

AMET Board of Directors Meeting
Houston Westin Galleria Hotel
November 19, 2013

I. WELCOME/INTRODUCTIONS

- Meeting was called to order by AMET President Omar Chavez at 1:20 p.m. Omar Chavez welcomed the Regional Directors.

II. ROLL CALL

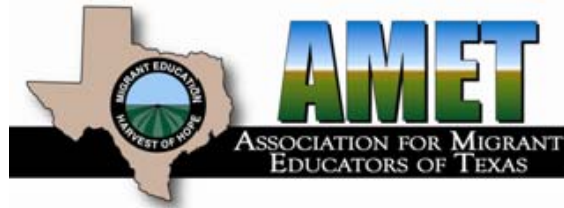
- Regional Directors present: Veronica Burgoa (Region 1); Nora Moreno (Region 2); Lisa Hernandez (Region 3); Ana Llamo (Region 4); Brenda Thompson (Region 5); Christoval Pena (Region 6); Marianela Bowen (Region 7); Leonard Beles (Region 8); Michelle Merrick (Region 9); Carie Downes (Region 12); Joann Gonzalez (Region 14); Mary Castanuela (Region 15); Edna Garcia (Region 17); Angie Balderrama (Region 18); Margarita Harmeson (Region 19); Rachel Morales (Region 20). Guests attending: Miriam Mas, Anna Minjarez, Valerie Peake.
- AMET Secretary, Mariette Burt-Cox performed roll call and reported to the President that the members present represented a quorum. Officers were introduced to the Board.

III. APPROVAL OF MINUTES

- The minutes of the AMET Board of Directors meeting on February 24, 2013 were presented for approval. Carie Downes moved to approve the minutes with corrections. The motion was seconded by Jennifer Rutherford. Corrections and changes suggested were: Since last meeting minutes, the Harvest of Hope is no longer in existence. The donations made to HOH will not be expended this year. Some calls have been coming to ESCs from ESCORT to help migrant families traveling. This has happened in Region 11 and Region 1 but no other regions reported such calls. This has been a concern for MEP consultants and staff. In one case TEA called Region 11 to help a migrant family stranded. The suggestion was made that AMET help educate migrant families about who they should contact for help in situations when traveling. This could be a possible topic for future conferences. ESCORT should get directories by state for their reference when presented with hotline calls.

IV. OLD BUSINESS

- The 2013 AMET Conference planning committee consists of officers and local planning committee. Omar thanked Ana Llamo for her help with organizing the planning committee from local ESC Region 4 districts.
- There are three planning committee meetings held in July, October, and November. The last meeting is held on day before the state conference begins. The officers meet before the AMET Board Meeting. The next AMET Board Meeting will be Sunday, Feb. 23, 2014 in McAllen. The officers meet at 11:00 a.m. for the Executive Council Meeting and the Regional Directors Board Meeting will be held at 1:00 p.m.

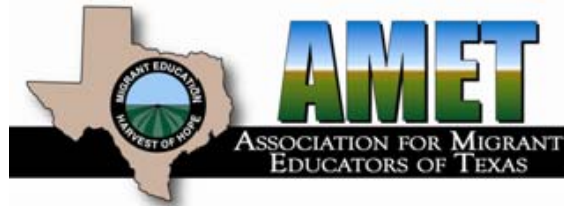


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- AMET Registration fees were increased to \$350 this year based on average of other state conferences. A motion was made by Jennifer Rutherford to leave the conference fees at \$350 for the next state conference and was seconded by Carie Downes.
- Omar Chavez explained that the officer vacancies on the Executive Council were appointed by the AMET President. Recent appointments have been Idalia Ibanez, Vice President and Mariette Burt-Cox, Secretary.
- 2013 Conference attendance has become a pressing issue because attendance goes down when the conference location is out of the valley (S. Padre and McAllen). Conference counts for this current conference (including paid and unpaid) AMET has a little over 400 participant registrations. Officers looked into raising costs based on costs of food at the hotel. The standard hotel rules include hotel rooms and the cost of food. AMET officers are now overcautious about overbooking rooms because of the Corpus Christi experience.
- Regional directors should try to advocate for the conference with ESC and district supervisors. We need to consider where we need to be in a couple of years. Linda gave historical conference report of the number of registrants and amount of income from the following years:

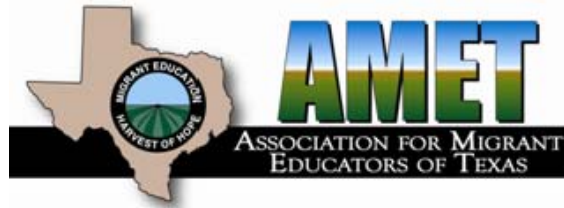
Year	Registrants	Location	Conf. Expenses	Profit
2009	503 registrations	Corpus Christi	\$108,914	\$41,502
2010	555 registrations	S Padre	\$86,827	\$84,493
2011	495 registrations	Corpus Christi	\$121,385	\$38,681
2012	551 registrations (100 Parents)	S Padre	\$81,092	\$93,177

