

**CSOTTE Board Meeting Minutes**  
**May 21, 2013**  
**Port Royal, Port Aransas, Texas**

1. **Call to Order** – Brian Miller called the meeting to order at 12:33 p.m.
2. **Introduction of Board Members, Incoming Board Members, and Guests**  
**a/b.** Zach Rozell (TACA/ iTeach), Kathleen Vinger (TACO), Susan Allen, (TACA), Amanda Rudolph (TxATE), Alma Rodriguez (TxATE), Denise Staudt (TACTE), Ginny Fender (TACTE Executive Secretary), Art Hernandez (TACTE), Grant Simpson (CSOTTE Treasurer/EDICUT), Dana Pemberton (Emerging Scholars/TACTE), Marlene Zipperlen (CSOTTE Secretary/EDICUT), Mike Rosato (Advisor), Krystal Goree (TDFE), Amanda Rudolph (TxATE), John Miazga (CSOTTE President Elect/TACO) and Brian Miller (CSOTTE President).

**c. Summer meetings:**

TDFE	June 6 & 7, 2013 Austin, Texas at Radisson Hotel
TCTCT	June 7 afternoon (Dr. Irma Harper, PACT workshop) at Radisson Hotel
TxATE	June 8, 2013 at Radisson Hotel, TxATE Summer Conference
TACO	June 10, 2013 at St. Edwards- TEA and legislative updates
TACA	No events
TACTE	No events
EDICUT	No events

3. **Approval of April 2013 Board Meeting Minutes**

A **motion** by Ginny Fender to approve the minutes with one amendment, the motion received a second from Mike Rosato. The motion carried unanimously. The amendment clarified the conference fee is \$325.00. Two options for early bird registration for the CSOTTE Conference – if registered by September 22, 2013 the fee is \$250.00, and if registered by October 10, 2013 the fee is \$275.00.

4. **Emerging Scholars Report**

Dana Pemberton (TACTE) informed the CSOTTE board that TACTE will sponsor the Emerging Scholars Track. The process of establishing the chair and co-chair of the Emerging Scholars track for the CSOTTE Conference will be discussed at the CSOTTE board meeting in September. Dana suggested the co-chair be someone from the area where the conference will be held. The rationale is the need for additional adult support at the Emerging Scholars track during the conference.

Dana mentioned TACTE would take care of registration of the emerging scholars at the conference. Dr. Miazga will contact Elda Martinez to adjust the conference material. Brian

Miller suggested CSOTTE board work toward the publication of the material in one location as opposed to several sites.

Dana requested two rooms if possible at the convention site. Pam Tipton informed the board that two rooms have been designated for the Emerging Scholars, one for 100 students and one for 30 students. It was mentioned the reservations of these two rooms would result in fewer presentations.

Dana concluded by indicating there appears to be strong interests among the universities to encourage pre-service candidates seeking initial teacher certification to attend the conference and to participate in the poster presentation.

## 5. Financial Report – Pam Tipton, Executive Secretary

a. Financial report as of April 30, 2013 was presented:

<b>Checking Balance</b>	<b>\$5,578.67</b>
<b>Market Rate Savings Balance</b>	<b>\$1,123.00</b>
<b>Time Account Balance</b>	<b>\$19,975.14</b>
<b>Total Assets</b>	<b>\$26,676.86</b>

Art Hernandez **made the motion** to approve the financial report as presented with a seconded by Kathleen Vinger. The motion passed unanimously.

Pam was to research the feasibility of moving the money from the CD account to an alternative savings plan where withdrawals would not result in penalties. She reported the 26-month Time Account (CD) matures 11/6/2013. The current interest rate if renewed is 0.4% (may change in November). The Market Rate Savings' interest rate is 0.05%. The board will discuss the CD account further in September.

Pam presented a working budget for the 2013-2014 CSOTTE Organization, based on the following estimated income and expense categories:

<b>Income</b>	<b>Proposed Budget</b>
Conference Registration	\$97,579
Conference Vendor Support	\$12,500
Organizational Dues	\$1,600
Other	\$1
Retreat Registration	\$900.
<b>Total Income</b>	<b>\$100,080.</b>
<b>Expenses</b>	
Conference Expenses	\$67,500.
Day to Day Operations/Salary	\$32,580
<b>Total Expenses</b>	<b>\$100,080</b>

Art Hernandez **moved to** accept the budget as proposed with compliments to Pam on a job well done, and a second from Grant Simpson. The motion passed unanimously.

Further conversations dealt with the cost of CVENT. Pam is to do additional research with other vendors who can provide the same service, but at a reduced rate. The CSOTTE board has decided to use CVENT through the 2013 Conference.

**b.** Grant Simpson, Mike Rosato, and Kathleen Vinger volunteered to serve as the audit committee, The audit report will be completed prior to the continuation of the CSOTTE board meeting on May 22, 2013.

**c.** Pam reported information needed for IRS 990 has been obtained.

## **6. Website updates/evaluation/change report**

Pam Tipton reviewed the websites and pointed out the updates. Updates to the various organizations are to be sent to Pam. Once all items regarding the CSOTTE Conference are finalized, the information will be placed on the Website. The board is to look over the website for accuracy of the information.

