



CSOTTE Board Meeting
Port Royal Ocean Resort
Port Aransas, Texas
12:30-5:00pm, Tuesday, May 23, 2017
9:00am-Noon, Wednesday, May 24, 2017

<ol style="list-style-type: none"> 1. Lunch 12:30 2. Call to Order 3. Introductions / Welcome 	<p>Glenda Ballard, President called the meeting to order at 12:40pm. The Board meeting was attended by: Judy Abbot (TACTE President), Glenda Ballard (Chair), Anna Bergstrom (TACO New VP), Christie Bledsoe (TxATE President), Donna Brasher (TCTCT President), Eric Brown (TACA VP), Gayle Butaud (TDFE President & CSOTTE Secretary), Wanda Dyess (TCTCT New VP), Elda Martinez (Editor, TxEP), Diana Everett (TAHPERD), Ginny Fender (TACTE ED), Paula Hollis (TACO President), Amanda Rudolph (Editor, TxEP), John Sargent (EDICUT President), Debby Shulsky (TXATE VP), Denise Staudt (TACTE President), Tim Sutton (TDFE President Elect), Pam Tipton (Executive Secretary), Cindy Williams (EDICUT VP), Lidia Zatopek (TACA President), Marlene Zipperlen (Chair Elect). Not present were Veronica Estrada (TxATE New VP) and Christine Pruitt, TACO President Elect.</p>
<p>Information from organization regarding upcoming meetings</p>	<p>Denise Staudt reported that the TXATE yearly conference and meetings will be held at Concordia on Tuesday, June 5 with TACO, TCTCT, and TDFE.</p>
<ol style="list-style-type: none"> 4. Minutes, March Meeting 	<p>Marlene Zipperlen made a motion to accept the minutes as written, second was made by Judy Abbott, all approved.</p>
<ol style="list-style-type: none"> 5. Financial Report – <ol style="list-style-type: none"> a. Current Financial Status Report 	<p>Judy Abbot made the motion to accept the Treasurer's Report with corrections second was made by Lidia Zatopek. All approved.</p>
<ol style="list-style-type: none"> <ol style="list-style-type: none"> b. Proposed 2017-2018 Budget c. Organization dues 	<p>Pam reviewed the proposed budget Marlene Zipperlen made a motion to approve corrected budget for 2017-2018, seconded by John Sargent, all approved.</p>
<ol style="list-style-type: none"> <ol style="list-style-type: none"> d. TACCTEP Organization for community college teacher education programs from Lisa Hill 	<p>A discussion was held in reference to the TACCTEP, Texas Associate for Community College Texas Educator Preparation organization request to join CSOTTE. Marlene Zipperlen made a motion to ask the CSOTTE Chair draft a letter for the board's</p>

	approval to commend their efforts and request they include a list of officers, and minutes of meeting which approve the bylaws and members' decisions to join, second by Lidia Zatopek, all approved. Denise Staudt made a motion to table the TACCTEP request to join CSOTTE until further information is gathered, second by Marlene Zipperlen, all approved.
e. Financial Audit Committee for 2017 – Appointment of Committee Members	Glenda Ballard ask for 2 volunteers plus Lidia Zatopek for the Financial Audit Committee for 2017, Christie Bledsoe and Paula Hollis volunteered.
6. Conference journal	Elda Martinez reported that editors (Amanda Rudolph, Elda Martinez, and Debby Schulsky) will be published in early June. Amanda Rudolph noted that our purpose was research best practice and professional application.–Glenda Ballard suggested that someone from TxATE and TxEP journals present a panel on how to write for the journal.
7. Conference website (www.scotteconference.com) Elda Martinez 8. Website (CSOTTE.com) a. Update officers/ other information (please check the website and forward changes to Executive Secretary.)	Elda Martinez reported that the streamline version on the website is up and she will continue to build and update it. She requested feedback.
9. 2016 conference – Final Report a. Finances/ Attendance – Pam Tipton b. Conference Evaluations and Comments Marlene Zippelren / Glenda Ballard	Pam Tipton reviewed conference finances compared to the last 3 years- A discussion of observations took place. Three free registrations were given, two for the Quest for Quality recipients and one was raffled off for evaluation completion- A discussion of what draws attendance to the conference was held. It is recognized that the Corpus Christi location is more expensive and located further out. Pam Tipton reported that cancellation insurance was purchased because of hurricane season at \$500. It is listed on the financial report.
10. SBEC / TEA / EPAC Updates	The board discussed the following items: <ul style="list-style-type: none"> • Representation at the SBEC meeting • EC-3 Certification
11. Conference Location 2020: Discuss or Appoint Committee to Review Details	Future location for conferences were reported by Pam Tipton, 2019 CSOTTE will be in Frisco

