



CSOTTE Board Meeting Minutes
Sunday, October 20, 2013
Omni San Antonio at the Colonnade
San Antonio, Texas
10:00 a.m.

1. John Miazga (TACO), chair, called the meeting to order at 10:03 a.m.
Members present: Susan Allen and Zach Rozell (TACA), Julie Teel-Borders (TDFE), Ginny Fender and Denise Staudt (TACTE), Sue Owens and Bob Burgin (TCTCT), Judith Munter, Amanda Rudolph and Alma Rodriguez (TxATE), Grant Simpson (EDICUT), Kathleen Vinger (TACO), and Jim Todd, Grant Simpson and Marlene Zipperlen (EDICUT), Brian Miller, (Advisor), and Pam Tipton, (Executive Secretary).

Elda Martinez representing the Conference eProgram was present at the board meeting.

2. Logo Discussion with Kay Guenther, Designing a World of Solutions. The board made general recommendations on what they thought would be good ideas for the logo, color, style, meaning, etc. Ms. Guenther felt they had enough information to start a design for the logo. At the February 7, 2014, Ms. Guenther should have a few recommendations for the board to consider.

3. Approval of Minutes
Marlene Zipperlen made the motion to approve September 13 board minutes as presented. The motion received a seconded by Bob Burgin. The motion passed, no nays or abstention.

4. Financial Reports by Pam Tipton, Executive Secretary
Current Balances as of September 30, 2013

Total Conference Income	\$31,006.79
Total Expenses	\$3335.00
Checking Account	\$91,668.77
Market Rate Savings	\$1123.29
Time Account	\$20,008.68
Total Assets	\$111,677.45

Bob Burgin made the motion to approve the financial report, and seconded by Kathleen Vinger. Motion passed, no nays or abstentions.

5. Talked about bank fees and CD maturing.
Marlene Zipperlen made the motion to move the CD to the Savings account, the motion was seconded by Brian Miller. The motion passed, no nays or abstentions.
6. Conference Details 2013:
Board members received the mini program and event bags
Major expense of the conference are the meals

The hotel gave a 45% discount on the AV/technology fee, conference had no speaker fees, Wi-Fi made available throughout the hotel, and there will be a pre and post cost analysis of the conference at the next CSOTTE board meeting in February.

Elda Martinez gave an overview of what going green meant for the conference. She spoke of the QR codes, the number of hits the website has received prior to the conference, and the number of presenters who forwarded their handouts for electronic viewing. The evaluation of the conference is on-line, and the winner for free registration at the next CSOTTE conference will be selected from those who complete the evaluation online. Amanda Rudolph will give an analysis of the evaluation results at the February CSOTTE board meeting.

Further discussions dealt with the event bags (orange), review of the General Sessions, the luncheon and the presenters, honorees Jane Thielemann and Janice Lopez, and closing with the panel of three from the Texas Education Agency.

Volunteers for the registration desk and the breakout sessions were determined. More discussion about the sponsors and making connections earlier. Creating categories for vendors who give various dollars amount as recognition for their contributions. The month of February is a good time to start making contacts with businesses prior to them setting their budgets. We were encouraged to thank the vendors who were at this conference to establish and develop friendships.

7. A discussion followed regarding the use of CVENT or RegOnline for future conference registration. It was moved by Kathleen Vinger and seconded by Ginny Finder to prepay for 500 listings from RegOnline. The motion passed unanimously.
8. Pam Tipton shared the information regarding the contract with the Omni Corpus Christi, Texas. The rooms are \$97 single and \$137 double. The food and beverage will be a minimal of \$30,000 with a service charge of 21%. She requested a motion to accept the conditions of the contract with Omni Corpus Christi. The motion was made by Marlene Zipperlen and seconded by Bob Burgin. Motion passed.
9. 2013-2014 Board Meetings
October 20, 2013, 10:00am Omni Colonnade Hotel, San Antonio
February 7, 2014, 9:30am TAHPERD Offices, Austin
April 4, 2014, 9:30am Executive Board meeting (but all welcome), TAHPERD Offices, Austin
May 20-21, 2014, noon to noon Board Retreat, Port Royal Ocean Resort, Port Aransas
10. Future Conference Planning
2014: October 19-21, 2014 - Austin: Sheraton Austin at the Capital

2015: October 25-27, 2015 – DFW: Embassy Suites Dallas-Frisco Hotel, Convention Center & Spa

2016: October 16-18, 2016 – Embassy Suites San Marcos Hotel, Spa and Conference Center

2017: October 22-24, 2017 – Omni Corpus Christi

11. No new business
12. Denise Staudt made the motion to adjourn the meeting, seconded by Ginny Fender. Motion carried.