

AZTESOL Board Meeting Summary

Saturday, January 12, 2019

The meeting was at ASU with thirteen board members in attendance. We discussed open board positions: treasurer, business manager, interest section coordinator, and sociopolitical concerns. Board members agreed to review their job duties as prescribed in the AZTESOL Handbook and compare this to the work that they do. This information will be shared with the board structure committee with recommendations to revise job duty descriptions. The board structure committee scheduled meetings to explore opportunities for job duty/position consolidation. A motion was made and approved to eliminate the business manager role and add these duties to the conference committee. Remaining vacancies will be promoted during the fall conference.

Results from the interest survey were shared. The majority of survey responses indicate interest in webinars and email to be the preferred communication platform. In an effort to continue to collect information about interests from AZTESOL members and potential members, the board agreed to revise the survey during the June meeting and post this to the website and social media platforms for ongoing distribution. The survey will also be distributed at the state conference. The secretary will assume responsibilities to create a digital version of the survey and share data with the board as it is collected.

The AZTESOL budget was reviewed. The board agreed to fully fund one board member to attend the TESOL Advocacy Day event. The treasurer is going to use budget information from 2015 to present to offer an average annual budget to the board. Funds will be transferred to the day-to-day account to cover this anticipated annual budget. New revenues will be allocated to the following year budget. The board is seeking accountant support for annual taxes. The president and other board members will be attending the TESOL Convention. AZTESOL will contribute \$500 to a joint reception with Rocky Mountain TESOL.

AZTESOL awards were reviewed. There were eight applications for the Cheryl Walsh Grant and the board recommended one awardee. Information will be added to the grant page informing applicants about the number of awards that one individual might receive per year. Motions were approved award \$1275 in awards. The classroom supplies grant will be revised to encourage more applicants. Applicants will submit a project outline demonstrating how the supplied would be applied to the classroom including objectives, standards addressed, and the project description. Awardees will submit a reflection article and photo to be included in the AZTESOL newsletter.

Regional conferences were discussed. A objective statement for these conferences will be added to the website and applied to mini-conference publications. The board will develop a standard registration, proposal process, and evaluation form for all regional conferences. Preliminary discussions about the state conference included recommendations to continue to use the Shed tool, potential keynote speakers, and a committee was formed.

Board members reported out updates specific to their duties.