

CATE Board of Directors Meeting Minutes
May 4, 5, 2013
Hotel Current in Long Beach

Saturday, May 4, 2013

Berry, Michelle; Chapman, Bob; Dillon, Susan; Dunstan, Angus; Flachmann, Kim; Foreman, Bill; Fristrom, Anne; Fristrom, Punky; Hockensmith, Richard; Johnson, Greg; Kleigl, Jim; LeCren, Carole; Martinez, Debra; McAninch, Liz; Mikkonen, Denise; Orona-Ramirez, Kristy; Schimmel, Meghan; Ugalde, Jeannine; Younglove, Bill

Absent: Delfino, Charleen; Hamilton-Bunch, Jill; Jago, Carol;

Lauderbach, Ron; Marlink, Jayne; Peterson, Maggie; Potter, Megan; Surabian, Carol; Williams, Joan

8:30 -10:30

I. Call to order 8:39

II. Motion by Angus Dunstan and seconded by Richard Hockensmith to approve CATE Minutes for February, 2013 CATE Board meeting. Motion approved.

III. Adoption of May 2013 Agenda

Moved by Denise Mikkonen, seconded by Nancy Himel. Motion approved.

IV. Board Reports

A. President (McAninch)

1. Success of CATE 2013

There was good commentary and response about sessions, meals, scholarship recipients, and speakers.

2. CATE's submission for NCTE Teacher of Excellence

Tracy Sprague's name was submitted.

NCTE is in Boston next November 21-24.

3. CATE and NCTE support of English Language Learners

Interns should receive more training and support.

NCTE thanked CATE for the support on this issue.

B. Vice-President (Dillon)

1. Attendance at Meetings

Every effort must be made to attend all meetings.

2. Meeting dates and possible sites for 2013-2014

Sept 13-15 San Diego Town and Country

Dec. 6-8 Burlingame Doubletree

Feb. 13 San Diego Town and Country

May 3-4 San Jose Hilton

3. National Teacher of the Year, Rebecca Mieliwock, spoke very highly of her experience at CATE 2013. She said it was a "joyous experience" to be with the teachers at the convention

C. Past President (Delfino)

1. CATE 2014 AWARDS --All packages for nominees must be complete at the December meeting

2. \$1210 was collected to support the Fristrom Scholarship Fund

3. Southland Fund Scholarships-Recommendation to name one scholarship the Anne Henke Scholarship and the other the Fristrom Scholarship
4. Thank you to the Decoration Committee for CATE 2013

D. Secretary (Danielson 5 min.)

1. Directory--Please check the roster online and see the Secretary if you don't know how to log on to CATEweb Board only
2. Business Cards
3. Request for submission of clearly written reports

E. Treasurer (A. Fristrom 15 min.)

1. Financial Report--

Checking	24,156.94
Vanguard GNMA	59,482.60
Vanguard 500 Index Fund	<u>44, 122.17</u>
Total	\$127,761.71
2. Convention ended very well financially--\$24,428.24 profit as of this meeting
3. Budget proposal was discussed for review in Standing Committees

F. Membership Chair (Williams-5 min.)

CATE MEMBERSHIP REPORT

May 2013

# COUNCIL	9/11	11/11	2/12	5/12	9/12	11/12	2/13	5/1	+/-
1 Redwood	24	28	25	29	24	24	25	22	-3
2 Upper	31	30	7	12	13	13	7	19	+12
3 Capitol	83	80	21	28	32	66	61	82	+21
4 Central	235	252	177	207	203	203	168	303	+135
5 Fresno	24	22	15	31	32	36	17	27	+10
6 TUCATE	11	9	8	16	51	51	47	48	+1
7 Kern	70	68	49	78	73	69	34	43	+9
8 Southland	271	334	250	470	466	415	189	216	+27
9 San Diego	77	78	68	82	81	77	65	63	-2
50 Out-of-state	16	16	11	17	16	17	8	12	+4
55 Libraries	17	17	17	17	16	15	15	15	--
99 Comps	1	1	1	1	1	1	2	2	--
TOTAL	860	935	648	988	1008	987	638	852	+214

1. I participated in the advisory board call on April 22 and reviewed the budget for possible changes.
2. Membership numbers have risen substantially, partially due to the renewals that will take place with convention registration. We do have fewer members than we had last May, however.
3. Please pick up brochures to use. Send congratulations and invitations to join to the new English teacher graduates from as many of the teacher education programs as you can. Also consider finding out the names of BTSA program year 2 finishers and sending them a note of welcome to the credentialed profession and an invitation to join their professional organization. If you need more brochures, let me know.

