

**CATE Board Minutes  
September 8, 2012  
Hyatt, Santa Clara**

I. Call to Order 8:37

Present: *Michelle Berry, Charleen Delfino, Susan Dillon, Angus Dunstan, Kim Flachmann, Bill Foreman, Anne Fristrom, Punky Fristrom, Jill Hamilton-Bunch, Nancy Himel, Richard Hockensmith, James Kliegl, Carole LeCren, Debra Martinez, Jayne Marlink, Denise Mikkonen, Megan Petersen, Maggie Potter, Meghan Schimmel, Carol Surabian, Liz McAninch, Kristy Orona-Ramirez, Jeannine Ugalde, Joan Williams, Bill Younglove* Absent: *Bob Chapman, Gina Cole, Carol Jago, Ron Lauderbach*

- A. Welcome to new board members: Carole LeCren, Meghan Schimmel, and Jeannine Ugalde
- B. Introductions and book recommendations--Michelle Berry will distribute the list.
- C. Motion by M. Berry, seconded by C. Delfino to approve the minutes--Attendance for Michelle Berry will be corrected.**
- D. Motion by M. Berry, seconded by A. Dunstan to approve the agenda. Motion approved.**
- E. Motion by P. Fristrom, seconded by J. Williams to accept the Consent Docket. Motion approved.**

**Consent Docket**

- 1. Advisory Board: **S. Dillon, Chair**, Berry, Delfino, Foreman, A. Fristrom, P. Fristrom, LeCren, McAninch, Mikkonen, Petersen, Potter, Williams, Younglove
- 2. Standing Committee Chairs: **Executive Finance** – S. Dillon, **Policy/Censorship** – A. Dunstan, **Resolution Sub Committee** – B. Foreman, **Convention Committee** – M. Berry, **Leadership Committee** – C. Surabian, **Membership Committee** – J. Williams, **Publications Committee** – J. Hamilton-Bunch

II. Board Reports

A. President:

- 1. Goals for the year: Increase membership, collaborate with Cindy Conlin, try to find ways to decrease the budget, visit the nine councils.
- 2. Will attend Asilomar, attend SCTE conference, NCTE in Las Vegas
- 3. Reminder that an Annual Report is a summary of the year and are due December 21-- send to Liz McAninch, President--Quarterly Board Reports are due to Susan Dillon, Vice President. Instructions are on this meeting's agenda.

B. Vice President

- 1. Summary of Executive Committee meeting

2. Next meeting is in Santa Clara again: December 1-2. February meeting is the same (in conjunction with the 2013 Convention.)

C. Past President

1. Please send in the letters of recommendations and support for award winners at the December meeting.
2. Classroom Excellence Award. Please choose one from the assigned category first, after that, a council can pick from another category. Council pays all costs for second awardee. The nominee does not have to be a CATE member.
3. Virginia Reid honors an elementary teacher within the first five years of teaching. Again, letters of recommendation are really important. (See Policies)
4. Distinguished Service Award

**a. Motion by A. Dunstan, seconded by M. Berry to extend the deadline from September meeting to October 1, 2012 for submission of names for Distinguished Service Award. Motion carried.**

**b. Awards Committee: Motion by C. Delfino and seconded by A. Dunstan to accept Bill Younglove, Denise Mikkonen, Charleen Delfino and Carrie Danielson as members of the Awards Committee. Motion carried.**

**c. Recommending Committee: Motion by C. Delfino and seconded by N. Himel accept Lorraine Tracey, Aaron Spain and Charleen Delfino as members of the Recommending Committee. Motion carried.**

5. NCTE Important dates:

Sept. 20 Web Seminar

Oct. 20 National Day on Writing--Share your Teacher Story by July 1

Nov. 15-18 NCTE Convention in Las Vegas

D. Secretary's Report

1. Minutes were sent out and posted
2. Roster is updated and continues to be updated
3. Business cards are in progress.

E. Treasurer's Report:

Account	Amount
Checking	44,089.62

Memorial CD	0
Marilyn Kahl Memorial CD	0
Vanguard GNMA Portfolio (Includes Memorial)	58,538.02
Vanguard Index Trust	107,703.72
Assets Include:	
Kahl Memorial Scholarship Fund	16,135.71
Memorial Fund	11,731.17
Upper Council	4803.19

**Motion by A. Fristrom and seconded by R. Hockensmith that Bob Chapman and Charleen Delfino be removed on the signature card for the banking accounts for CATE (Chase bank), and that Liz McAninch and Susan Dillon be added to the signature cards. Motion carried.**

F. Membership Chair

1. Membership, as usual, is highly influenced by the geographic location of the CATE Convention.
2. Brochures are available. Contact Joan Williams, Membership Chair.
3. Double check--all members of the CATE Board must be members of CATE and NCTE.

