Executive Council Meeting Minutes
The Penn Stater, State College, PA

August 26-27, 2017

Saturday, August 26, 2017
9:30 - 10:45 The PSMLA Executive Council officers met separately to prepare for the weekend: Mike Bogdan, John Grande, Mina Levenson, Susanne Nimmrichter, Phyllis Rzodkiewicz, and Jan Stewart.

President’s Welcome and Introduction of New Members – 11:08 am
President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Keith Corbitt, Isabel Espino de Valdivia, Kathy Fegely, John Grande, Sister Mary Helen Kashuba, Michelle Kindt, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart, and Junko Yamamoto.
The following members were not in attendance: Jean Copeland, Jean-Louis Dassier, and Rich Madel.

Approval of minutes from the spring meeting was done via e-mail.

Secretary’s Report (P. Rzodkiewicz)
Phyllis reported that we currently have 577 members. There are 27 School Group Memberships. Council examined the spreadsheet that details the PSMLA Vouchers that have been redeemed so far. The spreadsheet will be updated to indicate the expiration dates of the vouchers.

Treasurer’s Report (M. Bogdan)
Council examined the Treasurer’s Report as Mike explained in detail the different sources of income and expenditures. We currently have a healthy balance in the bank, but Mike reminded us that we will be paying $20,000-$30,000 for the conference and we will have the printing and mailing of the Pennsylvania Language Forum (PLF).

Finance Report (M. Levenson)
The Finance Committee met via Skype a week ago. Mike had arranged for an external audit. The auditor completed and submitted the external audit. There were a few small details to be addressed but our finances are in order and within legal parameters. Mike and Phyllis prepared a summary of revised Council Compensation Recommendations for Honoraria to be extended for the Editors of the PLF, the Mail Manager, the Webmaster, etc. for discussion. The new compensation plan will go into effect in January 2018. Many of the honorariums had been set many years ago. Kathy made a motion to accept the Council Compensation Recommendations and council approved. This year, PACIE is a co-sponsor of the PSMLA fall 2017 conference. PACIE has asked that we allow members of PACIE who attend this year’s conference to join PSMLA for one year for $10. Members of PSMLA can join PACIE this year for $10. This is only for this year. Michelle made the motion to accept this proposal and council approved.

Advertising Manager’s Report (J. Yamamoto)
Junko reported that the exhibit hall for the 2017 fall conference is sold out. There is a waiting list of exhibitors who have requested a table at this year’s conference. Junko has shuffled the tables to accommodate more tables, but as this point, they are sold out.
**Pennsylvania Language Forum (PLF) (M. Flinchbaugh)**
Megan reported that the number of submissions to the PLF remains low. Are there ways we can encourage friends and colleagues to submit material to the PLF? The 2017 issue of the PLF will be sent to print in the beginning of September. Council will allow Junko to sell a color half-page ad on the back, outside cover of the PLF. There was discussion about approaching the presenters at this year’s conference to submit their session for publication in the PLF.

**Global Scholars (J. Stewart)**
There will be a session for Global Scholars at the 2017 PSMLA conference that will feature a panel of Global Scholars advisors who will share their experiences. Letters of congratulations were sent by Jan to each Global Scholar school district’s superintendent, principal, etc. as well as to Secretary of Education Pedro Rivera.

**Mailing Manager’s Report (N. Campbell)**
Nate assumed the role of PSMLA News Manager in April 2017. He developed guidelines for submitting new items that will be posted on the PSMLA website. Emails will be sent out each Tuesday. Additional emails will be sent out as needed for important deadlines. All information should be sent directly to Nate at news@psmla.org. Nate has two lists, members and non-members.

**Act 48 (B. Storey)**
Susanne and Brigitte met and worked on the revisions of the ACT 48 provider application. They edited the Conference Presenter Proposal Forms, the Session Evaluation Forms, and the Conference Evaluation Forms to comply with PDE Guidelines. All teachers seeking Act 48 credits will need to complete a short assessment of each session they attend, answering two questions. It is suggested they write their responses at the end of each session but these can also be done later. They must get a stamp for each session they attend on this new form. The forms will be collected at the end of the conference. Brigitte will check the tally for the number of hours earned and ensure that all teachers responded to the questions. Brigitte will check with Phyllis to make sure all persons receiving the Act 48 hours are current members of PSMLA.

**ACTFL (S. Nimmrichter)**
Susanne is not planning to attend ACTFL this year. Mike, Kathy, Michelle, and Sister Mary Helen Kashuba will be attending. Mike will investigate to see when PSMLA will be notified about the meeting of the General Assembly.

