

FLAVA Executive Board Meeting

January 20, 2018

Agenda

Tasks Assigned:

Sue

- Contact Rebecca Benefil again regarding the Spring Conference presentation
- Membership session for spring?
- complete bio
- Communicate with Rachel about the Photo contest

Dick

- Send Workshop Certificate to Gareth
- Complete bio

Margaret

- Complete bio

Heidi

- Sched for Spring Conference
- Flipgrid topic for FLAVA
 - what is member benefits
 - what did you learn at the conference
 - why be a part of FLAVA
- complete bio
- Newsletter ideas and options

JoAna

- Fix forms for spring conference
 - eliminate community college and university
 - change to Post-Secondary
- Confirm that all spring presenters are registered and will attend conference
 - see if Andrea M/Angela Rose will do this
- For Fall Conference see if Lisa Harris can do a session on the biliteracy seal and have a panel discussion
- Contact Barbara Marks from EMC for spring sponsorship
- complete bio

Bettina

- Talk with Barbara Marks about sponsoring breakfast and lunch at Spring Conference

- complete bio
- Gareth/Angela**
 - Fix forms for conference on web
 - eliminate community college and university
 - change to Post-Secondary
 - Work with Karin Woodrum to set up workshop evals and certificate

Meeting Minutes

Present:

Sue Robertson, President

Bettina Staudt, President-Elect

Heidi Trude, Secretary

Margaret Hicks, Treasurer

JoAna Smith, Conference Chair

Dick Kuettner, Past-President

The meeting was called to order at 10:00am on Saturday, January 20, 2018.

I. Welcome

- a. Sue welcomed all to the meeting and introduced the new officers, Bettina and Heidi.

II. Selection of Proposals for Spring Conference

- a. JoAna shared all of the Spring Conference proposals. The Board looked at the proposals and decided which ones to accept. The board looked at each session and determined which proposals to accept. Selected presenters will be notified of their acceptance.

III. Other Spring Conference Items of Business

- a. JoAna has completed the certificate, at-a-glance, and will update the schedule as needed.
- b. Meals at the spring conference
 - i. Breakfast and lunch
 1. We will need a sponsor for breakfast and lunch.
 - a. possibly Barbara Marks from EMC

- b. Decided to go with boxed lunches for the spring conference
- c. Friday pre-conference set-up
 - i. Exec Board will set up for the conference and have housing at W&L
- d. Sched
 - i. Heidi will create Sched for the Spring Conference
- e. Membership Session
 - i. should we have a session or what for membership
 - ii. possibly a working lunch
- f. Spring Evaluations
 - i. will be handed out during the last session of the conference

IV. Treasurer’s End of the Year Report

- a. Margaret shared the Treasurer’s report with the Board.
- b. We will need an addendum to the FLAVA contract with the DoubleTree regarding the rooms that will be shared with Lisa Harris/VDOE. We are looking at 800 attendees. We have the correction in writing from Polly at the DoubleTree, but need an addendum.
- c. Other 2017 conference expenses
 - i. Keynote
 - ii. StrengthFinders
 - iii. Talent Show Emcees
 - iv. Piano for Talent Show
 - v. Bartenders for Talent Show
 - vi. Dessert and Coffee for Talent Show
 - vii. Gift Cards for Talent Show
 - viii. Lunches on Thursday and Friday
- d. Suggested changes for conference registration costs for 2018
 - i.

	Membership and Registration	Conference Only
Early Bird (meals included)	\$140	\$150
Regular Registration (no meals)	\$150	\$170
On-site Registration (no meals)	\$160	\$180
Student/retiree membership &	\$50	

conference		
Lifetime membership & conference	\$500	\$100
Membership only	\$40	

ii. Dick brought up the fact that we should have prices locked in with the hotel/conference.

iii. Bettina brought up the concern of the costs associated with the website.

V. Fall Conference – October 4-6, 2018 at the DoubleTree

- a. Deadlines for proposals, registrations, when to meet with hotel, etc.
 - a. Deadlines for proposals: **March 15**
 - b. Email on April 2 or 3 with directions to those who are reviewing conference proposals (Exec Boars and Affiliates)
 - c. Meet to select proposals on **April 21** after the Spring Conference
 - i. have affiliates and conference team read the proposals ahead of time and try to have sessions pre-scheduled.
 - ii. Exec Board will plan to stay over Saturday night and finalize the schedule
 - 1. We have reserved 4 rooms at the Howard Johnson in Lexington
 - a. Exec Board
 - i. Bettina, Heidi, JoAna, Sue. Margaret,
 - b. Keisha Baylor and Angela Rose if available
 - d. We are going to use Google Forms for the Fall Conference Proposals
- b. Form changes
 - a. We are using Google Forms for Conference Proposals for 2018
 - b. Spring Registration
 - i. Cost \$40
 - ii. Deadline to register for registration for food - April 7, 2018
 - iii. Add formatting to the registration form to make lunch and breakfast clear
 - iv. Add yes I will attend lunch and breakfast
 - v. Add lunch options
 - 1. Beef
 - 2. Ham
 - 3. Turkey
 - 4. Vegetarian

- vi. Special Dietary requests
 - 1. Gluten-free
 - 2. Dairy-free
- c. Fall Conference
 - i. Exhibitor Registration Page
 - ii. Exhibitor Proposal Form
 - 1. we need to make sure that the regular members do not have access to the form
 - 2. after the registration for exhibitors is paid, can we link them to the proposal
 - iii. The Board looked at Paloma's concerns regarding the exhibitors
 - 1. There will be a contract added on exhibitor registration.
 - 2. Coffee break locations will be changed.
- c. Changes in program: receptions, awards, reorganization of program (opening session, more or longer breaks, should Thursday be only workshops), etc.
 - a. Changes to consider
 - i. Should we offer sessions and workshops on Thursday
 - ii. Opening Session
 - iii. Awards
 - 1. how can we make it special
 - iv. Presidential Reception
 - 1. Make sure we have the correct people invited
 - a. Students
 - b. Teachers with 2 or fewer years teaching
 - c. We need to include this on the Registration , so we can get the data for the invitation
 - i. This would be a good thing for the Membership Chair to do
 - d. Dick will work on making contacts with Superintendents and Supervisors to ensure we are getting the right individuals at this event. We can use this as an advocacy platform.
 - e. From the registration form, could we pull a list for the mentor program for Catherine.
 - 2. Possibly consider a breakfast on Friday or Saturday morning
 - 3. Friday morning - have a plenary session where we would welcome the new teachers and students

- a. reception that follows and then time to visit the exhibitors
 - b. this could also be where we give the awards
 - c. have some kind of food that follows
 - 4. In the opening session we will include:
 - a. recognition of awards
 - b. recognition of new teachers
 - c. 2017 Teacher of Year - Heidi Trude
 - i. gives speech
 - d. following this event, attendees will go to lunch/heavy hors d'oeuvres
- d. Meals (if box lunches: no bacon on turkey sandwich and monitor drinks), water stations
 - a. JoAna and Sue will work on menus with the DoubleTree
- e. Theme
 - a. Languages lead us on a path to understanding other cultures
 - i. From Lisa and VDOE
 - b. JoAna suggested going off of the path concept
 - i. There are lots of different graphics we could incorporate this into our themes
 - ii. Options to Consider:
 - 1. Languages are the path to adventure
 - 2. Language: Path to Understanding
 - 3. Languages Light A New Path
 - 4. Languages Enlighten the World
 - iii. The Executive Board decided on Languages Enlighten the World. We will bring graphics to the next meeting.
- f. Keynote speaker
 - a. This year we will have our 2017 FLAVA Teacher of the Year serve as the speaker.
- g. Poster contest?
 - a. There will not be a poster contest this year.
- h. Photography contest?
 - a. Sue will talk with Rachel Cartwright to see her thoughts on this. Heidi suggested the option of a digital contest.
- i. Have a Share & Take Session
 - a. This was suggested by a member.
- j. Sponsors - Catherine Mazzola will now be responsible for sponsors.
 - 1. Concern from Barbara Peterson and EMC?

- a. We discussed the letter and her concerns. FLAVA will work on giving exhibitors better coverage in the program. FLAVA will see what can be done in regards to scheduling breaks.
- 2. Phil's concern
 - a. The board looked at Phil's letter. We look to these exhibitors to fund our conference. Either we would need to increase our registration fee if we were to lower our exhibitor
- k. InDesign
 - a. It is a conference design program that we could use for our conference.
 - b. \$60 for 5 users
 - c. \$15 per person per month
 - d. JoAna will continue to contact the representative and share results with the Executive Board.
- l. Any StrengthFinders follow-up?
- m. Favors – give away items: leave up to committee? Budget?
 - a. The conference committee will look at this in February.
 - b. Budget \$3000-3200
 - c. Ideas
 - i. Notepad with calendar and travel pictures
 - ii. Popsockets
 - iii. slap bracelet with USB
- n. Put map in the At-a-Glance
 - a. Heidi can add a link for the conference map into SCHED.
- o. Put an updated program on website right before the conference; verify that SCHED has been updated and send out again right before conference starts
 - a. The board will work to keep everything updated and share on the website and SCHED.

VI. Meeting of entire leadership group – February 24th in Richmond

- a. Exact location and time frame?
 - a. Sue and Margaret will look at the Library and see if it will work.
 - b. Alternate options are Huguenot Road Baptist Church or CTC.
- b. Snacks/lunch?
 - a. Sue and Margaret will look at options nearby.
- c. Format of meeting – Sue will work on agenda, but are there precise things you all want to see accomplished?
 - a. Affiliates will need to give reports
 - b. Introduce the new advisory board and help them to establish their goals.
 - c. Have the executive board and the affiliates work with the new vision team members

VII. Website update and issues (maintenance and fees per Bettina)

- a. The Board had a conference call with Gareth. Gareth said Angela has pages 75% done. Once everything is set and finalized, the website will go live. We do not have a set date yet.
- b. The Board also discussed form changes with Gareth.
- c. Gareth will get all the user accounts back up and running this weekend.

VIII. FLAVA Newsletter

- a. Heidi will develop ideas to present at February meeting.

IX. Emergency Action Vote

- a. Bettina brought up the issue that she could not serve on the Conference Committee due to her role in CCPS and JoAna's role in CCPS. She will serve as a liason.
- b. The board took an emergency action to remove the President-Elect from her role from the Conference Chair. Dick made the motion and Margaret seconded the motion. The motion carried.

The Executive Board left these items up for discussion at our next meeting (February, 24, 2018, Location TBA):

X. New Initiatives

XI. Membership

XII. Constitution/By-Law changes, updates

XIII. Standards of Operating Procedures (SOP) – guideline and duties

XIV. Minutes (per Bettina)

XV. Thomas' suggestion re: affiliate reports

Respectfully submitted by FLAVA secretary, Heidi Trude
January, 21, 2018