



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

February 24, 2019

3:00 pm – 6:00 pm

**Houston & Bowie Meeting Rooms/Embassy Suites/McAllen, TX**

- I. Call to Order/Welcome
- II. Recognition of Advisory Board Members
  - a. Wendy Branstine recognized members of AMET Special Projects-Tomas Yanez & Maria Garcia Guzman.
  - b. Mary gave a few words of recognition. A plaque was presented to each.
- III. Roll Call/Introductions
  - a. Members Present: Maria Elena Cortez (ESC 1), Dr. Alma Garcia (ESC 2-Alice ISD), Lisa Hernandez (ESC 3), Deborah Rivera Fontanez (ESC 4), Brenda Thompson (ESC 5), Kim Chapa (ESC 6), Tara Evers (ESC 7), Leonard Beles (ESC 8), Raquel Oxford via Zoom (ESC 9), Diana Sanchez (ESC 10), Analy Gillum via Zoom (ESC 11), 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), Patricia Martinez (ESC 20)  
Executive Council members: Wendy Branstine-President, Ellie Ross-President Elect via Zoom, Mary Castañuela-Past President, Yolanda Rollins-Vice-President, Angie Balderrama-Treasurer, Jo Ann Gonzales-Secretary, Ken Schrader-Executive Director, Jaime Miranda-Higher Education Advisor  
Members not present: Sigi Huerta-AMET Executive Council Advisor, Gracie Avila-Special Programs Advisor
- IV. Approval of Previous Minutes
  - a. Mary Jo Beard made a motion to accept the minutes; Ana Granados seconded the motion. The motion passed.
- V. Unfinished Business
  - 2018 Conference Review
    - Evaluations and Facilitators' Comments
      - Discussed in Executive Council Meeting
      - Maria Elena Cortez asked if there was a way to make the session a smaller group session with multiple sessions available, suggested a smaller room.
      - Wendy Branstine spoke to the feedback given for the conference in this area in addition to ID&R, NGS, Counselors, and Administrators. Participants could choose from two areas.
      - Deborah Rivera stated that the session variety and format needs to be adjusted.
      - Wendy Branstine stated that we are having those conversations with the Executive Council.
      - Mary Castañuela added that a grant session would need to come from TEA.

- Jo Ann Gonzales added that maybe we ask TEA to give us grant/compliance information similar to the Q&A format at last year's TEA presentation.
  - Leonard Beles asked what the connection between TEA and ACET is. Wendy Branstine stated that the ACET Conference happening in Austin is what makes it easy for them to attend and present. Leonard Beles added that we need to ask TEA to use this as an opportunity to give us information from the state.
- AMET Regional Meetings and Feedback
  - Mary Castañuela asked the group to remember why we had such a large drop in the AMET Conference attendance.
    - Funding
      - Budget issues
      - Split funded personnel unable to justify
      - Providing students services vs. conference
    - Length of the conference
      - 2 full days instead of 2.5 days, or 2 half days/1 whole day
      - Wendy Branstine and Mary Castañuela asked the group to look at the trends about the conference to help us make those difficult decisions about the budget and conference planning.
      - Deborah Rivera added that we need to redirect our Regional Directors meeting to give us feedback that is helpful to making the conference what they need.
      - Wendy Branstine added that we need this information to help us provide the premier professional development for the Migrant Education Program in Texas.
      - Elizabeth Rangel added that Regional Directors need to ask those questions reformatted to give us feedback specific to their jobs.
      - Mary Jo Beard added that the questions need to be more specific to help the new Regional Directors.
      - Wendy Branstine & Alva Rodriguez that we need to encourage our participants to be in sessions as this is their professional development. Matthew Chavez added that we do need to have better quality sessions.
      - Mary Castañuela added that the orientation specified what was shared. Raquel Oxford added the the orientation/transition for new directors was helpful. What is the best way to control session quality when we are making an open call for sessions? Wendy Branstine added that we do have proposal guidelines for proposals. We do ask for at least 2 proposals from each region.
      - Kim Chapa asked why the individual session evaluations were taken away. Wendy Branstine stated that we were not getting the useful data from those evaluations. Mary Castañuela added that the evaluations were very generic.
      - Matthew Chavez added that people save spaces and then sessions are interrupted or not filled. Yolanda Rollins asked if we need shorter breaks/transitions? Ken Schrader added that we use the 30 minute transition/break time for participants are visiting the vendors.

