

CATE BOARD MEETING AGENDA

Board of Directors Meeting

September 19 - 20, 2009

Embassy Suites

251 Gateway Blvd., South San Francisco

(650) 589-3400

Friday, September 18, 2009

8:00 - 9:30PM Council presidents meet; dinner and agenda per Angus Dunstan.

Saturday, September 19, 2009

8:00 - 8:30AM Conversation. (If you have not posted your report online, please place 40 copies of your written report on table provided in the meeting room.)

8:30 - 9:00AM

I. Call to order, welcomes, and introductions. Please be prepared to tell about yourself, your Board position, recent activities, and recommend a book (1 minute per person—keep it short).

9:00 - 10:15AM

II. Approval of May 2009 minutes

III. Adoption of September 2009 agenda

IV. Consent docket - Items here will be considered as one motion. Any item may be removed from this docket for discussion prior to voting.

- A. Appointments - Advisory Board: Chapman, Berry, Delfino, A. Fristrom, P. Fristrom, Dunstan, Williams, McAninch, Himel

V. CATE Board Reports

A. President (Chapman - 10 minutes)

1. Welcome, gratitude & confusion
2. Martha's Letter
3. Committee membership (agenda)
4. Challenge: Increased efficiency
 - a. More MAL opportunities
 - b. Serving new teachers
5. E-mail correspondence
 - a. Kevin Murray
 - b. Jayne Marlink/CWP
 - c. NCTE Nominating Committees
 - d. U.S. Department of Education
6. News
 - a. Website needs updating badly!!!
 - b. Secretary can send NCTE minutes electronically

- c. Joan is awesome – her agenda items come early
- c. Membership has to follow through with last May's

proposal

6. Other

B. Vice-President (Delfino - 5 minutes)

- 1. Report of State Dept. of Ed. Joint Committee on Instructional Materials
- 2. Report from the NCTE Affiliate Leadership Meeting
- 3. Advisory Committee Report
- 4. Update on calendar of meetings and sites
- 5. Other

C. Past President (Berry - 10 minutes)

- 1.. CATE Awards - REMINDER OF CONFIDENTIALITY
 - a. Classroom Excellence and Award of Merit
 - 1. Process for these two awards
 - a. Forms distributed; online next week until December Board meeting
 - b. Only completed forms, with a **full duplicate package**, accepted
 - 2. Reminder of number of/which awards per council
 - b. Distinguished Service
 - 1. Process for this award
 - 2. Report out on number of nominations accepted
 - 3. Committee makeup for today and for decision
- 2. Election process
 - a. Online, *CE*, annual business meeting
 - b. Offices to be elected
 - 1. President
 - 2. Vice President
 - 3. MAL Elementary
 - 4. MAL Secondary
 - 5. MAL Unspecified
 - c. Forms distributed; online next week until December Board meeting
- 3. NCTE Liaison Report
 - a. All CATE Board members must be NCTE members
 - b. CATE's presence/service NCTE this year
 - c. Bill Younglove Intellectual Freedom Award nominee
 - d. Trevor Guina for Leadership Development Award

nominee

4. Other

D. Presidents' Council (Dunstan - 5 minutes)

- 1. Report on Presidents' Meeting (plans and goals)
- 2. Other

E. Secretary (Danielson - 5 minutes)

1. Directory update
 - a. Poster: verify, edit, initial when perfect.
 - b. Contact info changes - email to Carrie who will forward
2. Business cards and binders for new Board members
3. Reporting minutes to NCTE
4. Other

F. Treasurer (A. Fristrom - 10 minutes)

1. Annual Review of Treasurer (Action Item)
2. Financial Report
3. Reimbursement Updates/Reminders
4. Commendation to council treasurers
5. Other

G. Membership (Williams - 5 minutes)

1. Membership figures update
2. Electronic lists sent
3. Booth at CRA?
4. Other

H. Convention Coordinator (P. Fristrom - 7 minutes)

1. Appreciation
2. CATE 2010
3. Request for AV
4. CATE 2015
5. Webmaster Cindy Conlin
6. Search for new Convention Coordinator – Priority for 09-10
7. Other

I. CATE 2010 Report (Himel - 7 minutes)

1. Program update and tentative schedule
2. Registration
3. Flyer - Carole LeCren
4. Volunteer Letters
5. SCTE
6. Other

10:15 - 10:30PM BREAK

10:30 - 12:00PM

VI. 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** - ANGUS DUNSTAN, Carmen Carrillo, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez, Jayne Marlink, Anne Sahlberg, Bill Younglove, Jim Kliegl

1. Legislative update
2. NCTE resolutions
3. CATE resolutions
4. National Day on Writing
5. Other

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

1. LAX visit (menus, tour)
3. 2 Minutes for CATE - 2010 and beyond?
4. 2010 Update--sponsorships, etc.
5. Exhibits Manager report action for 2010
6. Future contracts for Conventions (2014 – SoCal)
8. 2011 update
9. Goals for the year
10. Other

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

1. Review of CATE scholarships (Virginia Reid)
2. Review of Leadership project
3. Recruitment for CATE Board offices
4. NCTE Leadership
5. Leadership goals for the year
6. Other

12:00 - 1:00PM LUNCH

1:00 - 2:00PM

VII. Committee Meeting Reports

- A. Policy/Censorship (Dunstan)
- B. Convention Coordinating (P. Fristrom)
- C. Leadership (Surabian)

2:00 - 3:00PM

VIII. Report of Liaisons

- A. Calif. Dept. of Ed. (Will this ever be filled?)
- B. CYRM (Mitchell)
- C. CWP (Marlink)
- D. CLRP (Jago)
- E. CE Editor (Jago)
- F. CATEweb (Conlin)

- G. CATENet (Stanford)
- H. Resolutions (Cecil)
- I. CCCC (Younglove)
- J. CTA (Martinez)

3:00 - 3:30PM

IX. Reports of CATE Councils - 3 minutes each

- A. Capitol Council (Dunstan)
- B. Central Council (McAninch)
- C. FACET (Taylor for Griggs)
- D. GSDCTE (Lauderbach)
- E. Kern Council (Flachmann)
- F. Redwood Council (Sahlberg)
- G. SCTE (Himel)
- H. TUCATE (Surabian)
- I. Upper Council (Medford)

3:30 - 3:45PM BREAK

3:45 - 5:00PM

X. Open discussion

XI. Adjourn until Sunday morning; dinner on your own

Sunday, September 20, 2009

8:00 - 8:30AM Conversation

8:30 - 9:00AM

I. Call to Order and announcements

9:00 - 11:00AM

II. 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:** CHARLEEN DELFINO, Michelle Berry, Bob Chapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Jayne Marlink, Cheryl Hogue Smith, Jill Hamilton-Bunch
 1. Support for CATE nominees to NCTE awards (i.e. Classroom Excellence)
 2. Ways to further cut costs
 3. Convention
 4. Goals for the year
 5. Other

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

1. New webmaster/CATEweb
2. CATE writing contests status and update
3. NCTE Writing Contests and Literary Magazine
4. California English
5. CATEnet
6. NCTE National Day of Writing
7. Goals for the year
8. Other

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

1. Membership gifts?
2. Membership correspondence—NCTE samples
3. Member input
4. Goals
5. Other

11:00 - 11:30AM

III. Committee Meeting Reports

- A. Executive/Finance (Delfino)
- B. Publications (McAninch)
- C. Membership (Williams)

11:30 - noon

IV. Old Business

V. New Business

VI. Adjournment, check out, lunch and travel.