G. CATE Convention Coordinator

1. Great meeting with the CATE 2013 Convention Committee
2. There are going to be some changes that will be reported after the Convention Committee meets again.
3. Convention flyer is online.
4. Thanks to Rick Benson and Golden Ink Publishing
5. Thanks to Carole LeCren and all who helped to create the flyer.
6. Thanks to councils for contributions to the convention. Please consider doing it again.

H. CATE 2013

1. Things are in progress--bags, sponsors, exhibits, speakers
2. Thanks to Carole LeCren for stepping in as program chair.

II. Report of Liaisons

A. CTA (D. Martinez)

1. The ability to purchase "air time" ends on January 1, 2013.

2. CTA supports YES on 30/NO on 32.
3. D. Martinez is looking for new ideas to help present her proposal for support for the CATE Convention to CTA.
4. Report on labor dispute at the Hyatt, Santa Clara

#### B. CWP (Marlink)

1. Scholastic Writing Contest opens Sept. 17-Deadline Dec. 13. J. Marlink will send a link and an email about how to order publicity posters and information. Certificates are listed as from CWP and CATE. CATE is listed as a partner on the CWP website. Winners of the Scholastic Writing Contest will have a celebration
2. Digital Learning Day--an attempt to help promote the use of technology in the classroom. NCTE is a national partner, does CATE want to be a state partner?
3. Pre-Convention will celebrate the 40th anniversary of the CWP.

#### C. CCCC Report (Younglove)

1. There are some people who are challenging the government's right to create a common core curriculum. Only Utah has voted against it.
2. Bill created a filing system for CATE Board members to access information about the Common Core State Standards.
3. English teachers may be called upon to help provide training in literacy instruction to teachers in other content areas.
4. There will be a three year testing window during which assessment using technology will be phased in.
5. Assessments: The testing has some typical multiple choice, but many of the assessments require steps and demonstration of critical thinking. Check on Smarter Balance website to see examples.
6. Accessibility: Tests may be in different language, including sign language.
7. There is a CD created by ACSA called The Standards Finder that correlates all the content standards since 1997 with the Common Core State Standards. There is an 86% match with our previous standards.

### III. Committee Reports

- A. Leadership: **Carol Surabian**, Gina Cole, Jill Hamilton-Bunch, Richard Hockensmith, Jeannine Ugalde, Joan Williams  
Absent: Ron Lauderbach, Gina Cole

1. The L. Committee reviewed the scholarships available: Virginia Reid and the new scholarships. Central will select the Virginia Reid winner and Charleen Delfino has selected a committee to set up the criteria for the for the new scholarships.
2. Recruitment: Secretary, Member at Large-Elementary and Member at Large-Secondary are open for election this year.
3. Teacher of Excellence for NCTE, the typical action has been to nominate one of CATE's Teacher's of Excellence.
4. Revision of Policies 2.0-2.4

C. Surabian moved and R. Hockensmith seconded changes to 2.1.1, 2.1.2, and adding 2.1.5. LeCren moved to change the wording of *shall* to *may* in 2.1.1 and 2.1.2. This was accepted as friendly amendment. Motion carried.

2.0 will now read:

#### 2.1 Guest Speakers for Conferences of Council Committees

1. To assist council committees in their efforts to increase membership through presentation of conferences, workshops, or other programs, CATE may reimburse air coach transportation expenses (or mileage when an automobile is used, to be reimbursed at the current Internal Revenue Service mileage rate) for CATE Board of Directors members willing to provide their service free of charge as speakers, workshop leaders, or other participants at such events.
2. In addition to reimbursement for transportation in the state of California as outlined in paragraph one, an honorarium of \$100 may be provided by CATE for persons serving small council committees in these capacities when such persons are not members of the CATE Board of Directors.
3. It is understood that when such a council committee uses these services, it shall be required to meet the following conditions: The council committee shall defray all additional costs such as those for lodging, meals, ground transportation (when travel is by air), registration fees, etc. for each guest.
4. A limit of one such request for a guest speaker or resource person shall be granted such council committees during any given fiscal year.
5. Any council seeking this funding must gain board approval prior to authorization of expenses for the speaker.

