



**CSOTTE Board Retreat
 Port Royal Ocean Resort
 Port Aransas, Texas
 12:30-5:00pm, Tuesday, May 20, 2014
 9:00am-Noon, Wednesday, May 21, 2014**

Minutes – May 20,2014

2. & 3. The meeting was Call to Order by the chair, John Miazga at 1:10 p.m. After the welcome by the chair, each person in attendance introduced themselves. Present were: Amanda Rudolph, (CSOTTE Chair-elect), Brian Miller (Advisor), Krystal Goree (Krys) (TDFE), Sandra Parnell (TACO), Denise Staudt (TxATE), Pam Tipton (Executive Secretary), Jim Todd (EDICUT), Kathleen Vinger (TACO), Lidia Zatpoek (TACA), Marlene Zipperlen (EDICUT), Grant Simpson (President-Elect TACTE), Jean Hubbard (TCTCT), Elda Martinez (Consultant), Ginny Fender, Executive Secretary (TACTE), Zach Rozzell (TACA), Glenda Ballard, (TACTE President), and Sara Langeford (TDFE).

4. Minutes of the April 4, 2014 **were approved** after amending the addition of Dennis Staudt and Ginny Fender to item 11.

5. Financial Report – Executive Secretary

a. Current Financial Status Report

Income and Expense Report

	February 2014 Transactions	March 2014 Transaction	April 2014 Transaction	YTD Transaction	2013-2014 Budget
Total Income	0.81	440.90	3265.87	116,952.05	100,080
Total Expenses	1703.28	1285.95	3692.79	75,378.11	100,080

Account Summaries, as of April 30, 2014

	Feb. Balance	March Balance	April Balance
Checking			
Previous	49,710.99	48,007.71	47,161.80
Bank Balance	48,007.71	47,161.80	46,734.01
Market Rate			
Previous	21,147.90	21,148.71	21,149.61
Current Balance	21,148.71	21,149.61	21,150.47
Total Assets	\$69,156.42	\$68,311.41	\$67,884.49

Motion by Marlene Zipperlen to approve the financial report as presented by Pam Tipton. Grant Simpson seconded the motion. Motion passed.

b. Proposed 2014-2015 Budget – The proposed budget with a projected income of \$103,600 and projected expenditures of \$96,390 was presented to the board by the executive secretary. After review, Grant Simpson moved to approve the 2014-2015 proposed budget. Brian Miller seconded the motion. Motion passed.

c. Organization Dues– submit or mail check

i. Paid: EDICUT, TACO, TACTE, TAHPERD, TxATE

ii. Due: TACA, TCTCT, TDFE

d. Financial Audit Committee for 2014– Appointment of Committee Members

Grant Simpson, Kathleen Vinger, and Jim Todd volunteered to serve on the Financial Audit Committee that would meet at the conclusion of the meeting to audit the records for the 2013-2014 budget year.

6. Website updates – Reviewed three proposals, and the board favored B with recommendations. Pam will share these recommendations for revisions to the website. The design will be presented at the September meeting.

RegOnline an event registration software and event management solutions was discussed further about how robust a software package it is. Still in the exploration stage as to how best to use many of the other features.

Elda Martinez led the discussion regarding websites, links, CSOTTE.com, pdf or flat program, and the possibility of directing participants to one place with the program description and link to program material, and/or when participants click on Conference on the CSOTTE website they immediately go to the conference website.

Motion by Marlene Zipperlen to alter CSOTTE.com Conference tab to redirect to the conference website. We will no longer direct participants to the CSOTTE Conference.com. We will purchase domain to house the conference website, contract with Elda Martinez to build the conference site, and to grant approval from the board to Pam Tipton, John Miazga, Amanda Rudolph, and Elda Martinez to make decision that will allow us to move forward with this new format. Seconded by Ginny Fender. Motion passed.

7. 2013 Conference – Final Report

a. Finances / Attendance – Pam Tipton

Presentation of a four-year comparison of finances dealing with the CSOTTE Conference, and the numbers of participants from the various organizations, and from no organization.

b. Conference Evaluations and Comments – John Miazga/Amanda Rudolph

At the September meeting the CSOTTE board will review the evaluation questions.

