



Board of Directors Minutes
Indiana Foreign Language Teachers Association, Inc.
Date: Saturday, January 10, 2026
Time: 10:00 A.M.
Location: Zoom Meeting

The Board of Directors for the Indiana Foreign Language Teachers Association, Inc. met via Zoom at 10:00 A.M. on Saturday, January 10, 2026. President Ye Sun declared a quorum.

Elected Officers Present:

President: Ye Sun

1st Vice President: Melinda White

2nd Vice President: Guilli Zhang

Immediate Past President: Megan Worcester

Secretary: Melissa Groenewold (

Treasurer: Kazumi Matsumoto

Board Members Present:

Tara Smithson, AATF-NW Vice President

Bartell Berg, AATG President

J. R. Pico, AATSP President

Kristy Fleck, AATSP First Vice President

Iraida Galarza, AATSP Second Vice President

Bill Chittenden, AITJ President

Misako Matsubara, AITJ Vice President

Xiaoqing Liu, CLTA-IN First Vice President

Charles Campbell, ICC President

Chunmei Guan, Social Media Chair

Li Liu, Teacher of the Year Chair

Israel Herrera, Awards Chair and Professional Development Co-Chair

J. R. Pico, Professional Development Co-Chair

Qiao Xu, Newsletter Manager

- I. **Call to Order 10 a.m.:** President Ye Sun called the meeting to order and confirmed that a quorum was present.

- II. **President's Report — Ye Sun**

The President noted that several officers' email contact information must be updated in Google Admin, including the Past President, President, Conference Chair, Second Vice President, Secretary, and Webmaster.

Regarding Central States, although IFLTA is allotted two delegates, four members will attend (Melissa Groenewold, Melinda White, Ye Sun, and J. R. Pico, who is presenting).

A motion permitting four delegates was made by Melinda White, seconded by Melissa Groenewold, and unanimously approved.

- III. **Secretary's Report — Melissa Groenewold**

Minutes from the August 9, 2025 meeting were distributed to all board members on August 9, 2025. Edits submitted by board members were incorporated.

A motion to approve the minutes was made by Nicci Carney on August 12 and seconded by Melinda White during the Jan 10 board meeting. The minutes were unanimously approved.

- IV. **Treasurer's Report — Kazumi Matsumoto**

The Treasurer presented the written report submitted in advance.. The current account balance is \$46,370.69 (with an accidental double deposit noted; the adjusted figure is \$45,870.69). Checking stands at \$43,793.46 and savings at \$2,577.23. The prior meeting balance was \$10,233.90. Year-to-date income for 2026 is \$35,769.76; there are no year-to-date expenses recorded.

A \$550 donation from Indiana University experienced transfer issues and posted twice; the second transfer remains pending. The Treasurer will contact Meeting Connection regarding available funds.

The treasurer's written report is linked in the appendices

A motion to accept the Treasurer's Report was made by Megan Worcester, seconded by Melinda White, and approved unanimously.

V. IFLTA Fall Conference 2025 Reports

a. Survey Results — Melinda White

Survey responses were favorable toward the keynote, whose message was timely and well received. Food service was also positively reviewed. The absence of breakfast silverware was noted for correction.

b. Best of Indiana — Melinda White

The Conference Chair presented candidates and facilitated discussion to identify finalists. The Board affirmed the following ranking:

1. **Stacy Dennison** — Middle School
2. **Randy Studt & Laura King** — Journaling in AP
3. **Ashley Moeller & Zach Holzer** — Teaching skills through music and song

The plan is to contact Stacy first, with Laura as backup.

A motion to approve the slate was made by Israel Herrera, seconded by Kazumi Matsumoto, and approved unanimously.

c. Conference Financial Report — Kazumi Matsumoto

Marriott payment is pending. Taxes were removed from the bill; some room charges were waived due to construction and an inoperable Presidential Suite lock. Concern was raised that the total (\$36,695.08) may not be accurate; an updated bill will be requested. The Board agreed that if the hotel undercharged, the discrepancy should not be corrected. Due to rising costs and variable vendor income, the Treasurer recommended increasing the conference fee.

Outstanding sponsor payments will be pursued; the Treasurer will notify sponsors and copy Israel for follow-up.

A motion to accept the financial report was made by Melissa Groenewold, seconded by Li Liu, and approved unanimously.

