

## MEETING MINUTES

### LANGUAGE ADVISORY BOARD

Date: August 23, 2023

Meeting Scheduled: 4:45 pm – 6:00 p.m.

- I. 5:05 p.m. Meeting called to order by: Dawn LaPrairie, Acting Chair
- II. ROLL CALL

Board members:

Present: Wayne Dupuis, Janis Fairbanks, Sonny Peacock, Dawn LaPrairie

Absent: Vicki Reynolds, Veronica Smith, Sonny Greensky

Guests Present: Charles Smith, William Howes

### III. APPROVAL OF AGENDA

Agenda accepted as amended to include approval of agenda.

### IV. APPROVAL OF MINUTES

Meeting Minutes from June 27, 2023, were not available - tabled

### V. OLD BUSINESS:

#### 1. Election of Officers:

Discussion to establish slate of officers, then vote on slate.

Robert Peacock nominated Janis Fairbanks for Chairperson, Dawn LaPrairie second. Janis accepted the nomination.

Janis Fairbanks nominated Wayne Dupuis as Secretary, Robert second. Wayne accepted the nomination.

Janis Fairbanks nominated Dawn LaPrairie as Vice Chair, Robert second. Dawn accepted the nomination.

The slate of officers as presented was approved by a unanimous vote.

After the election, Acting Chair Dawn LaPrairie turned the meeting over to the elected Chair. Elected Secretary assumed the duty of taking minutes.

#### 2. Survey questions draft:

Those in attendance reviewed the draft survey, had a discussion to revise format, amend survey questions to a Likert scale, add preamble to explain purpose of survey, use colored paper for final dissemination of survey, and establish a rubric to scale responses to the survey. Send out the current draft survey to Board members for additional feedback and questions, create survey committee at our next meeting to draft final survey for board approval.

VI. NEW BUSINESS:

1. Subcommittees and members – tabled
2. Review of bylaws – tabled
3. Meeting Schedule 2023
4. Schedule for upcoming meetings of the Language Advisory Board will be as follows:

Wednesday September 20th at 4:45 pm at Cultural Center

Wednesday October 18th at 4:45 pm at Cultural Center

Discussion: September and October will be the Community Board meetings. Notice will be posted on the FDL web page. Charles Smith suggested that since the language advisory board reports to the RBC, they may have an available budget to fund refreshments for the meetings. Request by board member Dawn LaPrairie that regular meetings be scheduled for the third Wednesday of the month. Wayne will send a request to Executive Director of Programs William Thompson for a budget for meetings of the Language Advisory Board. Dawn's request was accepted by consensus.

VII. Motion to adjourn: Robert Peacock, adjourned by consensus at 6:00 p.m.

Minutes submitted by:

Wayne Dupuis, Secretary