#### 2.2 Payment of Dues Money to Council Committees

In June the CATE treasurer shall remit to the treasurer of each council committee that qualifies the proper proportional share of membership dues money as specified in the Bylaws Item 10.3, provided the council committee has submitted all necessary financial and annual reports. If a council committee does not submit an annual report by September 1, the Board of Directors may request that the council committee remit the balance in its accounts to CATE, and the CATE treasurer will administer the funds for the council committee until a new Council Committee treasurer is elected or appointed.

#### 2.3 Formation of New Council Committees

1. The formation of a new council committee requires a minimum of 50 teacher members.
2. New council committees must be non-competitive with existing committees.
3. Realignment of existing council committees, either by merging or splitting, requires
  - a) Consent of CATE Board of Directors and a majority of CATE members involved in the realignment who respond to a ballot and
  - b) Ratification by vote at the annual CATE business meeting since this action requires a change to the CATE By-Laws.

#### 2.4 Council Committees at the Annual Convention

Council committees should encourage their members to attend the council committee meetings and the business meeting at the annual CATE convention to ensure that members discuss resolutions, candidates for CATE offices, and other items that might come before the membership at the business meeting.

Expires 12/15

B. Policy and Censorship: Angus Dunstan, Resolutions – Bill Foreman, Carrie Danielson, Kim Flachmann, Carol Jago, Jim Kliegl, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove Absent: Bob Chapman, Carol Jago

1. Legislative Update by Debra Martinez
2. Suggestion to write Board Resolutions supporting Prop 30 and rejecting Prop 32.
  - a. Discussion of whether non-profit status allows CATE to participate in political activity.
  - b. Discussion of draft of Board Resolution supporting Proposition 30

**Moved by B. Foreman and seconded by A. Dunstan to accept this resolution about Prop 30.**

**Motion by Carole LeCren and seconded by Joan Williams to delete the last clause in the Resolution. Motion carried.**

**Motion to accept the Board Resolution about Proposition 30.**

**Board Resolution Supporting Proposition 30**

Whereas the lingering economic downturn that began in 2008 has devastated California's tax revenues, and

Whereas the resulting budget cuts have caused significant harm to the education of California's children, including increased class sizes due to the loss of 32,000 full-time teachers, the shortening of the instructional school year in some communities, and deferring purchases of necessary materials and technology, and

Whereas the current plan for California's 2012-2013 budget depends on the passage of Proposition 30, and its failure will result in an additional \$6 billion shortfall, and

Whereas education at all levels K-16 and beyond is essential for California's continued economic health in an increasingly competitive, information-based world that requires highly-educated, literate workers, and

Whereas the implementation of the Common Core State Standards (CCSS) will require an additional \$800 million and \$1.6 billion (according to Ed Source), and

Whereas the CCSS requires all teachers to share responsibility for the development of their students' literacy, so any further decrease in school budgets is of concern to California's English Language Arts teachers,

Be it resolved that the California Association of Teachers of English (CATE) support passage of Proposition 30 on Election Day, November 6, 2012.

Approved September 8, 2012

c. Discussion of Board Resolution against Proposition 32

**Motion by Bill Foreman and seconded by Charleen Delfino of Board Resolution against Proposition 32. Motion carried.**

**Board Resolution Opposing Proposition 32**

Whereas California English Language Arts teachers are uniquely qualified to offer substantive, professional guidance regarding the English Language Arts curriculum, instruction, and assessment, and

Whereas this substantive professional guidance requires political communication, and

Whereas effective political communication in the current environment requires money to purchase both print and electronic media to disseminate messages, and

Whereas California English Language Arts teachers make their voices heard politically through their labor unions, and

Whereas Proposition 32 inhibits the ability of teacher unions to develop funds for political communication, and

Whereas teachers can already opt out of political contributions to their labor unions under current law, and

Whereas Proposition 32 has been opposed by California teachers each time it has been proposed (in 1998 and 2006), and

Whereas Proposition 32 would weaken teachers' voices in an era of school reform,

Be it resolved that the California Association of Teachers of English (CATE) urge the defeat of Proposition 32 on Election Day, November 6, 2012.

Approved September 8, 2012

d. Discussion of resolution about literature choices in the public schools

The committee felt that this is a worthy resolution, however, it is better to pursue it in the future.

