

Tab 1

**American Classical League
Board of Governors Meeting Minutes
August 21, 2025, 5:30 - 8:30 p.m. Eastern
Via Zoom**

To do list (remember these are removed before posting):

All:

- Create month-by-month duty documents for your positions and add them to the Onboarding Documents folder
- Submit content for the newsletter to Jackie Hillman

Deb:

- Find three voting members for the Finance Committee who have no other committee commitments in ACL
- Continue working with the Development Committee on fundraising strategies while avoiding donation ask overreach
- Work on improving financial transparency and development strategies

Jenni:

- Continue onboarding by attending weekly staff meetings, meetings with Sherwin and Jennie, EC meetings, BOG meetings, etc.
- Work with Sherwin on demos for software packages
- Prepare for and attend the Town Hall meetings
- Meet with committee chairs, contest chairs, and Marty Abbott

Jennie:

- Connect Jenny Moss with Marty Abbott regarding language associations and initiatives like the Seal of Biliteracy
- Connect Jenny Moss with Ed Podsiadlik regarding non-governmental grants
- Continue to work with Sherwin and Jenni on Jenni's onboarding process
- Add membership election reminder to September 1st newsletter
- Find replacement chairs for Greek Exam Committee and Professional Ethics Committee
- Set up a Zoom meeting with potential Professional Ethics committee chair candidate
- Set up meeting between Jenni and ETC contest chairs (with Micheal's assistance)
- Arrange meetings between Jenni and NJCL contest chairs (with Todd's assistance)
- Notify Brian Compton of Governance re: needed bylaws update, conflict of interest form, etc.

Sherwin:

- Continue all aspects of the transitioning process with Jenni Moss.

- Create procedural documentation for monthly tasks and for Institute/Convention processes
- Invite Rhonda and Vicki to contribute to the Institute/Convention documentation
- Continue exploring options for ACL's physical address representation in Ohio as well as lease possibilities and share with the board
- Work with Jenni Moss on demos for the association management system and inform board members when scheduled
- Work with Serena (and Tracy) on the demographic survey and other membership data.
- Update committee members' names on website.

Serena:

- Work with Sherwin on the demographic survey and other data.

Traci:

- Work on non-renewals follow-up
- Work with Ray to ensure delivery of promised benefits for the Purple and Gold membership tiers
- Email board members about participating in the book club and request volunteers for group leaders
- Focus on recruiting initiatives for underrepresented groups and identifying accessibility barriers to membership

I. Call to Order, Attendance, Announcements, and [Meeting Agreements](#) and Suggested Updates

President Jennie Luongo called the meeting to order at 5:36 pm and welcomed everyone as well as mentioned that Mark Pearsall was grateful for the flowers sent for his father's recent funeral. Jenni Moss, Incoming Executive Director, was introduced, and she thanked everyone for putting their trust in her. Then President Luongo went over the mission statement and meeting agreements, and the roll was noted by the Secretary, Sue Robertson.

President	Jennie Luongo
Vice President for Programming and Impact	Mark Pearsall
Vice President for Membership and Engagement	Traci Dougherty

Treasurer	Debra Heaton
Secretary	Sue Robertson
Executive Director	Sherwin Little
NJCL Chair	Todd Wegenhart
ETC Chair	Micheal Posey
Collegium Chair	Serena Witzke
At-Large Member	John Bracey
At-Large Member	Sarah Palumbo
At-Large Member	Skye Alta Shirley
At-Large Member	Jeremy Walker
Guests	Jenni Moss, Incoming Executive Director Brian Compton, Governance Katie Robinson and Briana Titus, NCLG

II. Approval of Consent Agenda

A. Minutes

1. [Minutes from May 26 BOG Meeting](#) - Sue Robertson
2. [Minutes from State of ACL Meeting at Institute](#) - Sue Robertson
3. [Minutes from Working Lunch at Institute](#) - Sue Robertson

B. Board Reports

1. [President's Report](#) - Jennie Luongo
2. [2024-5 Annual Membership Report](#) - Traci Dougherty, VPME

C. Next Meeting: October 6, 6-9 p.m. Eastern

Sarah Palumbo moved and Jeremy Walker seconded to accept the consent agenda as presented, and the vote was unanimous.

