

AMET Board of Directors Meeting
McAllen Embassy Suites Hotel, Marrs Room
February 8, 2015

I. WELCOME AND INTRODUCTIONS

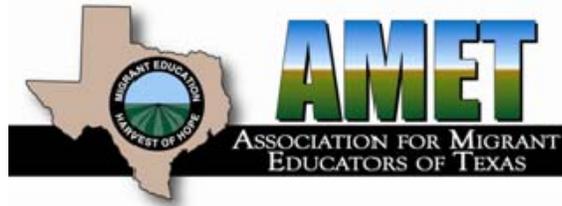
- Meeting was called to order by AMET President Linda Aranda at 3:05 p.m.
- Linda welcomed all present and asked that all present introduce themselves for the sake of the new members.

II. ROLL CALL

- Idalia Ibañez, filling in for AMET Secretary, Rachel Morales, performed roll call and reported to the President that the members present represented a quorum.
- **Officers present:** Linda Aranda (President); Omar Chavez (Past President); Wade and Sandy Burroughs (Executive Directors); Idalia Ibañez (President-Elect); Jennifer Rutherford (Treasurer); Maria Garcia-Guzman (Special Programs Advisor); Tomas Yañez (Community Involvement Advisor).
- **Regional Directors present:** Veronica Burgoa (Region 1); Mary Lou Canales (Region 3); Ana Llamo (Region 4); Brenda Thompson (Region 5); Leonard Beles (Region 8); Aurora Martinez (Region 11); Jo Ann Gonzales (Region 14); Mary Castañuela (Region 15); Wendy Branstine (Region 16); Margo Knox (Region 17); Viviana Alonso (Region 18); and Ana Rosa Granados (Region 19).
- **Alternates present:** Kimberly Chapa (Region 6); Diana Sanchez (Region 10); Terry Arndt (Region 12); Claudia Muñoz (Region 13); Ellie Ross (Region 20)
- **Guest present:** Susie Coultress (TEA); Sigi Huerta (ESC 13).

III. APPROVAL OF MINUTES

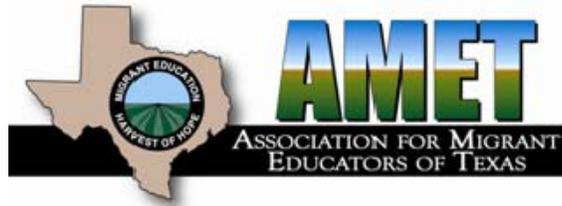
- The minutes of the AMET Board of Directors meeting of November 11, 2014 were presented for approval. Mary Lou Canales made a motion to accept the minutes; Jennifer Rutherford seconded the motion. Linda asked for show of hands and minutes were approved unanimously.
- Linda provided a copy of the current By-Laws and directed those present to organization's mission. She mentioned that regional meetings would be the time to get feedback from members/constituents. She addressed how TEA would accept that process to allow us to be the voice for members; not only at conference but throughout the year.



