

End of the Year Report
March 31st, 2014
Martha Castaneda
Executive Vice President 2013-2014

During the year 2013-2014, the executive vice president worked on tasks centered around the 2016 Central States Conference (CSC) in Ohio as well as assisted the Executive Officers with planning for the 2014 OFLA Annual Conference.

For the 2016 Central States (CSC), the executive vice president communicated with executive officers from OFLA as well as with Patrick Raven, the executive director for the Central States Conference on the Teaching of Foreign Languages Conference. Both teams, the OFLA and CSC team, wrote and edited a Memorandum of Understanding (MOU) for the joint OFLA and CSC in 2016. For the joint conference, the OFLA president will serve as the Local Liaison who will work directly with the CSCTFL Executive Director. In addition to delineating the roles of OFLA and CSC, the executive vice president met several times with the 2016 CSC chair, Sarah Shackelford to discuss dates for the joint conference, location, themes, colors, and speakers. The two representatives, the executive vice president representing OFLA in 2016 and the program chair representing CSC in 2016 made decisions regarding the above-mentioned matters. The joint OFLA/CSC will open in Columbus, Ohio on March 10th, 2016 and will close on March 12th. Conference keynote speakers were discussed and we are in negotiations with the identified speakers. The conference color will be red to ensure representation of OFLA at this conference.

For the 2014 OFLA conference, the executive vice president completed several tasks in anticipation of the conference. The executive vice president took lead on identifying and scheduling presidors and volunteers for the conference workshops. The executive vice president created a google doc to make scheduling easier, emailed all scholarship winners, and arranged for presidors and speakers. The executive vice president assisted executive officers in selecting conference

sessions, scheduling conference sessions, visiting hotel to match sessions with rooms, and proofing the conference program.

For the meetings and retreats held throughout the year, the executive vice president ordered breakfast and lunch, ensuring it arrived on time and the company was paid for their services.

Finally, as part of the assigned duties, the executive vice president wrote several articles for the Cardinal. The titles of these are as follows: Some of the SLA supporting the IPA and Lurking on the OFLA listserv and feeling proud.