III. Reports

A. [Treasurer's Report](#) - Debra Heaton, Treasurer

Deb made the following comments:

- She has access to almost everything now.
- She needs 3 voting members who cannot have any other involvements on ACL committees (please feel free to make suggestions).
- She is assuming that she will get charges for the Finance Group, and it was suggested that Deb look in the Shared Folder for this information.
- Deb is looking forward to working with Sherwin, Jennie, and Jenni and then helping to onboard the newly elected treasurer.
- She expressed concern about how much of the budget is dependent on donations and feels that ACL will have to make more cuts in the next year as she wants to preserve the Ameriprise account.

B. [Executive Director's Report](#) - Sherwin Little, Executive Director

Sherwin mentioned a couple of highlights from his report:

- The membership tiers are ready to roll out on September 1st (if a member renews before September 1st, it will be at old rates).
- The ACL Institute and the NJCL Convention were great events, and he has already received the invoices for both.
- A site visit was made to William & Mary on August 12th by Jenni Moss, Sue Robertson, and himself. Everything is a go for this campus for the 2026 ACL Institute.
- The audit of the ACL books starts on Monday, August 25th (he may be slower to respond because of the audit demands).
- He reminded the board that elections are coming up, and all EC positions except for the VPPI are open.
- Sherwin is grateful to have five months to work with Jenni Moss before retiring.

- There have been two showings of the office, and one group asked about the possibility of sharing the space. Technically the contract does not end until the end of 2026.
- He and Jennie Luongo will represent ACL at the virtual Advocacy Day on September 29th.
- He will be working on AMS demos for Jenni Moss and he will also invite board members to attend if they are interested and available.
- Concern was expressed about the audit being in person if ACL no longer has a physical building site. Most can be done virtually, and if needed, perhaps the meeting could take place at the auditors or in a hotel space. There is some discussion about the possibility of an every other year audit, but no details or decisions are available at this time. Deb does see this as a potential savings.
- Sherwin was asked again about the progress regarding a physical address needed to operate. He has done some research and realized that ACL needs an enrolled agent in the state of Ohio to represent ACL; he is holding off to see if ACL needs it to happen within three months or when the lease is over in 2026.

C. Membership Drive Update - Traci Dougherty, VPME

- Traci announced that she had completed the CO report which was listed under the reports above. Numbers are trending down in all categories, but the membership committee is working on this.
- This year's membership with its tiers is ready to launch.
- This committee has lost several members.
- Goals involving the strategic plan include focusing on non-renewals (she sent out 800 emails today), formulating a communication plan, emphasizing benefits such as book clubs (leadership will be asked to facilitate), examining demographic data (looking forward to the new website management program which will make tracking data easier, and creating a new member survey regarding the purple/gold tier.
- It was suggested that members be reminded to join by mid October in order to vote in the elections.
- This is a crucial membership year, and an auto renewal button has been added to the process.
- Emphasis should also be placed on retirees (getting a personal email address as their school addresses often become invalid). ACL cannot expect them to initiate membership on their own. Likewise, teachers transferring schools are often lost in the process. The

committee should remember to catch SCLers and JCL seniors and tap them as “Friends of ACL” members.

- Todd Wegenhart mentioned that the NJCL Alumni Association is underway and to expect more on this in the near future; 175 members were picked up at the summer convention. It is hoped that teachers will reach out to former students, and Jennie shared that the Development Committee is working on a plan to give a \$100 grant for gatherings of former students, etc. Drew Alvarez will work on the social media aspect and Kyle McGimsey and Bennett Hinkle will assist in other organizational ways.
- Traci also reminded the group about the “Quid Pro Quo” database of membership; there is a Google Form as a means to submit your ideas/lesson plans. You share and receive a plan, etc. in return.

IV. Transition Update

A. Introduction - Jennifer Sheridan Moss, Incoming Executive Director

- Jenni Moss is trying to get a handle on everything as ACL is a large organization with many moving parts; it is important to know how they interact with each other
- She wants to focus on the new software options and knows that ACL will be able to obtain more and better data. Her goal is to have a more accessible website.
- Jenni has been thinking a lot about development, especially grant opportunities, from private foundations in particular. She thinks there is one that ACL can receive and that might lead to other possibilities.
- She is very grateful for the overlap time and is eager for everyone’s advice and input, as she wants this transition to go as smoothly as possible.
- For the present, she will work eight hours a week until she takes over on January 5, 2026.

