed to give a 3-5 minute speech on Friday during the plenary session.
 - c. Sue will confirm all the details.
- i. Bettina: will need all information for special signs: guest speaker (?), sponsors, exhibitors ?
 - a. Paloma will have the signs made. Someone will need to gather all the information to send to Paloma. Bettina expressed she is unable to do this task.
 - b. Signs for guest speakers, sponsors, talent show and karaoke
- j. Program: format for this year; who is printing?; proofing; need info for photography contest in there, all special speakers and sponsors, special honors for members, do we want to list our major award winners???, spring conference page again; JoAna, do you have photos of all executive board members for the program? certificate of attendance in Program-at-a-Glance (sign: Your conference certificate is in at a Glance; please hold on to it for your records; also put this in SCHED)
 - a. What format are we going to use
 - i. We can use Google Docs and convert to a PDF
 - ii. This printer will keep costs lower than our previous printer.
 - iii. Once the job is assigned to the printer, the job will happen quickly.
 - b. The board will look over the documents and proof them. JoAna will send them out again.
 - c. Paloma will create the exhibitors boxes.
 - d. Rachel Cartwright needs to send a blurb to JoAna regarding the Photo Contest.
 - e. Member Accomplishments - we need someone to do this; Sue did this as president-elect in the past; however Bettina expressed concern over this task.
 - f. Spring Conference ad- who will do this?
 - g. We also need to remind all presenters to register for the conference
 - i. JoAna will ask Angela to do this
 - h. At-a-Glance
 - i. Add a map.
 - i. SCHED
 - i. Add a link to the map
 - j. FLAVA Welcomes You signs
 - i. this is an idea to consider if the hotel allows it

- ii. Sue will check on this
 - k. Thursday's Plenary: need to get with Thomas about constitution/bylaws
 - a. Sue has tried reaching out to Thomas and has not gotten a response yet.
 - b. We would need to have any changes before the Thursday meeting.
 - l. Do we agree on who comes in when and what is paid for?
 - Wed. afternoon: Executive Board plus Keisha; Gareth (rooming with Phil; how many nights will he stay?)
 - o We agreed on this.
 - Thurs. (dinner meeting): Advisory Committee, Affiliate Heads, Conference Team – pay one night or if two in a room, pay two nights OR mileage up to the cost of one night stay; pay for Executive Board for all nights; Sue needs to send email to everyone to remind of this dinner
 - o We agreed on this.
 - m. Sat. evening meeting for Best of...: I will ask award chairs to stay.
 - a. This will be the Executive Board and the Awards Chairs.
 - b. We also need to check on the FLAVA Awards Presentation Slides for our Awards Ceremony.

II. Spring Conference

- a. April 13, 2019 at W&L
 - a. This is the date that has been submitted.
- b. Theme?
 - a. Margaret suggested Enlightened Teaching
 - b. Bettina suggested Pathways or bridges
 - c. JoAna is working on a sketch around the theme of plugged in
 - i. Power the World with Languages
 - ii. Power Up with World Languages
 - 1. We decided to go with Power Up with World Languages for the Spring Conference theme as a follow up to the Fall Conference.
 - 2. JoAna will work on the logo.
- c. Dates for deadlines re: registering, etc.
 - a. Register by March 30 to receive breakfast and lunch
 - b. This will need to be confirmed by Dick Kuettner.

III. ACTFL

- travel plans; who all is going? (Nov. 16-18) in New Orleans
 - o Travel arrangements are underway. Heidi will confirm what is being covered by ACTFL.

- o Dick's candidacy
 - Dick was nominated for Board of Directors and is a nominee. He will complete an interview.
- 2019 meeting and FLAVA's role
 - o If we are participating as a local host, we will get the ACTFL rate for the conference
 - we need to clarify what ACTFL rates mean.
 - o There needs to be one person in charge of promotion for the area (VA, DC, and MD).
 - o Here are the notes from Sue's meeting with ACTFL
 - <https://docs.google.com/document/d/1CqFxyZg9LvdKCvJ-LMxTrrdgoEnfH0fJmZfJoI4egq8/edit?usp=sharing>
 - o Possible issue would be attendance at FLAVA Conference as members may opt to attend ACTFL over our conference; especially Northern Virginia.
 - o We will need to determine who will get the complimentary registrations.
 - o We will need to make membership to FLAVA clear on our FLAVA website.
 - o ACTFL in DC is expected to be the largest ever.

- IV. NECTFL: Feb 7-9 at Hilton Midtown in NY; will we register as vendor or individual members? Have to be there for 1:00 PM luncheon meeting
- a. Sue and Margaret will be presenting at NECTFL on the National Latin Exam
 - b. We need to confirm how we register for NECTFL
 - c. Bettina has a conflict and cannot attend NECTFL. We will need to determine who will go. We will need two representatives.

- V. SCOLT: March 21 - 23, 2019 at Sheraton Myrtle Beach Convention Center Hotel, Myrtle Beach, SC; do we register as a vendor or individual member, etc.?
- a. We need to confirm how we register for SCOLT.
 - b. We will also need to confirm who will attend

- VI. Future Sites
- a. We have committed to Williamsburg DoubleTree for 2020 and 2021.
 - b. The issue we have is finding a space that has the hotel rooms and the spaces for all the break out rooms.

- VII. Website Issues and Gareth

- a. There are concerns that Gareth is not responding to us.
 - i. scrolling banner
 - ii. fonts that are difficult to read
- b. Possibly contact Angela to see if she can change it or to see if Allison has been trained to do it.
- c. Need on website
 - i. photo contest
 - ii. talent show
 - iii. advertisement for conference
 - iv. tentative agenda
 - v. spring conference
 - vi. dates for interactive webinars
 - 1. October
 - 2. December
 - 3. February
 - 4. March
 - 5. May

VIII. Other

- a. Interactive Webinars
 - i. We need speakers for this year's webinars
 - 1. Allison Carneiro da Silva (confirmed October)
 - 2. Heidi Trude (confirmed December)
 - 3. possible speakers
 - a. Leah Devine
 - b. Meredith White
 - ii. Karin Woodrum is working on securing the remaining speakers and dates
- b. How do we get administrators to support FLAVA and allow their teachers to attend FLAVA
 - i. Bettina wants to see administrators helping to fund teachers and help the administrators realize the importance of this conference
- c. JoAna shared that we now have 184 proposals and hope we get 20 more through exhibitors, which would get us to over 200 proposals.
- d. Beatrix is having a plated meal for the Supervisors' group. We need to check on this with her. We can put them in Central Lounge.
- e. We discussed ideas for the president's reception. We need to figure out invitations to the president's reception and who will send them.

- f. JoAna is confirming with Jeremy Aldrich regarding the VADLEN breakfast during the FLAVA conference.

The meeting was adjourned at 4:40pm.

Respectfully submitted by FLAVA secretary, Heidi Trude
July 31, 2018.