



CSOTTE Board Meeting
March 11, 2016
TAHPERD OFFICE
Austin, Texas
9:30am

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| <ol style="list-style-type: none"> 1. Call to Order 2. Introductions – board members | <p>Grant Simpson called the meeting to order at 9:30. Members introduced themselves: Amanda Rudolf (CSOTTE Advisor), Glenda Ballard (CSOTTE Chair Elect), Sara Langford (TDFE President), Pam Tipton (Executive Secretary), Christie Bledsoe (TxATE Vice President), Gayle Butaud (TDFE President Elect), Diana Everett (TAHPERD Executive Director), Jean Hubbartt (TCTCT), Lidia Zatopek (TACA Vice President), Eric Brown (TACA), Paula Hollis (TACO VP), Grant Simpson (Advisor and Chair), Donna Brasher (TCTCT VP).</p> |
| <ol style="list-style-type: none"> 3. Minutes, October 2015 Board Meeting (see page 3) 4. ETS Letter of Support | <p>A motion was made to accept the Minutes from the October 25, 2015 meeting by Diane Everett. Glenda Ballard seconded the motion. There were no revisions or comments. The Minutes were approved unanimously.</p> <p>Informational item: Glenda Ballard wrote and sent a letter of support for ETS via Rick Cullors.</p> |
| <ol style="list-style-type: none"> 5. Financial Report – Pam Tipton (see page 7) | <p>The committee reviewed the report noting expenses for food and AV. The refund policy was explained. Paula Hollis made a motion to accept the report, with Lidia Zatopek seconding the motion. It was unanimously accepted.</p> |
| <ol style="list-style-type: none"> 6. Report 2015 Conference Financial Report – Pam Tipton / Grant Simpson / Glenda Ballard <ol style="list-style-type: none"> a. Conference Summary/Comparisons 2011-2015 – Pam Tipton (attached Excel and page 9) | <p>Pam Tipton reviewed the expenses of the 2015 conference. \$16,580.16 net for the year after conference income and expenses. The conference alone brought in around \$34,000.00, even with the reduced rates for this year’s conference. This is reflected in the Financial Report. Transparency and tracking the profits were noted.</p> |
| <ol style="list-style-type: none"> <ol style="list-style-type: none"> b. Conference Evaluations discussion - Glenda Ballard | <p>Glenda Ballard led the review of the conference evaluation. The TEA information from that part of the conference received the most <i>non-positive</i> responses. The group felt this was not about the TEA individuals, but about the information they covered.</p> <p>The other responses were varied with most weighing in as <i>satisfied</i> and <i>very satisfied</i> on most categories. Award luncheon changes were well received, especially the videos of the winners in their classroom settings. Emerging Scholars should be kept to initial certification candidates whether grad/undergraduates.</p> |

| <p>c. Post-conference discussion / ideas / changes – Glenda Ballard</p> | <p>Christie Bledsoe took notes for taking back to Marlene’s planning purposes. Diane Everett gave feedback from TAPERD conferences. Presentations for specific organizations were suggested. Networking is popular for this conference. The group did not favor partial conference registration due to expenses. Vendor fee is \$500 and perhaps other types of vendors like will be added for our October conference.</p> | | | | | | | | | | | | |
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| <p>7. Election of 2015-2016 Board Officers - Amanda Rudolph, nominating committee</p> | <p>The officers for the Board will be: Chair- Glenda Ballard Advisor- Grant Simpson Chair Elect-Marlene Zipperlen Secretary- Sara Langford Treasurer- Lidia Zatopek These were unanimously approved after motions by Glenda Ballard and Diane Everett.</p> | | | | | | | | | | | | |
| <p>8. Conference website/eProgram Options – Elda Martinez</p> | <p>Elda Martinez was unable to attend this meeting. This topic was tabled until the Port Aransas meeting.</p> | | | | | | | | | | | | |
| <p>9. Conference journal – Amanda Rudolph</p> | <p>Amanda Rudolph would like to start a low-cost on-line conference journal that would give Texas-related perspectives. It would increase visibility and have a place to record our teacher training issues and solutions. It could be peer-reviewed and popular for faculty who need to publish. There is a lot of work that needs to be done to get this started and help it continue. Elda Martinez will be consulted about this start up process.</p> | | | | | | | | | | | | |
| <p>10. Retreat: Registration Fee</p> <table border="1" data-bbox="99 1255 532 1409"> <thead> <tr> <th>Retreat</th> <th>Registration Income @ \$65 pp</th> <th>Retreat Expense</th> <th>Cost pp to cover Expenses</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>\$1,170</td> <td>\$1,930</td> <td>\$112</td> </tr> <tr> <td>2014</td> <td>\$1,105</td> <td>\$2,211</td> <td>\$118</td> </tr> </tbody> </table> | Retreat | Registration Income @ \$65 pp | Retreat Expense | Cost pp to cover Expenses | 2015 | \$1,170 | \$1,930 | \$112 | 2014 | \$1,105 | \$2,211 | \$118 | <p>Pam Tipton noted we are losing money on the retreat registration. Sara Langford suggested we absorb the expenses of the retreat since it is expensive to get to Port Aransas and the money is available. We tag onto TACTE’s meeting and Ginny Fender is the executive director. She was not present to consult with her concerning future planning. Another option could be to combine this meeting with June meetings in Austin. Four members overlap with TACTE; four or more members overlap for June meetings.</p> |
| Retreat | Registration Income @ \$65 pp | Retreat Expense | Cost pp to cover Expenses | | | | | | | | | | |
| 2015 | \$1,170 | \$1,930 | \$112 | | | | | | | | | | |
| 2014 | \$1,105 | \$2,211 | \$118 | | | | | | | | | | |
| <p>11. Conference 2016 – Glenda Ballard / Grant Simpson a. Registration format and billing</p> | <p>Registration went well. Ease of use noted. We will use the same registration fee for fall’s conference.</p> | | | | | | | | | | | | |
| <p>b. October 15-17, 2016 – Austin: Embassy Suites San Marcos Hotel Convention Center & Spa; Room block: 15/225/225, \$85 (no “prevailing government rate” statement on contract)</p> | <p>This item has already been approved.</p> | | | | | | | | | | | | |
| <p>c. Theme</p> | <p>This will be determined and sent soon. Glenda Ballard shared her thoughts, but she will send more information as it is formulated. The names of strands will reflect the theme. In the future, the keynote</p> | | | | | | | | | | | | |

