



## Winter Board Meeting Minutes

Saturday, January 30<sup>th</sup>, 2016

10:00 am -3:00 pm

University of North Florida

Name	Position	Attendance
<b>OFFICERS</b>		
Crystal Timmons	President	Present
Valerie Wright	President Elect	Present
Rebecca Ogletree	Secretary	Absent
Altina Fenelon-Silva	Treasurer	Present
Priscilla Boerger	Past-President	Absent
<b>AT-LARGE DIRECTORS</b>		
Jillian McCardle	PK-12	Present
Elizabeth Jakubowski	College & Univ	Present
Vacant	State/Comm College	
Vacant	Business	
Krista Ruggles	Grad Student	Present
<b>REGION DIRECTORS</b>		
Suzanne Wilkinson	Panhandle PK-12	Present
	Panhandle C&U	
Dessalines "Des" Floyd	Crown PK-12	Present
Nancy Ryan	Crown C&U	Present
Ingrid Cumming	East Central PK-12	Present
Vicky Zygouris-Coe	East Central C&U	Absent
Candace Beam	West Central PK-12	Absent
	West Central C&U	
Vacant	South PK-12	

Sabrina Greenwell	South C&U	Absent
<b>Ex-Officio Members</b>		
Luciana C. Braga	Editor Journal	Present
Vacant	Editor Newsletter	
Steve Valiquette	Web Master	Absent

## Welcome & Agenda, Crystal Timmons, President

- Crystal welcomed three new Board: Luciana C. Braga, Suzanne Wilkinson, and Jillian McCardle
- Each member introduced themselves to the group; welcomed new members
- An overview of the day's agenda was given, with special attention to the newsletter

## Secretary's Report

Approval of Pre-Conference Board Minutes: Valerie Wright  
 Motion to Approve - **APPROVED**

Approval of Post-Conference Board Minutes: Valerie Wright  
Correction – Elizabeth Jakubowski should be listed as At-Large College & University  
 Motion to Approve – **APPROVED**

## Fall 2015 Conference Overview – Crystal Timmons

- Lots of new faces, members participated
- Crystal passed around the conference evaluation forms; 33 were turned in; comments on food, topics, presenters, organization. No real pattern to the comments.
- Crystal will compile the evaluation more formally and submit a report
- Concern about one of the presenters who was a bit confrontational; concern with perception taken by the preservice teachers in the audience; not sure we could have done anything to prevent this from happening
- In addition to increasing our membership and participants, let's look at our scheduling of speakers and presenters to be more strategic and maximize the best of what we have to offer; perhaps include the strand or intended audience next to presentation title to guide participants
- Questions about the timing of the conference – October is an extremely conference-filled month, especially in Florida. Perhaps think of changing to November
- Try to get the conference overview out earlier for members and possible attendees' attention
- Committees need to be on target with their deadlines so everything can flow and the conference info and agenda can be posted on time
- Section 7 of bylaws about Board meetings indicates the months that our conference and meetings are to take place – conflicts with another section of bylaws. Elizabeth will check on this.
- Will revisit our conference date for 2017 – September or October

## **Treasurer's Report:** Altina Fenelon-Silva

- See addendum
- 4 people joined FATE after the conference
- Lots of registration on-site; so late registration fees were incurred that brought in more money
- ATE flight cost difference between Valerie and Crystal due to number of days staying at the conference
- Total Revenue from 2015 conference - \$13,669.36
- Crystal did an amazing job of making sure FATE paid the correct amounts for hotel usage
- Altina did an amazing job of assuming the position of treasurer right before the conference and having everything organized

## **Reginal Updates**

- Crystal directed attention to the FATE website
- Crystal stressed that it is critically important that our website reflects the most current information since most folks research an organization via the Internet before deciding on presenting or attending
- Website is NOT the president's job, we need to discuss this further
- Reviewed the upper tool bar:
  - Membership Tab – make sure we are doing the things we are identifying (state/regional roles, etc.). Membership is no longer in paper form, must use the form online (need to clean-up the listing of regions on the membership form). Regional directory is also found here. Need to add ATE website address – currently shows FATE's URL. Need to reach out beyond where we live and get more participation from the panhandle and south region.
  - Awards tab – Mary L. Collins for distinguished educator and the Funk Award for preservice teachers. Need to update the dates for the upcoming fall conference.
  - Publications tab – current editions of the FATE Newsletter can be found here. Should the Newsletter stay under this tab or perhaps have its own tab on the tool bar. We could also have a link on the homepage to click on and get the latest newsletter.
  - FATE Board tab – pictures and contact information for each FATE Board members and Bylaws. Suggest we post the Minutes from all of our Board meetings
  - Contact Us tab – opportunity to email us – goes to President of FATE, which is currently Crystal.

