



CSOTTE Board Meeting
Sunday, October 16, 2016
Embassy Suites San Marcos
10:00 am – 12:45 pm; Veramendi D

<p>1. Introductions / Welcome</p>	<p>Glenda called the meeting to order at 10:00. The Board meeting was attended by: Judy Abbott (TACTE President), Glenda Ballard (CSOTTE Chair), Anna Bergstrom (TACO President Elect), Christie Bledsoe (TxATE President), Donna Brasher (TCTCT President), Eric Brown (TACA VP), Gayle Butaud (TDFE President Elect), Wanda Dyess (TCTCT VP), Elda Martinez (TxEP Editor), Ginny Fender (TACTE Executive Director), Paula Hollis (TACO President), Sara Langford (TDFE President & CSOTTE Board Secretary), John Sargent (EDICUT President Elect), Debby Shulsky (TxATE Vice-President), Pam Tipton (Executive Secretary), Lidia Zatopek (TACA President and CSOTTE Board Treasurer), Marlene Zipperlen (Chair Elect & EDICUT President).</p>
<p>2. Minutes, September Planning Meeting (page 3)</p>	<p>The Minutes were reviewed. Brunch price was \$42.00. Elda questioned the TxEP title (#18) and Debby agreed to serve as associate editor. Lydia made a motion to approve the Minutes with corrections noted. Second was made by John; all approved.</p>
<p>3. Financial Report – Pam (page 10)</p>	<p>Pam reviewed the Financial Report. Highlights included: \$13,350 came in with \$2,000 in vendor support for \$15,353.52 income. Expenses reviewed including payment of speaker, \$213.00 to RegOnline (\$3.55 each time someone registers) and trip expenses for a total of \$134,416.32 in total assets. Ginny made the motion to accept the Treasurer's Report. Lidia questioned some fields that will be lined up. Paula seconded with modifications; all approved. Pam was praised for her ability to keep up with our finances.</p>
<p>4. Conference Details 2016</p> <ul style="list-style-type: none"> • Name badges and Event Bags • General Sessions- see General Session Description in Program 	<p>Name badges and presenter ribbons are organized. Purple bags provided by San Marcos. Jeff Ward is scheduled for tonight.</p>

<ul style="list-style-type: none"> ○ Awards schedule and procedures ○ TEA speakers = set up and introductions of panel discussions ● Breakout Session facilitator assignment/procedures (page 12) 	<p>Michael Myers will be humorous and encouraging. Glenda says he will set the tone. Unfortunately, Mike Morath is too busy to attend; he is still new to his job, but he was a school board member for one year at DISD. TEA has four representatives coming: Miller, McCoy, Ayers, Henry. Stakeholder meeting will continue until 2:00. Restrictions have been lifted for this last minute meeting; anyone is invited. Gayle and Sara (or their representatives) will facilitate audience microphones for questions in banquet hall.</p>
<ul style="list-style-type: none"> ● Registration Desk Schedule (page 13) ● Vendors / Sponsors Report – Pam (page 14) ● ETS: Platinum Level (\$12,000) ● Certify Teacher: Silver Level (\$7,000) ● San Marcos Conv Center (\$1,500, \$1000 pd to Embassy Suites, \$500 value of event bags) ● Vendors: 240 Tutoring, AVID, EdTHENA, LBJ Institute for STEM Education and Research, Solution Tree, TK20 ● Total Vendor/Sponsor support: \$24,000 	<p>Other arrangements were reviewed including runners during breakout sessions and the registration desk assignments.</p> <p>A vendor was added this week. We need traffic at their tables. Nicer door prizes with a drawing of business cards by the vendor will be held at brunch on Tuesday.</p> <p>A Board reception will be held in Glenda's suite on Monday at 6:30ish. Embassy is extending their Manager's Reception tonight until 8:00. Registration numbers were reviewed (page 15). Some attendees will pay at the door. Conference website- Elda added a list for TDFE. Pam and Elda will work on journal link later. CSOTTE presenters will have priority for Journal.</p>
<ul style="list-style-type: none"> ● Evaluation– to be sent electronically upon attendee's return ● Door prize winner from 2015: Randy Soffer, U of St. Thomas ● Anticipated conference financial summary/comparison (page 15) ● Conference website (www.csotteconference.com) – Elda Martinez ● Other? 	<p>Registration numbers were reviewed (page 15). Some attendees will pay at the door. Soffer's name will be on a slide to encourage participation in the conference evaluation.</p> <p>Conference website- Elda added a list for TDFE.</p> <p>Pam and Elda will work on journal link later. CSOTTE presenters will have priority for TxEP Journal.</p> <p>Glenda asked for suggestions of announcements for her to make from the podium.</p>
<p>5. Election of Secretary to complete Sara Langford's term</p>	<p>Sara nominated Gayle Butaud as Board secretary until May; second by Ginny; Christie Bledsoe will be back up unofficially. All approved.</p>

