



CALIFORNIA LANGUAGE TEACHERS' ASSOCIATION
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California Language Teachers' Association
BOARD MEETING MINUTES

April 10, 2021
Via Zoom
10:00 am - 2:30 pm

Item	Speaker	Action/Outcome	Minutes
1. Welcome, introductions of guests <i>5 min.</i>	Susan Watson		Meeting called to order at 10:05 am.
2. Introduction & welcome to Elizabeth Matchett, new Executive Director of CLTA - Greeting from Liz <i>10 min.</i>	Susan Watson Liz Matchett		Greeting from Liz M., who would like to meet for 30 minutes with each board member in the time to come. Click the link below to schedule a meeting with her. Link to request a meeting
3. Minutes from January 9 board meeting <i>15 min.</i>	Tonja Byrom	Vote to <ul style="list-style-type: none">• Approve - or• Approve as corrected	Motion made by Kevin D. to approve minutes. Seconded by Nicole N. No discussion. Approval of the minutes passed unanimously.
4. Adoption of the Agenda <ul style="list-style-type: none">• <i>Voting members may ask to move the order of agenda items</i>• <i>Chair may clarify possible circumstances that may change the</i>	Susan Watson	Vote to <ul style="list-style-type: none">• Adopt or• Adopt with changes in order of agenda items	Motion made by Kevin D. to approve minutes. Seconded by Nancy P. No discussion. Adoption of the agenda passed unanimously.

<p><i>order</i></p> <p><i>5 min.</i></p>			
<p>5. Adoption of Consent Agenda</p> <p>FLASH Report</p> <p><i>15 min</i></p>	<p>Susan Watson</p>	<p>Vote to adopt</p>	<p>Motion made by Kevin D. to approve minutes. Seconded by Nicole N. Discussion: FLASH report made available to all. Approval of the consent agenda passed unanimously.</p>
<p>6. Treasurer's Report</p> <p>CLTA Treasurer's Reports</p> <p>Independent Contractors (earning more than \$600) IRS W9 form</p> <p>Treasurer's Advisory/Auditing Committee</p> <p><i>15 min.</i></p>	<p>Nancy Perez</p>	<p>Informational</p>	<p>Discussion of Treasurer's Report:</p> <ul style="list-style-type: none"> • Nancy P. shared a problem with the submission of a non-profit tax form. Problem has been resolved and there was an unbudgeted cost associated of \$375.00 • Liz M. will work with Nancy P. to move CDs to low-risk but higher yield accounts • Per Tanya Z. (would like on record): There was always a management committee for years and years (Tom Blair - disagreed with Sylvia Jones on whether or not to spend money). Nadine Elwood became management chair when Tanya Z. came on as executive director. This should be more than one person and should meet more often than just once in the summer. This should be a permanent standing committee and their role would be to oversee the finances. • Susan W., Nancy P., Paula H., Liz M., and Evelyn B. currently serve on this committee.
<p>7. SIG Proposal</p> <p>SIG Proposal BACKGROUND Information 2021</p> <p>Slideshow Presentation</p> <p><i>20 min.</i></p>	<p>Liz Matchett Ronit Ron-Yerushalmi Angela Raines</p>	<p>Vote on establishment of SIG as proposed</p>	<p>Ronit Y. and Angela R. presented the idea to create a SIG for underrepresented languages. See linked presentation for mission and other specific information.</p> <p>It was noted that a Board vote to approve beginning a SIG or SIGs will necessitate a change to the By-Laws.</p> <p>SIG would not be an affiliate. It is envisioned that when paying for membership, members would select and pay additional \$ for SIG membership. As far as the budget for the SIG, there was some discussion as well.</p> <p>Board members made suggestions including budget coming from SIG member fee, should offer more than one SIG, not a board position.</p>

			<p>Questions from SIG proposers: Can SIG have a space on CLTA website? (yes) Can there be a SIG corner on Voices? (suggested to check with Evelyn) What would be the next steps for the SIG planning group? (suggested they meet, figure out the weeds part of this)</p> <p>MM by Nicole N. to approve the underrepresented language SIG as proposed by Ronit Y. and Angela R.. Seconded by Kevin D. Discussion followed. Motion passed unanimously.</p>
<p>8. CWLP Update 20 min</p>	<p>Margaret Peterson Don Doehla (will come at 11AM)</p>	<p>Informational</p>	<p>Margaret P. shared update on Summer Seminar. Held virtually July 16 - 21st via Zoom. Summer Seminar will follow the same model on days as usual (beginning on Friday and ending on Wednesday). Information can be found at www.worldlanguagesummerseminar.org \$350 for strands, \$450 if paying for CEUs Grants available for Japanese strand, Sylvia Jones. CARES Scholarship also available.</p> <p>Please be sure to share this information with colleagues in all ways possible. Also, be sure to encourage student strand nominations.</p>
<p>9. Update on Treasurer Search</p> <p>Idea: Hire accountant/create bookkeeper position 5 min.</p>	<p>Liz Matchett Nancy Perez</p>	<p>Vote on hiring accountant and creating bookkeeper position</p>	<p>There has been one inquiry at this time.</p> <p>Proposed changes to Treasurer workload:</p> <ol style="list-style-type: none"> 1. An accountant to take care of quarterly taxes, 1099s, and W2 forms and the payment to the accountant coming out of the treasurer's salary. Paula suggested discussing possible cost with current accountant to get an idea of what the cost would be. Payment to the accountant would come out of the Treasurer stipend. 2. A treasurer functioning as a bookkeeper. 3. Nancy P. would like to remain as treasurer for summer seminar. Discussion of cost. In the past, there was a \$599 stipend coming from the CWLP summer seminar budget. <p>Any vote will be tabled until further information on accountant fees can be found; Nancy P. agreed to gather this information.</p>
<p>10. Update on Secretary Search 5 min.</p>	<p>Liz Matchett</p>	<p>Informational</p>	<p>Posted on the website and will be coming out in Voices. Please send applicants to the website.</p>

