



## AMET BOARD OF DIRECTORS' MEETING

November 6, 2018

1:00 pm – 4:00 pm

Hilton Garden Inn

South Padre Island, Texas

### I. WELCOME/INTRODUCTIONS

Meeting called to order at 1:12 pm

### II. ROLL CALL

**Members Present:** Executive Council: Mary Castañuela President (ESC 15), Wendy Branstine President Elect (ESC 20), Yolanda Rollins Vice-President (ESC 12), Angie Balderrama Treasurer (ESC 18), Jo Ann Gonzales Secretary (ESC 14), Tomas Yanez Community Liaison Advisor (Retired), Maria Garcia-Guzman Special Programs Advisor (TMIP), Jaime Miranda Higher Education Advisor (UTRGV), Sigi Huerta AMET Executive Council Advisor (ESC 13), Ken Schrader Executive Director

**Regional Directors:** Maria Elena Cortez(ESC 1), Cindy Ferdin (ESC 2), Lisa Hernandez (ESC 3), Deborah Rivera Fontanez (ESC 4), Brenda Thompson (ESC 5), Josie Padilla (ESC 6), Viki Sparks (ESC 7), Leonard Beles (ESC 8), Raquel Oxford (ESC 9), Diana Sanchez (ESC 10), Analy Guerra (ESC 11), Tonya Ramos (ESC 12), Teresa Cuevas (ESC 13-Seguin ISD), Mary Jo Beard (ESC 14), Elizabeth Rangel (ESC 15), Matthew Chavez (ESC 16), Alva Rodriguez (ESC 17-Crosbyton ISD), Anna Minjarez (ESC 18), Ana Granados (ESC 19), Ellie Ross (ESC 20)

**Guests:** Roger Rosenthal, MLAP, Inc.

### III. APPROVAL OF MINUTES

Raquel Oxford made a motion to approve the minutes. Mary Jo Beard seconded the motion.

The BOD approved the minutes.

### IV. OLD BUSINESS

- Nominations for New President Elect and Secretary
  - Nomination deadline was posted on website with nomination form-last Friday of October. This allows time for approval by their director.
  - President-Elect Nominee-Ellie Ross, ESC 20
  - Secretary Nominee-Jo Ann Gonzales, ESC 14
  - These names will be presented to the general assembly.
  - Vice-President and Treasurer will be opened up for election in 2019.
- 2018 Conference Review
  - Registration numbers have dropped-196 paid registrations, 91 unpaid registrations, total of 287 registrants; 76 Admin Academy, 88 ID&R Academy, 51 Counselors' Academy, 42 NGS Academy, 25 Parent Academy
  - Numbers from districts have dropped.

- o The tote bags were given to the Regional Directors. The program cover front & back were printed to highlight those students who submitted for the art scholarship.
- o Program changes were made to help keep cost low. Claudia Quintanilla created the program.
- Door Prizes – Gift Cards
  - o Angie addressed the group. Each Regional Director was asked to bring 2 \$10 or 1 \$20 gift card to give as door prizes.
  - o Registration was increased a small amount in order to do away with the silent auction and raffle.
- Changes to Program
  - o Page 39-Wednesday, Nov. 9 needs to be changed to Nov. 7
- Other Items
  - o No other items were addressed.

#### V. NEW BUSINESS

- Extension of Executive Director and Webmaster Contracts
  - o The contracts for the Executive Director and Webmaster have been extended.
  - o Each year the contract is revisited in November.
- AMET Membership Meetings, Elections, and Feedback (Red Shirt)
  - o Regional meetings will take place on Thursday morning. Page 18 of program shows time: 8:00-8:30 am with location for each meeting.
  - o Regional meetings will be conducted by the Regional Director. During the meeting, Regional Directors should follow the questionnaire, address the decreased number of AMET Conference attendance, the definition of what a Migrant truly is, and the misconception from the media. The focus should be on the decreased attendance- due to a loss in revenue/approximately \$28,000-What can we do to increase participation?
  - o Leonard Beles added that so many of our districts have lost funding and are not able to attend unless they are an Alternate Regional Director. They have written this into their grant.
  - o Ellie Ross added that issues with Border Patrol or ICE.
  - o Cindy Ferdin added that the length of the conference can be an issue for their districts.
  - o Matthew Chavez added that the location is still a concern for their region. Funding is also an issue due to the loss of funding at many districts. The brunch instead of a luncheon has given better opportunity to travel earlier.
  - o 2019 AMET Conference will be held in San Antonio. 2020 AMET Conference will be held in San Marcos.
  - o Deborah Rivera asked if we could advertise the topics prior to the conference.
  - o Wendy Branstine added that the website is updated with information.
  - o Raquel Oxford added that maybe what we need is an advocacy piece for administrators.
  - o Mary Castañuela added that maybe we could create an “elevator speech” to highlight what AMET is all about.
  - o Lisa Hernandez added that maybe we could create a short video to support our efforts.
  - o Mary Castañuela asked that everyone bring a “blurb” to share at the meeting in February.
  - o Maria Garcia-Guzman added that we should start making videos now while we are at the conference.
  - o Mary Castañuela added that we post pictures Twitter Feed AMETX @AMETConference . We will use the pictures for the website.

