

**AMET Board of Directors Meeting**  
**McAllen Embassy Suites Hotel**  
*February 23, 2014*

I. WELCOME/INTRODUCTIONS

- Meeting was called to order by AMET President Omar Chavez at 1:00 p.m. Omar Chavez welcomed the Regional Directors.

II. ROLL CALL

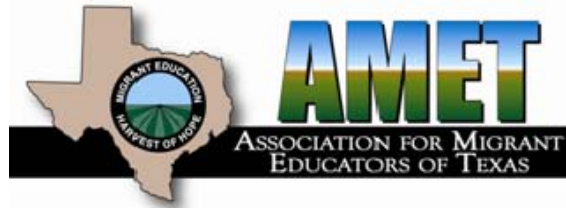
- AMET Secretary, Mariette Burt-Cox performed roll call and reported to the President that the members present represented a quorum
- Officers present: Omar Chavez (President); Sigi Huerta (Past President); Wade and Sandy Burroughs (Executive Directors); Linda Aranda (President Elect); Idalia Ibanez (Vice-President); Jennifer Rutherford (Treasurer); Mariette Burt-Cox (Secretary); Luz Hinojosa (Higher Education Advisor); Maria Garcia-Guzman (Special Programs Advisor); Tomas Yanez (Community Involvement Advisor).
- Regional Directors present: Veronica Burgoa (Region 1); Nora Moreno (Region 2); Lisa Hernandez (Region 3); Brenda Thompson (Region 5); Leonard Beles (Region 8); Michelle Merrick (Region 9); Lee Ann Valerio (Region 10), Aurora Martinez (Region 11); Carie Downes (Region 12); Jo Ann Gonzales (Region 14); Mary Castanuela (Region 15); Ester Seawright (Region 17); Angie Balderrama (Region 18); Ana Rosa Granados (Region 19); Rachel Morales (Region 20). Guests attending: Anna Minjarez, Tonya Munoz, Karen Tricka.

III. APPROVAL OF MINUTES

- The minutes of the AMET Board of Directors meeting of November 19, 2013 were presented for approval. Members read the minutes and gave feedback to the secretary for corrections needed. Linda Aranda made motion to accept the November 19, 2013 minutes contingent upon corrections being made. Sigi seconded the motion.

IV. INVITED GUEST INFORMATION

- Omar delivered information concerning the MyOwn Reader, the company that gave a presentation for the AMET Executive Board meeting. AMET Board of Directors were given a bag showing the online reading program. This company has available downloadable books for students K-8th grade. The free trial period for this product is only through the end of March and is only available to the AMET Regional Directors. Some tips were given about logging in to the program such as using the dropbox rather than typing the name of your ESC. Concern was expressed about the supplanting issue should a district use at the same time as a regional SSA.



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V. OLD BUSINESS

2013 AMET CONFERENCE

Wade reported that there were 422 attendees in Houston in November. Wade gave a breakdown on conference attendees in past years as shown below:

Year	Registrants	Location
2010	555 registrations	S Padre
2011	495 registrations	Corpus Christi
2012	551 registrations (100 Parents)	S Padre

Omar stated that the conference numbers have been fairly stable although there was fear (this year) that Houston would have lower numbers. Omar felt that other programs have experienced this same problem. Some factors that may have been involved in the lower participation numbers may be due to the NASDME Conference being held in San Antonio this spring and another state conference was being held the same week as AMET.

CONFERENCE STRANDS

- Rachel (Region 20) reported that at her project director meeting input was given indicating that the administrators felt there weren't enough sessions dealing with programming areas. She felt that district federal program directors might be asked to present in the future.
- Mary (Region 15) felt that a presenter from Galena Park who spoke during the administrator academy gave good examples of what is being done in that district.
- Mariette (Region 11) said that Houston ISD's David Gleason, gave excellent information showing how that district gives priority to students from different cohort groups.
- Ester (Region 17) thought that the Eduphoria workshop was great information and that Diane Reid's sessions were missed greatly this year.
- Leonard (Region 8) thinks that some of the information that was presented at the Administrator Academy could be presented as breakout session as well.
- Omar said that we need to encourage all our project districts and ESCs to submit suggestions for what needs to be presented.
- Veronica (Region 1) suggested that districts would like for other districts to share how they handle difficult situations.