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IV. OLD BUSINESS

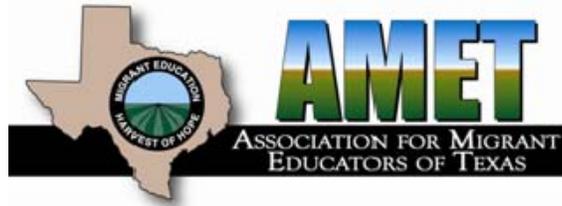
- **2014 Conference Online Evaluations:** 2014 Conference Evaluation results were posted. Linda mentioned the yellow highlighted sections were areas of concern or comments for improvements. The sections in red were negative comments which the committee would have to read carefully to take into consideration for improvements at next year's conference.
- **Session Evaluations and Facilitators' Comments:** Linda mentioned that we are cognizant of comments from the members. Mary Castañuela mentioned that getting evaluations caused some issues and sometimes a safety issue. People were getting upset. For bigger sessions, having more than one facilitator would be beneficial. Ana Llamo mentioned people coming early for the session also caused an issue. Linda asked if getting evaluations immediately caused any issues. Wendy said that as facilitator, kept hers and tallied later and that worked for her. Mary said that having someone tallying would be helpful if that is all they did. She said a presenter said she would not mind coming in for that later. She said it would allow for giving them a thank you note. Linda mentioned the importance of letting executive council know if they as regional directors would not be there. Omar mentioned that having more than one facilitator is a good idea. Linda said it would hard to tell if extra help was needed. Mary Castañuela said they would help each other. Mary Lou asked if there could be someone to monitor to help if needed. Linda mentioned officers are there to help but Wade's cell number was provided to all facilitators at the training and on the tally form instructions for that type of situation. Omar mentioned that providing some kind of sign to ask for help would be beneficial. Wendy Branstine mentioned having a stack of thank you notes to give to the presenters. She said she used that in another conference. She volunteered to create those cards.
- **Vendors' Presentation:** When creating the grid, Linda decided that by making a separate section for vendors would be best; however, the vendor presentations were not well attended because they were not on the same page with the other sessions and were overlooked. Omar mentioned that the location of the presentation room for vendors might also have been a reason for the low attendance since they were off in one corner of the exhibit hall. Omar said we offered to pay them back but they did not accept. Omar mentioned that even though it is not academically-related, members like to have vendors' presentations and materials.
- **TEA's Input:** Linda asked Susie for feedback on the conference. Susie responded that she was thankful for the opportunity. She said she thought it went well. Evaluations were concurrent with what was expected. She said it would be beneficial to know what OME was planning to present so TEA would not overlap or cover the same topics. She said NGS Academy and presentations were well received and as were the ID&R Academy and



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sessions. She said she understands that ID&R is an important piece; but with GEPRAs (Standards set by OME), it is important to look at the instructional piece. She said that is important to look beyond ID&R and NGS. She asked to get feedback from districts to see what they would like to see. Linda brought up that we want to consider that the conference serves as quality professional development. She said they want TEA to continue to support AMET Conference by their presence at the conference. As far as TEA, Susie said that to the point where they can be available, they will. She thanked AMET for their consideration in not booking conference when it conflicts with State Board of Education meetings. TEA wants to provide this service and be available to present. They do not know the State board's dates yet.

- **AMET Regional Meetings and Feedback:** Linda provided a list of comments recorded on the regional meeting feedback sheets. Discussion ensued with the directors elaborating on some of the topics listed. Linda reminded all regional directors that when soliciting call for proposals, remind presenters to keep in mind that the audience would include new and veteran MEP staff. Some comments included problems with visuals or audio. Directors as facilitators were instructed to encourage the presenters to use microphones to assist with audio. Mary mentioned that some of the microphones did not work properly so Wade will have to work more closely with contracted technician in the future. Linda reminded regional directors to use the specific talking points at the regional meetings that are on the feedback form. Idalia made suggestions for specific talking points. She asked for clarification and/or elaboration on the comments from those present that provided feedback. Wendy mentioned that in ESC 16, weekly updates are sent out to member district contacts and that it would be nice to have something similar from AMET; and to keep in mind that members want to know what they get for their membership. These would need to be presented on the website. Wendy talked about how she highlights things going on in her region. She talked about how they share success stories from students. Linda asked if release of information is an issue since stories about students are released in newsletters. Wendy said they have process in place to have permission form upfront. Linda asked all that if the newsletters and reminders from Valerie are not received, to let Valerie or her know. Disseminating the information is another very important responsibility of regional directors. Mary Lou asked why Roger Rosenthal was not present this year. Linda mentioned Roger had a previous engagement and had conflict with the dates.
- **Fundraising and Door Prizes:** Fundraising committee made \$1665.90 at this year's conference. Linda wants to create a committee with Jennifer as the Chair. If anyone is interested in getting involved with the committee, please contact Jennifer Rutherford. Jennifer asked us to buy tickets. We are asking all regional directors to donate at least 1 item for auction and 1 door prize. If you have an auction item and you can sell chances

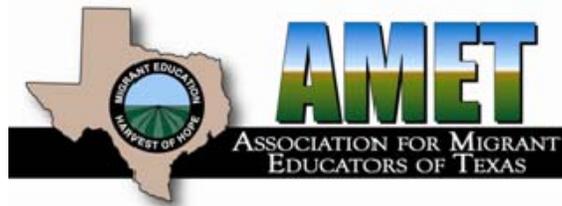


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before conference, please do so. She stressed it is all about the money for scholarships. Mary said Jennifer does a great job with the fundraising.

