



## **AMET BOARD OF DIRECTORS' MEETING**

February 23, 2022

9:00 am – 12:00 pm

Zoom Meeting

- I. Call to Order/Welcome
- II. Roll Call/Introductions
  - a. Wendy Fort-Past President, Ellie Ross-President, Angie Balderrama-Treasurer, Graciela Avila-Vice President, Jo Ann Gonzales-Secretary, Sandra Vicencio-Parent/Community Engagement Advisor, Jaime Miranda-Higher Education Advisor, Kim Chapa-President Elect, Martha Hinojosa-Advisor for TEA Projects, Ken Schrader Executive Director, Tana Armitage-ESC 1, Maribel Gutierrez-ESC 14/Comanche ISD, Keilah Villarreal-ESC 11, Victoria Rivera-ESC 3, Tara Evers-ESC 7, Brenda Thompson-ESC 5, Leonard Beles-ESC 8, Elizabeth Rangel-ESC 15, Albert Archuleta-ESC 6, Raquel Oxford-ESC 9, Jesus Navarrette-ESC 10, Tonya Ramos-ESC 12, Marlen Gonzalez-ESC 13, Anastacia Peña-ESC 16, Anna Minjarez-ESC 18, Timoteo Chaires-ESC 20/Eagle Pass ISD, Dinorah Cortinas-ESC 4, Marisol Mancha-7 Alt., Michelle Perez-ESC 11
  - b. Not present: ESC 17
- III. Approval of Previous Minutes
  - a. Jesus Navarrette made a motion to approve the minutes; Anna Minjarez made a second to the motion.  
The minutes were approved by the board.
- IV. Unfinished Business
  - 2021 Conference Review Ken Schrader
    - 167 attendees; 14 exhibitors;
    - Because of cost cutting measures, the association was able to keep the deficit to \$4,600 instead of \$13,000; the association has had larger deficits in the past; reserves of over \$200,000;
    - Ken thanked the RD and planning committee for helping with the effort to help the association cut costs
    - Raquel Oxford asked if the hotel is flexible considering the variants and issues that keep arising; Ken shared that we will likely face decisions after this conference once venues begin

to open up conferences; Ken shared the research that the Executive Council members shared in regards to other venues with food costs, room costs, etc; Ken hopes to continue to negotiate with the hotel to get the best deal possible for the association.

- o Evaluations and facilitator feedback Kim Chapa
  - Kim shared the spreadsheet of the 2021 AMET Conference Evaluations.
  - Link to evaluations summary  
<https://docs.google.com/spreadsheets/d/19CAAKxQP4BK2iodGu3YSvnAhNui1-o-3/edit?usp=sharing&oid=106238987331969282021&rtpof=true&sd=true>
  
- AMET Regional Meetings and Feedback Ellie Ross
  - o Ellie summarized the basic information shared from RD. Keynotes were excellent; academies were rated low; repetitiveness in sessions from information we already had; website is utilized some; marketing is better on social media platforms; face-to-face is the preferred conference method; separated sessions for new staff & experienced staff; use of QR codes for materials; tables requested
  - o Raquel shared that she agreed that we do need to get the greatest presentations possible to draw in the audience and provide the best PD possible
  
- Recruitment of Membership/Conference Attendance/PD Series/NASDME  
Ellie Ross/Ken Schrader/Wendy Fort
  - o Ken reached out to ESC for recruitment efforts; Ellie asked the RD to help with the recruitment efforts; 180-200 participants at the 2022 conference will help; Ellie spoke about the need for LEA recruitment; adding engagement to our PD sessions to help our participants gain new information or feel like they are walking away from sessions refreshed; Keilah shared that engagement with the content is so important and consider revising the surveys for what content is needed; Jo Ann Gonzales added that maybe we need to revisit the evaluation and how we collect the information we need
  - o Tana Armitage shared that maybe we can provide presenters a framework to follow when putting together the presentations such as listing those key engagement pieces based on Adult learning theory
  - o Wendy shared information about the PD Series; PD series is available after the session date; 2022 PD series will be separated from the conference as a separate cost; engaging sessions

that are focused on Migrant Education; webinars that are recorded; to begin in February instead of January; Raquel asked if we would be outpricing ourselves by charging for the PD series; Raquel asked that we consider giving a discount for those who attend the conference and a different fee for those who do not; Ken shared that we should not look at the PD series as PD that is in lieu of the conference; Jesus asked if we have looked at the % of migrant staff across the state as compared to those who have attended the conference; the association has invited other programs to attend and present

