

Meeting Title CLTA-Texas 1st Interim Board Meeting

MINUTES

[MEETING DATE]
2/3/07

[MEETING TIME]
9:30AM-12:15PM

[MEETING LOCATION]
Rice Univ RH202

MEETING CALLED BY	Decided by Board members
TYPE OF MEETING	1 st Interim Board Meeting, CLTA-Texas
FACILITATOR	
NOTE TAKER	Qin Riley
TIMEKEEPER	
ATTENDEES	<ol style="list-style-type: none"> 1. Huafu Bao, 包华富 2. Nine-min Cheng, 周乃溟 3. Yeamei Chu, 黄雅梅, 4. Marshall McArthur, 麦查理 5. Qin Riley, 张勤 6. David Ross, 罗大为 7. Xiaohong Wen, 温晓虹 8. Meng Yeh, 葉萌
ABSENT	Stephen Field 田笠(San Antonio), Lisa Chang Ahnert 張麗超, Zhang, Lan 张岚

Agenda topics

[ITEMS ON AGENDA]

AGEND CAN BE FOUND AT THE END

ITEM 1	By voice, Elected Meng Yeh as President.
ITEM 2	<p>Meng reported: 91 members; # of institutes members belong to, showed our website(www.clta-texas.org), asked for more photos from the field to put on web; a possible grant from Freeman Foundation for Chinese teacher training program at the School of Continuing Studies at Rice;</p> <p>Meng also reported that Stephen Field at Trinity is working on establishing Chinese language teacher certification program with the corporation between the Chinese Studies Program and Education Department, and presented the comments from Lisa Lahnert in Dallas</p> <p>Stephen and Lisa could not attend the meeting, but emailed their comments to share with the Directors.</p> <p>Wenhua Teng cannot serve the Board at this point, due to some personal reasons. Meng suggested that Lan Graff as a candidate to replace Wenhua.</p>
ITEM 3	<p>Bylaws:</p> <p>1.01 Due to conflict to another entity, name has been changed to CLTA-Chinese Language Teachers Association of Texas.</p> <p>1.02 Changed wording [see attachment BYLAWS]</p> <p>4.05 Changed to "Directors including officers..."; Marshall suggested the choice of an online voting</p>

	<p>via email. Conclusion: snail mail will be the main channel. Meng will investigate the possibility of voting on the website.</p> <p>4.06 Board agreed to change the face-to-face meeting to once a year instead of once every four months, but other forms of meeting can be adopted as such conference call, online video conference, etc. The meeting minutes are to be posted on the website.</p> <p>5.01 typing error Secretary-Treasurer</p> <p>5.02 a. Board agreed to add another responsibility of President: "President is authorized to form a committee to carry out certain tasks. The committee will be dissolved once the task is completed." b. discussed the title "president-elect" vs "vice president". No change made.</p> <p>6.01 Remove "(Elected or Appointed)"</p> <p>7.01 Title be consistent</p> <p>7.02 Dr. Bao suggested changing Workshop Committee to Professional Development Committee. Adopted.</p> <p>7.05 Discussed if we should add an Advocacy Committee or just name an Advocacy Coordinator within the board. Board agreed upon the former, adding Section 7.05 Advocacy Committee since it's an ongoing task.</p> <p>7.06 Another new section is agreed to add to Article VII – Section 7.06 The President can call for a committee on an ad hoc basis to address a specific issue, and he/she can appoint a member, who does not have to be a board member, to lead the committee in case of a special task or in a particular area.</p> <p>9.01 Board agreed to change it to Section 9.01 Adoption of Bylaws</p> <p>9.02 Board agreed to replace this section with "At the annual meeting, these Bylaws may be altered, amended, or repealed by a majority of the votes of the Members present in person, provided that the notice of the meeting sets forth the proposed alteration, amendment or repeal.</p>
ITEM 4	The first annual meeting is set to be held on Saturday, Nov. 3 rd , 2007 at a Hilton hotel near Chinatown, which makes easier for most teachers to attend. The hotel is close to the airport too.
ITEM 5	Board agreed on the theme of the annual meeting 'Conneting Chinese Schools through K-16'
ITEM 6	Board agreed to collaborate with other institutions and advertise a workshop in April, organized by Huaxia Chinese School, and another one, in August organized by Chinese Community Center. Marshall made a motion of using the Internet, video conference or other means, to hold workshops in the future. Adopted.
ITEM 7	Will discuss budget and membership dues via email
ITEM 8	no discussion
ITEM 9	<ul style="list-style-type: none"> a. Annual meeting committee: Meng Yeh & David Ross b. Professional development committee: Marshall McArthur, Yeamei Chu, Dr. Paul Bao c. Survey committee (suggested by Meng that this committee is not needed at this point) d. Fund-raising committee: Qin Riley, Nine-min Cheng & Xiaohong Wen e. Advocacy committee: David Ross & Stephen Field (The Board suggested to change the name from Certification to Advocacy in order to include other tasks. However, certification is the main task for the time being.) f. k-16 Curriculum committee (suggested by Meng that the tasks of this committee can be included in Professional Development Committee)
AGENDA	CLTA-Texas Board Meeting Agenda

Time: 9:30-12:00, February 3, 2007

Place: RH 202, Rice University

1. Elect a president who will be responsible of leading the Interim Board.
2. Report of the progress: websites, members, surveys, Board
3. Bylaws: Please read the Bylaws before the meeting, and provide any revision or comments during the meeting.
4. Annual Meeting:
when: October 2007
where: Rice University
content of the annual meeting
5. Connecting Chinese schools, K-12 and colleges: how CLTA-Texas can serve these three groups, the connections/collaborations that these 3 groups can do
6. Workshops: 3-4 Workshops a year? One in April 2007 in Houston?
7. Budget Report, Membership Fee
8. Forums in website: discuss pedagogies, job announcements...
9. Committees:
 - a. Annual Meeting Committee (Meng Yeh)
 - b. Workshops Committee
 - c. Chinese Language Program Survey Committee
Search and record the information of current teachers of Chinese at universities/colleges, K-12, and weekend Chinese schools. Provide the information online.
 - d. Fund-raising Committee (Qin Riley, Nine-min Cheng)
Raise funding for CLTA-TX, especially workshops and annual meeting
 - e. Certification Committee (Yeamei Chu, Stephen Field)
search information/procedure regarding obtaining teacher certificates, advocate the development of the Chinese certification program and the Chinese content test and to work with State Board for Educator Certification (give certificates in Texas)<http://www.sbec.state.tx.us>
 - f. Curriculum Committee (as suggested by Lisa)