VI. IFLTA Fall Conference 2026 — Conference Chair Melinda White; President Ye Sun

The 2026 conference will be held November 5–7 under the theme “**From Words to Worlds: Language Beyond the Lesson.**” The keynote speaker will be **Joshua Cabral**; his contract is signed, the website is updated, and he intends to record a live podcast during the conference.

Discussion acknowledged the recurring conflict with ISTA dates. Anticipated budget constraints may affect attendance. The Board endorsed enhanced marketing, including coordinated photos and video, a shared media folder, and language-specific promotional segments. A template letter will be developed to help educators request administrative funding and could also be used by senior members or department chairs to advocate for newer teachers. Chunmei Guan and Christopher Hindsley will coordinate media with oversight from President Sun, and Nicci Carney will be included for Outreach.

The Board affirmed that membership should be clearly advertised as included in the conference fee.

VII. Committee Reports

a. Exhibits — Written Report Submitted

A written report prepared by Brandon Fitzsimmons and Kathryn Lauten detailed strong exhibitor satisfaction and noted that the Exhibitor Hall configuration with constituent tables fostered a more social environment. The report identified meal-ticket confusion for two-person tables and recommended adjustments in the 2026 exhibitor pricing structure and sponsorship tiers. The exhibit's report is linked with the minutes appendices.

b. Teacher of the Year — Li Liu

Instructions for candidate selection will be sent to presidents and vice presidents. Many organizations have identified candidates; some leadership transitions are ongoing. To manage costs, the Board agreed that large organizations may submit up to two candidates while small organizations may submit one.

c. Poster Contest — Ying-Sin Chen

The Poster Contest will continue to use judges, with details shared earlier in the year. The Board supported acknowledging all student participants and notifying principals and administrators. A brief to-do list will be maintained for continuity.

d. Creative Projects Contest — Christopher Hindsley

Opening the theme increased submissions. Additional display tables are needed. Certificates will be issued after voting. The Yapp app worked well for voting; the Board discussed including "Best Of" in Yapp. Spreading related activities across the year was proposed.

e. Attendance Grants — Report Conveyed

A student awardee reported a positive experience and service at the IFLTA table. The report will be added to the website and included in the Spring Newsletter.

f. Advocacy — Megan Worcester

The committee continues to monitor state legislative issues, including Workplace Language Codes; the General Assembly session ends in February. National grant funding remains uncertain. JNCL Advocacy Days are March 9–10 in Washington, D.C. ACTFL has launched a new advocacy page. A new survey is forthcoming.

g. Newsletter — Qiao Xu

The Spring 2026 Newsletter is in development. The manager will request images, news, and activities from organizations and teachers. Submissions via Google Docs or Word are preferred.

The Board recommended publication after Central States to feature winners.

h. Awards — Israel Herrera

The GALA was successful, with appreciation expressed to contributors and recognition expanded. The committee proposed naming the Advocate Award in honor of Pam Gemmer and discussed engaging additional partners (e.g., embassies). Three Indiana nominees will be considered at Central States across the Paul Simon, Founders, and Less Commonly Taught Languages categories.

A post-meeting clarification on 2025 nomination procedures is linked in the appendices.

i. Professional Development — Israel Herrera and J. R. Pico

Ball State University is being explored as host for a Spring 2026 PD event, with IU Kokomo as a possibility. The Spring model, initiated in 2018, supports lower-cost access and has featured keynotes and invited presenters.

j. Election Committee — President Ye Sun

The committee seeks a Second Vice President candidate, with emphasis on diverse language representation. Questions regarding in-person-only voting were noted for future discussion.

k. Technology — Transition Report

The 2025 app was built in-house. Technology responsibilities will transition to Jenny Corvin. The President will supply contact information as needed.

l. Membership and Outreach — Update Conveyed

A May Leadership Retreat is planned as a picnic. Constituents are asked to promote the event and send at least two representatives. The Board recommended securing a free shelter option rather than covering costs. The reception continues to serve as a strong channel for engaging new teachers.

Membership and Outreach – Nicci Carney (Report submitted in writing prior to the meeting)

Nicci Carney submitted a written report on behalf of the Membership and Outreach Committee. She reported that the committee's primary goal for 2026 is to increase IFLTA membership by reaching out to non-members and incoming world language teachers. As part of this effort, Nicci shared plans for an **IFLTA Leadership Retreat**, to be held on **Saturday, May 9**, in the format of an informal picnic. She explained that the retreat is intended to be open to the full IFLTA constituency and to encourage broader participation than previous leadership-focused events. Board members were encouraged to attend, promote the retreat within their constituent organizations, and invite at least two potential future leaders. Nicci also requested assistance from the Board in developing an agenda, planning a pitch-in lunch, and considering possible reimbursement for shelter registration fees.

m. Less Commonly Taught Languages

No report was submitted.

n. Mentoring

Mentoring data from conference forms is available.