B. Transition Committee Recommendations - Jennie Luongo, President Jennie Luongo gave the following summary:

- The Search Committee transformed into the Transition Committee which added members, Debra Heaton as Treasurer and Liz Bouis as NJCL Convention Advisor.
- This committee met in August and hopes to convene monthly.
- The Transition Team asked that the following be done and that Jenni Moss be able to

- 1) attend the weekly staff meetings, Sherwin's and Jennie's weekly meetings, the monthly Executive Committee meetings, and the BOG meetings every other month
 - 2) access to all documents
 - 3) be copied on all emails
 - 4) connect with Marty Abbott for details on modern language associations, the seal of biliteracy
 - 5) connect with Ed Podsiadlik who is very interested in helping ACL get to the point of applying for non-governmental grants – those from private organizations that fund education.
 - 6) meet with contest chairs
 - 7) host a couple of "Meet and Greet" sessions with the ACL membership; see below for the dates and times
- Sherwin shared that he has started making procedural notes as to what each month looks like, especially the end of the month books; what exams run through the office and what that entails; from the beginning to the end of both the Institute and the NJCL Convention, etc. All agreed that a procedures manual is needed for the entire organization.
 - Jeremy Walker expressed the desire to have the Executive Director have a professional email address, rather than one attached to the person's name. Jenni Moss said that is something she would consider as she takes over and there is a new software package in use, etc.
 - Jennie Luongo shared that there are two vacancies for Committee Chairs (Greek Committee and Professional Ethics Committee). Onboarding of committee chairs will take place this fall when these two chairs are filled.
- C. Meet and Greets with Jennifer Moss, Incoming Executive Director
1. For Members
 - a) Thursday, September 11, 7 p.m. Eastern
 - b) Sunday, September 14, 3 p.m. Eastern
 2. For Committee Chairs
 - a) Sunday, September 21, time to be determined

V. Committee Check-ins

- A. [NCLG](#) - Briana Fortenbach Titus, Chair, and Katie Robinson, Vice-Chair
Jennie introduced both Briana Titus and Katie Robinson who shared a slide show explaining the history and the many facets of the National Committee for Latin and Greek. Different committee chairs will attend the

BOG meetings during the year to make sure the board members and committee chairs understand each other's roles.

- A few takeaways from the NCLG presentation: (1) this organization serves all classics organizations, not just ACL; (2) some new branding is taking place; (3) lots of information is available for teacher use on its website; (4) would love some new committee members; (5) advocates for funding language education initiatives and provides mini grants of \$300 for classics education projects; (6) the organization has a new domain: nclgadovacy.org
- Both Sherwin and Jennie thanked Briana and Katie for their excellent work and for being at the table, representing ACL and all classical organizations.

B. Governance and [Proposed Bylaw](#) - Brian Compton, Chair

Although Brian was present for part of the meeting, he had to step away; hence, Jennie read Brian's report which highlighted the following.

- The committee has recently recruited four new members, Gary Baker, Christopher Warrington, Isabella Ochoa, and Neha Anderson.
- The "Conflict of Interest" form is being updated and will be distributed to the board members around September 1st.
- In May, the BOG made a change to the Constitution regarding membership and its tiers, but neglected to make sure the Bylaws were in agreement with the Constitution change. So, after some discussion as to why this Bylaw change was necessary and perhaps the constitutional change really should have been a Bylaw change, it was decided that the Bylaws needed to be in compliance with the Constitution. Therefore Jeremy Walker moved and Sarah Palumbo seconded the motion to accept the Bylaw amendment which was passed unanimously.
- The committee is also working on the exit interview process since so many board members will complete their terms next summer.
- Governance will be looking at how to turn the Constitution and Bylaws into just Bylaws. This will be a long-term project, and they will consult with the board and the executive director during this process. Many organizations are moving toward having robust Bylaws and not a cumbersome Constitution.