## **Regional Updates:**

### **East Central PK-12 Ingrid Cumming**

- Vicky and Ingrid anticipate planning a spring meeting with colleagues at UCF Literacy Symposium with their own "Green Room" for FATE members and those interested in FATE to meet. Allows people to collaborate and connect.

### **Crown C & U – Nancy Ryan**

- Plans on using the annual conference to bring in colleagues and preservice students. Goal is to reach out to colleagues and Board members to expand knowledge and understanding of FATE and spreading the word

### **Crown PK-12– Des Floyd**

- Goal is to focus on communication – to beef-up it up and make use of social media – Twitter, etc. to get the message out on FATE across the region and regional members. Rethinking outreach to possibly include the teacher's voice through social media – do not need to physically meet. What other ways could we reach out and offer resources for the classroom?

## **College & University, Elizabeth Jakubowski**

- Excited about new Board members in her area. Goal is to expand and increase membership, as well as make better use of the FATE Facebook page.
- Suzanne (new Director for the Panhandle PK-12 area) pointed out that our students prefer other social media than Facebook – perhaps make use of more current options such as Snapchat, etc.
- Luciana commented that almost everything still goes through Facebook. FATE needs to “like” other organizations to introduce themselves since there are still so many that do not know we exist.

## **How to plan and organize your regional meetings – Crystal Timmons**

- Crystal shared a flyer showing how she organized and advertised a regional event
- Utilize your free space, such as schools, community centers, etc.
- Toughest part is choosing the date
- Start out small
- Shared another flyer from the 2014 FATE conference – a separate flyer was made to send out to the school district to solicit teachers, principals, district-level officials
- Created a FATE/Crown Region award that was given to a teacher in their region. Each school had one person recognized and one overall winner. The overall winner received a plaque that was presented to them at a faculty meeting.
- We need to communicate outside of our Board meetings. Communicate and plan events together with the regional meetings taking place.

## **Standing Committees: There are 7 standing committees that Board members are assigned to outside of their elected position – Crystal Timmons (see addendum)**

- Reviewed each committee – Membership, Nominations and Elections, Fiscal Affairs, Awards, Legislative and Policy, Communications and Publications, and Meetings/Conference Planning.
- Reviewed the Bylaws and the descriptions for each Standing Committee.
- Selected chairs – Nancy Ryan for Membership; Altina Fenelon-Silva for Fiscal Affairs; Ingrid Cumming for Awards; Priscilla Boerger/Crystal Timmons; Rebecca Ogletree for Communications and Publications; Valerie Wright for Meetings. Still need to select chair for Nominations and Elections Committee.
- Question about the Funk Award – does the student have to still be a preservice student or could they have just graduated in the spring? Bylaws state it needs to be a preservice teacher.
- Need a board of reviewers for the Journal, as suggested by Luciana. She will send an all-call to FATE members to see who would be interested, as well as to colleges and universities (they would not have to be FATE members).
- Liz suggested to widen the all-call to other committees that need help, as well as open positions on the FATE Board
- Liz also brought up that our bylaws state that only FATE members can submit articles for the Journal, except for special occasions. Luciana will contact the chair of Membership, Nancy Ryan, when someone submits a paper to check on membership status. If not a member, we will refer them to the FATE website so they can join

## **Lunch**

### **2016 FATE Conference Planning, Valerie Wright**

- Valerie distributed a packet of materials with a Save-the-Date page for distribution.
- We discussed the conference budget. Our goal is 200 registrants. The budget was planned with 150 registrants in mind.
  - We changed Student Showcase budget to \$200 so we could have one for undergrad and one for graduate students.