3. No changes recommended to Introduction to CATE Policies.

**Moved by A. Dunstan and seconded J. Kliegl to keep the Introduction to CATE Policies as is. Motion carried.**

C. Convention Committee- **Michelle Berry**, Charleen Delfino, Susan Dillon, Anne Fristrom, Punky Fristrom, Nancy Himel, Carole LeCren, Liz McAninch, Denise Mikkonen, Megan Petersen, Maggie Potter, Meghan Schimmel

- 1. Motion by M. Berry and seconded by A. Dunstan that we accept, with regret, Cheryl Hogue Smith's resignation as Program Chair and consultant to the CATE Board. Motion carried.**

Carole LeCren will act as Program Chair position for 2013.

2. Because of the location, it is going to be a challenge to draw people to the exhibit hall.
  - a. Can we move the coffee shop to that area?
  - b. Suggestion to have a teaching session called "How to Teach (name of speaker or author) in the Classroom" in the CATE booth to draw people into the exhibit hall.

3. Two-Minutes for CATE

"Why I Keep on with CATE" Speakers-- Jenny Garcia, Carrie Danielson, Bill Foreman, Charleen Delfino

4. CATE 2014 (February 14, 2014) (LeCren)

- a. Town and Country Hotel--San Diego
- b. "Paying It Forward"
- c. Richard Lederer will speak

5. Renegotiation of the 2014 contract

- a. Motion by P. Fristrom and seconded by J. Williams to give P. Fristrom, M. Berry and C. LeCren the authority to renegotiate the 2014 contract. Motion carried.**

- b. Motion by P. Fristrom and seconded by C. Delfino to give any points offered by hotels while negotiating contracts in 2015, 2016, and 2017 to M. Berry. Motion carried.**

(2015 San Jose, 2016 Costa Mesa, and 2017 Santa Clara)

- c. Request for cash honorarium for the National Teacher of the Year. Committee decided to give her a \$200 honorarium.
- d. Up to twelve volunteers are given a cut rate on their registration, they must register by Dec. 1 to get this cut rate.



e. The Convention Committee requests that all CATE Board members also register by December 1.

**f. Motion by M. Berry and seconded by C. Delfino that Policy 1.0 be amended as suggested. Motion carried.**

1.0 now reads:

#### POLICY 1.0 MEETINGS

##### 1.1 Attendance at Board of Directors Meeting

1. All CATE Board of Directors members are expected to attend, for the full meeting, the four regularly scheduled Board meetings for each July-to-June year, including the meeting at the annual convention.
2. All members must notify the Vice President (or the Convention Coordinator for the Convention meeting) their intention to attend or not attend the Board meeting. Notification must be provided as per the Vice President and/or Convention Coordinator's established deadline. The Vice President will inform the President of Board members who will not be attending.
3. If Board members who have previously confirmed fail to attend, they will be billed for their share of room expenses and meals missed, except in the case of emergencies.
4. In the event of absences from two consecutive board meetings, the board member may be asked to resign, after communication with the president.
5. A CATE Council Committee can send a non-voting representative to a meeting of the Board of Directors if the elected council representative is unable to attend, and the council is not represented by any other attendee. No other Board members may be so replaced.

##### 1.2 Minutes

Minutes of the CATE Board of Directors meetings shall be distributed by the secretary within approximately one month of the Board meeting.

##### 1.3 Board Report for the Annual Business Meeting

1. At the annual business meeting, the CATE Board of Directors will be responsible for presenting a report on its activities. Because of the complexity of CATE's structure and operation, each Board of Directors member is expected to participate in preparing a portion of the report.

Reports should be succinct, formal narratives:

- a) The material should be succinct, dealing only with highlights and not with details.
  - b) The style should be formal, readable, and interesting.
2. All segments of the annual report should be completed and e-mailed to the president by the December date set by the President.
  3. The President, using annual reports from previous years as models, will assemble the annual report and post on CATEweb in time for the annual business meeting.

##### 1.4 Guests Addressing the CATE Board of Directors

1. Guests addressing the CATE Board of Directors may be of two types: a) those whom the Board itself or one of its members suggests inviting, or b) those who request invitations to address the Board.
2. Guests in the first category may address the Board with the approval of the president; no other approval is necessary.
3. Guests in the second category may address the Board only with the approval of a majority of the Board.
4. The president will interrupt the agenda for a guest where appropriate, and extend invitations for further discussion; guests who are invited to speak may be invited to meals, if suitable. Guests will be informed that no Board action can be taken at the time of the presentation.
5. As provided in the Bylaws of CATE, only regularly elected or appointed Directors are permitted to offer motions, to second them, and to vote.