8. SBEC/TEA Update – Grant Simpson

Grant is very encourage by the cooperation he has experience with Michele Moore. While not from an education background, she has demonstrated her desire to learn, and to make decision that do not have unintended consequences. She has reached out on a number of occasions to Grant seeking information. She realizes there is a big gap between the schoolhouse and the state house. The stakeholders meetings

had success in that it appeared they did listen to those in attendance as suggested changes in 227, 228, and 229 have been heard, and sent forth.

Further questions regarding audits both from TEA and possibly outside auditors were discussed. Also issues surrounding passing of all parts of EC-6, and mental health curricular changes on the horizon.

9. Conference 2014 - planning

- a. Austin, Texas – Austin Sheraton at the Capitol
- b. Theme – A New Professionalism: Advocacy, Action, and Accountability
- c. Speakers include Berry Barnett and John Kuhn
- d. Sponsors / Donors / Vendors / Exhibitors – distribute Sponsorship Opportunities to members, available electronically
 - i. Sponsors:
 1. ETS: Platinum (\$12,000)
 2. Peregrine Academic Services: Event Bag (\$5000)
 3. TaskStream: Promotional Product (\$1500) – Pens
 4. CertifyTeacher: Promotional Product (\$1500) – highlighters
 - ii. Vendors: 240 Tutoring, CertifyTeacher, ETS, TaskStream, TK20, Peregrine AS
 - iii. Event Bag Committee - Volunteers for selecting the bag for the conference included Jean Hubbard, Denise Staudt and Ginny Fender
- e. Door Prizes – Conference Evaluation (Those that complete the online registration are eligible for one free registration to the 2016 CSOTTE Conference)
- f. Registration – Arrange the work schedules to be in line with the break out sessions. TACA is no longer the primary organization to work the registration desk, volunteers are asked to sign up. Prime times for more people to work the desk is necessary, while at other times two to three people could manage the registration table. Also it was suggested to have someone at the desk who could help those who want to use their Smartphones, etc. to manage their schedule at the conference. ,
- g. Call for Proposals – TxATE/Denise Staudt
She has approximately 10 proposals, but more will be forthcoming. Too early in the process.
- h. Schedule (Conference at a Glance)
 - . Sponsor and Vendor Recognition Reception – clarification of who is hosting the Reception for the program
 - . Award luncheon – Encourage those involved with the award ceremony to limit introduction to 1.5 minutes, and the awardees 3 minutes. During the luncheon, consider biographies about the recipients to be on the two screens in the ballroom.
 - . Change program to indicate the Emerging Scholars poster presentation will be from 10:15 to 11:15 on Monday. At 12:30 the Emerging Scholars will attend the sessions that are designed for them.

. Consider graduate students involved in poster presentation. They would not take part in the same activities as the Emerging Scholars, instead they could attend the general session in the morning, and participate in the breakout sessions offered on Monday afternoon. The conference fee would be \$25.00 poster presentation or breakout sessions. If they decide to eat, the conference fee would be \$100.00.

Amanda Rudolph, and Pam Tipton will work this out with Dana Pemberton.

- i. Breakout Sessions - TBA
- j. The menus for the events at the conference will be determine by Glenda Ballard, Zach Rozzell, and Sandra Parnell.
- k. Entertainment – Austin ISD (Entertainment – Judith Munter initiate the Austin ISD contact with Greg. The conversation continues to develop, which could involve steel drums, and small choir, during awards luncheon
- l Evaluations – Board members are to review the survey questions for suggestions to make it be more informative about the issues the board wishes to know. The evaluation will continue to be online.
- m. Vendor Raffle – While there was plenty of discussion, there will be more in September. What would be the prize/s and who would provide them.
- n. Awards – conference procedures and schedule
- o. Others –
 - i. Event Cancellation Insurance (determined not needed)
 - ii. Request to put link to ACE Rent a Car on the conference registration page
Pam will contact a representative from ACE and determine if they wish to be a corporate sponsor for the conference before the board entertains their request.
 - iii. Audio-Visual:
Pam will continue to negotiate with the hotel concerning issues dealing with technology. A request to see if they will work with the conference to have use of the two screens during the session featuring the awardees. Pam shared the following:
PSAV (Sheraton in house): \$11,449.26 + WIFI
AV-USA (Diana rec): ~\$9290 \$3615 AV-USA quote
+ 1000 liaison fee of PSAV (\$500/day)
+ 675 patch fee of PSAV (\$135/day/room)
3 General Sessions, 2 Em Scholars
+ 5000 WIFI (\$100/Mb for 6-10 users)