- Saint Leo University's President, Dr. Lennox, has agreed to pay the speaker's \$6500 fee as long as this is open to the community (Dave Burgess). We will ensure that FATE attendees have seats and then invite community members to fill in the extra seats.
- Dina Zikes, Foldables, will provide the Inservice/Preservice training as part of the pre-conference. We chose something akin to: "Building Academic Vocabulary (Aligned with Standards) with Foldables" with an eye toward K-12 AND digital creations and some tech resources. We will let registration info guide us toward specific grade levels. Key words: STEAM, technology, standards, scaffolding, etc.
- Dave Burgess would speak on Friday, late afternoon. We will ask him to merge his Teach Like a Pirate (passion for teaching) with Building and Using a Professional Learning Network (emerging technologies). Teachers really need the tech piece in order to get principals to free them to take a day off to attend.
- Saturday banquet speaker will be Dr. Jeff Borden. He has volunteered to do this for free. Valerie would like us to give him a \$500 honorarium. We talked about tying Jeff's topic to Dave Burgess' topics.
- Refreshments on Saturday afternoon.
- Valerie has contacted Dave Burgess' wife to ask if they will provide their TLAP bracelet for \$10 or under. He does have a poster that also might be a possibility.
- The conference will take place in Kirk Hall, where there is a great deal of current technology. We will need to pay for tech support, since this is on a Saturday.
- New total cost budgeted: \$16,685
- We discussed the registration form and whether we want to change it to include other rates. We feel that we need a strong technology component to showcase this as a PD for inservice teachers. Need to align to standards, be tech focused. Perhaps we could ask Dr. Borden to work at this?
- We brainstormed conference title and came up with: Teach with PURPOSE . . . Practice with PASSION #FATE2016 (strands: Research, Data Driven Instruction, Universal Design for Learning , Emerging Technologies)
- We need to make sure we have workshops that target assessment, standards-based instruction, etc.)
- We will send out Save-the-Date and Invitation for Conference Proposals forms out by the end of February.
- We would like to have at least one session with 5-6 presenters on Friday afternoon. Possibly have the Showcase before the keynote on Friday.
- Valerie will send out information about things that need to be done for the conference and invite us and non-board members to volunteer.
- Send any other ideas or suggestions to Valerie.
- The committee expressed appreciation to Valerie for her diligence on our behalf.

### **Old Business**

- Will discuss at next Board meeting the possibility of FATE Board members not being required to pay for conference registration, except for cost of meals.

### **New Business**

- Discussed establishing an additional award for perhaps a Cooperating Teacher or some other type of educator. We will discuss this at our next meeting so we can present it to membership at the Fall FATE Business meeting.

**Spring Board Meeting** – Saturday May 21, 2016 10:00-3:00 at Saint Leo University

**3:00 p.m.** Adjourned

## Addendum



# 2016 Treasurer's Report

January 30, 2016

### Current Balances (as of 01/30/2016):

• Business Checking:	5,421.54
• Business Market Rate Account (savings):	10,094.44
• PayPal (FATE account):	10,017.33
• Cash on Hand:	328.00

**Total assets: \$25,861.31**

### Income since last meeting (10/16/2015—01/30/2016):

• Interest for Savings account (10/30-12/31/2015)	1.28
• Membership (\$30.00: Anna Lewis, Cianna Clark, Karyna Smith, AM Univ)	120.00
• Conference Late Registrations & Checks Received during Conference	1,464.00

**Total income: \$1,585.28**

### Expenses since last meeting (10/16/2015-01/30/2016):

• Webmaster Fees (October-January)	200.00
• ATE Council of President Dues	20.00
• Hilton Hotel Chicago for ATE	173.44
• Southwest Flight (Crystal Timmons)	376.96
• Southwest Flight (Valerie Wright)	198.58
• Detail & Images	6.00
• Gift Card for Board Member	54.95
• Conference Final Cost to Hilton for Food/AV Tech paid in Full (11/23)	4,419.26*
• ATE Registration (Valerie Wright & Crystal Timmons)	820.00~
• Target Copy Invoice	630.50
• Conference Refund Registration & Reimbursements	602.30
• Philadelphia Liability Insurance paid in Full (10/21)	1,035.00

**Total expenses: \$8,536.99**

\*Cost decreased from about \$10,000 due to donations from UF Lastinger Program & Research Center

~ATE Registration (\$415 & \$405)

### Upcoming Charges:

• January FATE Lunch	TBD
• ATE Reimbursement Meals (CT-225 + VW-375) (\$75 Max. w/c includes Breakfast, Lunch & dinner per day for President & President Elect)	600.00

**Total Upcoming Charges: ≤ 600.00**

Revenue from FATE 2015 Conference (as of May, 09, 2015 to November 22, 2015):

Revenue from FATE 2015 Conference	
PayPal (Amount Started with 4,489.74 on May 09, 2015) (Amount Ended with 14, 350.10 on November 22, 2015)	Revenue From PayPal: \$9, 860.36
Checks & Cash deposited to FATE Checking Account	Total Amount deposited: \$3, 809.00
<b>Total Revenue from Conference</b>	<b>Total Revenue from Conference: \$13, 669.36</b>

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**Organization of Standing Committees:** (Bold print indicates chair of that committee)

- Membership Committee - **Regional Directors**, All Regional Directors
- Nominations and Elections Committee - **At Large Director**, 5 At-Large Directors and President
- Fiscal Affairs Committee - **Treasurer**, 5 At-Large Directors
- Awards Committee - **Regional Director**, All Regional Directors
- Legislative and Policy Committee - **Past-President** and one member from each region
- Communications and Publications Committee - **Secretary**, Website Editor, Journal Editor, Newsletter Editor
- Meetings Committee - **President-Elect**, 5members, one from each region