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| | speaker will need to be decided before the March meeting. |
| d. Speakers - brainstorm ideas | Suggestions and feedback were sought from various other conferences. Some are cost prohibited. Glenda Ballard listed several she has considered. |
| e. Schedule - work from last year's Conference at a Glance (discuss & correct scheduling errors) (see pages 14-16) | Schedule needs to include sessions for vendors and award winners. |
| f. Entertainment: Do we need any? | Eric Brown recommended that before the keynote a minority group could sing and set the tone for the speaker. Lighting should be set to focus on the group. |
| g. Call for Proposals - work with last year's draft (see pages 17-18) | San Marcos provides their bags for the conference. |
| h. Event bags: Do we need them? | |
| i. Sponsorship Opportunities idea (draft pp. 11-13) <ul style="list-style-type: none"> i Platinum: \$12,000 ii Gold: \$10,000 Silver: \$7,000 Instead of Event Bag (\$5000), Promotional Product (\$1500) and Event Bag Insert (\$500) have a Breakout Session Sponsor (~ \$2000). Otherwise, vendors can't be breakout speaker??? Exception: Platinum, Gold, Silver | The sponsorship page was reworked to add opportunities to present during a 45 minute session or not. Board Members were asked to send Pam Tipton contact information of potential sponsors. |
| 12. Quest for Quality Update <ul style="list-style-type: none"> a. Exceptional Teacher Candidates: TDFE and TACA b. Exemplary Faculty Practices and Field-Based Practices: TACTE and EDICUT c. Exemplary School Partnerships: TxATE | Photos and links have been sent for Interns. They have not been sent for Student Teachers. Forms should be updated, but major revisions are not needed. A one page informational sheet will be distributed with the due date of July 15 th . Dana will be contacted for Emerging Scholars. |
| 13. TEA/SBEC/ASEP Update – Grant Simpson and Amanda Rudolph | Grant did not attend EPAC, but he met with Tim Miller concerning the different configurations for TEA audits. |
| 14. Upcoming Meetings – <p>April, 2016 – (<i>TBD based on need</i>) TAHPERD Office, Austin (Easter is March 27)</p> <p>May 24-25, 2016 – Board Retreat – Port Royal, Port Aransas, Texas</p> <p>September 9 or 16??, 2016 – TAHPERD Office, Austin</p> | The next meeting will be May 24-25 in Port Aransas at Port Royal. September 16 th will be the date of the fall Board meeting at TAHPERD office. |
| 15. Future Conferences <p>2016: October 16-18, 2016 – Embassy Suites San Marcos Hotel, Spa and Conference Center: Room block: 15/225/225, \$85 (no “prevailing government rate” statement)</p> <ul style="list-style-type: none"> • Food and Beverage minimum \$15,000 • Room rates (\$85s/139d); no “prevailing govt rate statement” • Room block: 15/225/225, 90% occupancy guarantee • Complimentary Presidential and Hospitality Suites (also 1/50 rooms), complimentary parking, 10% discount on AVT AV <p>2017: October 22-24, 2017 – Omni Corpus Christi</p> | Pam Tipton will send out RFP to Frisco, Galveston, and the Woodlands for the 2019 Conference. 2011 at Corpus had 100 fewer attendees. Houston was also a lower number of attendees also. |

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| <ul style="list-style-type: none"> • Food and Beverage minimum \$28,451 • Rooms at prevailing government rates (to increase, currently \$97s/147d) • Room block: 15/225/225, 90% occupancy guarantee • Complimentary Corpus Christi Suite (also Bayview Suite and 3 exec suites upgrade at group rate), complimentary parking, 10% discount on AVT AV • Question: Will we need insurance??? <p>2018: Date 20-22, 2018 – Omni San Antonio Colonnade proposal</p> <ul style="list-style-type: none"> • Food and Beverage minimum \$20,000 • Rooms at prevailing government rates (to increase, currently \$120s/130d) • Room block: 30/250/250 = 530, guarantee 90% <ul style="list-style-type: none"> • Complimentary 2 bedroom suite, 1/50 rooms booked | |
| <p>16. Other Business:</p> | <p>There was not any other business brought up at this time.</p> |
| <p>17. Motion to adjourn</p> | <p>A motion to adjourn by Sara Langford at 1:43 was seconded by Gayle Butaud. The decision was approved by all members leaving.</p> |