VI. [Strategic Plan Implementation](#) Check-In

A. Executive Director

- The biggest work since the last meeting has been with the Development Committee about fundraising and how to avoid donation overreach, etc.
- Onboarding for new leaders is ongoing.
- Committee chairs are aware of budget requests and the process; they were asked to put ACL interests first and to be intentional in requesting funding.

B. President

- Transitional work is a top focus.
- Finding committee chairs is constant work.
- Jennie proposed that there be a shared document with month by month duties for each position within the organization. This will make a huge difference as many new leaders come onboard.

C. VPPI (plus REDI)

- Absent

D. VPME

- Traci has updated the areas on the plan.
- Membership will focus on recruiting initiatives to underrepresented or unaffiliated groups.
- She wants to work on identifying accessibility and barriers to membership as a major focus.

E. Treasurer (plus Development)

- Deb maintains that transparency is key and lacking needed information is a problem.
- She will work with Development moving forward and on a future budget
- She hopes to put Ian Hochberg in touch with Dave Moss for advice; there was discussion about potentially hiring someone, but Deb is not in favor of that at this time.

F. Secretary

- BOG meetings and agendas are posted on the ACL calendar, hoping to encourage members to attend meetings or at least look at what is being discussed.
- Sue is working on a form for committee chairs to leave information about strategic planning accomplishments. Then, she can use this to share with the membership. She is not particularly pleased with the form, and it was suggested that she encourage the use of either that form, the committee minutes which are supposed to be stored on the shared drive, or the strategic plan spreadsheet as three possible ways for committee chairs to share information.

G. Collegium Chair

- Serena plans to meet with her committee on the second Monday of September.
- A priority for the committee is to analyze the data from the demographic survey, but it has not gone out to the membership yet. Sherwin and Serena will work to coordinate to have this survey completed.
- It was agreed that the new software will help tremendously in obtaining needed data.

V . Executive Session

Skye Shirley moved and Sarah Palumbo seconded the motion to go into Executive Session at 8:04 pm, and the vote was unanimous.

With no further business, the meeting was adjourned at 8:28 pm.

Respectfully submitted,
Sue Robertson
ACL Secretary

Tab 2

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Board of Governors Meeting minutes
August 21, 2025, 5:30 - 8:30 p.m. Eastern
[Zoom Link](#)

- I. Call to Order, Attendance, Announcements, and [Meeting Agreements](#) and Suggested Updates** (Goal: 10 minutes)
- II. Approval of Consent Agenda (essential to read and send feedback by noon p.m. on August 21)** (Goal: 5 minutes)
 - A. Minutes
 - 1. [Minutes from May 26 BOG Meeting](#)
 - 2. [Minutes from State of ACL Meeting at Institute](#)
 - 3. [Minutes from Working Lunch at Institute](#)
 - B. Board Reports
 - 1. [President's Report](#) - Jennie Luongo
 - 2. [2024-5 Annual Membership Report](#) - Traci Dougherty, VPME
 - C. Next Meeting: October 6, 6-9 p.m. Eastern
- III. Reports** (Goal: 1 hour)
 - A. [Treasurer's Report](#) - Debra Heaton, Treasurer
 - B. [Executive Director's Report](#) - Sherwin Little, Executive Director
 - C. Membership Drive Update - Traci Dougherty, VPME
- IV. Transition Update** (Goal: 20 minutes)
 - A. Introduction - Jennifer Sheridan Moss, Incoming Executive Director
 - B. Committee Recommendations - Jennie Luongo, President
 - C. Meet and Greet
 - 1. For Members
 - a) Thursday, September 11, 7 p.m. Eastern
 - b) Sunday, September 14, 3 p.m. Eastern
 - 2. For Committee Chairs
- V. Committee Check-ins** (Goal: 30 minutes)
 - A. [NCLG](#) - Briana Fortenbach Titus, Chair, and Katie Robinson, Vice-Chair
 - B. Governance and [Proposed Bylaw](#)- Brian Compton, Chair
- VI. [Strategic Plan Implementation](#) Check-In** (Please be ready to report on progress in about 5 minutes. Goal: 35 minutes)
 - A. Executive Director
 - B. President
 - C. VPPI (plus REDI)
 - D. VPME
 - E. Treasurer (plus Development)
 - F. Secretary
 - G. DEI Chair

V . Executive Session (Goal: 20 minutes)

Tab 3