## **7. 2012 Conference – Final Report**

**a.** Finances/Attendance were reviewed and presented in comparative format from 2009 through 2012 by Brian Miller. The 2013 conference will be held in San Antonio at the Omni with rooms contracted at 20/225/225 for the three days of the conference. Brian indicated Diane Everett (TAHPERD) would continue to share her expertise in securing venues for conferences with Pam Tipton.

**b.** John Miazga gave a brief overview of the evaluation from the attendees at the last conference. Of the 119 responders 36% indicated the educational content exceeded their expectations. Further discussion focused on the types of questions asked on the evaluation form and the 11 open-ended questions. The evaluation is done at the conclusion of the conference via CVENT, and is sent to the attendees. Pam indicated there is a limit to how many questions CVENT will permit on an evaluation form. She will check with CVENT to determine the limitations surrounding the evaluation.

Further discussion to improve the return of the evaluations was entertained by the board, i.e., a drawing for free registration if they respond. Another discussion dealt with the use of the QR Code to secure electronic handouts from the presenters. Also the possible use of an electronic screen detailing the morning and afternoon sessions for each day of the conference.

## 8. SBEC/TEA Update

Grant Simpson reported that Janice Lopez is no longer with the Texas Education Agency. TEA is now in the hands of gubernatorial appointees; consequently, the process will be slowed.

TEExES testing for students will be \$120 for each exam. All subtests of the TEExES EC-6 must be passed, if not, the students will have to retake the entire exam again at the same price. Number of questions has been increased on each exam.

## 9. Conference 2013 Planning

- a. Omni San Antonio at the Colonnade – Forging the Future – program cover was selected.
- b. Conference Call for Proposal – change the picture of the Alamo to the new graphic design on the webpage. The decision to add, “**incomplete proposals will not be reviewed**” to the directions for submission was approved
- c. Done – Theme: Forging the Future: Shaping Teachers and Students through Collaboration and Research
- d. CVENT Registration website was reviewed. Practice runs were made by a few board members, which indicated the process worked.
- e. Speakers - John Miazga indicated by September all things would be ready for the conference. He mentioned Intercultural Development Research Association will provide a speaker (General Session I), and the second speaker (General Session II) who is Phi Delta Kappa emerging scholar. The young man is Dan Quinn a high school social studies teacher and an entrepreneur in educational policy at the Great Lakes Center for Education Research and Practice. His fee for speaking may only be his travel from NY and back to his home in Michigan. At the luncheon on Monday( General Session III), the awards are the focus.

Amanda Rudolph will continue checking on the entertainment for the luncheon on **Monday** (General Session III).

**Tuesday** Session, General Session IV, TACA/TACO representatives sent invitations to Michelle Moore (Ann Smisko) Marilyn Cook ( David Carmody), and Norma Torres Martinez (Janice Lopez) to speak at the conference with no response to date. During the CSOTTE meeting, Grant Simpson texted Michelle Moore about the invitation, she replied, she would visit with him upon return from Atlanta.

Further discussions ensued about other speakers, such as the Mayor of San Antonio, the commissioner, etc.

**f. Sponsors/Donors/Vendors/Exhibitors, etc.**

Brian Miller advised the board of past attempts to secure sponsorships, etc. The purpose of sponsorships, vendors, and exhibitors is to help defray the cost of the conference, which is estimated at \$100,000. A healthy discussion pursued. A brief representative of what was discussed:

1. Vendors rent tables for \$250.00
2. Extend branding rights for the conference for a set fee extending over three years
3. Changing structure of requesting sponsorship, possibly offer a silver, gold, or platinum sponsorship categories
4. **A motion** by Amanda Rudolph for John Miazga to contact Rick Cullers (ETS) for branding rights to the CSOTTE Conference, the motion was seconded by Mike Rosato. The motion passed unanimously.
5. Selling ads to appear in the eprogram. John will continue looking into this possibility, and he will check with Elda Martinez regarding the additional work required should the CSOTTE board decide to move in this direction.
6. Media releases to advertise for sponsorship; purpose of CSOTTE organization, etc.

**g. Door Prizes – Conference Registration – TACO**

The discussion dealt with the number of door prizes given which has been free registration. Instead of giving several during the conference, the discussion led to giving free registration as an incentive to complete the evaluation.

**A motion** by Marlene Zipperlen to present a free registration to an individual who completes the evaluation, Susan Allen seconded the motion. The motion passed with one abstention (Amanda Rudolph).

**Prior to the closure of the first half of the meeting:**

Chris Goree, Amanda Rudolph, Susan Allen, and John Miazga will meet to discuss the menu for the conference.

Amanda Rudolph presented an analysis of the institutions represented by the presenters, and the topics that were presented during the 2012 CSOTTE Conference.

Meeting adjourned at 4:30 p.m.

**May 22, 2013 CSOTTE** Meeting resumed at 8:59 a.m. with John Miazga continuing the discussion regarding the 2013 Conference.