- o Leonard Beles asked about SSA membership and where the funding is coming from for these members. Mary Castañuela spoke to the concern about registration process in order to get clean data. Unfortunately, we will not be able to see the data from 2017. Mary Castañuela asked the group about what we can do now to minimize the decrease as we move toward the next year.
- o Brenda Thompson added that many districts have to choose what to attend since there are so many conferences around the same time. Wendy Branstine added that we looked at the calendar and other events near our conference time.
- o Mary Castañuela added that we have to look for ways to sustain AMET as an organization.
- o Raquel Oxford added that this would be a time that the Executive Council to look at the budget or find ways to take the conference information to parents.
- o Mary Castañuela & Wendy Branstine will be asking all to help with a 2-3 minute elevator speech about the Migrant Program and what AMET is all about. Be ready to present at the February meeting.
- o Leonard Beles proposed adjusting the fee structure. Mary Castañuela & Wendy Branstine added that the membership fee is added as part of the conference.
- o Deborah Rivera asked about how much TEA can get involved. Mary Castañuela added that the relationship that we are building with TEA will help to get them involved. TEA does have to be careful not to promote an organization.
- o Wendy Branstine will visit with TEA in regards to their involvement.
- o Mary Castañuela asked for conference theme recommendation to be emailed to Wendy Branstine by the February meeting. Theme selection will be held in February.
- o Mary Castañuela explained the election process for the regional directors for the even numbered regions (including alternates).
- o Mary Castañuela pointed out the orientation meeting required this year for all regional directors (current, newly elected, and alternates). The orientation is on Thursday, November 8, from 4:45-5:15 pm. Regional Director responsibilities will be addressed.
  - Inform AMET when leaving the position
  - Timeline for Regional Directors
  - Attend the required meetings in conjunction with TMIP SCAW & AMET Conference
  - ZOOM meeting between the meetings to update the BOD
- o Please wear your Red Shirts to make yourselves visible. Concerns should be taken to MaryCastañuela.
- Facilitating Duties and Training
  - o Wendy Branstine spoke to the group about the session evaluation half sheets will only being used for the parent evaluations. The white copy goes in the envelope and the yellow copy goes to the presenter. Follow the facilitator instructions.
  - o Give Wendy Branstine specific information on the cover sheet.
  - o Other sessions only need the back sheet to be completed with tally portion.
  - o Return the envelopes to the registration desk.
  - o PPT information was reviewed.
    - Introduction of presenter
    - Presenters should have their own laptops.
    - Ask presenters to use the microphone.
    - Be sure they take all their belongings after their session.
    - Remind the participants that there will be an overall conference evaluation. This is where they get their attendance certificate for the conference.
    - Use door signs, 5 minutes to end sign, and STOP sign as needed.

- Tables and chairs are available in all sessions.
- Help participants to use common courtesy.
- Add one copy of the presentation in the envelope.
- If help is needed to tally, ask one of the Executive Council or Regional Directors to help.
- Wendy Branstine will run interference to keep folks in the hall at a minimum.
- Enjoy the Conference!
- Number of Scholarships for 2018
  - Addressed below.
- Recruitment and Retention of Membership/Conference Attendance
  - Discussed previously.
- Upcoming Conference Locations and Dates
  - November 6-8, 2019, Omni San Antonio @ the Colonnade, San Antonio, Texas
  - November 18-20, 2020, Embassy Suites Hotel, San Marcos, Texas
- 2019 Conference Theme Submissions
  - Send theme ideas to Wendy by the February meeting.

#### VI. COMMITTEE UPDATES/CHAIR ASSIGNMENTS

- By-Laws (Tomas Yañez, Chair)
  - Information added in red to page 7
  - 6.06 Executive Council added.
  - 7.03 Duties of Regional Directors #8
- Nominations/Elections (Yolanda Rollins, Chair)
  - Even numbered Regional Directors, President-Elect, Secretary
- Awards (Maria Garcia-Guzman, Chair)
  - All 7 categories had nominations and awards to be given.
  - Maria requested more nominations from all regions.
- Scholarship (Wendy Branstine, Chair)
  - The list of names of scholarship awarded recipients. Alternate list of recipients.
  - Wendy thanked the group that helped score all the scholarship applications.
  - The background information will become part of the procedures manual.
- Door Prizes (Angie Balderrama, Chair)
  - Angie asked for gift cards.

#### VII. ADJOURNMENT

Jo Ann Gonzales made a motion to adjourn the meeting. Yolanda Rollins made a second to the motion. The motion carried. The meeting adjourned at 4:35 pm.