RECONVENE CSOTTE Board Meeting, May 21, 2014

8:30 a.m. Open Discussion

Chair Miazga opened with a general discussion about CREATE's Quest for Quality, which involves the recognition of the following categories: Exceptional Teacher Candidates, Exemplary Faculty Practices, Exemplary Field-Based Practices, and Exemplary School Partnerships. Those present at the board meeting were asked to visit with their particular organization to determine if the organization would take on the responsibility of one aspect of the Quest for Quality categories. Those present were ready to move forward with the idea of CSOTTE taking over the Quest for Quality, and the following represents the consensus of the group:

CSOTTE (representative/s from each group) – Exceptional Teacher Candidates
EdICUT & TACTE – Exemplary Faculty Practices
TDFE – Exemplary Field-Based Practices
TxATE – Exemplary School Partnerships

Further, each board member was to check on the following:

1. Check with organization concerning involvement
2. Determine most appropriate category for the organization

Tentative Format:

1. Sub-committee to work with Mona Wineberg about the process and procedures
2. Recognize recipients once each year in October at the CSOTTE Conference
3. Application are once a year (spring of the year)
4. Decisions are made in summer

Regular Meeting began at 9:20 a.m.

10. Create CSOTTE Board meeting Schedule for 2014-2015

Chair Miazga asked Pam to review the dates for the 2014-2015 CSOTTE Board meetings:

- a. September 19, 2014 – TAHPERD Office, Austin
- b. October 19, 2014 10:00 a.m. – 1:00 p.m. Austin Sheraton at the Capitol
Annual stuffing of the bag at the 10:00 a.m. hour
- c. *March 27, 2015 – TAHPERD Office, Austin – Purpose of the meeting is to review the fall CSOTTE in detail*
- d. April, 2015 – (TBD based on need) TAHPERD Office, Austin (Easter April 5)
- e. May 20-21, 2015 – Board Retreat – Port Royal, Port Aransas, Texas

11. Future Conferences

- a. 2015: October 25-27, 2015: DFW: Embassy Suites Dallas-Frisco
- b. 2016: October 16-18, 2016: Austin: Embassy Suites San Marcos
- c. 2017: October 21-23, 2017: Corpus Christi Omni

12. Audit Committee Report

Grant Simpson, Kathleen Vinger, and Jim Todd reported the organization's book represent financially sound practices

A short conversation involving the need to have the book audited by a CPA, or sending an electronic version to the board treasurer prior to the executive board meeting in May, or checking with Diana Everett (TAHPERD) to determine what course her organization takes in regard to auditing their book.

13. Other Business [Conference Menu Committee selections, Event Bag Committee]

Glenda Ballard, Zach Rozzell, and Sandra Parnell determined the menus for all events held during the CSOTTE Conference in October.

Denise Staudt, Ginny Fender, and Jean Hubbard selected the conference bag, which will be two toned with a zipper closure, two pockets, and color scheme to matched the sponsor logo.

Addendum to item 5 on the agenda:

Elda Martinez research on the cost for Webby Pro and the CSOTTEConference.com domain resulted in the following amounts: 5 years for the domain at a cost of \$149.75, and 2 years to maintain the archives through Webby Pro at \$71.76.

Marlene Zipperlen made the motion to maintain the domain at a cost of \$149.75 for 5 years, and to maintain the archive through Webby Pro at \$71.76 for 2 years. Further to move the cost incurred by Elda Martinez personal credit card to the CSOTTE's organization credit card. The motion seconded by Grant Simpson. Motion passed.

Elda will start making a skeleton site for the 2014 CSOTTE Conference, and make it available to Kay Guenther, Website Solutions. Once the link is embedded, Kay will no longer have to do anything with the conference site.

14. Recognition of outgoing board members

Brian Miller, Advisor, and a member of the CSOTTE board for seven years, was recognize as an outgoing member.

15. Recognition of outgoing Board Chair

John Miazga, Chairman of the CSOTTE board, was recognized for his visionary leadership, financial astuteness, and for his leadership. He will now become the advisor for the CSOTTE board.

16. John Miazga called for an adjournment, which was seconded by Glenda Ballard.