

Board of Director's Meeting
May 6 & 7, 2006
Embassy Suites
251 Gateway Blvd.
South San Francisco
(650) 589-3400

California Association of Teachers of English

*"Education is not filling a pail, but the lighting of a fire."
-William Butler Yeats*

Friday, May 5, 2006

- Arrival for non-local Board members
- Presidents' meeting will be held on Saturday

Saturday, May 6, 2006

8:30 A.M. Continental breakfast and pre-meeting. All reports should always be posted electronically. If you have not posted your report on CATEweb by May 3, please place 40 copies of your written report on the table provided in the meeting room. Bring your copy of minutes and agenda, and posted Board Report.

9:00-10:20

1. Call to order, welcomes, and introductions of any visitors
2. Approval of February 2, 2006 minutes
3. Adoption of May 6-7, 2006 Agenda
4. CATE Board Reports

a. President (Rippee-10 minutes)

1. Correspondence
 - a. E-mail 2006 convention attendees
 - b. Positive feedback from convention attendees
2. Report Highlights
3. Commendations
 - a. Conference chairs, coordinator, and committee
 - b. Tish Griggs and Resolutions Committee
 - c. Southland Council
 - d. CWP
 1. CATE funded translations as per approval in February
- e. Napa
4. Appointments (Action Items)

a. 4 C's
William Younglove
NOTES:

5. CATE Board Reports

President (Rippee-10 minutes)

4. Appointments (Action Items)

- a. Treasurer- Ann Fristrom
- b. Registrar- Edwin Hase

5. NWP Spring Meeting in Washington, D.C.

6. English On-line

7. Budget

8. Other

b. Vice-President (Morimoto-10 minutes)

1. Advisory Committee Report (posted)
2. Lunch Arrangements
3. Calendar of meetings and sites
4. Other

c. Past President (Fristrom- 10 minutes)

1. CATE election results (Action Item)
2. Election Process Goals (on-line/annual meeting)
3. NCTE Liaison Report
4. NCTE leadership representatives, secondary teacher of excellence, and affiliate leadership award, etc. (to go to committees)
5. NCTE Awards that CATE will be submitting (to be discussed in committees)
6. Confirmation of retiring board members
7. Other

d. Secretary (Hemric-5 minutes)

1. Directory Update
2. Business Cards
3. Request for submission of clearly written reports

e. Treasurer's Report (Fristrom-15 minutes)

1. Financial Report
2. Reimbursement Updates/Reminders
3. Budget suggestions
4. Other

f. Membership Chair's Report (Williams-10 minutes)

1. Membership figures update (NCTE report due)
2. CATE booth coverage at CRA
3. Printout status of conference attendees for council presidents
4. Needs for 2007
5. Other

NOTES:

g. 2006 Convention Chairs' Report (Mitchell-10 minutes)

1. Program Update
2. Other

h. Convention Coordinator's Report (Hase-10 minutes)

1. Convention Update
2. Sponsorship
3. Exhibits Information
4. Registrar
5. Other

10:20-10:35 BREAK

10:35-11:10 5. Report of Liaisons

- a. California Department of Education (Goodwin/Jensen- 10 minutes)
- b. Policy Analyst (Zaragoza-Diaz- 10 minutes)
- c. CYRM (posted)
- d. California Writing Project (Marlink-5 minutes)
- e. CLRP (Jago)
- f. California English (Jago-5 minutes total)
- g. CATEweb (posted)
- h. CATEnet (posted)
- i. CCCC (Younglove- hard copies distributed)
- j. CTA (Martinez-absent)

11:10-12:30 6. Standing Committee Meetings

Reminder: Give written minutes (written exactly the way that you want it to be in the minutes) and delegated tasks to be included in the minutes to secretary by end of meeting.

a. Policy/Censorship (*Oppliger, Chapman, Jago, Nitschke/Marlink, Griggs, Martinez, Younglove, Jensen, Goodwin, and Zaragoza-Diaz)

1. Legislative Issues and Analyst Report
2. Resolutions (Griggs)

3. NCTE/SLATE Issues
4. Budget Priorities
5. Did this committee meet its 2005-2006 goals?
6. Other

b. Convention Coordinating (*Hase, Fristrom, P., Berry, Fristrom, A., Mitchell, Sahakian, Johnson, Rippee, McAninch, Himil, and Williams)

1. CATE 2006 issues
2. CATE 2007 update and details
 - a. Deadlines
 - b. Speakers
 - c. Fee Structure
 - b. Convention Coordinating (continued)
3. Presenters' registration
4. Printer
5. Request for complimentary meals for Convention Consultant, President and Conference Chair
6. On-line registration: revisions necessary?
7. Exhibits manager and decorator
8. 2008 Convention Update
 - a. Budget
9. CATE 2011 site discussion
10. Preliminary discussion for 2012
11. Appointment of Punky Fristrom as Consultant (possible Action Item)
12. Hyatt bid for September meeting
13. Did this committee meet 2005-2006 goals?
14. Other

c. Leadership (*Karpowicz, Morimoto, Bowles, Delfino, Dunstan, Hemric, Surabian, Allen, Enmark, and Krielaart)