<p>11. President's Report</p> <ul style="list-style-type: none"> • LILL • Affiliate Representatives <p>10 min.</p>	<p>Susan Watson</p>	<p>Informational</p>	<p>LILL: Angela M. will be the LILL rep and LILL will be online this year due to COVID.</p> <p>Affiliate Reps: Please check your emails at least once a week.</p>
<p>12. Conference Report 2021 San Diego</p> <p>Conference Financial Report</p> <p>ACTFL 2021 Conference in San Diego</p> <p>Program Chair</p> <p>20 min.</p>	<p>Paula Hirsch Evelyn Bejarano</p>	<p>Vote on honorarium for workshop presenters</p> <p>Informational</p>	<p>Paula H. and Evelyn B. discussed the attached conference financial report.</p> <p>Attendee feedback is being viewed and the conference team is working to bring in suggested topics and presenters for the next conference. The hope is to be in person for next year's conference but this is not known at this time. Paula H. is exploring options for recorded interest sessions as well as the air filtration system at the hotel.</p> <p>Bethany T. resigned as program chair. Currently looking for a program chair and we need that person now. Please encourage people to apply. Ad will go out through Voices and will also be posted on the CLTA website.</p> <p>ACTFL 2021 will be online and we are the host state. ACTFL needs CLTA to send people who can provide yoga, belly dancing, etc. for morning activities that will be recorded. Encourage colleagues to maintain membership to CLTA. Membership this year will be extended to November 25th/26th to avoid loss of revenue.</p> <p>For upcoming conferences, we should plan for more activities that include kids/students, similar to Intergenerational Voices. Also bring in more activities that give teachers a voice.</p> <p>FLASH and FLAGS discussed collaboration on planning the next conference. It was also suggested the MCLASC and SB-VALT collaborate the next time the conference is in LA. 2023 CVWLA and KCLTA will collaborate. Local chairs should consider which pieces will be shared between affiliates and discuss the revenue sharing as well.</p> <p>Kudos to this year's conference committee!</p>
<p>13. Mini-conference Webinars</p> <p>slides</p> <p>Webinar Disclaimer</p> <p>20 min.</p>	<p>Liz Matchett Paul Verduzco</p>	<p>Informational</p>	<p>Liz M. shared information on expanding webinar offerings (from the attached slides).</p> <p>Suggested that we merge other book clubs.</p>

			<p>Reach out to DLI: Paul, can you create some kind of list where we can put together contacts for DLI we can reach out to.</p> <p>Nicole N., Tonja B., Mireille M., Alexis F., Angela R., and Nancy P. for the planning committee; Paula H. (financial side) and Evelyn B. (as registrar) offered to help with planning the expansion. Liz M. and Paul V. will co-chair this committee.</p>
<p>14. By-Laws Revision 10 min.</p>	<p>Tonja Byrom Liz Matchett</p>	<p>Vote on proposed revisions to By-Laws</p>	<p>Tonja shared proposed revisions in the attached document.</p> <p>MM by Alexis F. to accept proposed changes to By-Laws. Seconded by Nancy P. No discussion followed. Motion passed unanimously.</p>
<p>15. Task force for evaluation of Executive Director 5 min.</p>	<p>Tanya Zaccone</p>		<p>Looking for a Task Force to create an evaluation tool for the Executive Director.</p> <p>Tanya Z., Susan W., Paula H., and Tonja B. volunteered to serve on the task force. Tanya Z. will chair the task force.</p>
<p>16. Awards & TOY for this coming year 2022 15 min.</p>	<p>Edward Stanko</p>	<p>Informational Discussion on whether TOY should pay for the next year's conference</p>	<p>Tabled</p>
<p>17. Advertising Chair Application Questions Application Answers 10 min.</p>	<p>Susan Watson</p>	<p>Vote to approve Advertising Chair</p>	<p>There is an applicant. Board reviewed applicant documents.</p> <p>MM made by Nancy P. to appoint Jenee Fawson to the position of Advertising Chair. Seconded by Nicole N. No discussion followed. Motion passed unanimously. Liz M. will notify Jenee F. of her appointment.</p>
<p>18. Adjourn</p>	<p>Susan Watson</p>		<p>Meeting adjourned at 2:28 pm.</p>

Respectfully submitted by

Tonja Byrom
Interim CLTA Secretary
CLTA Past President