4. Updated council rosters are available from membership chair upon request. I will not be able to send it until after May 18, but I will send it soon after that date.
5. We hope to have electronic reminder/renewals working before next convention.
6. I plan to meet with Precision in San Diego in September to discuss our goals for electronic reminders/renewals and how we will make it happen in 2013.
7. Congratulations to Santa Clara convention for helping to increase our membership.

G. Convention Chair 2013 (Potter/Petersen/Dillon)

1. Convention evaluations--comments were positive overall
2. Thank you to everyone who helped and worked at the convention.
3. Thanks to Jim Burke for stepping in and doing a wonderful speech.
4. Thank you to all the presenters and to Carole LeCren for her hard work

H. Convention Chair 2014 (LeCren)--Paying It Forward

1. Chair positions:
 - Michelle Berry is Convention Coordinator
 - Nancy Himel is Major Speakers Chair
 - Bob Chapman and Brian Jeffries will be Audio Visual Chair
 - Divona Roy will be a liaison with the bookstore
 - Oscar Brown will be in charge of bags
 - Carole LeCren will be in charge of program
 - More chairs will be announced
2. Speakers: Richard Lederer, T.A. Barron, Zohreh Ghamremani, Ellen Hopkins, Taylor Mali, and one other for CYRM lunch
3. Sponsors:
4. Program/Presenters/Strands: Common Core, Underprepared Student, Teaching College, Technology, LGBTQQI, Teachers Turned Writers, Writing Across the Curriculum, among others.
5. Signs: Proposal to create signs that can be used each convention

I. Convention Coordinator (Berry)

1. 2013 success and thanks--any difficulties were short-lived and solved; it was a financial success.
2. 2014 Convention update--thanks to Punky's perseverance, the contract was finalized
3. 2015 Doubletree by Hilton San José--negotiations are finalized, we won't have a big storage room. Contract for internet is good.
4. 2016 Hilton OC/Costa Mesa--negotiations are continuing due to personnel and date changes.

V. Report of Liaisons

A. CTA Martinez (Online)

State is 4.5 billion over the budget so far. Some district's got furlough days back. Graduation rates have increased. May Revise of the budget is coming out soon. CTA has a lobby day on May 22.

NEA is in Atlanta this year.

- B. CWP Marlink (Online) Citizenship Month--Jeannine Ugalde reported what she and her students did for the theme: Upstanders not Bystanders
- C. CLRP Jago (Online)
- D. California English Jago (Online)
- E. CCSS Younglove
Resources for CCSS
Response to blog about CCSS--asks for a two-year delay for implementation
Student Achievement Partners--created by David Coleman (an architect of CCSS)--asking for people to sign on saying they support the CCSS
Randi Weingarten--AFT also asking for a two year delay.
- F. CYRM No Report

VI. Report by CATE Councils

- A. Capitol (Dunstan) Online
- B. Central (Dillon) Online Highlighted the Asilomar conference
- C. Fresno (Schimmel) Online-- Planning for Yosemite Conference is continuing
- D. Greater San Diego (Ugalde) Online--Planning an event-"Our Stories Unite Us"
- E. Kern (Flachmann) Online--Great even when Carol Jago came.College credit really helps bring people in
- F. Redwood (Chapman) Online--Organized Young Writers contest
- G. Southland (Himel) Online--Event in Santa Monica May 5.
- H. TUCATE (Surabian) Online--Reception for writers and award winners May 15
- I. Upper No report

VII. Standing Committee Meetings

Give minutes, preferably sent via e-mail (exactly the way you want them to appear in the minutes) to Secretary Danielson by the end of the meeting.