1. Responsibility of Presidents and President of Presidents (review Presidents' Handbook)
2. Recruitment for CATE Board offices
3. NCTE Leadership Development Award, Multicultural Teacher for the Dream, and Teacher Award for Excellence
4. Recommendations for possible Members-at-Large appointments
5. Budget Priorities
6. Board member absences
7. Did this committee meet 2005-2006 goals?
8. Other

12:30-1:30 LUNCH

1:30-3:00 7. Committee Meeting Reports

- a. Policy/Censorship (Oppliger)
- b. Convention Coordinating (Hase)
- c. Leadership (Karpowicz)

3:00-3:10 BREAK

3:10-3:30 8. Reports by CATE Councils

- a. Capitol Council (Dunstan- 3 minutes_)
- b. Central Council (McAninch- 3 minutes)
- c. FACET Council (Oppliger- 3 minutes)
- d. Greater San Diego Council (Bowles- 3 minutes)
- e. Redwood Council (Williams-3 minutes)
- f. Southland Council (Hernandez- 3 minutes)
- g. TUCATE Council (Surabian- 3 minutes)
- h. Upper Council (Enmark-3 minutes)

NOTES:

NOTE: We will begin standing committee meetings early to accommodate early departures tomorrow!

***Break, as needed**

3:30-4:30 9. Standing Committee Meetings

Reminder: Give clearly written minutes and delegated tasks to be included in minutes to secretary by end of meeting on Sunday).

a. Executive/Finance (*Morimoto, Delfino, Hase, Fristrom, P., Fristrom, A., Mitchell, Rippee, and Sahakian)

1. Financial/Budget Issues/Priorities (review and make recommendations to Board)
2. Nominate delegates to NCTE 2006 in Nashville (Action Item)
3. Board mileage/food reimbursement (Action Item)
4. Technology update requests (printer/computer for registrar; laptop for secretary (Action Item)
5. Hurricane Katrina donation
6. Did this committee meet 2005-2006 goals?
7. Other

b. Publications (*Chapman, Berry, Nitschke/Marlink, Jensen/Goodwin, Bowles, Dunstan, Jago, McAninch, Younglove, Himil, and Krielaart)

1. Writing Contests status and update
2. California English
3. Marilyn Kahl Scholarship recommendation
4. Literary Magazine Chair (committee needs to contact present chair)
5. CATEweb
6. CATEnet
7. Budget Priorities (submit proposed budget)

8. NCTE Award submission
9. Did this committee meet 2005-2006 goals?
10. Other

c. Membership (*Williams, Allen, Hemric, Johnson, Surabian, Karpowicz, Hernandez, Enmark, Pruett, Oppliger, and Griggs)

1. Membership requests
2. 2007 CATE Booth and gift ideas
3. CATE booth at upcoming CRA conference; plans for membership drive this summer; and help facilitate contact of CWP and CRLP sites to distribute 2007 flyers and membership brochures
4. NCTE Council Award submission recommendation
5. Did this committee meet 2005-2006 goals?
6. Other

Note: Presidents will meet this evening to elect a new Presidents of Presidents, discuss budget and make suggestions, review membership campaigns and new member follow up for this summer, attendance at Annual Meeting by affiliate members, announce any changes in affiliate representatives (report to president and past president), discuss ways to ease the transition between retiring and new presidents (Important: Review President's Handbook and begin awards process in August/September—all documentation and copies need to be submitted by December meeting), and how you can support each other's programs. Discussion: Did this committee meet 2005-2006 goals?

Sunday, May 7, 2006

8:00-8:30 Continental breakfast, pre-meeting, and check out

8:30-8:40 Call to order and announcements

10. President of Presidents' Report (Bowles- 5 minutes)

1. President's Handbook
2. Appointment of new President of Presidents (Action Item)
3. Presidents' Meeting Report
4. Reflection of goals for 2005-2006
5. Other

NOTES:

8:40-9:00 11. Standing Committee Meetings Continued Discussion

- a. Executive/Finance
- b. Publications
- c. Membership

9:00-9:15 BREAK

9:15-11:15 12. Committee Meeting Reports

- a. Executive/Finance

1. 2007 Budget Suggestions and Discussion
2. Adoption of 2007 Budget

- b. Publications
- c. Membership

11:15-12:00 12. Old Business

Did we meet 2005-2006 goals set in September?

CATE's goals: to increase membership, provide outreach to under-represented communities, to increase the number of new teachers participating, to deal with budget concerns in a responsible manner, to meet the needs of our constituents, to continue to provide the quality that we are known for, and to work together to have a successful conference in February.

13. New Business

Past President Appointment
Member-at-Large

12:00 Adjournment and lunch

Have a great summer!

NOTES: