Board of Directors Special Meeting Minutes
Indiana Foreign Language Teachers Association, Inc.
Date: Tuesday, July 22, 2025
Time: 4:00 PM ET
Location: Zoom Meeting
https://us02web.zoom.us/j/83119906442?pwd=zHReRmnCbHzw8n0yElDA2LP93EzepP.1
Meeting ID: 831 1990 6442
Passcode: 320630

The Board of Directors for the Indiana Foreign Language Teachers Association, Inc. met via Zoom at 4:00 PM on July 22, 2025. President Megan Worcester called the meeting to order at 4:01 PM and declared a quorum.

Elected Officers Present:
President: Megan Worcester
Past President: Brandon Fitzsimmons
First Vice President / Conference Chair: Ye Sun
Second Vice President: Melinda White
Secretary: Melissa Groenewold
Treasurer: Kazumi Matsumoto

Board Members Present:
Cheryl Herman (Vice President, AATF-NW)
Sayuri Ogiuchi (Vice President, AITJ)
Jill Woerner (Representative, GLAC)
Israel Herrera (Professional Development Chair)
Juan Pablo Rodríguez (Butler University)
Thomas Maxwell (Technology Chair)
Nicole Carney (Membership & Outreach Chair)

Board Members Not in Attendance:
Kate Spanke (Vice President, AATF)
Madeline Hennessy (President, AATF)
Mary VanRoosendaal (President, AATF-NW)
Bartell Berg (Vice President, AATG)
Guili Zhang (Batesville Community Schools)

Charles Campbell (President, ICC)
Attia Youseif (Social Media Chair)
Qiao Xu (ISI)
Liu Li (Teacher of the Year Chair)
J.R. Pico (Indiana University)
Christopher Hindsley (Zionsville Community Schools)
Julia Baumgardt (Publications & Research Chair, Marian University)

I. Call to Order and Roll Call: 4:01 PM

President Megan Worcester called the meeting to order at 4:01 PM. A quorum was declared with the attendance of the board members listed above.

II. Exhibitor Sponsorship Proposal – Megan Worcester

Megan Worcester opened the meeting with a proposal to revise and expand exhibitor sponsorship options. Israel Herrera provided historical context, noting that past sponsors typically covered costs for trophies, certificates, and food.

Megan shared the updated sponsorship form and made live edits during the meeting. Melinda White recommended bolding the "Sponsorship Opportunities Available" section and replacing asterisks with numbered footnotes. Thomas Maxwell supported this change.

It was agreed that session proposal options would be added to future sponsorship tiers, but not for the current year. A note on Page 2 regarding exhibitor proposals was removed. Megan clarified that sponsors who missed the regular proposal deadline would not be eligible to submit this year.

Discussion included:

- Recognition of sponsors at events and in the schedule.
- Scholarship recipients to be determined by IFLTA.
- Event selection based on sponsorship tier.
- Clarification of cumulative tier benefits.
- Sponsorships are in addition to exhibitor fees.
- Silver-level sponsorships may be formed by grouping lower-tier sponsors.

- Sponsors may speak at events they support.

Motion:
Thomas Maxwell moved to approve the revised sponsorship proposal.
Brandon Fitzsimmons seconded.
Motion passed unanimously.

III. Fairtrade Exhibitor/Vendor Proposal – Melinda White

Melinda White introduced a proposal from a nonprofit fairtrade store requesting two exhibitor tables in exchange for donating 10% of sales to IFLTA.

Concerns were raised regarding:

- On-site sales and money exchange logistics.
- Hotel restrictions on food sales.
- Need for a formal contract to ensure payment obligations.

Discussion outcomes:

- Vendor to pay either $400 or 10% of sales, whichever is greater.
- Agreement to be drafted by Thomas Maxwell and reviewed by Nicole Carney.
- Jill Woerner to confirm actual table cost.
- Arrangement labeled as a pilot program.

Motion:
Cheryl Herman moved to approve the Fairtrade vendor as a pilot program.
Melinda White seconded.
Motion passed unanimously.

Action Items:

- Thomas Maxwell to draft vendor agreement.
- Nicole Carney to review contract.
- Jill Woerner to confirm table cost.

IV. Open Discussion

Megan Worcester will share the minimum cost per table. Melinda White reminded the group that the vendor requested two tables. Megan suggested the agreement reflect a per-table minimum.

Cheryl Herman recalled the popularity of a scarf vendor at ACTFL. Megan asked whether the vendor would accept card payments or require cash; Melinda agreed to follow up.

Thomas Maxwell asked whether the vendor should be promoted in advance. Megan shared ideas to increase traffic in the Exhibit Hall. Melinda proposed massage chairs to draw attendees. Nicci Carney and Cheryl Herman emphasized the importance of promotion.

Melinda clarified that adding an exhibitor page to the digital program would not increase costs. Cheryl asked about signage. Jackie confirmed that vendors may sell items on-site, excluding food, and will follow up with Megan about table costs.

Brandon Fitzsimmons offered to help draft a promotional email and share it with his contact list. Melinda White will share her contacts. A group expressed interest in sponsoring a raffle. Brandon and Megan will collaborate and loop Melinda into planning.

Nicole Carney recommended saving the vendor contract as a PDF to prevent edits.

V. Adjournment: 4:55 PM

The meeting was adjourned at 4:55 PM.

VI. Next Board Meeting

The next board meeting is scheduled for Saturday, August 9, 2025 at 10:00 AM.