



ITBE Executive Board Meeting  
Friday, June 19, 2009 4:00 PM

The John Marshall Law School  
Room 608  
Chicago, Illinois

Minutes of Meeting

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Presiding: Maja Teref, President-elect  
Secretary: Juli Campagna

Attending (16): Maja Teref, Lila Birchfield, Diana Booth, Russell Clark, Jacqueline Cunningham, Britt Johnson, Maureen Kilty, Holly Lawyer, Elisa Marquez, Kim Sanford, Marsha Santelli, Becky Swab, Steven Teref, Heather Torrie, Rebecca Walker, and Juli Campagna.

1. The meeting was called to order at 4:03, immediately following the ITBE Convention Planning Meeting, also held at The John Marshall Law School. Members introduced themselves and welcomed new ITBE Executive Board Members. The Meeting Agenda is attached to these minutes as Exhibit A.
2. Maja Teref called for new business and reports beyond those scheduled in items 6, 7 and 8 on the attached Agenda. Maja explained the purpose of the year-end reports. Members in attendance did not introduce new business or reports.
3. Members completed or amended their contact information on the roster distributed for that purpose.
4. ITBE board members in attendance approved the minutes of the May meeting, as amended. Attached hereto as Exhibit B is a copy of the amended minutes.
5. Maja Teref called for action items from the previous meeting.
  - i. Director of Advertising and Exhibits, Marsha Santelli, contacted parties and arranged to have the 2010 Spring Workshop held at Northeastern Illinois University in Chicago on Saturday, April 10, 2010.
  - ii. The ITBE Board tabled the discussion of our continued presence on the ICCB Advisory Council until Betsy Kubota obtains further information.

- iii. ITBE Vice President, Maja Teref, invited newly elected board members to the June meeting.
6. We then moved on to Reports of the Executive Board and Standing Committees.
- 2010 Convention Planning Chair, Jill Blair, not in attendance, submitted her report. We have booked two speakers thus far. Dr. Zadina will be the speaker for the Friday opening plenary; Dr. Patsy Lightbrown will speak at the opening plenary on Saturday. The office of Dr. Jill Biden called and informed us that they could not confirm Dr. Biden's booking until November or December of 2009.
  - A further development with regards to the 2010 Convention, to be held on Friday, February 26, and Saturday, February 27: Gary Cook, of the Formative Learning Assessment Records for ELLs (FLARE), would like to speak at the ITBE 2010 Convention. FLARE is part of the WIDA (World-Class Instructional Design Assessment) Consortium. Mr. Cook has been in contact with President-elect, Maja Teref
  - Director of Exhibits and Advertising, Marsha Santelli, reported that she had sent out initial mailings to 449 companies and individuals inviting them to advertise with ITBE. Invitees were asked to exhibit, and to advertise, or both.
  - Newsletter Guest Editor, Russell Clark, brought a copy of the Spring Issue, in print, which was about to be sent to ITBE members. Russell noted that the Summer Issue was almost ready and reminded members that a version of the call for proposals for and participation in the 2010 ITBE Convention needed to be included in the Summer Issue. He is also seeking Presidents' Messages for this issue: one from outgoing president, Betsy Kubota; and one from incoming president, Maja Teref.
  - Professional Development Chair, Diana Booth, reported that we will have enough presenters for the Fall Workshop, to be held at Harper College on Saturday, October 17, 2009. ITBE Treasurer, Susanne McLaughlin, will be the key presenter. We have 7 break-out sessions scheduled, and 10 long tables for publishers.
  - Publicity Chair, Holly Lawyer, is leaving the ITBE Board. ITBE Board Member, Rebecca Walker, will take over the Publicity Chair position this year. In her final report to the Board, Holly advised us

to send our Professional Development and Convention news to the Adult Learning Resource Center (ALRC).

- Technology Committee Chair, Steven Teref, asked new ITBE Board members for pictures and biographies of 75 words or fewer. Steven asked ITBE Board members to update their information on the Member Management System (MMS) of the ITBE website, and showed us how to do so in "My Member Information." Steven also reported that ITBE has updated to Twitter and Facebook.
  - There were no reports from the Awards Committee, the Elliot Judd Memorial Committee, or the Teacher Grant Proposal Committee.
7. Moving on to Reports from Officers and SIG Chairs, Russell Clark, Past President, reported on election results. Elisa Marquez has been elected 2009-2010 Vice President and President-elect, and President for the 2010-2011 term. The following individuals were elected to Member at Large positions, with their respective terms indicated:

#### **Three-Year Position**

- Jacqueline Cunningham
- Steven Teref
- Rebecca Walker

#### **Two-Year Position**

- Christensen Low

#### **One-Year Position**

- Kimberly Sanford
- Richard Sasso
- Heather Torrie

Incoming ITBE President, Maja Teref, will appoint Gevik Anbarchian to a one-year position.

ITBE Vice President, Maja Teref, submitted a schedule of meetings for 2009-2010, which is attached hereto as Exhibit C.

ITBE Treasurer, Susanne McLaughlin, not in attendance, submitted her report. The Treasurer's Report is attached hereto as Exhibit D.

Higher-Education SIG Chair, Shannon Olson, not in attendance, submitted an invitation to all Higher-Education SIG members to meet at Miller's Pub, in downtown Chicago, on Friday, June 30, at 5:30.

8. Members next moved to New Business, the approval of two contracts with Kerri Bonds: (i) the Database Contract, attached hereto as Exhibit E; and (ii) the Newsletter Contract, attached hereto as Exhibit F. Members discussed amendments to duties included in Ms. Bonds' Database Contract. Such amendments would constitute additional duties, requiring legal modification to which both parties (ITBE and Kerri) would have to agree. Therefore, ITBE members in attendance decided to table the Database Contract. Members voted to confirm the Newsletter Contract.

*Addendum:* Subsequent to the June meeting, ITBE President Betsy Kubota asked ITBE members to vote, via e-mail, to continue the Database Contract with Kerri Bonds, without amendments, in order to insure uninterrupted service. ITBE members voted to do so.

9. Finally, we decided on the following six Action Items.
  - i. Maja Teref will contact the FLARE people.
  - ii. Maja Teref will contact Kerri Bonds.
  - iii. Becky Walker will communicate our workshop and convention dates to ALRC.
  - iv. Marsha Santelli will contact the Naperville Holiday Inn to see if we can re-schedule the 2010 Convention meeting with their conference center people from Saturday, December 19, 2009, to Saturday, December 12. If the 12<sup>th</sup> is not possible, Marsha will see if they can meet with us on Saturday, December 5.
  - v. Secondary Education SIG Co-Chair, Lila Birchfield, will schedule a meeting with SIG members.
  - vi. Diana Booth will continue collecting proposals for the 2010 Spring Workshop and will determine a title for it as well.
10. ITBE President-elect, Maja Teref, announced that our next meeting will be held at DePaul University, on Friday, August 21, at 4:00 p.m.
11. The meeting adjourned at 5:45 p.m.

Respectfully submitted,

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Juli Campagna,  
Executive Secretary