Expires 12/15

**D. Executive Finance- Susan Dillon, Michelle Berry, Carrie Danielson, Charleen Delfino, Angus Dunstan, Anne Fristrom, Punky Fristrom, Liz McAninch, Denise Mikkonen**

1. We want to increase the number of exhibitors
2. Huckabee's will be our book seller again and we will speak about independent book sellers in 2-minutes for CATE

### **3. Motion by Susan Dillon and seconded by Angus Dunstans to change the Policies 8.0 as suggested. Motion carried.**

They now read:

#### **POLICY 8.0 FINANCE AND REIMBURSEMENTS**

##### **8.1 Treasurer**

1. The treasurer is appointed in May by the Board of Directors for the following fiscal year. (July 1-June 30). If there is a change of treasurer, the outgoing treasurer will remain in office until Oct. 1 to provide overlap and training for the incoming treasurer.
2. The treasurer maintains the financial records of CATE, files informational tax returns and other required forms, pays bills promptly, assists in preparation of the annual budget, and serves the President's Advisory Committee.
3. CATE will conduct an internal review of its accounts when a new President of the Board of Directors takes office. An internal review of accounts will be scheduled on alternate years. The Board of Directors may request an audit at any time.

##### **8.2 CATE Board Budget**

The Advisory Committee will prepare the budget.

##### **8.3 Reimbursement of Board of Directors Members, Advisory Committee Members, and Resolutions Committee Members**

1. Receipts are required for all reimbursements. These may be originals or copies.
2. Requests for reimbursement must be submitted in a timely manner.
3. Whenever necessary, a notice will be included with the agenda for a meeting detailing the expenses to be covered for that meeting.
4. Travel expenses to meetings required by the Board of Directors will be reimbursed as follows:
  - a) Actual travel expenses including the lowest coach airfare between points where air service exists, train fares, any mileage (to be reimbursed at the current Board approved mileage rate), tolls, shuttles, and parking.
  - b) One-half hotel accommodations when made necessary by the schedule of the Board meeting.
  - c) Board approved food expenses for meals, which occur during the meeting hours. The same regulations will apply to any travel required of a member by the president for specific purposes, or travel inherent in a particular job.
5. Office expenses, which will be reimbursed, are defined specifically, but not exclusively as phone and Internet charges, copying, and postage used for CATE business. Unless specifically authorized by the president, such office expenses will not cover clerical help for individuals on the Board.
6. This policy covers only (1) Board members for all required meetings, and (2) members of the Resolutions Committee at the annual CATE convention meeting. Committee chairs should not inform their members that CATE will reimburse them for anything without clearing this with the responsible officer.

##### **8.4 Reimbursement of Expenses for NCTE Directors**

1. The official CATE delegates (directors) to the NCTE Annual Directors Meeting shall be reimbursed a maximum of transportation expenses to and from the convention (lowest coach airfare), \$200 per diem, and convention registration. If delegates are required or expected to attend meeting or workshops, such as the affiliate workshop, beyond the regular convention timetable, the \$200 per diem will apply to a maximum of six days.
2. This policy shall be subject to annual review at the time of the adoption of the CATE budget.

##### **8.5 Request for Refund of Dues**

All requests for refunds of dues money shall be referred to the CATE treasurer who is authorized to refund a pro-rated share of the money, which would have been considered as subscription costs for CALIFORNIA ENGLISH. All requests for refund shall become a part of the treasurer's report for the next Board of Directors meeting.

##### **8.6 Reimbursement for President**

1. When the CATE president is invited by a council committee to serve as a program participant in any event outside the president's own regional council committee area, expenses for travel, registration, lodging, and meals shall be divided between CATE and the council committee extending the invitation.
2. In the event that the president is attending but is not serving as a program participant, expenses shall be covered by CATE if the president's travel budget permits.
3. The presidential travel budget shall also cover travel to meetings of other organizations with which CATE maintains liaison relationships.
4. Presidents may use the appropriation for the President's Office for costs, which help fulfill their duties. This may include, but is not limited to, such things as clerical help or substitute days.

##### **8.7 Contracts with Outside Agencies**

No contractual arrangements are to be entered into by any individual Board member other than the president, vice president, convention chair, convention coordinator, membership chair, or council committee presidents without the specific direction of the Board of Directors.

4. Part of the \$52,000 donation from Southland English Fund (Anne Henke-contact) will be used for the following scholarships.