- Deborah Rivera added that maybe we need to add norms to bags as a handout or in conference book, address at the opening general session. Ken Schrader added that we can have presenter & participant norms. Mary Castañuela added that we could make posters to be reinforced in the passing spaces. Regional Directors & Executive Council will need to help enforce the norms. Matthew Chavez added that we should have facilitators give these norms as part of the introduction of the presenter.
- Fundraising and Door Prizes
  - Angie Balderrama stated that some participants would like to see something come back for this so they feel like they are contributing. Wendy Branstine is not opposed to having an auction but realizes that it is this group the workforce. Lisa Hernandez suggested that we make one large raffle to pull tickets for as a fundraiser. Ken Schrader stated that this is allowable if it goes toward scholarships. Mary Jo Beard suggested a gift card to purchase a large item. A sombrero with lotto tickets was suggested.
  - Angie Balderrama would like for the group to email ideas to her.
  - Raquel Oxford added that the orientation/transition for new directors was helpful. What is the best way to control session quality when we are making an open call for sessions? Would it be possible to have both exhibitor time and shorter breaks?
  - Analy Gillum asked if we could try sending the individual session evaluation on a google form. Maybe the facilitator can collect emails of attendees before the session is over in order to send the google form to them. Instead of smiley faces & number from 1-10, the form has to include real feedback?
- Recruitment and Retention of Membership/Conference Attendance

## VI. New Business

- 2019 General Budget Review and Approval
  - Ken Schrader has renegotiated the conference hotel contract to lower the food and beverage minimum and guest room block. The fall conference budget projects the revenue for the conference. In 2019 we are hoping for 300 participants.
  - 300 registrations with \$375 registration fee, 12 exhibitors @ \$400 exhibitor registration fee, Revenue \$119,600.
  - Food and beverage costs in San Antonio are high and have a 23% service charge, food costs are less in South Padre, but it is not the best for our participants because of travel costs. We are trying to have a good balance for our members. There is a large difference between the cost of food at SPI as compared to away from the island.
  - In order to try to balance the budget we will need to cut costs. we need to reduce the scholarship fund. \$11,500 is the change to scholarship fund. 1 College Scholarship(\$1,000) (6 applicants), 10 High School Scholarships (\$1,000) ( # applicants), and 1 Art Scholarship (\$500) to offset the overage. This is a \$3,500 cut from last year.
  - Wendy Branstine added that we used a portion from the previous year's conference revenue increase to fund last year's extra scholarships. When we only had 278 participants last year, we lost money as an organization.
  - Mary Castañuela added that we will also cut the TMIP scholarships from the AMET organization. Ken Schrader stated that the program planning

committee would make the determination of who we would utilize locally at the conference location to help this area.

- o Ken Schrader stated that the fall conference revenue would determine how much we are able to give in the future.
- o We will not know how much deficit we will have until the end of the year. We really need approximately 350 conference participants to break even.
- o Mary Castañuela recommended to the group that as the budget sits for the 2019 conference we would need to save more. Wendy Branstine stated that all of this would still leave us at a deficit.
- o Matthew Chavez asked if we are tied to the budget, specifically with the social. Wendy Branstine and Ken Schrader explained that this amount could be added to another area-breaks and snack-since we are still obligated on the food and beverage minimum.
- o Lisa Hernandez suggested that we have a vendor social on the first evening. Leonard Beles suggested that we spend less on food since our own program budgets allow us less if the conference provides meals. Ken Schrader added that we should offer food in the morning since the hotel will not be able to accommodate the conference participants in their breakfast area.
- o Matthew Chavez made a motion to eliminate the conference social/reception to make it a vendor social with student entertainment. Lisa Hernandez seconded the motion. Motion carried.
- o Ken Schrader stated that vendor exhibits are \$400. Wendy Branstine added that if they want to present, an additional \$100 will be paid.
- o Wendy Branstine referenced the budget proposal. Mary Castañuela and Wendy Branstine explained the reason for the TMIP omission. Raquel Oxford moved to accept the budget with revisions as discussed. Ana Granados made a second to the motion. The motion carried.
- 2019 Conference Theme
  - o AMET **Advancing, Migrant, Education, Together** \*
  - o **Migrant Today, Leader Tomorrow**
  - o (For vendor session) FIESTA-Fostering(Foster), Inspiration, Education & Strength(Success), Through, Advocacy
  - o Finding Hope-Cultivating Success / Cultivating Hope, Finding Success \*

- 2019 AMET Art Contest

- o Remind students that the artwork will be displayed on the book as a portrait picture. Kim Chapa & Matthew Chavez will oversee the Art Scholarship.

## VII. Committee Assignments & Updates

- Scholarships

- o Preliminary numbers were shared. We need to encourage the students to submit to the AI Wright Scholarship. The application is almost the same with one additional letter of recommendation. Other scholarships were shared. Information about due dates was shared.

- AMET Art Contest

- o See above

## VIII. Adjournment

Mary Jo Beard made a motion to adjourn the meeting & Anna Minjarez made a second to the motion. The motion carried, and the meeting was adjourned at 6:11pm.

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).