

CSOTTE Board Retreat
Port Aransas, TX – Port Royal
May 15 – 16, 2012

Meeting Minutes

Meeting called to order: 12:08 p.m.

Board Members Present – Michael Rosato, Brian Miller, Pam Tipton, John Miazga, Art Hernandez, Grant Simpson, Denise Staudt, Dana Pemberton, Elda Martinez, Amanda Rudolph, Ginny Fender, Jane Theilemann-Downs, and Krystal Goree. Susan Allen was present on Tuesday.

Welcome

- CSOTTE Chair, Dr. Mike Rosato, welcomed everyone to the meeting.
- Krys Goree reminded everyone to submit nominations for Student Teacher of the Year to TDFE by June 1, 2012.

Minutes

- Minutes from the April 23, 2012 Board meeting were reviewed and approved with one noted correction. Correction/addition: A 4th bullet should be added on page 2 under the topic of Emerging Scholar Strand to read, “Cost for pre-service teachers and graduate students to attend the Emerging Scholar Strand will be \$25.00 for the day, lunch not included.” (Motion by Brian Miller; second by Denise Staudt)

Financial Report

- Jane Thielemann-Downs presented the financial report. During the past fiscal year (May 1, 2011 to April 30, 2012), inflows in the amount of \$85,297.81 were reported and outflows in the amount of \$82,081.75 were reported. Net inflow totaled \$3,279.06. There were no outstanding bills.
- Invoices for organization dues were distributed. Checks for dues should be mailed to Jane.
- Electronic registration and media carts for presenters have been added to conference expenses during the past couple of years. These two items have increased the cost of the conference, making it necessary to spend some money from the savings account.
- Ginny Fender will be added to the bank signature card. (Motion by John Miazga; second by Michael Rosato) The motion passed with a unanimous vote.
- Finance Audit Committee for 2011 – Grant Simpson, John Miazga, and Pam Tipton were chosen to serve as audit team members.

Website

- Jane recommended that Kay Guenther be hired as the new webmaster for CSOTTE. (Motion by Denise Staudt; second by Pam Tipton). Discussion...Jane explained there will not be a contractual agreement with Ms. Guenther. There was not a contractual agreement with the previous webmaster. The motion passed with a unanimous vote.

- Elda requested that the Board approve expenditures for web domain registration and website hosting fees, presenting a 87.83/per year estimate (139.78/two years) A motion was made to authorize an expenditure not to exceed 150.00 and passed unanimously.

Conference 2011 – Final Report

- Jane pointed everyone to the information included in the packet regarding conference expenditures.
 - CSOTTE has a three year contract with CVENT e-registration (\$5,000.00/year)
 - One speaker was paid early, so that entry is misleading.
 - The Board chose to get the cancellation insurance for the 2011 conference due to the fact that the conference site was on the coast.
 - The cost of conference venues is increasing annually.
 - Three meals are currently included in the registration fee (breakfast and lunch on the first day and brunch on the second day). Options for cutting costs on food and beverages were discussed.
 - Information was shared regarding costs of holding the conference at various locations.
- Conference registration
 - Most participants still pay by checks; some pay with credit card.
 - There were 381 participants registered for the conference, including vendors, sponsors, and presenters. Of the 381, 327 paid registration fees. There were 18 who registered but did not participate and did not pay, resulting in a financial loss to the organization (approx.. \$3,500.00).
 - Registration will go up in about two weeks. When universities go back in August, income begins to generate for the conference. The process is really seasonal and influences expenditures.
 - The following registration/notification schedule was recommended for the 2012 conference:
 - ❖ Amanda Rudolph will contact those who have submitted presentations proposals by July 15,, letting them know whether or not their presentations have been accepted.
 - ❖ Early registration ends Sept. 15 (\$195) – payment must be received by September 15th
 - ❖ Regular registration will be offered from Sept. 16 to September 31 at the rate of \$225
 - ❖ After October first, registration fee will be \$250 – presenters who have not registered and paid will be dropped from the program. An email will be sent to inform them.
 - ❖ Onsite registration will be \$400.00
 - Fee structure needs to be clear on the website – not only through the registration website as it is right now. Jane will make sure that is changed.
 - Art Hernandez suggested that an email be sent out explaining that the new deadlines have been established in an effort to hold down costs for everyone. Jane added that it might be best if the email came from the CSOTTE Chair.
- Brian Miller asked that the agenda item “Conference Evaluations and Comments” be crossed off the agenda because it was addressed at the last Board meeting.