Mentorship – Nicci Carney (Report submitted in writing prior to the meeting)

Nicci Carney also submitted a written report on behalf of the Mentorship Committee. She reported that the committee's goal for 2026 is to provide mentorship and support to new world language teachers. She shared that efforts are underway to pair experienced teachers who expressed interest in serving as mentors at the previous IFLTA conference with new teachers who attended the New Teacher Workshop or otherwise indicated interest in mentorship. Nicci asked Board members to assist by identifying and sharing

contact information for potential mentors or mentees within their schools, districts, or constituent organizations.

o. Publication and Research — Juan Pablo Rodriguez

The annual compilation includes five books, nine papers, and one creative work, shared at the conference and online as a downloadable PDF. The committee will reissue annually and intends to increase submissions. A co-chair will be sought due to an upcoming sabbatical.

Sept. 26, 2026 **Concurso** will be hosted at IU Kokomo.

p. Social Media — Chunmei Guan

Social content continues from agenda items. Constituents are encouraged to submit flyers and announcements. Additional support is welcomed, as the chair cannot produce all materials independently.

VIII. Partner Organization Reports

a. Dual Language Immersion & Heritage Language

Funding losses were reported. Dual language funding proposals are anticipated next year.

b. Indiana Language Roadmap

It was noted that IU students are developing infographics and a research/survey project. Summer webinars are uncertain due to the end of funding sponsorship by the Indiana Language Roadmap. Alternative sponsorship (including IFLTA or partners) may be explored to support presenters.

c. Indiana Department of Education

Increases in English learner populations are plateauing. The Certificate of Multilingual Proficiency remains available. New standards have been written and are scheduled for presentation on January 14.

IX. Old Business

a. ACTFL Delegate Report

Participation was lower than in prior years. ACTFL leadership changes were noted.

b. NCSSFL Delegate Report

The delegate promoted Chinese language programs. Attendance was lower overall. Collaboration with ACTFL on updated standards was reported, along with a continued emphasis on Chinese language programming and the Seal of Biliteracy.

X. New Business

The Board will begin drafting a Code of Ethics and Professional Misconduct. Work will also commence on a Promotional Video to support conference and organizational advocacy.

XI. Constituent Organization Reports

AATSP reported that a Portuguese representative has been added and multiple events are planned for the year.

J. R. Pico provided an update on behalf of AATSP Indiana. He announced plans for the upcoming Concurso Estatal de Español, a statewide Spanish contest for students, which is scheduled to take place on Saturday, September 26, 2026, on the campus of Indiana University Kokomo. He noted that additional details regarding the contest will be shared as planning continues.

AITJ announced that the Japanese Olympiad of Indiana will take place in February and that an organizational one-pager is being developed for statewide stakeholders.

AATF, AATF-NW, AATG, CLTA-IN, ICC, and GLAC were listed on the agenda; no additional formal updates were recorded during this meeting.

XII. Final Comments

No additional comments were recorded.

XIII. Next Board Meetings

- **Saturday, April 4, 2026**
- **Saturday, August 15, 2026**

Board Members Not in Attendance

- **AATF:** Kate Spanke (President), Kathy Darnell (Vice President)
- **AATF-NW:** Cheryl Herman Ma (President)
- **AATG:** Amanda Beck (Vice President)
- **CLTA-IN:** Ying-Sin Chen (President)
- **ICC:** Vice President
- **GLAC:** Jill Woerner, Amanda J. Ramirez
- **Grants & Scholarships / LCTLs:** Sibel Crum
- **Exhibits:** Kathryn Lauten
- **Pre-Service / Mentorship:** Nicci Carney
- **Dual Language / Heritage Language:** Vesna Dimitrieska
- **IDOE:** Chelsea Isley
- **Indiana Language Roadmap:** Eli Konwest

Appendices (on file)

- **Appendix A** — [Treasurer's Report \(January 10, 2026\)](#)
- **Appendix B** — [Exhibits Committee Report \(2025\) including 2026 exhibitor pricing, sponsorship tiers, Idioma proposal, and exhibitor list](#)
- **Appendix C** — [Post-Meeting Clarification: Awards Nomination Process \(Israel Herrera\)](#)

Prepared by Melissa Groenewold, Secretary-IFLTA