

## CSOTTE Executive Board Meeting

April 23, 2012

St. Edward's University

Austin, TX

### MEETING MINUTES

Call to Order: 1:08pm

Present: Michael Rosato, Jane Thielemann-Downs, Ginny Fender, Sue Owens, Grant Simpson, John Miazga, Elda Martinez, Amanda Rudolph, Denise Staudt, Brian Miller, Dana Kenamer Pemberton

#### Meeting Minutes

- Minutes from the February 2012 Board meeting were read aloud, reviewed, and approved with noted corrections.

#### Financial Report

- Jane Thielemann-Downs presented the financial report (provided). A grand total of \$33,035.83 reflects: payment to Cvent and webmaster. Cash accounts balance are \$4,899.03 and investment accounts balance are currently \$28,136.80.
- Call for organization dues (due at May retreat). Jane will email each organization.

#### Web Site

- Concerns about current webmaster (specifically, responsiveness) were discussed. Board members are asked to consider the possibility of selecting another webmaster.
- Jane asked for feedback and recommendations for webmaster options.
- Elda recommended the TxATE webmaster, Kay Guenther (Website Solutions) and will send Jane her contact information.

#### Slate of Proposed Officers 2012-2013

- Denise Staudt presented the slate of proposed officers as follows:
  - Michael Rosato, Advisor
  - Brian Miller, Chair
  - John Miazga, Chair Elect
  - Krystal Goree, Secretary
  - Grant Simpson, Treasurer
  - Jane Thielemann-Downs, Executive Director
- The Board voted and approved the slate as presented.

#### Conference 2012

- The conference planning sheet was presented and reviewed for needed revisions.
- Brian reported that the Sunday general session speaker is still in progress. The Monday general session has been secured.

Emerging Scholar Strand (Monday, October 22)

- Rooms for the preservice and new educator strand need to be considered.
- Dana suggested clarification on the term “Emerging Scholars” to ensure understanding. The call for proposals will be amended to include “...CSOTTE will offer undergraduate and graduate presenters...”
- The preservice and new educator strand was also discussed. The same room planned for the poster sessions will be reserved and utilized for the preservice and new educator strand.
- Jane will send out a description of the Emerging Scholars’ events through C-Vent to explain and elicit participation.
- Discussion about registration for the educator strand considered: one-day registration rate, schedule, no-meal included, poster regulations.
- Amanda will send information to poster presenters with preferred format (table top, must be self-standing displays).
- Dana will draft program description and will send to Jane for addition to the C-Vent registration system.
- Presenters for the Emerging Scholars strand will be invited by the Emerging Scholars Committee.

General Sessions

- General Session I- still in progress
- General Session II- Yong Zhao confirmed (Skype session with Board: May 16<sup>th</sup> @ 9:30am)
- General Session III- Plated Luncheon, Music Entertainment & Awards
- General Session IV- TACO/TACA Joint Info Meeting

Miscellaneous

- TDFE/TACA: Each group needs to write one check to CSOTTE for student awardees/guests. A motion to amend fees for awardees/guests to \$30.00 per person was discussed and approved.
- The Board Reception will be held at 7:00 on Sunday in Presidential Suite.
- Sponsors: Members will continue to contact potential sponsors (as per Feb. minutes). Jane will send a sample sponsorship letter to board members. An idea for a sponsored reception with product display/presentation was suggested.
- Vendors: If vendors request a presentation session, this information will be shared with Amanda. Presenter acceptance letters will include a note that break-out sessions do not allow for product sales unless a vendor fee is paid.
- Vendor Solicitation: Ideas generated for increasing vendor participation included: publishing companies for general session speakers, education materials/resources. Additional recommendations can be sent to Mike, Jane, or Brian.
- Conference flyers will not be printed this year. Rather, electronic flyers will be available for organizations to disseminate.

Electronic Program Initiative

- A proposed mockup of an e-program for 2012 was presented. The Board discussed elements included and recommended revisions.
- The Board recommended selecting an individual to develop/oversee the Conference Website for a stipend. Elda was suggested and accepted the role. She will track time for labor and will report after the conference.
- Amanda will inform presenters of deadline to submit presentation materials.

QR Code Initiative

- A QR code can be added on the printed program. The Board discussed possibilities of QR codes for each presentation or one QR code for the program cover. This QR code will link to the Conference Website.

Upcoming Conferences

- 2013 San Antonio Omni Colonnade
- 2014 Austin
- 2015 ?
- 2016 Austin

Upcoming Meetings

- May 15-16, 2012 Planning Retreat at the Port Royal Beach Resort
- Additional meeting dates will be established at the May meeting so new board members can provide input.

Other Business

- Members were reminded to register for the May retreat and to reserve their rooms.
- TxATE has extended their Call for Proposals to May 4<sup>th</sup>. A revised flyer will be sent to members for dissemination.

With no additional business, the meeting was adjourned at 4:07pm.

*Submitted by: Elda Martinez, 4-23-12*