

AZTESOL Summer Retreat
Summary of Minutes
May 30, 2015
Embry-Riddle Aeronautical University

Craig Lefever resigned from the AZTESOL board due to other obligations other organizations. The board members wish to thank Craig for his years of service to the board and to AZTESOL.

Finances: Laura gave a summary of the current finances of AZTESOL. There was discussion to moving the account to a credit union or the Arizona Community Foundation for a higher return in interest. She will do a summary of yearly trends to see when money is spent and collected.

Membership: Richard gave a summary of membership. AZTESOL currently has 312 members. Discussion took place as to how to draw in the K-12 teachers to AZTESOL as well as other ways to increase membership.

State Conference: H. Douglas Brown will be the keynote speaker and round table moderator on Friday evening. Saturday will have 5 sections of presentations with 10 presentations running during each section. A volunteer is still needed to print the program.

Team-building: Richard began this discussion with a short quiz (taken from [The 17 Laws of Team Work](#)) followed by a video that discussed specific ways to lead volunteers. The overriding question was "What is my role with AZTESOL?"

Google Drive: Jennifer showed the board how to use Google Drive in efforts for a smooth transition to using Google and storing shared documents. Her instructional slide show can be found in the shared drive so it can be referred to if people have questions about using it.

Break-out sessions: During and after lunch, members broke into three different groups, job descriptions, conference planning, and social media, to brainstorm information and how these three areas can help AZTESOL become a stronger organization.

Votes: previous meeting minutes, SIG documents and membership categories/fees were voted on.