

# AZTESOL Board Meeting Summary

Saturday, January 18, 2020

The meeting was held at Mesa Community College with fourteen board members in attendance. The board reviewed job descriptions and roles with new board members and discussed a process to mentor and support new board members. The board recommended allocating time during the first annual board member and/or summer retreat to review job descriptions and set dates for the academic year. Time should also be allocated for board members to share plus/deltas with their role in the prior year for refinement and/or mentoring for new board members. The board committed to update the board member photo at the annual conference. The board also discussed board member email addresses and the use of Gmail accounts for communication. The secretary created an AZTESOL secretary Gmail account and moved all AZTESOL documents to this account. The Drive documents were shared with board members. The board recommended the creation of AZTESOL Gmail accounts for the communications chair, treasurer, advocacy chair, and webmaster.

The board reviewed the Sched report for the 2019 state conference. There were 128 attendees and 59 attendees used Sched and provided feedback about the conference. The average session rating was 9.6. There was a drop in attendees at the conference from the previous year (-16 people).

The AZTESOL budget was discussed including changing banking privileges based on new board member roles. The vice president and secretary will be added to the banking account. Since the vice president is a three-term role (vice president to president to past president) the new vice president will be added to the account every three years. A sub-committee was established to review the AZTESOL budget to make recommendations for the current year. The treasurer will create a digital record of the receipts. The board discussed ideas to generate revenues including increasing the table rate for vendors at conferences, offering a gala with the state conference, a donation link on the website, increasing the conference rate, AZ Community Foundation pitch, and ADE Adult Education grant proposal for professional development. The board discussed partnering with an institute with a grant to offer future conferences (e.g. OELAS, ADE, HSI institutes, International Education).

The board discussed the benefits of membership and agreed that the benefit is communication and networking. A motion was passed to eliminate all membership fees and to

activate or renew membership with any conference attendance. The website will be updated to reflect this change.

The board discussed attendance at national conferences. The president will be attending the TESOL convention and the board will identify a new to AZTESOL member to attend by utilizing the TESOL opportunity for a waived conference registration fee as a new to TESOL member. Three board members expressed interest to attend the 2020 TESOL Advocacy Day. The board discussed the benefit to have at least two attendees at the event. A motion was passed to give a \$500 contribution to the Rocky Mountain TESOL reception to keep AZTESOL visible to the public.

Regional conferences and the state conference were discussed. A drive folder with conference templates was shared with regional representatives to encourage continuity in conference planning. Regional reps have access to AZTESOL insurance documents to use as needed for conference planning. The northern AZ regional conference will be excused this year because the prior year state conference was held in this location. The central region conference is scheduled for April 4, 2020 at Grand Canyon University. The southwest region conference is scheduled for March 21, 2020 in Yuma. The southeast region conference is scheduled on February 29, 2020 at the University of Arizona. The AZTESOL-Mexico Committee requested support to hold a mini-conference in March and would like AZTESOL board member representation at the conference. The board is exploring TESOL protocols for international partnerships. The state conference will be held October 23-34 in Yuma, AZ. The conference committee is exploring cost differentials to hold the conference at the university or high school. Theme ideas for the conference include writing, emerging bilinguals, and additive language learning.

Board members gave reports. The president reported a goal to streamline the process for AZTESOL and to clarify the budgeting system. The secretary has been given membership duties and cleaned up the membership database based on prior year conference attendance. There are 150 active members. The secretary reorganized AZTESOL Google Drive folders and documents shared the structure with the board. A recommendation was made to move merchandise to a shop page on the website. The webmaster reported 700 clicks to the website and the most frequent search fields. The advocacy chair shared resources to better understand HCR2001.