#### **h. Registration Work Schedule**

Alma Rodriguez informed the board that potential presenters are to submit two completed forms. If the forms meet the criteria, Alma will notify the presenters if their proposal has been accepted, and inform them to complete the survey monkey questionnaire to confirm their participation in the conference.

Amanda Rudolph informed the board of the items listed on Survey Monkey:

Name of Presentation: enter the strand, cut and paste abstract, add lead presenter's name, EPP, CSOTTE membership of lead presenter, then 3 slots for additional presenters and provided another box should additional space be needed, email and space for additional comments. Presenters will have a deadline to inform CSOTTE of their commitment to present by September 15, 2013. Another date mentioned was October 1, 2013, which represents submission of the electronic handouts.

#### **i. Call for Proposals (TxATE)**

Discussion complete

#### **j. Schedule**

On October 20, 2013, the General Session I time was changed from 6:00 PM to 4:30 PM.

#### **k. Emerging Scholars**

Discussion completed on May 21, 2013

#### **l. Breakout Sessions**

Adjusted time for General Session

#### **m. Menus**

John Miazga presented the committees decision:

\$16.95 Continental Breakfast

October 22, 2013 Tuesday morning – Coffee & Tea

General Session III – Plated Lunch – Main dish, Chicken

\$36.00 Brunch October 23, 2012 – Juice, eggs, bacon sausage, mixed salads, carving station salmon, bake rolls, dessert extravaganza, etc.

**n. Entertainment**

Amanda Rudolph will continue working on the entertainment for the conference.

**o. Evaluations (TDFE)**

The evaluations are electronically processed through CVENT program. If changes are to be made the decision will be made in September. Pam Tipton will send out the information to board members to review before September's meeting.

**p. Awards – conference procedures and schedule**

No changes except for clarification to the title for the TACA award – TACA Intern of the Year

Talked about adding Janice Lopez as Friend of Education or an Appreciation Recognition

Discussion about the students' speeches limited to 2 minutes

**q. eConference Brochure**

As items are complete for the econference, Elda will add the information. Items that are available include Conference at a glance and the conference cover.

What about ads? John will visit with Elda about the difficulty of inserting advertisement throughout the eprogram. Suggested the ads need to be imbedded; what about size of ads, space available, and costs. QR Codes and linkage. This is the pilot year.

**r. QR Code**

Talked about the name badges, wireless available, generally located in the lobby, possibly linking the QR Code to the eprogram, and QR Code will be on the sign advertising the presentation. Rethink the whole QR Code, one-step at a time.

**s. Other**

More discussion about the eprogram and the handout materials

**10. Create CSOTTE Board Meeting Schedule for 2013-2014**

- a. September 13, 2013 TAHPERD
- b. October 20, 2013 – Omni Colonnade Hotel
- c. February 7, 2014

- d. April 11, 2014 or March 31, 2014
- e. May 20 - 21, 2014 2014

## 11. Future Conferences

- a. October 19-21, 2014 Contract with Sheraton Austin at the Capital
- b. Dallas/Ft. Worth TBD John Miazga, Brian Miller and Pam Tipton will decide on the hotel and the dates between Embassy Suites Oct 25-27 Fresco (Colin County), Westin, Sheraton Dallas (\$113) Galleria
- c. October 2016 suggested looking at Renaissance in Austin

**Adjourned for a short break at 10:36 a.m.**

Back in session at 10:57 a.m.

## 12. Constitution Review

Kathleen Vinger reported the changes that were suggested by the reviewing committee. Deleted references to publicity director and legislative liaison since the organization hasn't used these two offices. Discussion of whether the executive secretary is elected or selected; the decision was to leave the words *selected* for the executive secretary.

In Brian's research, it appears we have a set of by-laws instead of a Constitution. Further research needs to be done.

Article VI is new, state travel to remain...and only the last sentence is brand new.

Article II, 4 add SBEC to the list

Brian requested the committee prepare a comparison between the old language and the new language. Recommendation for the CSOTTE Board to review and act on at the September meeting.

Delete *Texas College and University system*.

## 13. Action Plan

There are no changes. Susan Allen and John Miazga will look over the Action Plan and have a recommendation for the board to consider in September.

## 14. Report on Logo for CSOTTE

The logo presented was not accepted. Payment should be made to the artist.



Kay Gunter (Website Solutions) will be invited to the September or October meeting to discuss what the board may want the logo to represent.

**15. Audit Report**

Grant Simpson, Mike Rosato, and Kathleen Vinger volunteered to serve on the audit committee, and found the financial documents in good order especially since we have experienced a transition between executive secretaries. Excellent job, Pam Tipton.

**16. Other Business**

None at this time

**17. Recognition of outgoing board members**

Thanks to Art Hernandez (TACTE)

Thanks to Mike Rosato (Advisor)

**18. Recognition of outgoing Board Chair**

Thanks to Brian Miller for his excellent leadership.

**19. Adjournment**

Grant Simpson made the **motion** to adjourn, and Mike Rosato seconded the motion. Meeting was adjourned at 11:30 a.m.