**CCA**
We have been asked to place a CCA brochure in the 2017 conference bags. CCA has begun to Skype in other areas of the state, not just in Pittsburgh.

**PEP (M. Levenson)**
Mina invited council members to help with the PEP applications. She explained that they expect fewer applications this year (based upon the number up for renewal.) Letters will be mailed out to the school districts before the end of September or the beginning of October.

**Historian’s Report**
We currently do not have a Historian. Mina will discuss this with a past council member and will nominate a PSMLA Historian for January 1.
**JNCL** (M. Levenson)
Mina hopes to attend JNCL this year. The 2018 Language Advocacy Day & Delegate Assemble will be held February 15-16, 2018 at the Hyatt Regency on Capitol Hill, Washington, D.C. News briefs, alerts, and other information are received at regular intervals. It is worthwhile to read the articles and follow the efforts at the federal level. Recently small gains in funding have occurred as a direct result of the efforts of JNCL, along with that of other foreign language organizations.

**NECTFL** (K. Fegely)
The NECTFL Board of Directors met in New York City on June 3. The NECTFL Conference will be held February 8-10, 2018 at the New York Hilton Midtown. Conference and hotel registrations are available. A preliminary program schedule is on the webpage. We need to submit the 2017 Best of State winners as soon as possible after the conference to ensure that they are included in the program. The information must be received by the end of November. The session participants will receive up to two gratis registrations, if there are co-presenters, and a stipend of $200 from NECTFL. We will exchange gratis exhibit space with NECTFL and will exchange two badges. The NECTFL Mead Fellow program application has been updated and posted to the website. Applications are to be submitted through PSMLA no later than November 16. The deadline to receive the NECTFL Teacher of the Year packets is January 5.

**PACIE** (Sister Kashuba)
Sister Mary Helen Kashuba will attend the PACIE meeting this year. This will be convenient since our PSMLA conference is combined with PACIE.

On a Fegely/Grande motion, the above reports were approved.

**12:45 – 1:45 Working Lunch**
The following committees met over lunch: the 2017 Conference Committee (Harrisburg – Mike and Jan), the 2018 Conference Committee (Pittsburgh – Isabel and Mina), and the 2019 Conference Committee (State College – Mike, Phyllis, and Susanne).

**1:45 – 2:45 – Committee meetings: Advocacy, Awards, and Nominations/Elections**
Committees were asked to review the action plan prepared by their committee at the spring meeting, in particular their information on the website. They were asked to make necessary revisions to previously established goals. The committees were to prepare a report from their meeting for ExCo for later in the afternoon and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

**Conference Reports**

**Conference 2017 – Harrisburg** (M. Bogdan and J. Stewart)
The conference will be held October 5-7 at the Holiday Inn Harrisburg/Hershey. Advocacy is the theme of the conference. PACIE is working to get Pedro Rivera and/or Governor Wolf to attend and possibly lead the Friday keynote. Given the nature of their schedules, they are unable to publicize or guarantee their attendance until closer to the conference. The Session at a Glance has been finalized and published. Junko modified the exhibit hall layout to accommodate more vendors, but there is still a waiting list. Nate Campbell and Megan Flinchbaugh will present the Preconference on Thursday morning. There will be a tour of the capitol at 1 pm. There will be time to interact with the staff at the capitol building. Friday evening there will be a beer tasting at the Tattered Flag Brewery, with a private room, tasting, and a meal. This year, there will be a shared Google folder where presenters can choose to share their presentation, handouts, etc. in the Members Only
Section of the website. Council and PACIE have agreed, for this year only, to allow PSMLA and PACIE to have reciprocal memberships for $10 in the other organization.

**Conference 2018 - Pittsburgh** (I. Espino de Valdivia and M. Levenson)
The conference will be held on October 11-13, 2018 at the Sheraton Station Square in Pittsburgh. The room rate will be $139 per night. The contract with the hotel has been signed. The committee is working to create a Save the Date card to be used for the 2017 conference brochure and for the conference bags. The theme of the conference will be: Get to the Point: World Languages Matter. The committee is working to finalize details for the preconference and the keynote speaker.

**Conference 2019 – State College** (M. Bogdan, S. Nimmrichter, and P. Rzodkiewicz)
The conference will be held in State College at the Penn Stater on October 24-26, 2019. PSMLA and PACIE will work together again to plan the special conference, a 100-year celebration of PSMLA and a 50-year celebration of PACIE. The conference center has been reserved, as well as an additional breakout room, and additional hotel rooms. The committee will begin work to secure a keynote speaker after this year’s conference.

