

**Agenda: CATE Board of Director's Meeting  
December 5-6, 2009**

**Embassy Suites**

251 Gateway Blvd., South San Francisco  
(650) 589-3400

**Friday, December 4, 2009**

**7:00 PM**

Presidents' meeting (Angus Dunstan, majordomo)

**Saturday, December 5, 2009**

**8:30 AM**

Continental breakfast and conversation

If you have not posted your report by December 2, please place 25 copies of your written report on the table provided in the meeting room.

**9:00-10:30**

I. Call to order, welcomes, and introductions

II. Approval of September BOD minutes

III. Adoption of December 2009 agenda

IV. CATE Board Reports

A. President (Chapman - 10 minutes)

1. NCTE—Convention & Advocacy

2. Annual Reports, ALL Board members, due December 31; send to rochapm@suddenlink.net

Subject line: ANNUAL REPORT

Top line: your name and position held

Text needs to include CATE business you've done in 2009

Tone should be somewhat formal and concise

Models available on website

3. Program for CATE 2010

4. RCTE

5. Invitations

6. Mail/E-mail Correspondence

7. CATENet

8. A & E and NPR

9. Nepal

B. Vice-President (Delfino - 5 minutes)

1. Format for submitting Board Reports

2. Sign-ups for rooms for February meeting

3. Food service at convention

4. Silly Putty

5. Other

C. Past President (Berry - 10 minutes)

1. NCTE Liaison Report

2. CATE Elections (pictures and statements due before meeting today)

3. CATE Awards (duplicate nomination packets due before meeting today) -- Do NOT inform your nominees! This is done by President Chapman by January 1 (from Nepal).
4. Distinguished Service Award (ACTION ITEM)
5. Two Minutes for CATE
6. Other

D. Secretary (Danielson - 3 minutes)

1. Directory Update
2. Referral of Policy review and recommendations to appropriate committees
  - Introduction to the Policies
  - Policy 1.0 Meetings
  - Policy 2.0 Council Committees
  - Policy 3.0 Membership
- 3 Other

E. Treasurer's Report (A. Fristrom - 5 minutes)

1. Informational tax returns filed

F. Membership Chair's Report (Williams - absent)

1. The report was posted online.
2. Current rosters are attached to the report
3. Membership numbers are still dropping—882 as of November 30, 2009.

G. Convention Coordinator's Report (P. Fristrom - 10 minutes)

1. 2010
  - a. Hotels and CC
  - b. Friday Night
  - c. Booth sales
  - d. Schedule revisions
  - e. Other
2. Board registration for convention
3. Convention Housing
4. Other

**10:30-10:45 BREAK**

**10:45-12:00**

V. Report Highlights (September - December) by CATE Councils (20minutes)

- |                              |                 |
|------------------------------|-----------------|
| A. Capitol Council           | (Dunstan)       |
| B. Central Council           | (McAninch)      |
| C. FACET Council             | (Taylor)        |
| D. Greater San Diego Council | (Lauderbach)    |
| E. Kern Council              | (Flachmann)     |
| E. Redwood Council           | (Presidentless) |
| F. Southland Council         | (Himel)         |
| G. TUCATE Council            | (Surabian)      |
| H. Upper Council             | (Medford)       |

VI. Report of Liaisons (45 minutes)

- |         |            |
|---------|------------|
| A. CYRM | (Mitchell) |
|---------|------------|

B. CWP	(Marlink)
C. CLRP	(Jago)
D. NCTE	(Berry)
E. California English	(Jago)
F. CATEweb	(Conlin)
I. CATEnet	(Stanford)
J. Resolutions	(Cecil)
K. CCCC	(Younglove)
L. CTA	(Martinez)

**12:00-1:30 LUNCH**—Traditional Holiday Festivities

**1:30-3:00**

VII. Standing Committee Meetings **(Reminder: Give written minutes and delegated tasks to be included in the minutes to secretary by end of meeting on Sunday.)**

A. ***Policy/Censorship*** - ANGUS DUNSTAN, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez, Jayne Marlink, Bill Younglove, Jim Kliegl

1. Committee Member Reports
2. State Budget Crisis
3. SLATE Update
4. Resolutions
5. CATE/NCTE Advocacy Day
6. Revise Policy "Introduction"

B. ***Convention Coordinating*** - PUNKY FRISTROM, Michelle Berry, Charleen Delfino, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue Smith, Carrie Danielson

1. CATE 2010- Nancy and Punky
2. CATE 2011- Michelle
3. Chair for CATE 2012
4. Future Convention Sites
  - a) Multiyear contracts
  - b) 2015
  - c) 2016
7. Revise Policies 1.3 & 2.1

C. ***Leadership*** - CAROL SURABIAN, Kathy Allen, Karen Brown, Shannon Taylor, Kim Flachmann, Ron Lauderbach, Shelly Medford, Joan Williams, Jill Hamilton-Bunch

1. Leadership cards for convention
  - a. Review/revise format
  - b. Who will oversee copying, collection, dispersal to councils
2. Review of CATE scholarships and leadership opportunities
3. Last minute recruitment for CATE Board elections 2010: President; Vice-President; Member-at-Large, Elementary; Member-at-Large, Secondary
4. Virginia Reid applicant

5. Plan for councils to encourage leadership, follow-through, and retention
6. Revise Policies 1.1, 1.2 & 1.4

**3:00-3:15      BREAK**

**3:15-4:30**

- VIII. Committee Meeting Reports and Action Items
- A. Policy/Censorship
  - B. Convention Coordinating
  - C. Leadership

**Sunday, December 6, 2009**

**8:00-8:30 AM**

Continental breakfast and conversation

**8:30**

Call to Order and Announcements

**8:40-8:50**

IX. President of Presidents' Report (Dunstan - 10 minutes)

**8:50-10:30**

X. Standing Committee Meetings **(Reminder: Give written minutes and delegated tasks to be included in minutes to secretary by end of meeting).**

A. **Executive/Finance** - CHARLEEN DELFINO, Michelle Berry, Bob Chapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Jayne Marlink, Cheryl Hogue Smith, Jill Hamilton-Bunch

1. Support of CTA by CATE attendance at their conference.
2. Implications for the board by a reduction of members on the board.
3. Back to planning for more financial crises
4. Discuss professionalism and the BOD
5. Revise Policies 2.2 – 2.4

B. **Publications** - LIZ MCANINCH, Kathleen Cecil, Jim Kliegl, Nancy Himel, Carol Jago, Ron Lauderbach, Bill Younglove

1. Read CATE Writing Contest entries and select winners
2. Other writing contests' status and update
3. *California English*
4. Catweb
5. CATENet
6. CATE Literary Map Project
7. CATE/NCTE Day of Advocacy & National Day of Writing
8. Revise Policies 3.1 – 3.2

C. **Membership** - JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Shannon Taylor, Richard Hockensmith, Kim Flachmann, Debra Martinez, Shelly Medford, Carol Surabian

1. CATE Booth needs
2. Badge ribbons—how to distribute
3. Membership crisis—ideas?
4. Renewal letter review—input
5. Luggage tags as gift to attendees—a donation to CATE  
How many do we need?
6. Revise Policies 3.3 – 3.7

**10:30-12:00**

XI. Committee Meeting Reports

- A. Executive/Finance
- B. Publications
- C. Membership

XII. Old Business

- Past President - Nominations for election (ACTION ITEM)
- Schedule of awards
- Schedule of "TM4C"

XIII. New Business

**12:00 P.M.**

XIV. Adjournment, check-out, and lunch

Happy Holidays to All!