



California Language Teachers' Association

**BOARD MEETING MINUTES**

October 10, 2020 via Zoom

10:00 am - 2:30 pm

Join the CLTA meeting by clicking this link:

<https://lbusd.zoom.us/j/2066522744>

**OR**

You can call in to join:

**Meeting ID: 206 652 2744**

**One tap mobile**

- +16699006833,,2066522744# US (San Jose)
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<https://lbusd.zoom.us/j/2066522744>

Item	Speaker	Action/Outcome
1. Welcome and introductions <i>15 min.</i>	Susan Watson	Present: Susan Watson, Paula Hirsch, Margaret Peterson, Angela Martinez, Verna Verspieren, Angela Martinez, Edward Stanko, Tanya Zaccane, Nancy Perez, Kevin Duffy, Alexis Frink, Evelyn Bejarano, Ronit....., Ali Milano, Raines, Paul Verduzco, Yoshiko Saito-Abbott
2. Minutes from: <ul style="list-style-type: none"> <li>● <a href="#">Last CLTA Board Meeting (5/11/20)</a></li> </ul> <i>15 min.</i>	Angela Martinez	Voted approved no abstentions
3. Adoption of Agenda <i>5 min</i>	Susan Watson	Voted to adopt with treasurer report added after executive director
4. Adoption of Consent Agenda <ul style="list-style-type: none"> <li>● SWCOLT Report</li> <li>● Executive Director's Report</li> <li>● Advocacy Report</li> </ul> <i>15 min</i>	Susan Watson	Voted to adopt
5. CWLP Update <i>20 min</i>	Margaret Peterson	Presented summary of CWLP/CLTA Leadership Institute 2020 (summer 2020): Engaging Head, Heart and Hands. Modules developed were sent to CDE and will be published on that website and on those of regional associations.

<p>6. CLTA 2021 Conference</p> <ul style="list-style-type: none"> <li>• San Diego Town and Country</li> </ul> <p>60 min</p>	<p>Paula Hirsch</p>	<p>Current status: not able to get out of contract but still working on it; they are still holding the \$10,000 deposit which Paula hopes to get back (possibly in November). 2022 conference will be in Sacramento. Paula is conducting extensive research on a virtual conference; they range in cost from 5-35k. We need to discuss how best to set up a virtual conference: pre-recorded vs. live (requires many zoom accounts). Upload cost does not change so it is unlimited. She attended a recent virtual workshop which had various helpful links. Discussion of benefits of virtual vs. live conference followed. Tanya pointed out that a virtual conference has the advantage of a membership meeting, and suggested creating a spreadsheet comparing options and costs. As a spring conference which may be affected by “zoom fatigue”, so it is important to keep costs down. Few presentations have come in but it was agreed that this is due to teachers being overloaded with work in adjusting to an online environment. More keynote type and international speakers could be included on a lower budget with a virtual conference. Tanya developed a form for proposals indicating preference for presentation (virtual vs. in-person) and the role of exhibitors was discussed. If the least expensive platform of FeedLoop were chosen, exhibitors could be charged less. Local sponsorships were discussed. The full board will need to meet sooner than January in order to approve a virtual conference. Suggestion was made for committee to put all suggestions in a document to present to executive board at November 13-14 meeting, and then board could approve it. Paula collected names for a forthcoming meeting to record ideas for the conference. Further research will be conducted.</p>
<p>7. Webinars</p> <p>15 min</p>	<p>Paul Verduzco</p>	<p>It has been challenging finding presenters but three webinars are scheduled in November and Dec. Price is \$10/webinar/members and \$25/non-members. A teachers-pay-teachers arrangement was mentioned. However if people are paying for the webinar materials should be included. \$10 should be the minimum fee due to credit card fees. Combining a membership fee with webinar fee to encourage membership was also discussed. Consensus was that the proposed \$10/\$25 structure is acceptable. Paul will make edits and will send it to everyone today. SWCOLT will have a specific version as they may attend for the same price as CLTA members.</p> <p>Lunch break followed with return at 12:40.</p>
<p>8. Treasurer</p> <ul style="list-style-type: none"> <li>• <a href="#">Reports</a> <ul style="list-style-type: none"> <li>○ <a href="#">Balance</a></li> <li>○ <a href="#">Year to Date</a></li> <li>○ Budget 2020-2021</li> </ul> </li> </ul> <p>15 min</p>	<p>Nancy Perez for Veronica Vidales</p>	<p>Nancy showed folder and current report.</p> <ul style="list-style-type: none"> <li>• Report - past and projected expenses were reviewed. Suggestions for adjusting expenses were made (insurance, IT, and especially credit card fees; Evelyn is researching this)</li> <li>• Budget - Tanya suggested further discussion within a small committee and adjustment of budget rather than approval today. Presentation of adjusted budget would occur at next Executive Board Meeting. A motion for limited expenses up to \$15,000 now was proposed and</li> </ul>