V. NEW BUSINESS

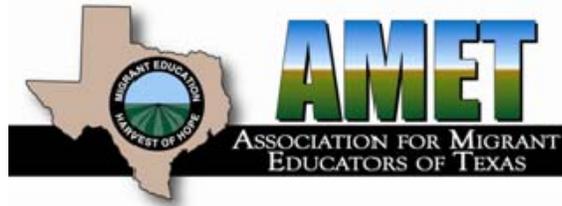
- **2015 General Budget Review:** Wade explained the budget for 2015. Money received and spent from 2013; profit from 2014 conference in South Padre. The profits drop tremendously when conference is in bigger cities. If we get have of what we did in South Padre when we go to San Antonio, it will be a good conference. San Antonio is based on audio and food cost and any activities we have from the hotel with 22%. McAllen's costs are close to those of South Padre. 2015 conference will be at Wyndham hotel in San Antonio. There will be state rates for the rooms. He mentioned that hotels have gone up quite a bit in some of the larger cities. He is going to make some changes to the budget that were recommended by the Executive Council and then send the revised budget to all for review later.
- **Vice President Appointment:** Linda explained that when Idalia was elected President-Elect, the Vice President's position was vacated. The VP position will be up for election in November 2015 so the new VP will fill the position until that election. Mary Castañuela, Regional Director from ESC 15 meets the requirement to be appointed according to page 5 of By-Laws. She also reminded all if they want to put their name in the hat for this position for November 2015 election, please ensure all requirements are met as stipulated in By-Laws. Maria Garcia-Guzman, Chair of Nomination & Elections Committee will ensure criteria are met. There is a deadline for that nomination prior to the General Assembly because the committee needs time to check all criteria are met.
- **Recruitment and Retention of Membership/Conference Attendance:** Recommendations on recruitment and retention were also included on feedback sheet. Regional directors are responsible for public relations and need to recruit membership. Sending reminders and recruitment emails for awareness as to what AMET is all about is one way to fulfill that responsibility. More information is included in the AMET By-laws. We had 485 registrants in South Padre according to Wade. We were aiming for 450. Mary Lou asked if San Antonio draws more people. Sandy mentioned that numbers were down even in South Padre but this year even parent numbers were down. Omar reminded us that AMET is competing with other conferences and LEAs have to make decision about which conferences they will send their staff and parents to which hurts our attendance. Linda brought up that people were asking for membership cards but that there was a move away from that card which we had in the past. Omar said in order to have a membership card, it would have to serve a purpose such as provide a discount. Wade mentioned there was an AMET brochure that



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was there at the beginning of organization. He said we can still print brochures to use to recruit but we need to have special software. The website has taken the place of the cards and brochures. Sigi asked if old brochure was on the website; Sandy said she would check. He said Valerie may have the old one to update. Viviana Alonzo mentioned that in her region, parents do not have access to the Internet. She said if something could be printed, it would be helpful. Mary said the brochure could be an attachment for the first newsletter for LEAs to print to get information to the parents. Linda said it would have to be translated. Wendy suggested that it can then become a link every month. Wendy asked about the option for a lifetime membership. Sandy said that there is a form where any one can join and all they are getting is newsletter. Wendy also asked about a student membership. She suggested student dues. Linda said they would want to know what they are getting back for that membership. Wendy said students volunteer in their area to give back. She said they would do it they knew they were donating their time. Mary Lou mentioned that in Amarillo, every student applied for a scholarship. They had a strong push for No Excuse University. Wendy suggested changing website to make it user friendly. She mentioned that she gets phone calls because it is difficult to find items such as the scholarship application. Linda responded by asking Wendy to get with Valerie about making those changes. Much discussion was held about the need for friendly website access to scholarship information. Jennifer mentioned sending Valerie sources to include on the website. Linda said Valerie needs feedback. Mary Castañuela recommended asking Valerie to come present on what she offers. Omar reiterated the possibility of membership for students. He said it could be something worth looking into. Wendy brought up that the scholarship information is not always out there. Ana Llamo mentioned that perhaps a reduced fee for attending would be an incentive for students. The conversation went towards college students as those members. Linda suggested that perhaps Jaime Miranda from UTPA can come to talk to parents when we are back in South Padre. Diana Sanchez mentioned a student directory that had information might be considered. Linda said she would look into it.