<p>6. 2017-2018 Nominating Committee Appointment</p>	<p>Trio needed to serve to find a new chair elect, secretary and treasurer to take charge in May. Nominating committee appointed: Glenda, Ginny and Lidia will serve on the Nominating Committee.</p>
<p>7. Quest for Quality update</p>	<p>Awards to be announced at luncheon: 2 of 3 TDFE winners; 3 interns of TACA; TxATE's Debby present Ted Booker, Christie will do partnership; John will present EDICUT/TACTE award. Elda will add slides to emphasize awards. Glenda will be fed information about each award to read for STOY and IOY.</p>
<p>8. TxEP update</p>	<p>Elda has an ISSN # and a timeline that allows for wiggle room. Approval of the Board was not needed for these decisions. Elda stated that there is not a limit to the number, but quality is important. Timeline will not be published.</p>
<p>9. SBEC/TEA /ePAC Updates</p>	<p>Glenda apologized for her lack of a formal report. The SBEC Board appointment of university seat not established yet; encourage legislators to appoint an education dean to this empty position. Diane Huber is the alternate, but she can't fill the spot because she is not a dean. The governor needs to make this appointment so we have representation; Judy Abbott will make calls to Travis and Senator Nichols. 227 signed and set in stone. 228 going to SBOE next. Dr. Spina is encouraging testifiers. Ginny encouraged us to speak up during public comment. New Chair is Drussendorf, an English teacher. 229 is just getting started in the process. EPAC has not had a meeting this fall. It's the advisory Board for TEA.</p>
<p>10. Future Conference Planning</p> <ul style="list-style-type: none"> • 2017: October 22-24, 2017 – Omni Corpus Christi • Room block: 15/225/225, \$97 (there is a “prevailing government rate” statement) • Room guarantee 90% • Food and Beverage minimum \$28,451 	<p>We are set up with Omni in 2017 in Corpus Christi. In March, the Board will consider insurance for hurricanes. Three years are planned for conferences. Embassy Suites have been wonderful the last two conferences.</p>

<ul style="list-style-type: none"> • Complimentary Accommodations: Corpus Christi Suite, Bayview Suite and 3 Executive Suites at group rates, • Other: Shuttle to airport, parking, Wi-Fi in guestrooms, 10% discount AVT AV • 2018: October 20-22, 2018 – Omni San Antonio at the Colonnade • Food and Beverage minimum \$25,000; • Rooms at prevailing government rates (will increase, currently \$120s/130d); • Room block: 30/250/220 = 500, Guarantee 90% (450 rooms); 	
<p>11. Goodbye and best wishes to Sara Langford</p>	<p>Sara Langford's retirement was recognized with a gift of a crystal box decorated by the CSOTTE insignia. (Thank you CSOTTE Board! From Slang)</p>
<p>12. 2016-2017 Board Meetings</p> <ul style="list-style-type: none"> • March 3, 2017 – TAHPERD Office, Austin – <i>Purpose of the meeting is to review the fall CSOTTE in detail</i> • April, 2015 – (TBD based on need) TAHPERD Office, Austin (Easter April 5) • May 23-24, 2017 – Board Retreat – Port Royal, Port Aransas, Texas 	<p>March 3 at TAHPERD building in Austin. April meeting cancelled.</p>
<p>13. Other</p>	<p>Pam will send out conference evaluations electronically to all participants later in the week. Encourage participation in the survey during the conference. 11:30- Motion to adjourn the meeting so staff can get set up for lunch at noon. Discussions and networking continued during the luncheon.</p>
<p>Called meeting on Tuesday, October 18, 2016 at CSOTTE Conference prior to the brunch.</p>	<p>Attended by: Abbott, Ballard, Bergstrom, Bledsoe, Brasher, Brown, Butaud, Dyess, Fender, Hollis, Martinez, Sargent, Shulsky, Tipton, Zatopek, and Zipperlen.</p>

TACTE (contributing \$5000) and EDICUT (contributing \$25000) requested CSOTTE contribute along with them to fund the hiring of the Austin firm, Moak & Casey, to provide legislative updates of issues important to education and educator preparation during the legislative sessions in 2017. All of our members will be provided the updates through emails passed from Ginny and Pam through the leadership of our organizations. The level of support for CSOTTE will be \$2500. A motion to pay this amount was made by Marlene Zipperlen and a second was added by John Sargent. The motion passed unanimously by those in attendance. Judy Abbott sent an email to Mr. Culwell to initiate the process.

Corrected Financial Report as of October 4, 2016
Sent by Executive Director Pam Tipton

Income and Expense Report

	September Transactions	YTD (May - Sept) Transactions	2016-2017 Budget
Income			
Conference Income			
Faculty Reg	13,275	27,900	80,000
Stud Full Reg			2000
Emerging Sch	75	75	1500
Subtotal	13,350	27,975	83,500
Conference Vendor Support	2000	19,000	18,000
Interest: Savings	.52	2.66	6
Organizational Dues		2400	2400
Other			
Retreat Registration		845	900
Total Income	15,350.52	50,222.66	\$104,806

Expenses			
Awards			500
Conf 2016 Expense			
Food			44,000
AV			18,000
Speakers/Expenses	1250	1250	6000
Prog/Bag/Tag/			1000
Entertainment			1000
Conference Web			
Subtotal	1250	1250	70,000
RegOnline Registration Fee	213	600.73	3000
Fees and Charges: Bank Fee	3.50	17.50	42
Fees and Charges – Online Processing [†]	538.40	1323.45	4000
Financial (Terry Hines, CPA)		265	280

	Food and Dining (other)	177.90	177.90	450
	Office Supplies	393.62	393.62	2000
	Payroll: Tipton	1000	5000	13,800
	Retreat Expenses 2016			2100
	Travel: Tipton	637.11	1579.21	2400
	Travel: Ballard			
	Website: Website Solutions		371.80	1500
	Total Expenses	\$4213.53	\$11,083.15	\$100,072

Minutes respectfully submitted by Sara Langford on 10/25/2016.