- One of the potential problems for this year's conference is that NASDME is having the National conference in San Antonio and felt that districts may be limiting participants to one migrant conference this year. In 2009 when conference was held in Corpus Christi, several factors may have contributed to the low attendance among them being held away from the valley and an influenza outbreak.
- The question was raised by Leonard Beles if data of parent participation was available for the years. Omar reported that we lose 50% of parents when leaving the valley.
- Another conflict that arises continually is that the state parent involvement conference is also held within this time period. Sigi recommended that we stay in the valley between McAllen and S Padre as a matter of course. We need to capitalize where we have the conferences in the south. Omar questioned Mike McCallum, founder of AMET about this when AMET was first formed. Mike stated that we have to go where we get the most people. It costs over \$90,000 to run this organization on a yearly basis. Omar stated that we have to keep some funds in reserve.
- Wade reported that ACET has tried to hold conferences in Lubbock and El Paso but it is too hard for the people to get there. Austin room rates are getting too high. AMET has to sign contracts 5 years in advance. We are booked through 2016.



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- Veronica suggested keeping the AMET conference in the valley since the migrant students of these regions represent the highest percentage of recipients of scholarships awarded. Omar reported that HEB did not contribute a scholarship this year after giving the past two years. One of the goals of AMET is to make more money to give student scholarships. AMET is continually looking for ways to make more money for scholarships. We also want to give good quality professional development in the area of Migrant Education. Last year's auction items brought in \$2,000.
- Wade passed around the budget that was created and approved in February. The conference spending is not final as the conference has not yet occurred. The exact amounts of revenue will be given at the February 23 Board Meeting.
- Rachel suggested that we should have the data by region for the funds generate by 2013 conference attendance. Wade reported that at one time in the valley we had 600 registrations and over 300 of them were from Region 1.
- The topic of having the conference in San Antonio was brought up. Sigi stated that San Antonio conferences do best (in revenue) when held at locations away from the Riverwalk. The AMET officers always take into consideration where our participants would like to go once they are there. Houston Galleria is an ideal location because of the mall setting.
- Linda Aranda talked about submittal of proposals by regions. AMET encourages proposals from each region. This year we are having 48 breakout sessions but not all ESC regions submitted proposals to present. The AMET By-Laws indicate that each region should have at least one proposal submitted.
- Tomas Yanez said there is a concern for the small regions having few staff members to provide all required activities and technical assistance required by the program. AMET needs to look for ways to help other regions/districts needing support. Linda again emphasized the need for AMET members to get someone on staff to present. She knows that ESCs know what great things are happening in small districts in their region.
- Carie Downes said the ESCs have trouble spending down the funds within federal guidelines and asked if it would be acceptable to use grant funds to bring someone in to present. ESCs could bring someone such as the Federal Programs Director to present on related topics. Sigi said that the ESCs are allowed to use federal funds to bring someone from ESC to present. Linda said that they have a director from a district in her region presenting on bilingual program issues this year.
- Valerie Peake suggested that we can open the call for proposals earlier, even in the summer. Linda said that in the past we have never allowed vendors to present at breakout sessions but this year we allowed vendors to present based on district needs. There was a struggle to decide which vendors would honor our request to not promote or try to sell a product, thus to be allowed to present. The committee drafted a request about whether they are coming to present ideas or whether they are here just to sell their



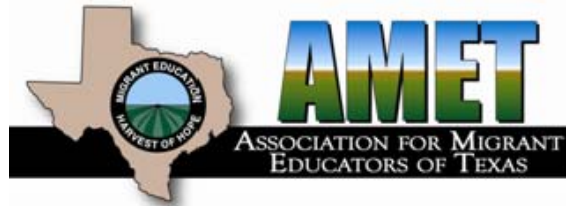
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products. Facilitators need to give feedback on whether presenters are just trying to sell products. They should send information by email or wait until February board meeting. Idalia said that is the expectation that regional directors provide feedback to AMET organization. Omar emphasized that if a migrant program is using product and district wants to use with all students, they can't do that without supplanting. However, if the product is different from what district is already using supplanting is not an issue.

- Educate Online is a vendor that is sponsoring Thursday's dinner for AMET board. Respond to email from Educate Online to attend.
- Instructional Access Inc. is giving 2 laptops to migrant students. Margarita Harmeson said TEA did not approve their application for Instructional Access to do a workshop in their district. Sigi and Linda said that they did not have to have specific line approval for this kind of activity. A MEP district program can contract for services without getting specific approval.