- **Conference Manual Committee:** Linda mentioned Idalia has been considering creating a conference manual since she was in Region 2. She mentioned this would be a new process and committee. Idalia talked about the plan for the structure of the manual to include everything from AMET goals and missions to local to state committees. She opened the opportunity for anyone interested. Linda talked about the local committee and other members. This last year we included a member of state PAC to be included in the committee. She talked about the meetings that take place in May, July and September. She said if we had a manual, it would be helpful. Mary mentioned that a timeline would also be

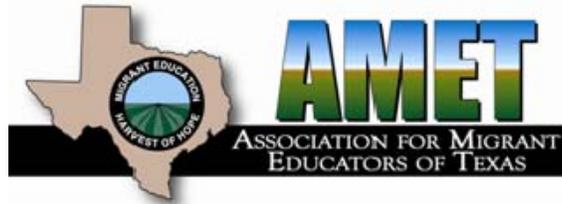


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helpful. Linda mentioned that these meetings need to be the time to contribute and give input.

VI. COMMITTEE UPDATES/CHAIR ASSIGNMENTS

- **BY-LAWS (Chair, Tomas Yañez):** Linda mentioned that By-Laws have been revised a couple of times. She talked about one role of president is to suggest committees like the manual, fundraiser and by-law committees. Linda asked Tomas, Chair of By-Laws Committee to give an overview. Tomas gave a history of the committee and mentioned that Linda asked for a new committee. He asked for volunteers. He said before all the members were in Region 1 because of logistics but now we can consider meeting as a committee via distance learning. Wendy asked how many members are needed. Linda said there is no number.
- **NOMINATIONS/ELECTIONS and AWARDS (Chair, Maria Garcia-Guzman):** Committee roles were discussed. Maria from TMIP can serve on this committee since she is an outside entity and unbiased. Idalia added that this role is not ongoing but only during the time of the elections and awards for the conference. Tomas said he would be glad to work with this committee. Sigi suggested that regional directors that do not have nominees could be asked to participate on this committee.
- **CONFERENCE PLANNING COMMITTEE (Chair, Idalia Ibañez):** Susie asked if she could address the Distance Learning Contract. She stated that the distance learning award was not yet finalized. She is asking that we ask all LEAs to wait on requesting services since they have to pay. The UT had to make internal decisions to reassign staff. She said when TEA grants the award, there would be other individuals as options to consider for this committee. TMIP and UT are not considered Special Projects, but competitive grants; which are one year contracts. Susie mentioned there will be an entity to serve in the position of the Distance Learning Program.
- **SCHOLARSHIPS (Chair, Wendy Branstine):** Wendy gave update. She said deadline for scholarship applications is coming up. Valerie sent email on that and is asking for readers. She is now providing folders for readers online. It application comes from your region, you can't read the application. This process is structured to get unbiased scoring and as uniformed as possible. She asked that we take the time to make sure the documents are in order before sending them in to Valerie. We, as regional directors, are the last ones to look for those things. Jo Ann Gonzales encouraged other to be a part of this committee since it is a rewarding experience. Wendy is considering ways to ensure understanding of what to do. She talked about a sheet with instructions and maybe even including a video. Veronica said that could be a part of the manual as well.
- **CONFERENCE MANUAL (Chair, Idalia Ibañez):** Discussed earlier.



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- **WEBSITE:** Website committee will be taken out since AMET contracts with Valerie now.
- **INSURANCE:** Insurance cards did not work out since they are not accessed. This committee was created to work with an agency that would help families have insurance when they were out working. Promotion and sessions in conference were done, but this idea died there. Ana Rosa said it did not work.
- **PUBLIC RELATIONS:** Linda said that Public Relations Committee could be eliminated since that is a responsibility of the Vice President.

VII. **ADJOURNMENT:**

- Wendy Branstine made a motion to adjourn and Jennifer Rutherford seconded the motion. Meeting was adjourned at 6:30 p.m.