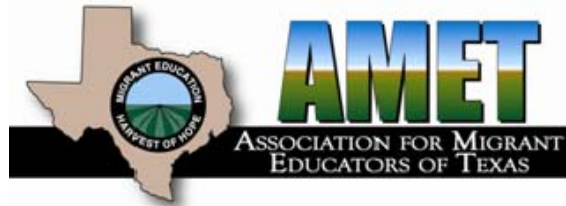


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- To that effect, Omar said that ESCs are available to help the districts and often have good experiences to tell participants. Until this year, migrant directors were not interviewed during PBMI visits. This year they interviewed the migrant directors, as well. Sharing this interview process would be helpful for districts in a strand.
- Linda suggested that during marketing and advertising for the conference, AMET should consider giving examples for possible topics within the strands.
- Mary (Region 15) said that Superintendents must give their approval for districts to share district information (testing data, attendance...).
- Veronica (Region 1) asked if we can call other district directors to try to get them to present. Omar said that we cannot solicit districts to present. The best way is to model by sharing your information through knowledge and awareness to touch their hearts. Omar said that he showed a YouTube video "Fingers to the Bone" that captured the hearts of administrators in his region. Conversations such as we are having today are what help the conferences improve.
- Facilitators were thanked by Linda.

#### VENDORS

- Feedback is needed about the vendors who provided breakout presentations at the conference so that we can see if they honored AMET's request not to try to sell their products during the breakout sessions.
- AMET may limit the number of vendors in the future. We are still trying to iron this out. Is the vendor meeting the needs of our students and parents? Directors need to ask themselves if this is something that can help their programs.
- The suggestion was made that perhaps a vendor strand would show the participants which breakout sessions will have vendors showing a product and that maybe they could have a district accompany the vendor for the presentation. There should also be time given for the attendees to ask questions. Leonard suggested that for those vendors wishing to present, priority will be given to those who have districts using their product to co-present. Carie (Region 12) said that it is important that data show that their product is valuable. The suggestion was made by Jennifer to make these data a requirement for vendor presentation. Sigi said we could bring vendors to the regional director meeting to hear the presentation before approving the session. We still do not want the majority of our presenters to be vendors.
- Another suggestion was letting those vendors without a district to have a room to use where they can take 30 minutes or so to give short presentations. Wade said that we need to be careful because there are not enough rooms at the island to accommodate many extra strands. AMET will consider this and work with it to see if it will work, possibly at a time before the sessions begin.



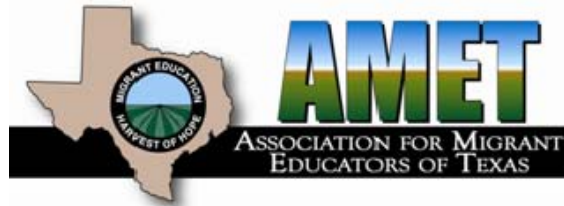
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**VI. NEW BUSINESS**

- Omar stated that the migrant program covers the families in Texas and out of Texas and that we cover the migrant child holistically. That's why we have the conference strands. The 2014 conference will be held November 12-14, 2014 in South Padre Island.
- The trend now is for conference attendees to upload presentations to bring to the event. However, some people like to have a hard copy and like to make notes on the handouts. Some presenters (this past November) did not make enough copies for everyone. Some dissatisfaction was reported because of this. Some attendees reported that they wanted TEA to be present.
- Lee Ann Valerio (Region 10) said that at her ESC they have asked presenters to bring a thumb drive holding important handouts to be uploaded right when they check in as presenters. Brenda (Region 5) reported that at their mobile conferences they have the presenters give them their presentations ahead of time and they attach QR codes to the handouts. Every attendee can have access to the presenter handouts should they want them. A concern was presented that AMET shouldn't advertise who is presenting at every session because there should be some surprises for participants who come to the conference. However, the parents are another consideration because the more information that is given to them the better they turn out.
- Conference Local Committee is beginning to form. This information will be announced after first planning committee meeting in South Padre.

**GENERAL FUND BUDGET**

- Wade reported the actual money we got in from the 2013 conference and what we spent, as well. The 2013 conference was short of funds by \$19,000 because the location was in Houston and fewer participants attended. The \$41,000 that was grossed at Houston was not enough to cover all of the expenses.
- In preparing the new budget, Wade decided to keep the same amount of income, although history has shown the income to be much greater at South Padre due to the number of parents who attend. Expenditures were down because the donation to Harvest of Hope was not provided since the organization no longer exists. Most other expenses that are located on the balance sheet are self-explanatory.
- A concern was voiced about the fact that two of the recipients of awards from La Joya ISD were not notified in time to make arrangements to attend the 2013 conference. Directors need to take care of notifying the districts for the award recipients in a timely manner. Omar explained that the directors sent a letter of apology to the recipients and the districts. He said that it was an unfortunate mishap that has never happened



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previously. It was recommended that the 2013 La Joya recipients be honored at the 2014 conference. This was unanimously approved.