V. **NEW BUSINESS**

- Elections being held on Friday are for odd numbered regional directors this year. Regional Directors may run for re-elections. Next year will be even numbered regions. Every region needs to have an alternate elected. Friday morning at 8:00 a.m. will be regional elections at the regional meetings. Make sure the feedback sheet gets turned in. The AMET website needs to add the alternates to the region. Currently not every region has an alternate. The alternate should fulfill the position until the next election. 8:00 - 8:30 will be regional meetings. 8:30 - 9:30 is the AMET assembly. The main topic of discussion should be to discuss the mission and vision of AMET. Discuss roles of regional director on back sheet of feedback form. Concerns for AMET should be discussed at this meeting. Table tents by region number will be on luncheon tables. A letter of support from the supervisor is needed to serve as an officer however the signature of the supervisor for regional directors has been done away with. The minutes from February (2013) discusses our role in AMET that we want to take to state for discussion. HB5 is good example that directly affects migrant students. Jennifer made a motion that the signature is optional and to leave the form as it is. Brenda seconded the motion. The vote was unanimously acceptance.
- Vice President and Treasurer are also up for nominations. Idalia and Jennifer will be voted in at General Assembly on Friday since they were the only nominees.
- Sigi presented a power point presentation on AMET Facilitator Guidelines. Facilitators should pick up packets at registration booth. They should arrive 15 minutes early and introduce himself/herself to presenter. They should check for proper AV set up and determine whether the speaker wants to introduce him/herself. They should remind speakers of need to end on time (5 min. sign and stop sign) and discuss handout distribution. They should greet participants and distribute handouts, and place "session full" sign on the door, if applicable. They need to monitor time and hold up signs

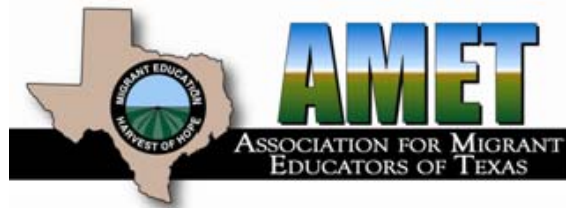


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accordingly. Evaluations will be on AMET website. Volunteers are needed for the registration booth. Regional Directors traded sessions on facilitator matrix as needed.

VI. COMMITTEE REPORTS

- By-Laws-Tomas Yañez led directors through the AMET By-Law amendments that were made in the Executive Council meeting. Valerie has put all the updates on website. Most recently the Executive Council approved the changes to By-Laws on sections 2.01, 6.02f, 6.06, and 10.01. Tomas suggested that the directors read section 7.03 concerning duties of regional directors.
- Awards-Idalia has the conference awards to be presented at the opening ceremony.
- Scholarship-Valerie provided a Scholarship Committee Report that included a breakdown of awards. There are twelve high school awards and three college scholarships awarded of \$1,000 each.
- Scholarship applications will be available December 1 and are due every year by Feb. 15th. AMET discussed what to do with applications received every year. It was agreed that Valerie is to save auditable copies for 5 years. Valerie asked what should be done with the scholarship applications that were not selected to receive awards. There are no rules in the 501c rules about keeping them. Valerie feels that we could shred them after 5 years. It was decided that they can be shredded by Valerie. Valerie wants to find out how ESC project districts are receiving the application information. It is part of ESC requirements to assist in reviewing scholarship submissions. Omar questioned the need to have this in by-laws. Each ESC should have a process in place for dissemination of scholarship application information.
- A scholarship donation of \$3,000 was donated by Kiwanis Club of McAllen, TX. Donations are gladly accepted by the AMET organization. If anyone has ties to organizations with money to donate, get with AMET Executive Committee to see if it is acceptable to take these funds.
- Auction-Auction proceeds last year were \$2,167. Items will be accepted in the Kirby Room tonight and tomorrow at the registration table. Donors should make sure to label as door prize or auction item.
- In the conference bag there is a card with a website that you can download coupons.
- Veronica asked about the general session election. If she isn't there can she run for the Regional Director? Omar will cover that in the Friday election. Directors should wear red shirts, if they have one, on Thursday. They should also sit in front of room for opening ceremony.
- Omar pointed out that the silhouette on cover of program represents our silent kids. He thanked Luz Hinojosa and Raul Cantu for their work on it. He also thanked the Ana Llamo and the Houston conference committee for all of their hard work.



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VII. ADJOURNMENT

- A motion was made by Jennifer Rutherford to end the meeting and was seconded by Carie Downes.
- Meeting was adjourned at 4:30 p.m.