**Moved by C. Delfino and seconded by M. Berry to accept the establishment of two scholarships for one year and to be administered by C. Delfino and the Awards Committees already established. Motion carried.**

First Scholarship

1. A person from an underrepresented group.
2. First five years or fewer of teaching
3. The choice will be done by councils and designated by geographic area
4. Documentation will include two letters of recommendation

Second Scholarship

1. A person in his or her 5-7 years of teaching
2. The choice will be done by councils and designated by geographic area
3. Documentation will include two letters of recommendation.

IV. Reports by Local Councils

- A. Central--working on Convention; please come to Asilomar and Central reception
- B. GSDCTE--October 27, Promising Practices, Common Core
- C. Kern--Mini conference will be repeated--Doug Fisher
- D. Redwood--Work with Writing Project will continue
- E. Southland-Online
- F. TUCATE-Online
- G. Redwood-Online
- H. Fresno-Online
- I. Upper-No Report

**Sunday, September 9, 2012**

V. Committee Reports Continued

- E. Publications- Jill Hamilton-Bunch, Bill Foreman, Nancy Himel, Carole LeCren, Jayne Marlink, Megan Petersen, Meghan Schimmel, Bill Younglove. Absent: Bob Chapman, Carol Jago, Ron Lauderbach,

1. CATE Writing Contest--

a. Please give the name and email of the person who will be coordinating the local councils' Writing Contest to Carole LeCren

b. Awards will be given in the following divisions:

- Grades 3-4
- Grades 5-6
- Grades 7-8
- Grades 9-10
- Grades 11-12
- College

AWARDS:

Statewide winners in each category will be published in California English.

TO ENTER:

Entries must be judged at the local level before they are eligible for statewide consideration.

DEADLINE: November 1, 2012

c. Local councils should also celebrate the winners

2. NCTE Literary Magazine competition--(secondary) Charlie Schaeffer is in charge for California but he wants a replacement, probably by next summer. One of our responsibilities as an affiliate of NCTE is to find someone to take on this responsibility.

3. Should we elect someone--for instance, a Member-at-Large to be in charge of our electronic communication. Membership has someone and will report during their information. Discussion.

**4. 8.9-8.12 Moved by J. Hamilton-Bunch and seconded by A. Dunstan to amend Policy 8.9-8.12 as suggested (excluding 8.10) Motion carried.**

The changes will read as follows:

8.9 Virginia Reid Scholarship

1. The Virginia Reid Scholarship recognizes excellent beginning elementary teachers who are CATE members by providing financial support to attend an annual CATE Convention in order to further their professional involvement in CATE.

2. Each December, CATE will name an elementary teacher to receive this scholarship, which will provide coach airfare to the CATE convention city, registration fees, and the same per diem supplement given to the CATE delegates to the NCTE Annual Business Meeting.

3. To be eligible for the scholarship a teacher must

- a) be a full-time K-6 teacher
- b) have fewer than five years of teaching experience
- c) be a member of CATE

4. To apply for the scholarship, a teacher must

- a) Write a letter of interest indicating what the teacher expects to gain by attending the convention and how the material learned in convention workshops will be shared with other teachers,
- b) Obtain two recommendation letters from any combination of fellow teachers, administrators, or parents.
- c) Send all three letters to local council president.

5. The scholarship winner will be selected in the following way:

- a) Announcement of the scholarship will be made in the spring and summer issues of CALIFORNIA ENGLISH.
- b) The application for the scholarship must be sent to council president by November 15. The winner will be selected by the Leadership Committee at the December Board meeting and will be notified by December 31.
- c) In principle the winner of the scholarship would be selected on a rotating basis from the council areas around the state beginning with

2 0 1 3	Central
2 0 1 4	GSDCTE
2 0 1 5	Capitol, FACET, Kern, Redwood, TUCATE, Upper
2 0 1 6	SCTE (Southland)

d) The Publications Committee shall be responsible for the CALIFORNIA ENGLISH announcements and for notification of CATE council committee newsletter editors so that they may publicize the scholarship's availability.

e) In the event that there are no applicants, this scholarship will be suspended for the year.

6. The Reid Scholarship winner will be invited, but not required, to present a workshop session at a future CATE Convention and/or to contribute an article to CALIFORNIA ENGLISH, either about the recipient's experience at the convention or about some aspect of teaching English/language arts at the elementary level.

7. The Publications Committee will be responsible for advertising the scholarship. The Leadership Committee chair will be responsible for collecting the applications, recommending recipients to the Board of Directors, and notifying the winners.

12/15

(Revision of 8.10 tabled.)

