

CATE Board Meeting  
Double Tree Hotel 2050 Gateway Place, San Jose  
February 19, 2015

**AGENDA**

**Thursday, February**

**8:00-8:30 a.m.** Continental Breakfast served in Board Room

If you have not posted your board report online, please place 30 copies of your report on the table in the meeting room.

**8:30 a.m.**

**I. Call to Order**

**II. Approval of December 2014 minutes**

**III. Adoption of February 2015 agenda**

**IV. CATE Board Reports**

**A. President (Mikkonen – 10 minutes)**

1. Report Highlights
2. Commendations
3. Reminders for Convention
  - a. Awards Schedule
  - b. Seating at meals – with members, except for Saturday banquet
  - c. Reserved tables for Council Reps of winners and families
  - d. Hospitality Suite – Council Reps accompany your award winners

**B. Vice President (Guina – 5 minutes)**

1. Advisory Committee Report
2. Plans for May meeting
3. Lunch information

**C. Past-President (McAninch–7 minutes)**

**1. Awards**

Council Presidents please escort your award winners to the Hospitality Suite and sit at the table up front with them when they receive their award. Photos of you and the recipient will be taken immediately after the meal, so please plan on staying for five minutes.

**2. CATE Election 2015**

Ballots are ready for distribution at Sunday's Annual Business Meeting.

Candidates to date:

- MAL Unspecified – Richard Hockensmith
- MAL Secondary – Marina Santos
- MAL Small Council – Jill Hamilton-Bunch
- Membership Chair – Joan Williams
- Secretary – Carole LeCren

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Council Representatives: Capitol – Angus Dunstan; Central Council – Susan Dillon; FACET -       ; Greater San Diego – Jeanine Ugalde; Kern – Kim Flachmann; Redwood – Gini Wozny; Southland - Courtney Lockwood; TUCATE – Carol Surabian; Upper – Pam Stark  
Three ways to vote: ballot at Annual Business Meeting, online,  
*California English*

3. Nominations for NCTE Awards due May 1.

**D. Secretary (Danielson – 3 minutes)**

1. Directory update
2. Policies
3. Business Cards/Roster
4. Other

**E. Treasurer (Johnson – 10 minutes)**

1. Financial Report
2. Reimbursement Updates/Reminders
3. Updated Quicken Program
4. Other

**F. Membership (Williams – 7 minutes)**

1. Membership Update—electronic rosters available upon request
2. Precision update
3. Gifts—luggage tags that remain
4. Council ribbons
5. Email check-in. How do we most efficiently check for accuracy?
6. Reminder—Board members MUST be current in their membership in CATE and NCTE.

**G. Convention Coordinator (Berry – 7 minutes)**

1. CATE 2015
  - A. Thank you's to many!
  - A. Successes
  - B. Challenges averted
  - C. Need from the Board
    1. Volunteer sign-up: 3-4 hours each
    2. Events of Interest card (our other obligations)
    3. 1-2 per table except Saturday night and your awards
2. Registration issues - TBD in committee
3. Co-chairs' report - Charleen Delfino and Liz McAninch
4. Exhibit manager's report - Nancy Himel
5. CATE 2016 OC/Costa Mesa report - Janis Stallones
6. Hotel for 2019

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7. Other

**H. Convention Chairs (Delfino and McAninch)**

1. The local committee is excited and ready to go.
2. Local committee met on January 24 in San Jose to go over last minute details.
3. Charleen visited classes at San Jose State to drum up volunteers as well as distribute flyers.
4. Kathy Nichols, Autograph Chair, completed book orders with Hicklebees.

**VI. Report of Liaisons**

- A. CTA (Martinez)
- B. WP (Marlink)
- C. CLRP (Jago)
- D. California English (Jago)
- E. CCSS (Younglove)
- F. CYRM

**VII. Report by CATE Council Representatives**

- A. Capitol (Dunstan)
- B. Central (Dillon)
- C. Fresno (Santos?)
- D. Greater San Diego (Ugalde)
- E. Kern (Flachmann)
- F. Redwood (Wozny)
- G. Southland (Lockwood)
- H. TUCATE (Surabian)
- I. Upper (Stark)
- J. Faucet (Santos)

**BREAK 10:00-10:15**

**10:15-11:45 p.m.**

**VIII. Standing Committee Meetings**

- A. Policy/Censorship – **Angus Dunstan**, Resolutions – Jill Hamilton-Bunch, Gini Wozny, Carrie Danielson, Carol Jago, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove, Patrick Keough, Jim Kliegl
  1. Legislative Update
  2. CATE Resolutions
  3. Candidates for NCTE Intellectual Freedom Award
  4. Other

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B. Convention Coordinating – **Michelle Berry**, Charleen Delfino, Trevor Guina, Greg Johnson, Nancy Himel, Liz McAninch, Denise Mikkonen, Marina Santos, Susan Dillion, Janis Stallones

1. 2014 details
2. Registration/numbers breakdown
3. Registrar needs - Americart update, further upgrading of reg
4. Room block/F&B up in upcoming years
4. CATE 2016 - Janis Stallones
5. Chair needed for CATE 2017 - Santa Clara Hyatt and CC
6. Other

C. Leadership – **Carol Surabian**, Pam Stark, Kim Flachmann, Richard Hockensmith, Courtney Lockwood, Jeannine Ugalde, Joan Williams, Mary Alder, Carmen Carrillo, Sue Sommers

1. Review Teachers of Excellence Secondary for CATE candidate for NCTE
2. Review CATE ballot for additional nominations by petitions
3. Review possible candidates for NCTE Awards
  - a. Multicultural Teacher of the Dream
  - b. Teacher Leadership
4. Budget Priorities
5. Other

**12:00-1:00 p.m. Lunch**

**IX. Standing committee meetings**

A. Executive Finance – **Trevor Guina**, Michelle Berry, Carrie Danielson, Charleen Delfino, Angus Dunstan, Greg Johnson, Denise Mikkonen, Nancy Himel, Liz McAninch

1. Convention Expenses/expected revenue
2. Convention Budget
3. Begin for formulate 2015-2016 Budget

B. Publications – **Kristy Orona-Rameriz**, Carol Jago, Jayne Marlink, Patrick Keough, Kristy Orona-Ramirez, Marina , Bill Younglove, Mary Adler, Sue Sommers, Gini Wozny

1. CATEweb
2. California English
3. CATE professional Writing Contest
4. New Publications Chair????
5. Other

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C. Membership – **Joan Williams**, Pam Stark, Kim Flachmann, Richard Hockensmith, Courtney Lockwood, Debra Martinez, Carol Surabian, Jeannine Ugalde, Carmen Carrillo, Susan Dillion, Jim Kliegl

1. Booth set-up assistance and coverage
2. Membership gift at convention exhibit hall
3. What do we want at the membership booth?
4. Free memberships
5. Issues with small conference registrations
6. Electronic and paper membership renewal reminders
7. Other

**3:00 – 3:15 BREAK**

**IX. Committee Meeting Reports**

- A. Policy/Censorship (Dunstan)
- B. Resolution (Hamilton-Bunch)
- C. Convention Coordinating (Barry)
- D. Leadership (Surabian)
- E. Executive Finance (Guina)
- F. Publications (Orona-Rameriz)
- G. Membership (Willaims)

**4:15 – 5:00**

- A. Old Business**
- B. New Business**
- C. Announcements**

**5:00 Adjournment**