

## AZTESOL Board Meeting Summary

Saturday, September 8, 2018

The meeting was held virtually with fourteen members in attendance. New board member, Jeremy Lee, was welcomed approved. A mini-conference objective statement and standardized process (registration, proposals, evaluations) were drafted and will be added to the website. Jenny shared a membership survey to gather information about interest topics, social media platforms, and webinar interests. The survey will be administered during the fall conference. Laptops will be available for conference participants to take the survey. Additionally, a QR code will be presented at the beginning of the conference for participants to complete the survey via phone. The goal of the survey is to capture participant current use and interest to use social media platforms, Google apps, and website to connect with the AZTESOL consortium. The survey will also gauge interest in offering AZTESOL webinars. Membership fees were also discussed during the meeting. The annual fee will be included in the general conference fees. Individuals who receive a reduced conference rate will still need to pay a membership fee. Virtual aspects of the conference were confirmed. A video of the keynote will be posted to the AZTESOL website. Travel grants were approved and two applicants were approved to split the Jean Zukowski/Faust grant. Awardees will be recognized at the fall conference. There are currently 368 active members of AZTESOL. The board will collect and share historical data including membership numbers, demographics, a member list, board contact list, grant/award recipients, and a tracking sheet for board member hours of service. In an effort to continue to grow membership, AZTESOL will engage with a stronger virtual presence. Videos will be promoted via social media, and the board aims to build momentum for webinars.

Board member reporting:

- President: The second vice president plus one will attend the TESOL convention. Funds will be allocated for travel.
- First Vice President: AZTESOL fall conference 73% of proposals were approved for concurrent sessions.
- Secretary: Establishing a revised naming and organization protocol for files. Meeting summaries (4) were posted to the AZTESOL website.

- Treasure: Conference registration fee update. Investigating tax laws for large gifts.
- Past President: Reporting of board member vacancies and recommendations. These vacancies will be posted on the website and announced during the fall conference. AZTESOL Teacher of the Year luncheon seats (10) are available.
- Newsletter Editor: There will be three publications per year. Board members may submit articles. In an effort to increase article topics, presenter articles, interest section updates, and board member updates may be included in the publications.
- Public Relations: There is a new AZTESOL Facebook page. ASTESOL Facebook posts will be shared via Twitter.
- Scholarships, Grants, and Awards: A rubric will be used for application screenings. Consideration of high school scholarship to English learner that is college/university bound.
- Sociopolitical Concerns: Developing a presentation for June Advocacy Day to present candidate platforms.
- Interest Section: Survey to distribute at the conference.