

ISTA Board Meeting

April 20, 2007

Prairie State College

Present: Eric Ewan, Jan Heiteen, Adam Jenkins, Doug Jennings, Ed Jodlowski, BJ Lawrence, Lauren Morgan, Jeff Przybylo, Ed Schwarz, Elighie Wilson, Tina Winings

Call to order: 9:30 AM

Approval of Minutes

Moved to approve. Tina Winings seconded. Motion carried.

Officer Reports

- A. Immediate Past President – Ed Schwarz
- B. President – BJ Lawrence
 - a. Summary of Report
 - i. Anna Oxborrow was presented the Central States Communication Association Outstanding NewTeacher Award.
 - ii. Tina Winings has been nominated by ISTA for the Marcella B. Oberle Award for Outstanding Teaching in Grades K-12 (to be presented in November 2007).
 - iii. Attended three ISTA sponsored programs at Central States Communication Association Convention in Minneapolis, March 27-31, 2007. All three programs were well received.
 - iv. Represented ISTA at States Advisory Council at CSCA. BJ was elected Vice Chair.
- C. President-Elect – Ed Jodlowski
 - a. Discussion related to convention planning. Discussion tabled until later in meeting.
- D. First Vice President – Eric Ewan
 - a. Discussed convention information for 2008 convention.
- E. Second Vice President – Jeff Przybylo
 - a. Will begin looking for hotels for the 2009 convention. Proposal will be presented in August.
 - b. Jeff requested convention planning materials. Discussion ensued regarding details.
- F. Treasurer – Adam Jenkins
 - a. Presented report
 - i. First items on report are returned checks with \$6.00 fees. Requested clarification for how to handle this matter.
 - ii. Line-by-line categorization is being clarified to better reflect each budget item including deposits and expenditures. Discussion ensued.
 - iii. Tina Winings moved to approve Treasurer’s Report. Ed Schwarz seconded. Motion carried.
 - b. Purchased Quicken and used the program to create the report.
 - c. Tina Winings moved that ISTA cover the expenses associated with traveling to ISTA meetings including overnight accommodations and mileage. Jeff Przybylo seconded. Motion carried.
 - d. A CD is coming due in June. The Board clarified that the CD should be renewed.
 - e. Ed Jodlowski reported that the review of ISTA’s budget should be done next month.
 - f. Adam encouraged the Board to continue to use forms created by the previous Treasurer to submit reimbursable expenses, deposits, etc. Forms are available on the ISTA website.
- G. Executive Vice President - Jan Heiteen
 - a. Awards nomination forms will need to be sent out. High school and college awards need to be given in the fall. Due date for all nominations will be May 15.
 - i. High school award nomination forms will be sent electronically.
 - ii. College award nomination forms will be sent electronically.

- iii. Award nomination forms should be out in January 2008.
 - b. Awards will be purchased by the same company that was used previously.
 - c. Discussion ensued regarding long-range planning and the position of Executive Vice-President. Jan suggested that a suburban high school teacher be included in any long-range planning.
- H. Secretary – Carrie Schreiber
 - a. No report.
- I. Executive Secretary – Bob Neuleib
 - a. An ISU work study student, CJ Schmid, has been assisting with maintaining Fiscal Procedures and Membership Data.
 - b. Bob created new registration forms for the convention.
 - i. New form reflects changes in convention fees. All levels of membership included meals (luncheon, President’s Reception, etc.). The Board made editorial changes.
 - ii. Discussion ensued regarding the conference fee issue with Sandford winners. Jan Heiteen clarified that the original intention with the Sandford award was that convention fees would be waived. The Constitution and the Policy/Procedure Manual are in conflict regarding this issue. At the last Board meeting, the Board decided, “. . . that henceforth do not include convention fees with the Sandford award. Anyone who has already received the award would be grandfathered in and we would make it an option for them to pay convention fees.” Jan argued that the Board must make the Constitution and Policy/Procedures regarding the Sandford Award and the convention fees clear to the membership. Ed Schwarz moved that the Constitution needs to be revised to reflect that Sandford Award winners receive both a life membership and waiver of convention fees. Jan Heiteen added a friendly amendment that, in light of ISTA history, we reconcile the discrepancy between the Policy/Procedure Manual and the Constitution regarding the Sandford Award life membership and convention fees to reflect the current policy/procedure. Tina Winings seconded. Motion carried and overrides motion passed at the previous Board meeting.