On a Corbitt/Levenson motion, the above reports were approved.

4:00 – 5:00 – Committee meetings: Membership, Professional Development, and Publications
Committees were asked to review the action plan prepared by their committee at the spring meeting, in particular their information on the website. They were asked to make necessary revisions to previously established goals. The committees were to prepare a report from their meeting for ExCo for later in the afternoon and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

**Spring Meeting 2018**
The spring meeting will be held at the Penn Stater in State College on April 27-29, 2018. Isabel will make arrangements with the hotel.

On a Rzodkiewicz/Corbitt motion, the above reports were approved and the meeting was adjourned at 5:05 pm.

**Sunday, August 27, 2017**
7:45 – 8:45 Breakfast in the Gardens restaurant. Council members met over breakfast by regions to discuss professional development and regional projects for the academic year 2017-2018.

At 9:04 am, President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Keith Corbitt, Isabel Espino de Valdivia, Kathy Fegely, John Grande, Sister Mary Helen Kashuba, Michelle Kindt, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart, and Junko Yamamoto.
The following members were not in attendance: Jean Copeland, Jean-Louis Dassier, and Rich Madel.

**Standing Committee Reports**

**Advocacy** (M. Bogdan)
The focus of this year’s 2017 conference is Advocacy. Administrators, curriculum supervisors, and school board directors are being invited to attend the conference. What a great way to advocate for our world language programs! On our website we will have a Google Calendar which will serve as a clearinghouse of PA organizations. We would like PSMLA to be the point organization for other language-related organizations.
**Awards** (K. Fegely)
Due to set-up fees and overall budgeting concerns, John Grande will continue to use the same distributor and has purchased the plaques for this year’s award recipients. After this year’s conference, all information on the award winners will be placed on the webpage. Ms. Walton-Mason completed her follow-up for the Cemanahuac Award. Council approved, with one negative vote, new requirements for the Cemanahuac Award. The recipient must submit a draft of a lesson plan for future publication in the PLF. This lesson must follow a template to be provided by PSMLA and include materials specific to the experience in Mexico. The recipient must attend the next PSMLA conference to act as an advocate for the program. He/she will be introduced at the awards’ luncheon and be available to answer questions after. He/she will actively seek prospective applicants for the next scholarship. The recipient should prepare a 3-5 minute digital presentation about the Cemanahuac Program for the PSMLA webpage. The follow-up should be submitted by the end of September for the recipient to receive the additional funding from PSMLA at the fall conference. Kathy Fegely will speak with Vivian Harvey, the person in charge of the Cemanahuac Award, to see if there is a feedback survey from the attendees. If so, would they be willing to share the information with PSMLA to better prepare the upcoming candidates for the seminar? To encourage candidates for all awards, but especially for TOY, a blurb will be sent through the PSMLA news to all members, with a focus on post-secondary instructors, asking for nominations of candidates who are appropriate for the award.

**Nominations/Elections** (I. Espino de Valdivia)
Isabel reminded council of those who will be running for Executive Council: Gabriela Appel, Karen Belcastro, Kathy Fegely, Monica Fritchman, and Christina Huhn. The bios and pictures were collected by Isabel and were sent to Ron DelPorto. The committee made these changes for future wording for the photographs that will be sent: The recent photo must be in color of head and shoulders and be in a square format. It must also be in jpeg format and of high resolution. We will require a CV to be shared with ExCo only, in addition to a bio, which we already require. The bio, 200 to 250 words, will accompany the photo on the website. The nominee consent form will be updated in a Google Doc format. We would request the photo, CV, and bio/vision after asking the person to be a candidate. All materials will be submitted electronically.

**Membership** (M. Kindt)
The committee and council discussed changing the membership for PSMLA from the calendar year to August 1 through July 31. There is momentum in the fall with the start of the school year and many people begin to register for the conference in August. We are unsure how this would impact the website and will need to speak with Ron. Changes may need to be done manually. If there were a change, this would require a change in the PSMLA Constitution and Bylaws. Susanne, Phyllis, and Ron will investigate the possible change in the next three months. There would be an electronic vote. Michelle would like to send a postcard to World Language Department chairs or Curriculum and Instruction Directors to solicit membership for PSMLA. There was discussion to have, in the future, a drawing for a free conference registration at the end of the fall conference. Details would be worked out. The name would be drawn on the last day of the conference.