- Wade resumed the discussion about the budget stating that \$67,706 is expenditures for the 2013 year. He asked that the board please understand that the books close on January 1 and anything received and spent after that are problems for the audit including invoices being paid and money coming in.
- The Pharr Kiwanis Club donated \$3000 that was used to fund six scholarships and AMET funded three for the Exemplary Student awards through TMIP. The insurance item (\$1500) covers the liability insurance and bonding for the executive directors. If there is an accident at conference, it covers liability. It also includes bonding in case of theft.
- The Harvest of Hope was given funds in 2013 before it dissolved.
- AMET projected 600 participants to attend the Houston (2013) conference but only 422 attended. The Executive Board has considered leaving the conference registration at \$300 but has now decided to increase the fees to \$350 for 2014.
- Jennifer made a motion to accept the budget. The motion was seconded by Brenda (Region 5).

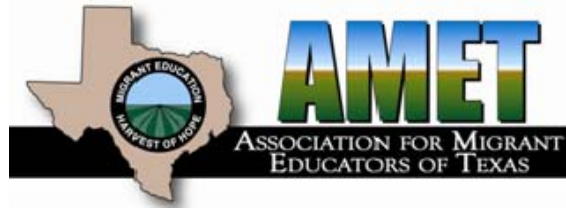
**2014 AMET CONFERENCE**

- Wade reported that the AMET 2014 conference will be in South Padre Island. The Regional Director meeting will be held the day before the conference begins as well as the Officer Board Meeting. He gave a breakdown of the dates and locations of future conferences

2015	San Antonio Wyndam Riverwalk	Nov. 11-13, 2015
2016	South Padre Island	Nov. 16-18, 2016
2017	McAllen	Nov. 08-10, 2017
2018	South Padre Island	Nov. 14-16, 2018

**VII. PUBLIC RELATIONS**

- Tomas is working with the Kiwanis organization to provide scholarship money for the coming year. This would be available to migrant students from anywhere in the state. The Kiwanis would like the president of the organization to be at the conference to present the scholarships. A question was raised about charging the presenters the conference registration fees. Omar explained that if the presenters present and then leave, they won't be charged for attendance. If they were charged conference fees no one will want to volunteer to present.



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- There hasn't been any guidance on that issue. Vendor fees cover two people and their booth space. There are platinum, gold and silver sponsorships. Information concerning this is on the vendor registration form.

#### NOMINATIONS/ELECTIONS

- Elections are coming up for even numbered regional directors. Information will go out about dates for nominations and re-elections. President-Elect and Secretary will come up this year.
- Sigi said that anyone wishing to be President-Elect needs to understand that the commitment is actually for 6 years. Two years are spent as President-Elect, two years as acting President, and two years as Past-President.
- Omar asked if anyone is interested. Rachel (Region 20) is considering President-Elect office.
- The AMET By-Laws show the qualifications under Article 6.02.
- Linda will take over Presidency in November 2014. The President-Elect is responsible for the conference planning and execution.

#### SCHOLARSHIP COMMITTEE

- Tomas emphasized the importance of having applications for scholarships easier to fill out rather than harder for migrant students. He said that it should be streamlined to accommodate the migrant students.
- Luz said that in the past there has been discussion about the rigidity of the AMET scholarship process. She added that all applicants need to follow the guidelines with all pages in the correct order. She said that someone on the committee should be the voice for the student. Applying for the AMET scholarship should prepare them for bigger scholarships. Valerie reviews the paperwork to see if everything is there and in order.
- Ester (Region 17) stated that the regional director should keep a log of what was received from the students and what was sent on to Valerie. Directors should review and double check with Valerie if questions arise. Small districts often do not have counselor support; therefore, the regional director should help the students. Another concern is that there is a grading rubric that includes family income which can be a problem for some of the migrant families. On most scholarship applications if there is a blank anywhere, it will be thrown out.
- A question was asked if Valerie lets regional directors know if something is wrong with the submitted paperwork and needs to be corrected or is the application disqualified without informing the director. This question was not answered since Valerie was not present but will be addressed at the next meeting.
- Luz stated that she feels this scholarship is small and some leniency should be afforded to the migrant students.



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- Mary (Region 15) said that in her small districts, counselors may not be available to help migrant students so she has to be in charge of scanning the applications and then submitting them.
- Ester (Region 17) said that Edudaris has a website that shows students how to write the essay and guide them through the submission process. This website gives students the opportunity to get the help for applying for other scholarships. Path to Scholarships also offers a free class on the Edudaris website.
- Omar asked for a volunteer to chair the Scholarship Committee to replace Mari Lester. The scholarship committee will make the recommendations for the AMET scholarship process and guidelines.
- Veronica (Region 1) reported that Representative Henry Cuellar now has a migrant student internship in Washington D.C. It lasts seven weeks with all living expenses paid. The deadline to apply is mid-March. Information concerning this opportunity is on his website.
- Nomination made by Veronica (Region 1) for Luz to be committee chair. It was seconded by Ester (Region 17). Luz accepted the position of Chair of Scholarship Committee. Veronica volunteered to serve on the scholarship committee.
- A motion to adjourn was made by Carie (Region 12) and seconded by Ana (Region 19).
- Meeting was adjourned at 4:10 P.M.