

CSOTTE Board Meeting Minutes  
 February 22, 2013 – 9:30 – 3:15 p.m.  
 TAHPERD Headquarters - Austin, Texas

1. Brian Miller, chair, called the meeting to order at 9:33 a.m.  
 Members present: Susan Allen (TACA), Julie Teel-Borders (TDFE), Jane Thielemann-Downs (Executive Secretary), Diana Everett (TAHPERD), Ginny Fender (TACTE), John Miazga (TACO), Brian Miller (Chairman), Sue Owens (TCTCT), Alma Rodriguez (TxATE), Michael Rosato (Advisor), Amanda Rudolph (TxATE), Grant Simpson (EDICUT), Kathleen Vinger (TACO), and Marlene Zipperlen (EDICUT).

Sue Owens introduced Bob Burgin to the board. He will complete a one year term as vice-president for TCTCT. Diana Everett was present, and provides the conference room for the CSOTTE Board Meeting.

2. Approval of Minutes  
 John Miazga made the motion to approve October 22, 2012 minutes as presented. The motion received a seconded by Susan Allen. The motion passed.

3. Report 2012 Conference

- a. Current Balances

Jane Thielemann-Downs presented the financial statement. Cash Account is \$7, 479.72, and the investment Account totals \$28,231.31. Total assets \$35,711.03.

- b. Financial trends

Brian offered thanks to John Miazga, Jane Thielemann-Downs, and Mike Rosato for their advice and support, which resulted in a successful fall conference. He thanked Diana Everett for arranging an excellent location at TAHPERD Headquarters for the CSOTTE Board Meeting.

Brian presented the financial trends of the CSOTTE Conference from 2010 through 2012.

	2010 Houston	2011 Corpus	2012 Austin
Total Conference Income	\$63,937	\$61,062	\$73,155
Food/Beverage Expenses	\$50,260	\$32,314	\$44,766
Conference Expenses	\$25,074	\$23,432	\$28,717
Total Expenses	\$75,334	\$55,746	\$73,483
	(\$11,397)	\$5,316	(\$328)

Brian shared the items that are fixed cost for the CSOTTE organization. They are: Executive Secretary Salary, CSOTTE Webmaster, CSOTTE Conference Webmaster, travel expenses for the chairperson of the board and the executive secretary.

- c. Conference Evaluations Discussion  
John Miazga presented an extensive analysis of the CSOTTE Survey for the fall 2012 Conference. Overall responses were positive.
- d. Post-conference discussion  
The board members engaged in conversation about the fall conference. The success of Emerging Scholars led to discussing how the format would be handled in 2013. Other items involved a call for proposal, contacting speakers, and registration fees. Further conversations with CVent to determine if the software could handle two different types of registration, one for the Emerging Scholars and one for the participants. Further discussion regarding registration led to a motion.

John Miazga moved to increase the registration fee to \$225, \$250, \$300. The motion was seconded by Marlene Zipperlen. Motion passed. More discussion ensued, and a second motion was made by Amanda Rudolph who moved to increase the registration fee to \$250 (early bird), \$275 (regular), and \$325 (late). The motion was seconded by Julie Borders. The motion passed.

- 4. Proposed By-Laws change  
Brian Miller suggested the CSOTTE board consider Incorporating Executive Committee/Chair Council – Potential By-law Revision in Article IV for clarification.

John Miazga made the motion to approve Version 4: 1. The Chair, Chair-elect, Advisor, and Executive Secretary (ex-officio) will comprise a Chair Council to help ensure the smooth operation of the organization, and 2. The Chair Council will have no decision-making authority. The motion was seconded by Diana Everett. Motion passed.

**Adjourned at 11:45/Reconvened at 12:45**

- 5. Voting for 2013-2014 Board Officers  
Mike Rosato presented the names for CSOTTE Board Officers from the nomination committee:  
Chair Elect – Amanda Rudolph  
Chair – John Miazga  
Brian Miller – Past chair (advisor)  
Marlene Zipperlen – Secretary  
Grant Simpson – Treasurer

There being no further nominations, John Miazga recommended the nomination cease. He then moved the nominated slate of officers be approved by acclimation. The motion was seconded by Diana Everett. The motion passed.

Brian Miller requested volunteers to review the constitution and bylaws. Volunteers include Mike Rosato, Kathleen Vinger, Sue Owens, and Susan Allen.

6. New Executive Secretary  
Ginny Fender moved to have full disclosure of the candidates that applied for the CSOTTE Executive Secretary. Julie Borders seconded the motion. Motion passed.

Brian Miller announced the two applicants were Pam Tipton and Denise Staudt.

Amanda Rudolph moved the board members review and discuss each applicant's applications. John Miazga seconded the motion. Motion passed.

The board reviewed the applications. The CSOTTE Board voted for the Executive Secretary through a paper vote. Pam Tipton will be the next Executive Secretary for CSOTTE.

7. Conference 2013  
Conversations involved the following:
  - Redesign registration page (category) (Capacity of CVent to handle registration)
  - Early Bird (250), Regular (275) and Late (325)
  - Meals, organization
  - April, San Antonio Colonnade, Forging the Future
  - Call for proposals on Web site after planning in May
  - Speakers
  - Contact sponsors
  - Two type of vendors both commercial and educators \$300
  - Entertainment – San Antonio
  - Reception
  - Awards \$30 per awardee and guest (TACA/TDFE)
  - Electronic Conference Flyer – email through CVent, posted on the web
  - Sent an email about the conference once a month, once a week, and each day

More discussion will follow in April 2013

8. TEA/SBEC Update  
Items shared by the board members included a new company from D.C. will work on the value added model for teacher evaluations; there is no longer an advisory board for SBEC;; there is a Ghost website for EPP at [www.tea.state.tx.us/eppinfo.aspx](http://www.tea.state.tx.us/eppinfo.aspx); explanations about the pass rate for students taking the TExES exams; and SB2 dealing with Rep. Dan Patrick's bill on Charter Schools.

9. May 21-22, 2013 Port Royal Beach Resort, Port Aransas, Texas  
April 19, 2013 – Executive Meeting with organization representative invited

Suggested the Constitution and By-laws and Convention preparation be discussed at the April meeting which will be held at TAHPERD Headquarters.

10. Upcoming Conferences  
2013 San Antonio  
2014 Austin  
2015 Dallas Metroplex  
2016 Austin

11. Other  
Amanda Rudolph suggested the board review the *action plan* at the May meeting

John Miazga moved the meeting adjourned at 3:15 p.m. Motion was seconded by Diana Everett. Motion passed.

Respectfully Submitted,

Marlene Zipperlen  
Secretary