

## April 19, 2013

1. **Call to Order** - Brian Miller, chair, called the meeting to order at 9:34 a.m.

2. **Introduction – board members**

Members present: Julie Teel-Borders (TDFE), Pam Tipton (Executive Secretary), Diana Everett (TAHPERD), Ginny Fender (TACTE), John Miazga (TACO), Brian Miller (Chairman), Alma Rodriguez (TxATE), Michael Rosato (Advisor), Amanda Rudolph (TxATE), Grant Simpson (EDICUT), Kathleen Vinger (TACO), Bob Burgin (TCTCT), and Marlene Zipperlen (EDICUT).

Also present were Dana Hood and Elda Martinez.

Dana Hood – Emerging Scholars

Elda Martinez – Conference ePrograms

Brian Miller introduced Pam Tipton, new executive secretary, to the CSOTTE board.

3. **Minutes** of the February 22, 2013 were review and approved pending one correction. Under Item 7, Convention 2013, the late fee for registration was changed from \$300 to \$325. The motion was made by John Miazga to approve the minutes; motion was seconded by Kathleen Vinger. The motion passed with one abstention.

4. **Financial Report** - Pam Tipton reviewed the Income and Expense Report and the Account Summaries as of April 2, 2013.

Current Checking Balance	\$8355.61
Market Rate Saving Balance	\$1123.00
Time Account Balance	\$19,969.88
Total Assets	\$29,448.49

Several items were discussed during the financial report: the moving of \$8239.98 from the CD to the CSOTTE's checking account, with approval by the Chair Council (Chair, Chair-elect, Advisor and Executive Secretary), and two items will be researched and presented at the May retreat to the CSOTTE board for consideration: Pam Tipton will research the feasibility of moving the money from the CD account to an alternative savings plan where withdrawals would not result in penalties, and the committee reviewing the by-laws will have a recommendation for a financial protocol to follow during transition of leadership and for emergencies.

John Miazga made the motion to approve the financial report with a second from Grant Simpson. The motion passed with one abstention.

Open discussion about e – program

## 5. Conference 2013 – Brian Miller/John Miazga

a. An informative discussion evolved as the board reviewed the 2012 conference with the 2013 Conference in mind.

. **September 15, 2013** is the registration deadline for the 13-14 Conference

. **Prepare registration** and proposal documents with assessment and increasing membership in mind

.. the forms will be designed where the applicant cannot move through the registration process until all items are complete

.. the name of the organization represented by the applicant must be noted (checked) on the forms or check the non-member box

.. eProgram 2012 is archived and available on the website

. **Going Green**

.. No printed copies will be available

.. Conference ePrograms will have an INDEX for 2013

.. Handouts for the presentations will be in a PDF form located on the CSOTTE website (these must be sent to Elda Martinez 10 days before the conference)

.. Cover needs to be developed

. **Presentations**

.. Possibly a preference to those who are members of one of the organizations

.. Possibly charge more for those who are not members

.. Two types of sessions, those invited and those who submit a proposal

.. The sessions in 2012 were scheduled toward a balanced approach, technology proposals topped the list for presentation and could have represented a strand; in the future the organization might consider developing strands to maintain a balance among types of presentations or maintain a balance among the number who present from the CSOTTE organizations

.. Jane Thielemann-Downs has the master for the programs

.. Alma Rodriguez will work closely with Amanda Rudolph in developing SurveyMonkey as a means of categorizing the applicants' information from the revised proposal application form. The result will be available at the May Retreat. Alma Rodriguez is the contact person for the proposals.

.. Changes to the application for proposal cover letter

Cover sheet, to include

☐ title of session / presentation topic relevant to your proposal

☐ name of preparation program and names of presenters and affiliations **Edited (educator preparation Program/organization)**

☐ **CSOTTE organization affiliations of each presenter(TACA, TACO, TACTE, TAECTE, TAHPERD, TCTCT TDFE, TxATE, EDICUT)**

☐ name, phone number(s), and email address of contact person

☐ abstract, 100 words or less, for conference program

. **Quick Response Code (QR Code)**

.. Further exploration will be done utilizing the QR Code, a type of two-dimensional barcode that can be read using smartphones and dedicated R reading devices, that link directly to text, email, websites phone numbers, etc. for convention use

**b. Theme:** Forging the Future: Shaping Teachers and Students Through Collaboration and Research

**c. CVENT** – Pam indicated the page would be redesigned for the conference

**d. Speakers** – John Miazga continues to look for speakers who are willing to address the theme of the conference; requested suggestions and would like for us to think of dynamic Texas speakers. Reminded the board there is a 4<sup>th</sup> session where TEA representative have generally been the speakers