**Professional Development and Regional Updates** (J. Grande)
The committee discussed having webinars. We currently have no one to support this technology. It will be tabled for additional discussion at a later date. The committee recommended identifying good session presenters to possibly present at professional development seminar days throughout the state. Another professional development need is to service world language educators in sparsely populated areas of the state where PSMLA has so few members. This includes the Scranton Wilkes-Barre and Williamsport areas. Some ideas were to offer, at a nominal cost, a two-hour workshop after school that would include 2 one-hour sessions, food/snacks, and a reduced membership for one year to PSMLA. Perhaps we could contact local
schools to attend/host the workshop (Marywood University or Lycoming College). This would be a cost to PSMLA but a service to world language educators, and hopefully create more members and more conference attendees, especially in 2019. PSMLA would assume the expenses for the presenters. One idea that Kathy had was to apply for a Mead Fellowship to promote professional development in the northern part of our state. Council approved the motion to plan a PSMLA funded workshop for teachers in northeast Pennsylvania.

**Regional Workshop - East**
There was discussion to plan an Immersion Day/SOPI workshop to be held sometime in March. This would be held at Chestnut Hill with the focus on proficiency.

**Regional Workshop – Central**
They will work with Messiah College with a focus on technology. They will work with the new AATF Chapter in the spring.

**Regional Workshop – West**
The 2018 conference will be held in Pittsburgh so they would offer something in the spring that would not detract from the conference, like the International Food Tour. They could also look into taking the Best of the Conference, and offer a mini-workshop in the spring, perhaps 3 one-hour sessions.

**Publications (D. Brightbill)**
David and Susanne met via Skype in early August to develop a plan based on recommendations from the Publications Committee. David shared the Google Doc with Ron, Webmaster, who has been making the changes. Ron will need some support from Antoine for certain changes. A list prioritizing the assistance needed will be submitted to Antoine to determine the amount of time needed to complete each task and the estimated fee. The Finance Committee decided to not purchase a maintenance agreement for this year. We will pay Antoine his hourly rate for assistance. Ron will need approval from the Publications Chair and the Treasurer before contacting Antoine for assistance on the website. The Finance Committee requested that the minutes from our ExCo meetings be placed in the Members Only section of the website. The minutes will no longer be placed in the newsletter since they are available on the website. Megan has conducted research and is no longer convinced that an editorial board is needed for the PLF. We need to encourage more people to submit an article. Perhaps the “Teacher of the Year” and the winner of “Best of PA” could be encouraged to submit an article. Committee chairs are reminded to submit content for the Fall 2017 PSMLA Newsletter to David. He will develop a Google Doc with suggestions for sections for the next newsletter. The email associated with our Twitter account will be changed to webmaster@psmla.org.
On a Rzodkiewicz/Corbitt motion, Council approved the above reports.

**New Business**

President Nimmrichter reported that the organization of Foreign Language department chairs at state universities in the PA System of Higher Education was dissolved a few years ago. They had leftover funds. The Treasurer of this organization contacted Susanne and told her that the money would be donated to PSMLA. This money will be used to support student teachers from state universities to attend the 2019 PSMLA fall conference in State College. We received $1,160 from PASSHE and $75 from the NECTFL raffle to use to support attendance at the 2019 conference by student teachers.
Jean-Louis Dassier said, when contacted by President Nimmrichter, that he will take his leave from the PSMLA Executive Council. President Nimmrichter accepted his resignation.
We did not have a Skype session with Ron DelPorto, Webmaster.
Revision of Constitution and Bylaws
Three council members (Isabel, Mina, and Phyllis) met this summer and went carefully through the PSMLA Constitution and Bylaws, making updates, etc. The Finance Committee met via Skype and worked carefully through the suggested changes. These changes were then sent to the rest of ExCo to read before the meeting. The PSMLA Policies and Procedures Document will have more specifics. It was suggested that we not go into such depth in some areas of the PSMLA Constitution and Bylaws.
There was discussion about Article IV, Section 6. Council would like this to read: Any candidate for Second Vice President shall be nominated by a combination of members of the Nominating Committee and offers, to be approved by Executive Council. More specifics will be found in the PSMLA Policies and Procedures Document. Bylaw B10 will be added: Awards are given annually by PSMLA and details will be published. At the end of Bylaw B12, the following will be added: “and the membership will be notified of all changes.” After much discussion on a Stewart/Fegely motion, council moved that the changes discussed and recorded be submitted to the membership for approval at the business meeting in October. (9 members approved the motion, 3 voted against, and there was one abstention.)

On a Grande/Shin motion, the meeting was adjourned at 12:01 pm.