

AMET Board of Directors Meeting
Schlitterbahn Hotel, Bastrop Room
November 11, 2014

I. WELCOME/INTRODUCTIONS

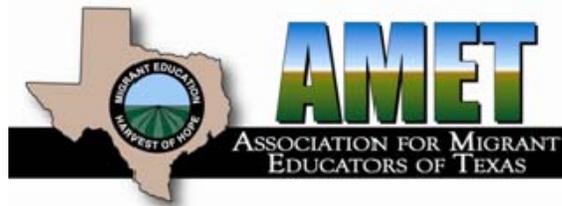
Meeting was called to order by AMET President Omar Chavez at 1:30 pm

II. ROLL CALL

- AMET Secretary, Rachel Morales, performed roll call and reported to the President that the members present represented a quorum
- **Officers present:** Omar Chavez (President); Sigi Huerta (Past President); Wade and Sandy Burroughs (Executive Directors); Linda Aranda (President Elect); Idalia Ibañez (Vice-President); Jennifer Rutherford (Treasurer); Rachel Morales (Secretary); Luz Hinojosa (Higher Education Advisor); Maria Garcia-Guzman (Special Programs Advisor); Tomas Yañez (Community Involvement Advisor).
- **Regional Directors present:** Lisa Hernandez (Region 3); Ana Llamo (Region 4); Brenda Thompson (Region 5); Chris Peña (Region 6); Lee Ann Valerio (Region 10); Aurora Martinez (Region 11); Carrie Downes (Region 12); Danet Suarez (Region 13); Jo Ann Gonzales (Region 14); Mary Castañuela (Region 15); Wendy Branstine (Region 16); Margo Knox (Region 17); Angie Balderama (Region 18) Ana Rosa Granados (Region 19); Patricia Martinez (Region 20).
- **Alternates present:** Mary Lou Canales (Region 3); Yolanda Rollins (Region 12); Anna Minjarez (Region 18)
- Omar Chavez recognized the veterans in the room (Chris Peña) and showed a 3 minute speech made by Ronald Reagan on Veterans Day to honor our veterans.

III. APPROVAL OF MINUTES

- The minutes of the AMET Board of Directors meeting of February 23, 2014 were presented for approval. Mary Lou Canales asked if the minutes were sent to the Directors prior to the meeting. Linda Aranda stated that the current process is to post the minutes on the AMET website as soon as they are reviewed by the Executive Council. A suggestion was made that they be posted prior to the next Director's meeting so that everyone can review them. Another suggestion was made to post the minutes at the website along with a note that says "pending approval". An email may also be sent to all Directors letting them know minutes are posted and available for review prior to the next meeting. Linda suggested we can also send a link to the minutes when a reminder is sent about the next meeting date.

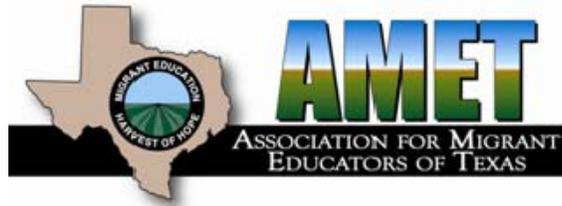


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- Members read through the minutes and gave feedback to the secretary for corrections needed. Ana Granados made motion to accept the February 23, 2014 minutes contingent upon corrections being made. Brenda Thompson seconded the motion. Motion carried.

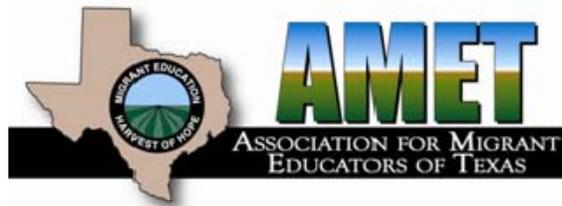
IV. OLD BUSINESS

- **Elections (President Elect, Secretary):** Two positions (Secretary and President Elect) are up for election this year and have been open for nominations. At this point, we have one candidate for each position. The date has now passed for nominations to be submitted.
- **President Appointments (Secretary, Rachel Morales ESC 20):** Omar Chavez shared that because of recent retirement of Mariette Burt-Cox, he appointed Rachel Morales as new secretary. Alternate, Patricia Morales will carry out role of Regional Director for Region 20 for the remainder of the year.
- **Election Process:** Omar Chavez stated that there seems to be confusion regarding who can/cannot run, when terms end, etc. Linda Aranda reviewed the section from the By-Laws pertaining to the election process. She said that even though the By-Laws are on the website, many folks may not have seen them. Next year the treasurer and vice president positions will be up for election. Before a person can nominate himself/herself or someone else, he must secure permission. Linda read the actual language in By-laws. Linda stated that she will be starting as President for two years at the end of this conference. She also reminded us that the president elect position is a six year commitment elected in even numbered years, and reminded us of all officer positions and their terms. Linda stated that the deadline for nominations is set to ensure that the nominees can be reviewed by the election committee, to ensure the candidates meet the criteria for the position. This year, AMET is electing the president elect and secretary. Linda reminded the group to keep in mind the officers that will be elected next year and to consider running for one of the position. Omar also encouraged Directors to build capacity and get more actively involved.
- **2014 Conference**
 - Program Review: Omar Chavez asked Directors to review the program for the conference. Omar provided background on the selection of the theme of this year's conference. Luz Hinojosa spoke about how the conference is for educators, parents, and administrators, and addressed how the theme applies to those groups as well as the migrant students. Linda Aranda asked Luz to explain the quotes throughout the program and how they are tied to the theme. Omar shared information about organizations that donated monies for scholarships. Wade Burroughs shared the results of the email he sent asking Directors to vote and determine how to allocate the scholarships for this year.



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- Linda Aranda asked if everyone receives the messages from Valerie Peake about the Directors' meetings. Many folks indicated they do not. She suggested we look through our spam and promotions folders in our email system; perhaps her emails are going there. We may need to let our IT department know so they can unblock and accept her emails.
- Jennifer Rutherford asked that everyone drop off auction items and door prizes tomorrow morning at the convention center. A few directors referenced an email they received as presenters stating a list of things that needed to be done. It also stated that they should bring a door prize. Linda Aranda asked to see the email because presenters should not have been asked to bring door prizes; only regional directors and ESC staff were asked for door prizes.
- Local Conference Planning Committee (met 3 times): Omar Chavez thanked Brownsville ISD for their assistance in planning for the conference.
- Attendance (450+): Currently 467. About 200 of those are unpaid. Wade Burroughs sent Omar Chavez a list of the districts that were unpaid. Omar followed up and found out that in many instances checks were in the mail; process for getting payment took longer time; conference attendance was still not approved; or conference attendance was denied all together. Normally we have more attendees in South Padre Island than when the conference is not in the Valley. This year it may not be the case. We need to get the word out regarding our program, our conference, and the fact that we disseminate scholarships to migrant students. Tomas Yañez said that the bottom line is if we do not get those registrations paid, not only are we not giving scholarships but we cannot pay for the conference. Omar reminded all that AMET does have a reserve but we do not want to tap into it unless it is absolutely necessary. Sigi Huerta let us know that although we have identified fewer students in Texas over the last few years, the amount of federal funds available for our Texas migrant students has stayed the same. Omar stated that projected attendance was 500. Omar stated the parent attendance is one third what it has been in previous years (typically the parents that attend the conference in the Valley are from the Valley). He's not sure why there's been a drop in that number; it could be due to lack of promotion of conference or districts not allowing staff to travel.
- Submittal of Proposal by Regions: Omar Chavez stated that all session time slots had been covered, but not all regions were represented with presentation proposals. Linda Aranda stated that everyone who submitted a proposal was accepted and no sessions were repeated. There is also a separate vendor strand, based on feedback from Directors at our last meeting, with one vendor presentation at every time slot. Twelve regions were represented. Eight regions did not submit any proposals. One of the roles of Regional Directors is to ensure that we have at least one proposal from their region. Omar clarified that AMET is not asking regional directors to present, although they certainly may. AMET is asking that directors find someone from their region to present who is doing something good with migrant students.



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- Every strand was represented. Only one session had been cancelled and filled by Gloria Paloma's "A Bright Beginning forum/Q&A."

V. NEW BUSINESS

● **Duties and Responsibilities of Regional Directors**

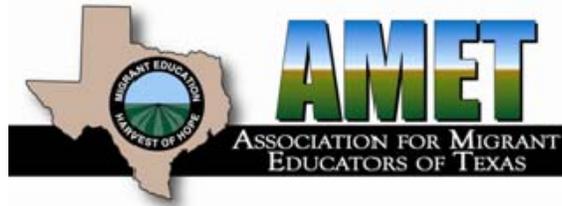
- As a regional director, there are a few responsibilities pertaining to the conference. The main duties are to attend the Directors' meetings, solicit presenters from your region, run the regional meetings on Friday at the conference, and facilitate sessions.

● **Regional Director Election (Even Numbered Regions / Regional Meeting on Friday)**

- Linda Aranda gave each Director a copy of the agenda they will be given on Friday. They will have table tents labeled with their region's number. The even numbered regions will have an election that day to vote for a new director. Linda reviewed the content that will be addressed at the meeting, in addition to the election and asked if anyone had any questions regarding the meeting. None were asked.

● **Facilitator Training:** Linda Aranda reviewed the facilitator grid and a few changes that needed to be made. She mentioned that four directors who were assigned as facilitators were not coming after all and had to be replaced. She asked that directors who facilitate one of those sessions needed to cross off the director's name listed on the facilitator packet and write their own name. Linda then reviewed the role of the facilitator:

- Pass out evaluation forms at every session
- Make sure presenters know about 5 minute warning and stop signs.
- Give yellow copy of evaluations to presenter; tally results and turn in packet with white copies of evaluations.
- Linda also went through the Facilitator Training PowerPoint.
- Rachel Morales asked how the data from session evaluations will be reviewed and used. Linda said we would use the data to make next year's conference better and identify presenters AMET would like to invite back.
- Carrie Downes mentioned that at NASDME there were a few instances of presenters taking the cord that belonged in the room because they used their own computer and inadvertently took the cord that was not theirs. Linda said that facilitators need to ensure that if a presenter uses their own laptop, they should use their own cord.

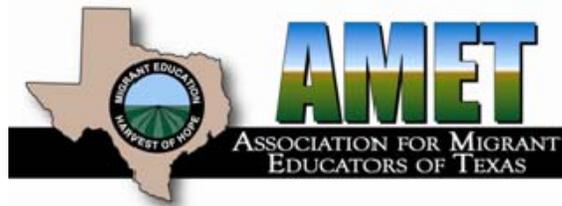


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- **General Assembly Meeting:** Omar Chavez stated that the General Assembly is when AMET official business is conducted, including passing of the gavel. Most of the meeting will be conducted by Linda Aranda. During the meeting we will confirm the secretary and president elect. Omar asked if we need a vote from General Assembly attendees to accept the two new officers. It was determined that Linda will ask the assembly for acceptance of the two new positions by acclamation. Question was asked if minutes for last General Assembly were posted and need to be approved. Omar and Linda will discuss whether these minutes will be approved at the General Assembly or if there will be a motion to dispense with approval of the minutes and roll call.
- **San Antonio Conference 2015:** Conference will be Nov. 11-13, 2015. San Antonio always attracts a large crowd. Ana Llamas mentioned that she would like to see a “Walking in the Shoes of a Migrant Worker” excursion. Omar Chavez stated that the planning committee will make decisions regarding the conference when they start meeting in April or May.
- **February 8, 2015:** The next AMET meeting will be in conjunction with TMIP Secondary Credit Accrual Workshop. Maria Garcia-Guzman mentioned that there is a “Save the Date” card in the conference bag. The workshop will be at Holiday Inn Express and Suites. The AMET meeting location will be at Embassy Suites. Omar Chavez mentioned that the time of the Regional Directors’ meeting may be moved to 3:00-7:00 pm and asked for discussion. Some directors expressed that it would be much easier to travel Sunday morning for a later start versus traveling Saturday for an earlier start on Sunday. Sigi Huerta asked for input and most of the directors preferred a 3:00 pm start time.
- **Budget Review:** Sandy Burroughs reviewed the General Fall Budget. She stated that no expenses have been paid out of the budget. Sandy asked if anyone had any questions. Linda Aranda stated that the budget column is what was approved; actual is what has been spent; and over/under column is the balance of those two columns. She also pointed out an error in telephone line. Sandy clarified that the budget is in real time which doesn’t show all expenses yet. Omar Chavez reminded the group about the 200 unpaid registrations; if majority are paid it will make a big difference. JoAnn Gonzales asked if emails were sent to regional directors regarding the registrations that were unpaid in their region. Omar said they were.

VI. COMMITTEE UPDATES

- **Community Liaison** (No discussion)
- **By-Laws** (No changes)
- **Awards** (No discussion)
- **Scholarship:** Luz Hinojosa distributed the scholarship committee report and asked that regional directors remind their seniors to start applying. She then reviewed the report. Luz said that the committee will let



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students know if their application is disqualified. This was in response to a question posed at the last Directors' meeting. Tomas Yañez asked if the application would be streamlined. Luz said that the application is posted and the process is simple. Regional Directors were asked to review all applications before submitting them. Luz reviewed the scoring process and Wendy Branstine discussed how people who score should not score applications from their region to ensure an unbiased review. Luz mentioned that scoring rubrics are online. A question was asked regarding the qualifications of readers. Luz responded that the scorers were migrant educators: MEP directors, school district personnel, CAMP directors, etc.

- **Auction/Fundraiser:** Jennifer Rutherford stated that the auction items will be set out at an empty booth. There will be both ticketed auction items and a silent auction. This method allows parents to participate, since they could spend one dollar to have a chance at winning an item through the ticketed auction. Tomas Yañez will help at the auction booth, but Jennifer could definitely use other volunteers. Several directors stated they would stop by and volunteer.
- **Interpreters:** Simultaneous translation equipment is being provided at the conference, but volunteers are needed. Ana Granados volunteered to assist.

VII. ADJOURNMENT

- A motion to adjourn was made by Carie Downes and seconded by Jennifer Rutherford.
- Meeting was adjourned at 4:46 P.M.