

Board of Directors Meeting
December 3-4, 2011
Double Tree Hotel Burlingame
835 Airport Boulevard Burlingame, CA
650-344-5500

Board Meeting Agenda
Saturday, December 3
Meeting in the Sonoma-Mendocino Room

8:15 - 8:45 AM Continental Breakfast served in Board Room

If you have not posted your board report online, please place 25 copies of your report on the table provided in the meeting room. Bring gifts wrapped for the holiday gift exchange to take place at lunch.

8:45 – 10:15

I. Call to order

II. Approval of September 2011 minutes

III. Adoption of December 2011 agenda (Note change in committee order)

IV. CATE Board Reports

A. President (Delfino - 10 minutes)

1. Welcome.

2. Goals for presidency

a. Increased efficiency to stay within the budget

b. Increase membership of teachers of color

c. Address needs of new teachers

d. Work with Cindy Conlin to update website and keep it current

Thanks to Carrie and Punky

3. Attended NCTE in Chicago

4. Annual Report (see example)

5. Work on format for May virtual meeting

6. Attended CETA.

7. Recommend that we use the film American Teacher at the CATE Convention

8. Recommend that we don't use Soul of A People

9. Correspondence

10. Addressed issue of exhibitor

B. Vice-President (McAninch - 5 minutes)

1. Advisory Committee Report was posted

2. Update on calendar of meetings and sites

5. Other

C. Past President (Chapman - 10 minutes)

1. NCTE Convention Report

2. CATE Elections (candidacy paperwork due today;

3. CATE Awards (duplicate packets due before meeting today; pictures and statements due ASAP)
4. Distinguished Service Award (ACTION ITEM)

D. Secretary (Danielson-3 minutes)

1. Directory update
2. Business cards if needed
3. Explanation of Policy Review

F. Treasurer (A. Fristrom - 10 minutes)

1. Financial Report
2. Reimbursement Updates/Reminders

G. Membership (Williams - 5 minutes)

1. Electronic rosters
2. Communication and procedures
3. Recruitment
4. NCTE membership
5. Other

H. Convention Coordinator (P. Fristrom - 5 minutes)

1. Update on 2013 renegotiations

I. CATE 2012 Report (Hamilton-Bush and Flachmann - 7 minutes)

1. Program update
 - a. speakers
 - b. flyer online
 - c. sessions
3. Publicity—sell it!
4. Other

J. CATE 2013 Report (Potter and Petersen)

1. Initial stages

10:15 - 10:30 AM BREAK

10:30 - 11:00 PM

VI. Report of Liaisons

- A. CWP
- B. CLRP
- D. California English
- E. CCCC
- F. CTA

VII Report by CATE Councils

- A. Capitol (Dunstan)
- B. Central (Dillon)
- C. Fresno not present
- D. Greater San Diego (Ledri-Aguilar)
- E. Kern (Flachmann)
- F. Redwood (Vacant)

- G. Southland (Himel)
- H. TUCATE (Surabian)
- I. Upper not present

11:00-12:00

Review of Policies

12:00-1:00

**Lunch in Conference Room
Holiday Gift Exchange**

1:00-2:30

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

A. Executive/Finance: Liz McAninch, M. Berry, B. Chapman, C. Danielson, C. Delfino, Anne Fristrom, Punky Fristrom, J.-Hamilton Bunch,

1. Additional ways to reduce costs
2. Convention expenses
3. Electronic Meeting for May
4. Financial support for NCTE Teacher of Excellence
5. Ways to build bring life to councils that are not active and growing

B. Publications: A. Dunstan, S. Dillon, B. Foreman, C. Jago, N. Himel, Jim, R. Lauderbach, J. Marlink, S. Medford, M. Petersen, Bill Younglove

1. CATE writing contests status and update
2. NCTE Writing Contests changes in format and scoring
3. California English
4. CATENet

C Membership: J. Williams, R. Hockensmith, J. Kliegl, L. Ledri, Aguilar, D. Martinez, D. Mikkonen, C. Surabian, T. Griggs, K. Flachmann, M. Potter, C. Surabian

1. Department/Group Memberships
2. Council Alignment
3. NCTE member roster
4. Meeting the needs of non-members
5. CATE booth needs
6. Other

2:30-3:15

IV Committee Meeting Reports

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|----------------------|---------------|
| A. Executive/Finance | (L. McAninch) |
| B. Publications | (A. Dunstan) |
| C. Membership | (J. Williams) |

3:15-3:40 Break

3:45-5:00

VIII. Open Discussion

- A. People's experience with the Barnes and Noble Book Fair
 - 1. A Big Thanks to Nancy for Time, Effort and Enthusiasm
 - 2. How could we improve publicity and participation?
 - 3. What particular actions brought success?
 - 4. Is it worth doing again?

- B. What are concerns for the success of the virtual meeting in May
 - 1. Commitment to do preparatory work
 - 2. Commitment to stay focused throughout the day
 - 3. Keeping an open mind—or an empty head?
 - 4. Serious look at costs

IX. Adjourn until Sunday morning. Dinner meeting for Council Presidents

Sunday, December 4, 2011

8:15-8:45 AM Conversation and Continental Breakfast in Board Room Sonoma-Mendocino Room

8:45-9:00 AM

I. Call to Order and announcements

II. Report from Council Presidents' meeting

9:00-10:30

III Standing committee meetings. (Reminders: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.)

A. Policy/Censorship – Jim Kliegl, Resolutions: Bill Foreman B. Chapman, C. Danielson, C. Jago, D. Martinez, J. Marlink, B. Younglove, S. Dillon, R. Hockensmith, B. Younglove, A. Dunstan

- 1. Legislative update
- 2. CATE Resolutions
- 3. Major Issues
- 4. One Page fact sheet that can be sent to state legislators to lobby that addresses one issue

B. Convention Coordinating: - Punky Fristrom, M. Berry, C. Delfino, A. Fristrom, K. Flachmann, J. Hamilton-Bunch, N Himel, L. McAninch, M. Petersen, M. Potter

Committee Members were sent a copy of Planning for CATE 2012, which will be the basis for some of the discussion at the committee meeting.

1. CATE 2012
 - a. Report of chairs, Jill and Kim.
 - b. Report of Convention Coordinator Punky based on the Planning for CATE 2012 document
 - c. Other issues
2. CATE 2013
 - a. Report from Chairs Maggie and Megan.
 - b. Report on Contracts from Convention Coordinator Punky
 - c. Other issues
3. CATE 2014
We need to name a chair by May 2012

C. Leadership Carol Surabian, T. Griggs, R. Hockensmith, R. Lauderbach, S. Medford, D. Mikkonen, L. Ledri-Aguilar, J. Williams

1. Building leadership at the council level
2. Review of CATE Scholarships (Virginia Reid)
3. Review of Leadership Project
4. Recruitment for CATE Board Officers
5. NCTE Leadership

10:30-11:00 AM

VII. Committee Meeting Reports

- A. Policy/Censorship (Kliegl)
- B. Resolution (Foreman)
- C. Convention Coordinating (P. Fristrom)
- D. Leadership (Surabian)

11:00-11:15

V. Old Business

VI. New Business

VII Adjournment,

Check-out; travel safely, have a joyful Holiday Season