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ASSOCIATION OF TEACHER EDUCATORS MINUTES OF MEETING

Fall 2023 Quarterly Board of Directors Online Meeting
November 14, 2023, 3:00 PM EST to 5:30 PM EST
Online Meeting Held by Video Conference

Call to Order

A meeting of the Association of Teacher Educators (ATE) Board of Directors was called to order at 3:02 pm Eastern Time on Tuesday, November 14, 2023, via online Zoom session by ATE Board President, Jon Yoshioka.

Roll Call

Board Member Attendance:

Jon Yoshioka, *President (2023-2024) Present*
Cheryl Torrez, *1ST Vice President (2024-2025) Present*
Rachelle Meyer Rogers, *Past President (2022-2023) Present*
Jennifer Young Wallace, *2nd Vice President (2025-2026) Present*
Ashlie R. Jack, *College/University Rep. (2024) Not Present*
Barbara Purdum-Cassidy, *College/University Rep. (2026) Present*
Terrell Brown, *At Large Rep. (2026) Present*
John McConnell, *At Large Rep (2025) Present*
Aiyana Henry, *At Large Rep. (2025) Present*
Vince O'Neill, *At Large Rep. (2025) Present*
Ray Francis, *CUP Rep. (2025) Not Present*
Sophia Paljevic, *School Based Rep. (2024) Not Present*
Alisa Chapman, *Executive Director, Present*

Other Attendees:

Robin Leonard, *ATE Director of Membership*

DRAFT

Executive Director's Report

Executive Director Chapman thanked President Yoshioka and the Board of Directors for their contribution of time and leadership to ATE and for the continued support of the national office work. After conveying that it is an honor to serve as the Executive Director of the ATE organization, she reported on the following ATE items:

- Expressed appreciation to ATE staff, ADS, and other ATE volunteers, including the AM24 Planning Committee Co-Chairs Judy Beck and Cheryl Torres for their work on behalf of ATE.
- Noted that ATE's annual audit has begun and should be completed by the first of December 2023. This is an important accountability measure for ATE. The Board can expect the audit results to be a part of the Winter Quarterly Board meeting in February 2024.
- Reported on a visit to Manassas, VA in October to follow through on a commitment to the Board last fall to downsize ATE's storage footprint. Robin Leonard and Executive Director Chapman cleaned out the 10 X 15 unit and moved ATE's items into a 10 x 10 unit saving ATE about \$1,200 year (\$100/month). She reported there was water damage to many boxes.
- Updated the Board on the full transition to a new membership database (MC Trade). This has been a tedious and detailed task aligned with ATE's organizational sustainability action. The new database is far more robust, and the national office is still learning to use the database. The goal over the next 6+ months is to become adept in using the many features this new tool provides so that ATE can better communicate with and engage with our membership.
- Reported the goal is to go live (a soft launch) with ATE's new website next month.
- Thanked the Board for their input on the 2nd Version of ATE's Revised Bylaws in the October special called meeting of the Board. This important work is moving forward. The Board was copied on communication to ATE Delegates and Alternates on October 31st announcing a Special Called Meeting of the Delegate Assembly to be held on Tuesday, November 28th for the purpose of a 1st Read of version 2.1 of the Revised Bylaws. ATE's full membership has been alerted to the upcoming Delegate Assembly Meeting. She emphasized the importance of full Board participation in this meeting.

Consent Agenda

Minutes

A motion to pass the consent agenda was made by Past President Rachel Rogers and was seconded by John McConnell. The minutes were approved by the full Board.

- Draft Minutes July 11, 2023

DRAFT

- Draft Minutes May 9, 2023 (presented for approval in the fall quarterly meeting due to lack of quorum at the July 11, 2023 Board Meeting)

Closed Session from 3:36pm to 4:03pm

- Personnel

Committee Reports

Annual Meeting 2023 (Jacksonville)

Executive Director Chapman provided highlights for ATE's 2024 Annual Meeting, noting ATE's Preservice Program delivery was targeted to be delivered online January 19, 2024. The 2024 Annual Meeting registration information should go out to membership on November 15, 2023. Two workshops have been identified – Dr. Pat Tate Mentoring Workshop and a workshop delivered by Dr. Kevin Kumashiro who is also a speaker at the conference. The gavel will be passed to the new President (2nd Vice President Torrez) during the Awards Gala on Friday Night instead of having a Presidents Brunch.

Membership Report

Executive Director Chapman reported that membership is 1061 – down by 75 since the summer 2023 Board meeting and up by 8 since the winter 2023 quarterly meeting. One reason for this drop is the database transition. Regular membership renewals have not occurred because of the database switch. Executive Director Chapman expects to see a pickup through the end of the calendar year as we catch up on September through November renewals and as we launch the AM24 event registration.

Financial Reports

Executive Director Chapman reported on ATE's Account Balances, 2023 Annual Meeting Revenue-Expense, 2023 Summer Conference Revenue-Expense, the 2022-2023 Income-Expenses YTD, and the 2022-23 Year-end Over-Under Report (Final):

- Review of Account Balances Report FY 2022-23
 - Total across all reserve accounts \$356,802.62.
 - LFTE Investment Account –As of our most recent quarterly statement (October 2023), the account was @ \$548,681.15 up by \$7,612 since last reported in the spring. The investment account averages approximately \$10,500 in interest a year.
 - Main Checking Acct Balance as of (11/14/23) is \$171,020.23.