		passed. Next meeting is 11/14 for Executive Board. A small committee of Tanya, Evelyn, Paula and Nancy will meet to discuss the budget.
9. CLTA Voices and CLTA E-mails <i>5 min</i>	Evelyn Bejerano	Evelyn clarified the availability of CLTA emails. Tanya reminded everyone to have their CLTA emails forwarded to their regular emails. CLTA Voices goes out on the 5th and the 20th. Susan reminded everyone that it is a new membership year with CLTA. Messages will be going out to encourage renewals and membership. Evelyn and Angela are working on this.
10. Executive Director's Report <ul style="list-style-type: none"> <li>● <a href="#">Conflict of Interest Statement</a></li> <li>● Partnership with CWLP - rolling out Framework modules</li> <li>● Giving Tuesday - December 1, 2020</li> <li>● Study grant partners</li> <li>● Newsletter Due Dates (See below) <ul style="list-style-type: none"> <li>○ Winter (Articles Due 1/6/21; Newsletter distributed 1/15/21)</li> <li>○ Spring (Articles Due 4/1/21; Newsletter distributed 4/10/21)</li> <li>○ Summer (Articles Due 6/1/21; Newsletter distributed 6/10/21)</li> </ul> </li> </ul> <i>45 min</i> <i>Executive Director Search</i>	Tanya Zaccone	<p>Tanya reminded us of the importance of a Conflict of Interest Statement. It is still being redacted and will eventually be available for us to sign.</p> <p>Tanya thanked Margaret for her fantastic presentation of the CWLP framework/modules this morning.</p> <p>Tanya suggested having a small group work on proposals for Giving Tuesday. Nancy will help her with this.</p> <p>Tanya asked for additional study grant partners. She is adding French back in this year.</p> <p>Tanya reviewed the newsletter dates and asked if there any affiliates that should be highlighted. Edward suggested FLCSD as they were recently revived. Tanya also asked for a volunteer to take on reporting on the ACTFL conference. Margaret and Ali will do this.</p> <p>Tanya had mentioned in her report, and Susan highlighted, the new Chancellor for CSU and his background with World Languages.</p> <p>Nancy reviewed the Executive Director Search and the 3 candidates. Review will continue until December. They will be interviewed in December. More information is forthcoming in January following the interviews.</p>
11. Confirm dates for <u>2020-2021 CLTA Board Meetings</u> <ul style="list-style-type: none"> <li>● <i>Zoom Meetings - 10:00 am - 2:30 pm</i> <ul style="list-style-type: none"> <li>○ October 10, 2020</li> <li>○ January 9, 2021 - agenda items due 12/19/20</li> <li>○ April 10, 2021 - agenda items due 3/20/21</li> </ul> </li> </ul> <i>5 min</i>		Executive Board will meet on November 14th and again later in November as necessary. Next full Board meeting will be in January. Last one is in April.

<p>12. HOMEWORK  Affiliate Representatives -  check the information on the  CLTA website and verify that  the information for your  affiliate and its officers is  correct</p>		<p>Susan reminded affiliates to check their websites and info.  Tanya reminded everyone to have two sets of eyes check  everything.</p>
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**WINTER NEWSLETTER**

- Announcement of new Executive Director (or Spring Issue??) - Nancy Perez
- Message from the President - Susan Watson
- Membership article - Angela Martinez
- Conference A article - Paula Hirsch
- Conference B article - Paula Hirsch & Paul Verduzco
- Short By-laws blurb re the new process - Tonja Byrom
- Summer Seminar information - Tanya Zaccone, Don Doehla & Margaret Peterson
- Focus on Affiliate - \_\_\_\_\_
- News from CDE - Tanya Zaccone & Susie Watts
- Advocacy News - Rebecca Estes
- ACTFL Conference News - \_\_\_\_\_
- Message from Executive Director - Tanya Zaccone
- Awards - Edward Stanko
- Committee for Inclusion on Professional Development - Alfredo Varela
- Dr. Joseph Castro - Tanya Zaccone & anyone else who can help

Meeting was adjourned at 1:46 p.m.