**e. Sponsors/Donors/Vendors/Exhibitors**

ETS will be contacted for a donation of \$12,500 and possibly CVENT. Brian will contact TK20 and Mimio, Amanda will contact 240 Tutoring and HEB, and Pam will review the previous sponsor and vendor list to make contacts

**11:35 adjourned to lunch**

**1:00 reconvene**

**f. Schedule**

**Emerging Scholars Track** - Dana Hood discussed issues relating to this track

.. Clarification regarding eligibility of presenters at the conference (working on initial certification)

.. Requested adequate space for the poster to be presented at 10:15 to 10:45

.. If possible, splitting elementary and secondary pre-service teachers into two groups

.. The registration fees \$25.00 for first general session and no meals, or \$100 for three days and meals

.. Talked about the types of relevant topics for the pre-service teachers, technology, legal issues, Beyond the Code of Ethics, social media and the appearance of impropriety, reflective practitioner speaker; Dana requested recommendations regarding speakers for these sessions, and when the speakers are secure, she will let Elda and Pam know for the conference program

.. Name tags need to be different

**Other Issues**

.. TDFE requested a larger room for their Sunday meeting

.. Parking should not be an issue

.. Hotel usually takes care of the signs for the hotel doors

- .. Electronic kiosk relaying the meeting information
- .. Possibly a vendor may wish to demonstrate an electronic screen and the meeting information could be placed on the vendor's screen
- .. Discussed changes to the meeting times – Pam Tipton will have the new schedule at the May Retreat

**Sunday** – reschedule the meeting times in order for the First general session to start at 5:00 p.m. and end at 6:30 p.m. Shortly after the end of the meeting, the hotel buses will be available for transportation to the Riverwalk

**Monday** – No Happy Hour

**Tuesday** –Changes in time in order for the Last general session can start at 10:00, which will follow by a brunch

- g. Conference Brochure/online** – Mike Rosato made the motion to spend \$250 for a brochure cover design for the conference, the motion received a seconded by John Miazga.
- h. Audio Visual** - Pam will take care of arranging for the screen and media cart at the hotels
- i. Entertainment** - Amanda, a graduate of Trinity will check with her alma mater for the special entertainment for the conference
- j. Cash Bar Reception Monday evening/Board Reception Sunday or Monday evening** – For the current time, these two receptions will be cancelled. Monday evening the hotel will provide buses to the Riverwalk, and the board Sunday luncheon will take the place of the reception.
- k. Call for Proposals** – Alma Rodriguez is the contact person and she has one submission thus far
- l. Awards** – Several of the board members wanted to prepare another type of award for individual/s who has demonstrated exceptional service for the organization. John Miazga and Ginny Fender will have a recommendation for the board to consider at the May Retreat.
- m. Printed Conference Flyer** – Printed copies for the board members will be provided at the May Retreat for review. Final copies will be sent electronically to the membership.

**6. By Laws** –Committee members are Mike Rosato, Kathleen Vinger, Sue Owens and Susan Allen. They are reviewing the by-laws, and will have recommendations for the consideration regarding Article IV, the chair council and the scope of the chair council decision-making authority.

**7. Logo** – Directed Pam Tipton to move forward with Dennis Fehr to design a new CSOTTE logo. The design will be ready for the board's consideration at the May Retreat. The approximate cost is estimated to be \$200.

**8. TEA update** – Grant Simpson who also served on the SBEC board spoke about his retreat. Talked about the testimonies regarding the sunset review, and felt minds had been

changed. Things that remain problematic are the power is still in the commissioners' hand to develop and enforce rules and policies to govern the profession. He indicated this is SBEC's current role as they accomplish their task at \$12,000 a year. One alarming fact Grant shared dealt with the neutral stance the commissioner's office has taken in regard to advocating for TEA and the teaching profession. It has been indicated he will do as directed by the legislators. TEA has also changed with the loss of staff and little direction or vision.

**9. Upcoming Conferences:**

October 19-21, 2014 – Sheraton Austin at the Capital – contract signed

October 18-20, 2015 – DFW proposals, final selection will be presented at the May Retreat

October 2015 – Austin TBA

**10. Upcoming Meetings:**

May Retreat – encourage to make reservation if not done, could make reservation for the same room rate a day before or a day after. Location is Port royal Ocean Resort, Port Aransas, and TX. Other meeting dates were shared with the board members.

**11. Other business**

One item mentioned by Pam dealt with a program CVENT had to offer if any of the board members were interested.

In closing Amanda complimented the fine job Pam had done in preparation for the CSOTTE board meeting, and indicated the transition was a smooth one

The meeting was adjourned at 2:40.