Committee and Commission Reports

- A. Higher Education – Elighie Wilson
 - a. No report
- B. Journal – Craig Cutbirth
 - a. No report.
- A. Media Education – Doug Jennings
 - a. Person updating the website is currently student teaching. She will return to the Central Office on May 1st. Doug would be willing to let someone else take over the website.
- B. Membership/PR – Tina Winings
 - a. ISTA fliers sent out with IHSA state tournament series info.
 - b. Membership info was sent for inclusion in the Newsletter.
 - c. Discussion ensued regarding online publication of materials from the Swap Shop & GIFTS opinion. Jan Heiteen suggested that we develop a standard format for submitting activities to the Swap Shop and GIFTS programs. The Board decided not to publish any Swap Shop or GIFTS materials at this time. Lauren Morgan will investigate where to find The Communication Teacher publication and see if we can make it available to our membership.

- d. Several members have expressed interest in getting involved in ISTA. Tina will work to find ways to involve these people.
 - e. Communication with English faculty in high schools is still lacking. Jan Heiteen suggested sending materials to Student Activities and Athletic Directors as a means of disseminating information. The Board provided further suggestions for contacting Speech and English faculty in community colleges, Chicago, etc.
 - f. Information regarding New Coaches' Workshop will be sent through the IHSA.
- C. Newsletter – Lauren Morgan & Jeff Przybylo
- a. Newsletter will be published next week.
- D. SCOTIE – Susan Daniels, Ken Carter
- a. BJ Lawrence reported that Susan Daniels term has expired.
- E. SDTC/Debate – Christina Tallungan
- a. Report Summary included information about the ISTA JV/Novice State Debate Tournament. Twenty-seven schools participated in Policy, L-D, Student Congress and Public Forum debate divisions. Hope is that the trend in increasing numbers will continue.
 - b. Written reported included costs and profit from the ISTA JV/Novice State Debate Tournament. Nine hundred dollars (\$900) in ISTA membership dues was collected.
 - c. Panels for the upcoming convention were submitted.
- F. Theatre – Tom Dzurizon
- a. BJ Lawrence reported that she has not heard from Tom regarding meeting attendance. BJ will contact him to remind him of his responsibilities.
 - b. Jan suggested that committee/commission chairs need to be more involved in convention planning.

Old Business

- A. Proposal from Cheri Simonds for Graduate Student Competitive Papers
- a. BJ reviewed the proposal. Discussion ensued. The Board suggested that Cheri be included in the convention planning meeting in June. The Board further suggested that Performance Studies be included, perhaps as a separate program entirely. The Board recommends that this proposal be developed for inclusion in this year's convention. BJ will communicate with Cheri to get this program developed.
- B. NCA States' Advisory Award
- a. BJ summarized these awards and discussion ensued regarding the worth of nominating ISTA members for these awards. These awards will not be pursued.

New Business

- a. Jan Heiteen would like to see interest group members included more in the convention planning. She also suggested that we need more unique members on panels.

B. Phi Rho Pi Regional Forensics Meeting

- a. Illinois Phi Rho Pi community college forensics coaches' voted to write a letter to Moraine Valley Community College to request they move their tournament a week earlier in order to accommodate members' attendance at ISTA.
- b. Jan Heiteen offered to work with SDTC to assist in the recruitment of debate coaches to ISTA.

C. Convention Planning

- a. Ed Jodlowski would like to create a list of "hot topics" that ISTA members could share with administration as evidence of the value of ISTA.
- b. Discussion ensued regarding double sessions on Saturday. Ed summarized suggestions including having 2-3 longer programs on Saturday, a couple smaller programs and some vendors to encourage more active participation on Saturday morning. Programming should still attempt to end at noon. Programs need to offer credit for attendees.
- c. Ed J. made requests to the Board for help with convention planning.
- d. Ed J. will schedule a long-range planning session at the convention during the final time frame. The Board will be the participants on that panel.

Jan Heiteen moved to adjourn. Ed Jodlowski seconded.

Meeting adjourned at 1:49 PM.

Respectfully submitted,

Lauren Morgan