	Marlene Zipperlen made a motion for the 2020 location to be at the Embassy Suites in San Marcos, second by Denise Staudt, all approved.
12. Conference 2017 planning a. Corpus Christi Omi b. Theme – Progressive Discourse: A Time for Leadership c. Speaker	At this time Marlene Zipperlen, incoming CSOTTE Chair took over. Possible keynote speakers were discussed.
d. Sponsors / Donors / Vendors / Exhibitors i. Sponsors: ETS: Platinum (\$12, 000 and Certify Teacher: silver (\$7,000) ii. Vendors: 240 Tutoring	Pam Tipton included the sponsorship activities opportunities in the May Retreat email, there are two sponsors, ETS contributed \$12,0000 at Platinum level and Certify Teacher at Silver level with \$7,000. One vendor at this point, 240 Tutoring–With \$500 fee.
Adjournment	Marlene Zipperlen called for adjournment at 4:25. All those in favor of adjournment please stand. Meeting was adjourned.
Call to Order	Marlene Zipperlen, Chair, called the meeting to order at 9:05, Wednesday, 5/24/2017.
d. Door Prizes – Next year conference registration decided through Conference Evaluation random number e. Registration desk – will sign up in September/October	
f. Registration fee	Pam Tipton reported that registration fee is \$75 more than last year. Early price of \$300 ends on 9/15/17; Standard price of \$350 starts on 9/16/17 and ends on 10/20/17; Late/Onsite price of \$400 starts on 10/21/17
g. Call for Proposals / Breakout session – TxATE/Debby Schulsky Complimentary registration to QQ Exemplary Faculty Practices, Molly Weinburgh and QQ Exemplary School Partnerships UT each, Drs. Kelli Allen and Carrie Culpeper Breakout session for Certify Teacher (silver sponsor) Breakouts Available: I-III – 7; IV-VI – 8; total 45-3 above = 42 breakout sessions.	Debby Schulsky reported that currently there are 5 submissions-

<ul style="list-style-type: none"> h. Menus i. Entertainment j. Evaluations – edit questions k. Awards – conference procedure and schedule l. Audio-visual - \$16,326.80 less 10% 	<p>Pam Tipton called for volunteers to choose the menu; Anna Bergstrom, Wanda Dyess, and Donna Brasher were appointed.</p> <p>Donna Brasher suggested that pictures of previous conferences be projected and a twitter handle be provided. Lidia Zatopek, Tim Sutton, and Donna Brasher volunteered to assist in the creation.</p>
<p>Menus Entertainment Evaluations – edit questions Audio-visual - \$16,326.80 less 10%</p>	<p>Donna Brasher reported on the menu selection for the CSOTTE 2017 conference</p> <p>Pam requested questions that would enhance the evaluation be emailed to her.</p> <p>The awards assembly format was discussed.</p> <p>The initial audio-visual bid was \$16,326.80 with a 10% discount. After discussion, an updated AV cost will be given at the September board meeting.</p>
<p>conference procedure and schedule</p>	<p>The CSOTTE 2017 schedule was discussed. <u>The board wants inclusion from all members, faculty, and organizations.</u> A networking time with a boxed lunch was decided on for Monday, 11:30-1:30. The sit-down dinner and awards will be Sunday evening. -Eric Brown volunteered to be in charge of scheduling the Brown Bag Lunch groups and special topics</p> <p>Suggestions for networking topics were made and will be finalized at the September board meeting.</p> <p>Elda Martinez reported that early bird registration will end 9/15. Presenter registration will be 9/15. The first draft of program will be online 9/20. Call for proposal will end 7/15 and be notified by 7/31. Presenter PowerPoints programs to be online; the deadline is 10/1. The online program will be updated continuously. The final program in PDF form will be available 10/1/2017. The awards videos should be provided to Elda Martinez by 10/1/2017 and be no longer than 2 minutes.</p>
<p>13. Quest for quality Awards Update</p> <ul style="list-style-type: none"> a. Exemplary Faculty Practices TACTE and EDICUT/ Denise Staudt b. Exemplary School Partnerships – TxATE / Christie or Debby c. Exceptional Teacher Candidates – TDFE and TACA / Gayle and Lidia 	<p>Qualifications and possible recommendations for the Friend of Education award were discussed.</p> <p>⌘</p> <p>The Quest for Quality will be presented Sunday night. Denise reported that the Exemplary Faculty Practices applications deadline was May 19 two applications that will be sent to the awards committee.</p>

	<p>Debby Schulsky reported the 2016 Quest for Quality award winners will present session at 2017 CSOTTE conference. Pam Tipton stated the proposal for the faculty practice is on the website, and the partnership practice can be added if it is sent to her.</p> <p>Gayle Butaud and Lidia Zatopek reported that the Exceptional Teacher Awards were moving forward.</p>
14. CSOTTE board meeting Schedule for 2017-2018	<p>Pam Tipton reported the CSOTTE board dates:</p> <ul style="list-style-type: none"> • September 15, 2017 – TAHPERD Office, Austin • Sunday, October 22, 2017 10:00am – 1:00pm Corpus Omni Laguna • February 23, 2018 – TAHPERD Office, Austin • April, 2018 – TBD TAHPERD Office, Austin (only if needed) • May 22-23, 2018 noon to noon– board retreat at Port Royal in Port Aransas; it was suggested that if you want a room make your reservations early.
15. Future conferences	<ul style="list-style-type: none"> • 2018: October 21-23, 2018 San Antonio Omni Colonnade • 2019: October 27-29, 2019: Embassy Suites Dallas / Frisco • 2020: San Marcos Embassy Suites
16. Audit committee Report	<p>Lidia Zatopek reported on the audit. Marlene Zipperlen made a motion to accept the audit, second by John Sargent, all approve.</p>
17. Other business	<p>Glenda Ballard read the draft letter to the community colleges.</p> <p>Tim Sutton suggested that CSOTTE request members to donate to a 'give back' program and volunteered to take charge of that activity.</p>
18. Recognition of outgoing board members	<p>Rotating off the board is Judy Abbott; Paula Hollis rotating off and retiring; Christie Bledsoe is the outgoing president for TxATE.</p>
19. Recognition of outgoing board Chair	<p>Glenda Ballard was thanked for her service as she is outgoing CSOTTE president.</p>
20. Adjournment	

Minutes respectfully submitted by Gayle Butaud 6/2/2017.