#### 8.11 The CATE Professional Writing Award

1. The CATE Professional Writing Award winners will be selected each year at the September Board of Directors meeting.

2. The deadline for entries will be August 31.

3. The winning articles will be published in CATE publications.

4. Professional articles must be electronically submitted, must be 1500 words or less and should show how the writer uses theory, professional reading or classroom research for classroom practice.

5. The Publications Committee will be responsible for advertising the contest and appointing a coordinator, who will collect entries, judge the articles, notify the winners, and present the awards.

#### 8.12 CATE Creative Writing Awards

1. The CATE Creative Writing Awards will be awarded each year in February.

2. Certificates for first, second, and third places will be determined annually. Certificates will be presented only if the submissions are of sufficient quality.

3. Awards will be given in the following divisions:

Grades 3-4	Grades 9-10
Grades 5-6	Grades 11-12
Grades 7-8	College

4. The first place submissions will be published in CALIFORNIA ENGLISH.

5. The contest will be advertised in CE and other publications with a November 15 deadline for entries to the local councils and the December Board of Directors meeting deadline to the Publications Committee.

6. Submissions to the local committee will be:

a. There is a limit of three student entries per teacher.

b. Each entry must be an original work from the current school year.

c. The cover sheet must include: entrant's full name, address, phone number, and grade level in school; and teacher's full name, school name and address, phone number, school district, and e-mail address.

d. If an entry is handwritten or drawn graphically, scan it as a digital file in order to submit it electronically.

7. Entries will be judged at the local council level; first place entries in each category will be forwarded electronically to the state committee; up to three in each grade level category may be chosen at the state level.

8. The Publications Committee will create the prompt and be responsible for advertising the contest, collecting the entries, judging the entries, notifying the winners, and presenting the awards with Board approval.

12/15

**Motion by C. LeCren and seconded by R. Hockensmith to table the revision of CATE Policy 8.10-Marilyn Kahl Scholarship 8.10. Motion carried**

5. The committee is working on selecting the winner of the Professional Writing Competition. We had ten entries and will be ranked. Bill Younglove is offering to pay for additional memberships if more than one second place winner is selected. Olga Kokino continues to assist.

F. Membership- Joan Williams, Kim Flachmann, Richard Hockensmith, Jim Kliegl, Debra Martinez, Kristy Orona-Ramirez, Maggie Potter, Carol Surabian, Jeannine Ugalde.  
Absent: Gina Cole

**1. Motion by J. Williams and seconded by J. Kliegl to approve suggested changes to Policy 3.0-3.5. Motion carried.**

The Policy now reads:

POLICY 3.0 MEMBERSHIP

3.1 Maintenance of Membership Files by Council Committees

The CATE membership chair will provide the new updated, alphabetical member list to each membership list to each council at each board meeting.

3.2 Use of CATE Mailing List

1. The CATE Board authorizes the use of the CATE Board list by individuals or organizations wishing to disseminate catalogs, brochures, circulars, and/or other material likely to be of interest and concern to English teachers, providing

a) that all charges involved in the preparation and use of the list shall be borne by the individual or organization outside of CATE requesting it,

b) that a royalty fee of ten cents per name shall be paid to CATE for the use of the list, and

c) that the president, the president's designee, or the membership chair approves the request.

An effort will be made not to sell mailing labels to events competing with scheduled local council events.

2. A council committee president may authorize the use of that council committee's mailing list with the approval of the CATE Board President.

3.3 Membership Dues

In accordance with Article 6 of the By-laws, dues for regular members are \$40 for one year, \$75 for two years, or \$100 for three years, except for full time students and student teachers whose dues shall be \$20 and retired teachers whose dues shall be \$30, a lifetime membership, available to retirees only, shall be \$250. Publications dues shall be \$35. These dues can be changed only according to the By-Laws. Council committees shall receive dues reimbursement for each regular member, student member, or retired member as specified in 10.3 of the By-Laws.

3.4 Student Teacher Membership in CATE

1. The California Association of Teachers of English shall provide special membership for student teachers.

2. These CATE student teacher members will receive such publications as are designated by the Board of Directors. Student teacher members who accept an invitation to work a four-hour shift at the annual CATE convention will pay no registration fee for that convention.

3.5 Membership Promotion at Conferences

1. The CATE membership chair, with council committee presidents and membership chairs, shall coordinate activities which encourage CATE membership during the CATE annual convention and within their own councils.