SBEC/TEA Update

- Advisory Committee – There is an important meeting coming up on June 20th. On June 8, there will be a board meeting at which data will be presented to the board.
- Stakeholders Committee – PEEQ data will be presented and

Comment [GK1]:

Conference 2012 – Planning

- Board members were presented with the conference planning sheet for the upcoming fall conference. The goal of offering more breakout sessions presented by faculty will be met. At the 2012 conference, there will 8 sessions at each of the three break-out session time on Monday and 9 sessions at each of the three break-out session times on Tuesday.
- Location - This year's conference will be held at the Sheraton Austin Hotel at the Capitol; (Conference Cover design)
- Conference Flyer – Brian Miller is working with that at someone at Sam Houston State University to design the conference flyer. He has not completed it yet but shared that it has graphics that go with the conference theme. There is \$150.00 budgeted for the flyer. One QR code will be for the entire brochure and on some of the signage.
- Conference Theme – Texas Teacher Education: Discerning Future Directions
- Speakers
 - Brian Miller has sent confirmation to Zyong Zhao (University of Oregon) who will be the keynote speaker at the 8:30 General Session on Monday. Dr. Zhao was a keynote speaker at AACTE and was recommended. His presentation is on the AACTE website for viewing. (The Board with Skyped with Dr. Zhao on Tuesday morning at 9:30).
Art Hernandez suggested that CSOTTE ask permission to videotape the presentation. Grant Simpson suggested that we send Dr. Zhao the PEEQ powerpoint and report for his review prior to the presentation.
 - Ann Smisko and Janice Lopez have been confirmed to speak at the conference brunch session. There will be no open microphones; questions will be sent in advance.
 - A speaker has not been identified for the Sunday general session.
- Sponsors
 - Jane Thielemann-Downs passed out the information/document sheet that is currently being sent to sponsors and requested input from the Board.
 - Michael Rosato suggested that the sponsorship list be arranged in monetary order.
 - Suggestions were made for changes in the wording of the letter and application (noted on letter).
 - Art Hernandez recommended that money be put in the budget for the Chair and Past-Chair to visit prospective sponsors.
 - Jane suggested that perhaps sponsors could offer special sessions as part of their sponsorship.
 - The suggestion was made that foundations (e.g., Sid Richardson, Cooper) be contacted and given the opportunity to sponsor events.
 - Sponsorships should be secured by July 30th.

- Vendors – Jane Thielemann-Downs reported that all vendors receive contracts. She passed around a list of vendors and asked everyone to add names of possible vendors to the list.
- Exhibitors
 - Exhibitors currently pay \$250.00 for a table. The cost to CSOTTE is \$183.00. Discussion ensued about the possibility of increasing the fee for exhibitors. In the current contract, it says that vendors pay for any extra service they need (i.e., electrical connections). Art suggested that we charge them for the hookups, etc., if they need them.
 - Art Hernandez noted that teacher preparation institutions might be interested in securing a booth to showcase their programs. They would be charged the same price as the vendors.
 - Art Hernandez also suggested that key individuals (i.e., Chair of House Education Committee, HR Directors and Superintendents of school districts) be invited guests at the conference and be informed of particular sessions that they might want to attend.
- Emerging Scholars Strand
 - A one day strand (The Emerging Scholars Strand) will be offered for undergraduate and graduate students on Monday of the Conference at the special rate of \$25.00. Note: Meals are not included in the special one day/\$25.00 rate.
 - An hour and fifteen minutes will be built into the Emerging Scholar Strand schedule for lunch.
 - Undergraduate and graduate level students are invited to submit proposals for the Emerging Scholars poster session; however, those registering for the Emerging Scholars Strand are not required to present a poster.
 - Posters will be presented from 10:15 – 11:30 on Monday of the conference. Posters will be available for viewing throughout the day.
 - Students who wish to participate in the full conference will need to register for the full \$100.00 rate.
 - Students registering for the \$25.00 Emerging Scholars Strand will have a different nametag design/color.
 - Emerging Scholar participants will attend the first General Session on Monday. Dana Pemberton will draft a schedule for the entire day.
 - Elda Martinez, Amanda Rudolph, Brian Miller, Jane Thielemann-Downs, John Miazga, and Dana Pemberton will collaborate to clarify verbiage for the brochure and conference website about the Emerging Scholars Strand.
 - There will be a separate program of activities for the Emerging Scholars Strand; however, the poster presentation session will be included in the conference schedule for all participants.
 - The following registration designations will be available for the conference:
 - Regular attendee
 - Student attending full conference
 - Emerging Scholar Attendee
 - Emerging Scholar presenting poster
- Door prizes – TACO will secure, organizing and presenting doorprizes again this year.

- Registration – TACA will be responsible for registration at the conference again this year.
- Call for Proposals – Amanda Rudolph – only received six so far. Not due until July. Jane will send out reminders. that proposals are due.
- Schedule – Jane will post the entire Conference at a Glance, the hotel map, and the QR code/URL on the CSOTTE website.
- Breakout Sessions - Elda Martinez and Amanda Rudolph will let presenters know that presentation times/location will be made current on the website.
- Menus – Conference menus were reviewed. The Board discussed offering a continental breakfast on Monday morning of the conference (cereal, bagels, yogurt, Danish and fruit). Jane Thielemann-Downs will explore the difference in cost for a buffet and a served luncheon for Monday at noon and will check on the brunch options for the Tuesday meal. She will share her findings with the Board via email.
- Entertainment – Julie Teel, President of TDFE, is responsible for securing the entertainment. She is hoping to have a steel drum group perform. Julie will need to make sure that the entertainers know the schedule/time/location/luncheon plans/luncheon seating. There will not be a raised stage for the steel drum corps.
- Evaluations – TDFE will be responsible for the conference evaluations again this year. The Board asked that a question about cutting costs as opposed to cutting services. (i.e., light lunch v. full lunch) be added to the survey.
- Awards – conference procedures and schedule
 - TACA will have three award recipients/TDFE will have three award recipients. Each organization (TACA and TDFE) will write one check to CSOTTE for the luncheon costs for the award recipients and their guests (\$30.00 per attendee).
 - TxATE will be presenting two awards (the Coody and Booker Awards)
 - TACTE will present the Leadership Award.
 - All awards will be presented at the Awards Luncheon (General Session 3) on Monday at 12:15
- Event Cancellation Insurance -There was event cancellation insurance purchased for the conference last year in Corpus Christi. Jane Thielemann-Downs asked if the Board desired to purchase insurance for the 2012 conference. It was decided that the item would be tabled, giving Jane time to carefully look over the documents.
- TACO and TACA will give Jane Thielemann-Downs a list of presenters for the Monday general session so that she can make nametags, etc. They will let Jane know about any AV equipment that will needed. She will order the equipment and, after the conference, TACO and TACA will reimburse CSOTTE for the AV costs.
- John is going to check to make sure that Task Stream is doing the bags again this year, Jane needs to know if she needs to order them through another source.

Meeting schedule for CSOTTE Board

- Friday, September 21, 2012 – 9:30 a.m. – 3:00 p.m.
- Sunday, October 21, 2012 – Sheraton Austin Hotel, Board Luncheon – 10:00 a.m. in Salon A&B
- Friday, February 8, 2013 - 9:30 a.m. – 3:00 p.m. ~ Location - TBA

- Friday, April 19, 2013 ~ 9:30 a.m. – 3:00 p.m. ~ Location - TBA
- May 21 & 22, 2013 - 2013 CSOTTE Board Retreat –Port Royal in Port Aransas, TX

Future Conferences

- October 2013 – San Antonio, TX at the Omni Colonnade
- October 2014 – There was discussion about having the conference in Austin in 2014, depending on how pleased everyone is with the conference this year.
- The Board discussed investigating options in the DFW area for the 2015 conference

Constitution Review – no items were brought up in need of being addressed at this time

Audit Committee Report –Pam Tipton reported that the Audit Committee met yesterday and reviewed financial books. Everything is in order.

Other Business

- The Board discussed the possibility of offering a “private conversation with Zyong Zhao” in the presidential suite following the general session on Monday during the upcoming conference. Michel Rosato, Brian Miller, and Grant Simpson would represent CSOTTE at the event at which invited public officials would respond to the speaker’s ideas. These officials might be invited to the luncheon.
 - The following board member offered to contact officials and it was suggested that Brian Miller would send a follow-up invitation to the event: Grant Simpson – Janice Lopez and Ann Smisco; Brian Miller – The Commissioner of Education and the Commissioner of Higher Education; Art Hernandez – Chair of the Calendars Committee; Grant Simpson – will talk to Pete and Val about inviting representatives from the Sid Richardson Foundation. It was suggested that key people from the Appropriations Committee, Governor’s Council – Round Table also be invited.
 - Art Hernandez suggested that information (bio) about the keynote speaker be included in the invitation.
 - Brian and Jane will send follow-up information to the board.
- Art Hernandez suggested revisiting mission/vision statements due to the fact that “they are the banner on our correspondence.”
- The Board discussed the need to revisit conference registration fees and registration amounts in the near future.

Recognition of outgoing board members

The four outgoing CSOTTE Board members in attendance were recognized were presented with a plaque: Pam Tipton, Dana Pemberton, Elda Martinez, and Denise Staudt. Michael Rosato, the outgoing Chairman of the Board, was also presented with a plaque and thanked for his outstanding service to the Board.

The meeting was adjourned by Michael Rosato and Brian Miller at 11:01 a.m.

Respectfully submitted by Krystal Goree, May 23, 2012.