DRAFT

- Review of 2022-23 Income-Expense Report YTD
 - Revenue should pick up when we open AM24 event registration. Also, ATE's annual cost for a storage unit will be reduced by almost \$1,200 this year.
- ATE 2023 Annual Meeting Revenue-Expense Report
 - The increase in food & beverage prices had an impact on our AM23 budget.
 - Differential of \$28,793 from what we projected for AM23's budget and the actual expenses/revenue. Most of the delta is in food (\$18,671), travel (\$4,193) and AV (\$7,542). We fell short on revenue projections by \$2K – even with Baylor's generous \$20K contribution. We must do better in Ads, exhibits and sponsorships.
- ATE 2023 Summer Conference Revenue-Expense Report
 - ATE lost money at the Summer Conference in Washington, DC. The projected target of \$200K in revenue was not met. Actual revenue was \$130K. Projected expenditures were set at \$150K and actual expenditures were \$171K.
 - We feel short on our target registrations of 350 (actuals were 256) and in meeting sponsorships, ads and exhibits targets. Additionally, the food expense was significantly more in Washington, DC than projected.
 - ATE must continue to trim food costs at future conference events, focus on meeting registration goals, and increase the sponsorships, ads and exhibits for each event. The AM24 location and timing of the event before Easter will make it especially challenging to meet our financial goals. I have met with the ADS team and with the AM24 conference committee co-chairs and sub chairs about this year's targets.
- 2022-2-3 Year-end Over-Under Report (Final)
 - Due to the outcomes from our SC23 / AM23, actual expenditures were over \$13,760 from what was budgeted. The increase in cost for the CVENT app also impacted the bottom line by just under \$3K and there were additional legal costs (\$6K) for review of ATE's bylaws during the revisioning process, formally copyrighting the Clinical Exp Standards, legal consultation on Monte Carlo events at conferences and UPMIFA regulation guidance that were not forecasted in our budgeting from the prior year.

Old Business

ATE Commerce Site

Aiyana Henry provided an overview of the company, Massive Graphics, identified for the ATE merchandise pilot. This arrangement would be at no cost to ATE. The minimum total ordered needed to process and ship all ordered items is 24. The company charges a flat rate of \$10 to each customer for shipping. The items selected for the pilot are shirts, a tote, and caps all with the ATE Logo. The online commerce site will be open for a period of two weeks. If the pilot is

DRAFT

approved by the Board, an email will be sent to members about the pilot, site location and open window for purchases. The Board approved of the pilot and passed a motion to increase the base cost of each item by \$5.00 to provide a small stream of revenue back to ATE.

Event Mobile APP

ATE will not be using the CVENT mobile app (Attendee Hub) for AM24 or SC24. Executive Director Chapman reported the app Eventpedia (Avodigy, Inc.) has been selected after completing discovery calls with approximately eight different vendors / products. ATE will use the CVENT Abstract Management product (\$3,500) for proposal submissions. Eventpedia's total cost is \$4K for two events and ATE has an "out" clause for SC24 if we are not satisfied with the product. This is a savings of almost \$5K. ATE paid CVENT almost \$9K last year for their app Attendee Hub. This year the quote from CVENT for using Attendee Hub for 2 events in 2024 was \$10K, far more than the selected Eventpedia app. Executive Director Chapman conveyed that we have learned: 1) There is no perfect app, 2) there will be a learning curve for our national office team and for our membership, 3) we are now far more informed about app products -- what works for ATE and what does not work for our attendees.

Handbook of Research (4th Edition)

First Vice President Cheryl Torres reported the last ATE Handbook of Research was issued in 2008 by Routledge. They will also publish the new edition. As we work to produce a Handbook of Research (4th Edition), a scope will be going out to members. Team leads for this edition will be Cheryl Torrez, Jennifer Snow, David Byrd, and John McIntyre. It will be ready for publication by March 2025.

New Business

National Field Directors Title Change

The ATE National Field Directors program requested a name change to The Consortium for Clinical Practice. A motion was made to allow for the name change by Past President Rachel Rogers and seconded by Vince O'Neill. The Motion was approved.

ATE 2024 Sponsorship Opportunities

A copy of the ATE 2024 Sponsorship Opportunities was shared with the Board as a reminder of the importance of this aspect of ATE's conference and event planning. Recruiting for sponsorships, ads, and exhibits is a team effort and one person's responsibility. ADS member Ed Pultorak organizes and interacts with exhibitors and sponsors at annual conference events, but we must all contribute to increasing our revenue line.

Leadership Academy Sponsorship

The Chair of the Council of Past Presidents, Judy Beck, is recommending to the ATE Board of Directors that the Leadership Academy breakfast at ATE's Summer Conference event be renamed after Dick Allen for his ongoing support of the program. The recommendation is to

DRAFT

name the Summer Leadership Academy breakfast the “Dick Allen Leadership Academy Breakfast.” After discussion of this request, the Board would like for the Council of Past President to write a proposal for the name to change from the Leadership Academy Breakfast to the “Dick Allan Leadership Academy Breakfast.” The Board likes the suggestion but wants a written proposal for the request. The Board will table this request until a future Board meeting.

New Special Interest Group

A request was made to establish a new ATE Special Interest Group (SIG) titled, Practioner Research. The new SIG will be co-led by Dr. Nancy Dana and Dr. Craig Metzger. A motion was made to establish the Practioner Research SIG by Terrell Brown and seconded by Aiyana Henry. The Motion was approved.

Call for Editorship of ACTION

First Vice President Torrez reported that it is time to issue the Call for Editorship of ATE’s journal Action in Teacher Education. She commented that Stephen F Austin University has done a wonderful job as editors of the journal over this last period. The call for application will soon be issued to membership. The goal is for a recommendation to the Board for new editorship from ATE’s Professional Publications Committee at the 2024 Annual Meeting in Anaheim.

Adjourn

The meeting was adjourned at 5:55pm ET by President Yoshioka.

Minutes submitted by: Robin C Leonard

Date: 11/16/2023