



Kentucky World Language Association Board Meeting Minutes

January 26, 2019
Lexington Catholic High School

1. Roll Call

The Executive Board members present were L. Roché Youngworth, B. McMaine, J.Hoban, L.Kohler, and J. VanHouten.

The members of the Full Board were C. Diaz-Martin, Y, Zheng, M. Griffett, B.Larkey, T.Rucker, M. Huelese, J. Rouhier-Willoughby, J. Kennedy, L. Froelich for J. Susini, S. Loveless and S. Zimmerman

L. Roché-Youngworth called the meeting to order at 9:00 a.m.

2. Approval of October Board Minutes

After the Board's review of the Minutes, B.McMaine made the motion to accept the Minutes with slight changes, J. VanHouten seconded, and the motion passed.

3. Conference Coordinator

L. Roché Youngworth explained the role of a Conference Coordinator with the main purpose as aiding in the time-consuming work of the Conference. The big picture work will be decided by the Conference Committee with B. McMaine, as President-Elect, as 1st Chair. The breakdown of duties for the Committee, the Coordinator, and the Exhibitor Chair can be viewed as an addendum to these minutes.

After asking the membership for volunteers for this position, we recommend Lucas Gravitt, former KWLA President and teacher at Scott County HS, and Lhousseine Guerwane, WKU Arabic professor and former JCPS French and Arabic teacher, as Co-Coordinators. B. Larkey made the motion, B. McMaine seconded, and the motion passed.

4. Budget

L. Roché Youngworth announced that KWLA finally has been designated 501c3 (tax-exempt) non-profit status and acknowledged the many years of hard work of previous Boards to make this a reality. We still owe taxes and the amount we owe is yet to be determined. We still have \$1600 in outstanding payments from the 2018 Conference that will also help our bottom line, once those members pay.

KWLA is a network of individuals who support, promote and advocate the teaching and learning of a variety of world languages and cultures ... a clearinghouse for data, information and research relevant to effective programs and practices in the learning and teaching of world languages and cultures ... a provider of professional development for P-16+ teachers of world languages and cultures.

After viewing the proposed budget, M. Huelese discussed looking into seeing if the Communication Committee (Huelese, McMaine, Kennedy) could figure out if keeping WordPress and handling the website on the Board was a possible, less-expensive alternative hiring a Webmaster. S. Zimmerman made the motion, it was seconded by J. VanHouten, and the motion passed.

J. Hoban recommended making the mileage rate we have been using follow the lower, non-profit rate in order to save money. Mileage reimbursement for Board members who have to travel to meetings has been a large budget item in past, but we were using business rate. J. Hoban made a motion to use the non-profit mileage rate going forward. This will be for those who travel to the meeting site from further away than the county of the meeting site and its contiguous counties. Hotel can be covered up to \$75 for those traveling long distances for the board meetings. S. Zimmerman made the motion, J. Rouhier-Willoughby seconded, and the motion passed.

After making some adjustments to the budget after discussion, B. McMaine made the motion to pass the proposed budget, J. VanHouten seconded, and the motion passed.

5. Announcements and Updates

L. Roché Youngworth invited the Affiliate Organization Presidents to share out any major successes. S. Zimmerman shared that KAJLT has received money from their national organization to sponsor their State Speech Contest. L. Roché Youngworth instructed Affiliate Organization Presidentes to send reports to Secretary L.Kohler on the Wednesday prior to board meetings so the information can be shared and read ahead of time allowing for more actionable time a Board Meetings.

S. Loveless reported that the Professional Development survey results will be reviewed this afternoon to guide planning for 2019 events.

L. Kohler reported that Showcase will be March 2, 2019, at the Jacobs Building on the University of Kentucky campus. We will need all hands on deck to make the Showcase work. We will have a meeting for Executive Board and Showcase Committee meeting on Feb. 23. L. Roché Youngworth also mentioned that there will be a brief Board Meeting at the conclusion of Showcase as well.

6. Adjournment

J. Rouhier-Willoughby made the motion to adjourn at 9:45 AM. S. Zimmerman seconded and the motion passed.

Upcoming Board Meetings:

- 2/23/19 Showcase pre-work, Exec Board and Showcase Comm., TBD
- 3/2/19 Showcase, Full Board with Reps, UK
- 4/27/19 Board meeting, Full Board, TBD
- 8/10/19 Board Meeting, Full Board, TBD

Addendum to Minutes

Conference Chair/Conference Committee	Conference Coordinator	Exhibit Coordinator
Determine Theme	Design and create program	Actively pursue new exhibitors
Determine overall conference design	Create and prepare packets for conference attendees (round 1 invoices, badges, meal cards, PD certificates)	Communicate with past exhibitors
Communicate with presenters	Print program	Communicate with exhibitors
Send all communication related to Calls for Proposals	Design and print Awards Program	Prepare welcome package for exhibitors
Review proposals (sub-committee)	Coordinate online portion of registration	
Send out information regarding proposal acceptance	Work with Treasurer for round 2 and 3 of invoices	
Communicate with presenters regarding needs	Create/make/order conference signage and decorations aligned to theme (recommendation of committee)	
Create general session layout and itinerary, lead general session		
Determine extra activities and create sub-committees (Silent Auction, un-sessions, general session)		
Determine sessions that align to theme		
Determine lead presenter(s) and/or keynote (Past-President)		
Create a timeline for the conference preparation		
Purchase and present gifts of recognition to lead presenters and award winners		
Oversee contract of site, logistics, and meals		
Oversee round 4 of invoices		

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