2. Promotion activities shall include the following duties to be assumed by the CATE membership chair at the CATE annual convention and by the council committee membership chairs at regional conferences:

a) Materials to sell or distribute at any CATE booth shall be requested from the mailing service at least two weeks prior to the conference. Materials could include pamphlets and publications for sale, membership brochures, and back issues of California English to sell or give away;

b) Materials left over at the end of the conference shall be returned to the membership chair or paid for by the council committee;

c) All money collected for merchandise should be sent to the CATE Treasurer, Those funds collected for new memberships should be sent to the mailing service. A list of all new members shall be sent to the membership chair.

3. Other conferences or meetings at which such promotion might occur include local and statewide meetings, conferences, and other professional meetings of interest to teachers of English and language arts.

#### 3.6 Membership Chairs Committee

1. The membership chair of each council committee is a member of the Membership Chairs Committee headed by the CATE membership chair.

2. The function of this committee is to keep council committee membership chairs aware of current membership procedures and the full range of services available from the membership mailing service.

3. The CATE membership chair ordinarily communicates with council committee membership chairs by mail, telephone, or electronic communication. If circumstances suggest that they should meet, the Board of Directors must authorize the cost.

#### 3.7 CATE Board Membership Advisory Committee

The president is authorized to appoint a CATE Board Membership Advisory Committee headed by the CATE membership chair and including at least three council committee representatives and three other Board members. The function of the committee is to develop and to propose to the Board of Directors creative, aggressive strategies for keeping and recruiting members. The Membership Advisory Committee ordinarily meets in conjunction with Board of Directors meetings.

Expires 12/15

The remainder of these minutes were taken by Michelle Berry as Carrie Danielson had to leave early.

2. No specific gift for members – still have luggage tags, prop-ups. She'll continue looking for donations (i.e. flower bulbs from local supplier).
3. Council ribbons. There is not enough money in Membership, but Joan will purchase ribbons needed for the next 2 years. Councils will be asked to pay for their ribbons, and that money will be reimbursed to Membership line in budget.
4. Goals:
  - a. Keeping current members, building membership.
  - b. Finding out what members want.
  - c. Learning who are our members are. (Type of schools, etc.)
5. To attract new members, we need better, more dynamic website presence (YouTube/videoclips). Kristy has volunteered to be the CATE voice, "CATE English." Bill Forman and Richard Hockensmith will also assist with this.
6. Bill Forman will create surveys to gather information -- from former members and NCTE members to find out what they want from CATE, and also from current CATE members.
7. Proposed change of info cards from leadership style, into more general surveys which will be deposited at the CATE membership booth. (Must be careful to coordinate with the evaluation form so redundancy is avoided.) Looking into SurveyMonkey in addition to hard-copy.

8. Video clips to be taken at convention to assist in providing PR, to catch the moments of fun, inspiration, and CATE convention as worthwhile. Susan Dillon will investigate the issue of photo release before we pursue this.
9. Create a card/put in program of ways to keep in contact: "Find us on FaceBook, Twitter, Instagram, CATEweb..." etc.

VI. Old Business:

- A. Bill Younglove offered a caveat on materials on CCSS – make sure we all look carefully at endorsements – some publishers are just recycling old materials
- B. CATS – computer adaptive testing systems.

VII. New Business:

- A. Sense of the house that we will have our Dec. meeting here in Santa Clara.
- B. Megan Schimmel – Looking to restart the Yosemite conference at Tenaya Lodge, just outside the park, October 19-20th, 2013. FACET needs help, financially and otherwise, to help participate in this endeavor. Central, TUCATE, and Capitol have volunteered. Punky recommended putting together a budget so that they can ask at the December meeting for some financial support to reinvigorate this conference. Their goal is attendance of 100.
- C. Maggie Potter reminded Board members to be sure to get those flyers out, and if you have/can get 600 items for the bags, get them to her asap.
- D. Jeannine Ugalde asks that we all include "CATE" in the subject line of all emails so she knows it's about our business.
- E. Bill informed us about Accomplished California Teachers – ACT – Anthony Cody has opened conversation with Gates Foundation. They are working to "inform" Arne Duncan and others on the truth of education.
- F. When responding to previous emails, please CHANGE the subject line to whatever your email response is about, instead of just replying. Too often the message much later has changed dramatically, and the old subject is irrelevant, making it difficult to find the right email later.

**Moved by Jim Kliegel seconded by Bill Foreman to adjourn at 12:18PM. Motion carried**

**Next meeting December 1, 2 in Santa Clara, Grand Hyatt**

**Respectfully submitted,**

**Carrie Danielson and Michelle Berry**



