



## AMET BOARD OF DIRECTORS' MEETING

February 26, 2017

4:00 pm – 8:00 pm

Embassy Suites, McAllen, Texas

### I. WELCOME/INTRODUCTIONS

- o Meeting began at 4:40

### II. ROLL CALL

Officers Present: Mary Castañuela (President), Wendy Branstine (President Elect), Yolanda Rollins (Vice-President), Linda Aranda (Past President), Jo Ann Gonzales (Secretary), Tomas Yanez (Community Liaison), Maria Garcia-Guzman (Special Programs Advisor), Jaime Miranda (Higher Education Advisor), Sigi Huerta (AMET Executive Council Advisor), Ken Schrader (Executive Director)

Regional Directors Present: Arminda Ramirez (ESC 1), Rick Moore (ESC 2), Manuela Sanchez (ESC 3), Monica Aguirre (ESC 4), Brenda Thompson (ESC 5), Josie Padilla (ESC 6), Diana Sanchez (ESC 10), Aurora Martinez (ESC 11), Terry Arndt (ESC 12), Danet Suarez (ESC 13), Mary Jo Beard (ESC 14), Monica Diaz (ESC 15), Margo Knox (ESC 17), Angie Balderama (ESC 18), Laura Zuniga (ESC 19), Ellie Ross (ESC 20)

Guests Present: Elizabeth Garza (ESC 18)

Members Absent: Viki Sparks (ESC 7), Leonard Beles (ESC 8), Cindy Teichman (ESC 9), Ray Barbosa (ESC 16)

- o Jo Ann Gonzales completed roll call. A quorum was present.

### III. APPROVAL OF MINUTES

- o Board of Directors' Meeting Nov. 15, 2016 minutes-Wendy Branstine made a motion to accept minutes with corrections, Brenda Thompson made a 2<sup>nd</sup>. All approved.
- o AMET Gen. Assembly Nov. 18, 2016-Yolanda Rollins made a motion to approve. Wendy made a 2<sup>nd</sup>. All approved and motion carried.
- o Email corrected minutes to Teresa to post to the AMET website.

### IV. OLD BUSINESS

- 2016 Conference Review
- Evaluations and Facilitators' Comments
  - Rick Moore asked if presenters know the
  - add NA to tally sheet, modify presenters' proposal form,
  - Mary asked facilitators how the tally sheet works
  - Yolanda asked for the presenters to also ask the audience to complete the evaluations
- Brenda-ask the participants to give feedback as to sessions that they want to see
- Monica Diaz-are participants actually giving good feedback
- Jaime-What did you like the most? What did you like the least?
- Brenda-set aside specific staff to tally the evals.
- Ellie-what do we need to entice others to attend? Counselors?

- Yolanda-ask Teresa to put out a survey of what the group would like to see ?
- Linda-general survey for certificate may have this
- Mary-send out survey to Reg. Dir. To send out to migrant district staff & other administrators, & counselors
- Jo Ann-Teresa can send out a Google Survey
- Elizabeth-more handouts, app with handouts,
- Mary-app did not work at NABE, Jo Ann-participants may spend time with downloading app or handouts
- Mary-numbers will stay at limit for room;
- Angie B.-other programs invited to present
- Mary-in agreement with bringing in sped presenters
- Jo Ann-Programs presented, we had best year
- Mary Jo-submit electronically, google doc, google form to tally results, tally by session #
- Mary-breakout sessions length-1 hour is good
- Jo Ann-concern over session over crowding, flow of traffic
- AMET Regional Meetings and Feedback
- Need for water; McAllen convention center does not allow outside drinks in the building, must use their water & purchase in the conv. Center
- Reg. Dir. Meetings on Thursday were good-Brenda
- Linda-changed name-Membership Meeting-
- Fundraising and Door Prizes
- Mary Jo-50/50 drawing
- Linda-scholarships and amounts
- Maria-letter for donors
- Linda-HEB, Kiwanis and others to give toward scholarships
- Ken-timelines were addressed
- Other Items
- Tomas-communication to those who are registering for AMET conference but do not attend; Ken-keeping them honest to follow through, lunch or food reservations; Mary-spoke about advertising & communication to follow through & keep members in attendance if they register
- Aurora-Honorariums –Mary charged Aurora to put together a list of potential honorarium sponsors (included Laura-ESC 11)
- Jo Ann-Scholarship to entice different areas of talent
- art scholarship to be used on the AMET program-migrant.net-scholarships-Barrion Fragos Thorn-art scholarship
- Mary-calendar with artwork

#### V. NEW BUSINESS

- 2017 General Budget Review and Approval
- Ken-gave an overview of the budget
- Yolanda made motion, Mary Jo made 2<sup>nd</sup>; all approved, motion carried
- 2017 budget approved
- President-Elect's Position
- Wendy B has taken this position
- Vice-President's Position
- Yolanda R. has been appointed by the President & Ex. Council
- Leaves a vacancy in Treasurer as Yolanda resigned-term ends in November with election in November; will need to attend planning meetings, approval from supervisor, Tomas read the duties as listed in the by-laws, Mary gave additional

criteria; Angie Balderama-volunteered for the position; taken to group for acceptance-Yolanda made a motion to accept Angie as Treasurer. Upon approval from her supervisor, Angie will take the position. Manuela Sanchez made a second to the motion. All approved, and the motion carried.

- **\*\*Alt. and/or for Regional Director for ESC 18 & 12 to be emailed**
- Recruitment and Retention of Membership/Conference Attendance
- 500 rooms needed to be reserved in group of hotels for McAllen Conference 2017
- Registration fee to remain the same, breakfast will be offered by hotels, other costs will be eliminated, push advertisement, get more members to stay the night,
- Danet Suarez-ESC 13 asked how many rooms we have in reservation on a regular basis-Ken-
- Mary-conference schedule, how do we entice staff to attend, making one academy on Wednesday morning,
- Conference Planning Committee Dates
- Executive Council, Region 1 director, May (2<sup>nd</sup> week)

#### VI. COMMITTEE UPDATES/CHAIR ASSIGNMENTS

- By-Laws
- Tomas Yanez-updates will be sent to Blade Powell for approval, suggestions will be taken after you read from the website
- Nominations/Elections
- Mary-Treasurer, VP, odd # Regional Directors all up for election; Ken-will revisit form to make corrections
- Scholarships
- Wendy-Deadline is March 3, 2017; #s are low;
- 35 complete apps, 1 scanned & emailed=36 scholarships submitted, may be with regional directors; Teresa is sorting by region, eco. Need; missing info online does not allow the students to submit with blanks; they can submit apps without uploads; be sure they are in order when scanned in; 20 scorers/volunteers have submitted; May will be date to send notifications for recipients; Next year it will open Dec. 1 close Feb. 15;
- Public Relations/Website
- Mary-challenged group to look at website & give feedback to make it appealing, pictures, Elizabeth will take pictures for free; what can do to promote AMET #amet2017
- Conference Manual
- Mary-Who puts it together & prints it, etc.
- Linda & Mary - Instruction manual by executive council on how to put together a conference
- Fundraising
- Yolanda-door prizes, \$2,416 raised 2016, goal is \$3,000

#### VII. ADJOURNMENT

- Jo Ann made a motion to adjourn, Yolanda-2<sup>nd</sup> the motion, Mary-next meeting is day before AMET conf. – all approved, motion carried
- Meeting adjourned at 7:34pm