Meeting Agenda: Small Undergraduate German Programs SIG, ACTFL

November 19, 2016 7 a.m.

I. 7:05 a.m. Meeting called to order 10 members in attendance
   Ervin Malakaj, Cathy Altmeyer, Judith Martin, Amanda Randall, Suzanne Rinner,
   Patricia Bransted, Yvonne Franke, Ingo Stoehr, Carrie Cox, Louise Stoehr

II. Approve 2015 Meeting minutes

III. Approve financial statement 2016

   **2016 Financial Statement**
   annual budget provided by ACTFL $500
   -$150 gift cards given out at ACTFL (max allowed)
   -$50 planned webinar in December.
   -$50 planned webinar in early June
   Funds remaining: $250 until end of June, 2017—to be used for honorarium for webinar
   presenters.

IV. Discussion:
   A. Old business
      a. What would our membership like our focus to be?
         We need information helpful in planning our programs.
         We need a depository to share ideas and materials.
         We need an easier way to find our online presence on the ACTFL website.
         We need to be more visible.
   Suggested solutions:
   Cathy will send members a link to our forum on the ACTFL website.
   Members can email files to Cathy to load to our online library.
   Improve visibility by having an article in Language Educator and participate in ACTFL’s
   Language Educator forum. Volunteers??
   Cathy will ask AATG to include SUG sessions in their ACTFL list next year. (Mercedes)
   We need to let our members know of the opportunity to submit—and the greater chance of
   acceptance.
B. New business

a Newsletter. How often? Who should write, contribute? Members present preferred the forum to a newsletter.
b. Webinars. Suggested Topics: Max Kade- funding for special events, Study Abroad, open source materials review? - COERLL on Deutsch im Blick? Cost about $100 each. ($50 to ACTFL to host)
Members present suggested mid January as a desirable date. AATG has had good luck with Tuesday/Wednesday EST 6 p.m. time slot. Time/date will depend on presenter. Members present requested a webinar on ‘making friends with the administration and other departments/slash how to form allies’ Who?? Ervin Malakaj? Mike Shaughnessy?
Webinar for early June proposed on using open source textbooks such as Deutsch im Blick.
Cathy will send an invite to members for volunteers to present the webinars.

c. Facebook closed community. Members agreed that this was a good idea. Ervin Malakaj will set it up. Some SIGs already have open & closed Facebook pages. We will use the page to help to link to our ACTFL forum & library.
d. Members present asked if we could move our business meeting to a little later than 7 a.m. We will offer attendees a free small breakfast next time.
Suggested times: 7:30, 8:00
Next year we will distribute a handout of our sessions at the business meeting.

C. Introduction of new officers for 2016

a. Ervin Malakaj—president
b. Michelle Stigter—past president
c. Beverly Moser—thank her for her service. Rotating off board

V. 7:40 a.m. Business meeting concluded