- Wendy shared that AMET will have a session at the NASDME Conference; the Executive Council will attend if available; Wendy asked the RD to wear their AMET shirts at the NASDME Conference; this effort will highlight how our organization works across the state; Roger is interested and hopeful that this will spread across the nation; volunteers needed for the NASDME conference
- Albert Archuleta shared that maybe we could have a drawing for a free registration to the conference; Kim will add this to the discussion with the board
- Ellie has appointed Marlen Gonzalez as the chair to the marketing committee for this year. Marlen would like some assistance from anyone who would like to help. Dinorah Cortinas-Galvan volunteered to design flyers; Sandra Vicencio, Anastacia Peña, Elizabeth Rangel will help.
- 2022 Conference location Ellie Ross
  - Embassy Suites Convention Center, San Marcos, TX November 16-18, 2022
    - added more hotel rooms; lowest food & beverage cost possible

#### V. New Business

- 2022 Conference Theme Ellie Ross/Kim Chapa
  - JamBoard Brainstorm shared; the 8 choices will be shared via Google Form
- 2021 General Budget Review Ken Schrader
  - Ken reviewed both budgets
- Regional Director Orientation Ellie Ross
  - Ellie recognized the new RD
  - Ellie shared the RD list of duties; facilitating, scholarship committee grading, art scholarship, sharing AMET news, recruitment of membership
- Future meetings Kim Chapa

- 2022 Conference Planning Committee Dates Kim Chapa-via ZOOM
  - April 13, 2022 9-10:15am
  - May 5, 2022 9-10:15am
  - June 15, 2022 9-10:15am
  - July 12, 2022 9-10:15am
  - August 3, 2022 9-10:15am
  - September 7, 2022 9-10:15am
  - September 21, 2022 9-10:15am
  - October 5, 2022 9-10:15am
  - October 26, 2022 9-10:15am
  - November 2, 2022 9-10:15am
  - November 9, 2022 9-10:15am
  - November 14, 2022 Bag stuffing in PM; meeting face-to-face
  - November 15, 2022 Executive Council Meeting & BOD Meeting
  - November 16-19, 2022 AMET 2022 Conference

## VI. Committee Assignments & Updates

- By-Laws – Wendy Fort, Chair
  - Wendy shared that we will begin the review process; procedures manual will also be reviewed and brought to the group in November
- Nominations/Elections – Graciela Avila, Chair
  - 2 officers elected-Treasurer, Angie Balderrama & Vice President, Gracie Avila
  - Appointed as President Elect, Kim Chapa
  - Upcoming officer positions will be Secretary & President Elect
- Fundraising – Angie Balderrama, Chair
  - Angie shared that the Executive Board and others will do some research on getting assistance from an outside organization to train us on how to acquire more monetary donations for scholarships. Stacey Almaguer will be utilized for this venture.
  - Raquel will participate as Co-Chair.
  - Consider bringing back the silent auction.
- Awards – Jaime Miranda, Chair
  - The Fun Run was a success, raised money for scholarships, shirts were a positive - pre-sale needs to be longer;
  - Awards-we need more nominations
- Scholarship and Art Contest– Kim Chapa, Chair, Tonya Ramos, Co-Chair
  - Tonya Ramos will step up to the role as chair on the scholarship committee.

- 9 scholarships have been submitted as of today; March 15, 2022 is the deadline for submissions. Tonya is reaching out to those who need adjustments or information added to the application.
  - 5 - ESC 17
  - 3 - ESC 12
  - 2 - ESC 20
- The art scholarship will open Mid March and run through mid May.
- Theme Vote
  - Cultivating Stories, Realizing Dreams
  - From Hardworking Families to Future Successes
  - Cultivating Stories, Realizing Successes
  - Cultivating Stories, Harvesting Successes
  - Hardworking Families and Future Successes
  - **Hardworking Families Create Future Successes**
  - Jo Ann suggested adding in the scholarship essays in the conference book if given permission.
  - StoryCorps to capture stories was suggested by Raquel.
  - Keilah Villarreal has volunteered to reach out to StoryCorps to help with the conference. Victoria Rivera will also help.
  - Ellie will reach out to previously attended conferences to see about how to go about this.

## VII. Adjournment

- Raquel Oxford made a motion to adjourn the meeting; Anna Minjarez made a second to the motion. The motion carried, and the meeting adjourned at 11:56am.

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f).