- A. **Convention Coordinating: Michelle Berry**, Susan Dillon, Anne Fristrom, Punky Fristrom, Nancy Himel, Carole LeCren, Liz McAninch, Denise Mikkonen, Meghan Schimmel, Jeannine Ugalde. Absent: Charleen Delfino, Megan Petersen, Maggie Potter,
 - 1. Report on 2013 – Thanks to all, CATE 2013 was a success.
 - 2. Exhibit hall--General Session could be held in the Exhibit Hall to help bring more traffic through Hall.
 - 3. Update on 2014 – Carole LeCren
 - a. **ACTION ITEM: Move to make the following changes to the proposed budget, adding a total of \$2,000: Add \$500 for bags, add \$500 to CWP reception, add \$1,000 to Convention Center rent/booth fee, delete \$200 for insurance, add \$200 for Friday Night event. Moved by Michelle Berry, seconded by Carole LeCren \$2000 increase in total convention budget. Motion approved.**
 - b. **ACTION ITEM: Registration fees – Motion by Carole LeCren, seconded by Punky Fristrom to raise the registration fee by \$5 with the exception of Friday night (to remain at \$45), to adjust packages A and B to reflect this increase, and to raise the late fee to \$20. Motion by Angus Dunstan, seconded by Kim Flachmann**

to amend and raise the fees by \$20. Motion to amend was defeated. Motion to amend by Angus Dunstan, seconded by Bill Foreman to increase the registration fee by \$10. Motion to amend carried. Vote to accept the original motion as amended. Motion carried.

- c. **ACTION ITEM: Moved by Carole LeCren and seconded by Nancy Himel to offer up to ten half price registrations for the local committee. Motion carried.**
- d. CATE 2014's convention schedule will include a general session on both Friday and Saturday mornings, and alter the workshop schedule slightly so that dinner banquets will be 7-9:30PM, and exhibit hall visitation traffic will improve.
- e. Sponsorships from councils are expected to meet or exceed those of CATE 2013

- 4. Motion by Michelle Berry, seconded by Nancy Himel to approve contract negotiations for CATE 2014. Motion approved.
- 5. Motion by Michelle Berry, seconded by Bob Chapman to approve renegotiation of CATE 2015 contract. Motion approved.
- 6. Motion by Michelle Berry, seconded by Bob Chapman to approve renegotiation of CATE 2016 contract as long as contract is confirmed by email and phone conversation with hotel management. Motion approved.
- 7. Commitments after that:
 - 2017 Santa Clara Hyatt and CC
 - 2018 San Diego Town and Country
- 8. Yosemite conference--Contract is now clearly understood, there will be renegotiation from 100-85 room block. Bus ride into the park to hear Mike Olenchalk
- 9. Registrar's report/contract Cindy Conlin gave a report about CATE 2013. Asked for an increase in fees: 3-pronged raise 1. For each individual registered--\$8.80 2. For each order that requires invoicing--\$8. 3. Split the late registration fee. **Motion to approve by Michelle Berry, seconded by Jim Kleigl Motion carried.**
- 10. Exhibits/sponsors/advertising manager's report/contract. **Motion by Carole LeCren, seconded by Richard Hockensmith to renew Tammy Harvey's position for one year. Motion defeated. Motion by Bob Chapman, seconded by Angus Dunstan to not renew Tammy Harvey's contract. Motion carried. Motion by Punky Fristrom, seconded by Richard Hockensmith to create a committee under the leadership of Michelle Berry to do a search for a new Exhibits Manager. (Jim Kliegl, Susan Dillon, Kristy Orona-Ramirez, Nancy Himel, Carrie Danielson, Bob Chapman, Liz McAninch, and Michelle Berry.) Motion carried.**
- 11. Convention coordinator **Motion to approve Michelle Berry for Convention Coordinator 2013-2014. Moved by Carole LeCren, seconded by Angus Dunstan. Motion carried.**

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

1. CCSS update (Bill Y) There has been a lot of money invested in CCSS already and because of that it is not likely that there will be any retreat from the timetable for implementation.
2. WL:ELD credential update (Angus) CSET will have a test for this in the fall, except they will also have to take a TESOL methods course. CATE took a position that a person with this credential only should not be allowed to teach regular English courses. The CSET test may be altered to include regular English items so that the those with the new credential will be allowed to teach regular English.
3. Resolutions
The committee does not have any particular resolutions to take up at this time. The committee discussed a possible resolution about testing that was proposed at the February meeting. The committee felt that things were so unclear about CCSS testing that it isn't an appropriate time for a resolution.
4. Budget Priorities
Committee would like to keep the \$100 budget line for Policy and Censorship
5. California Writing Project Advisory Board
The Concurrence Committee is considering a cut to the funds for CWP. Policy Committee asks the CATE President to send a letter of support for CWP to take to Concurrence Committee asking for funding for CWP at the highest level possible.
Motion by Jim Kliegl, seconded by Bill Foreman to support CWP and send a letter from the CATE Board to the Concurrence Committee to request funding for CWP. Motion approved.
6. **Motion by Angus Dunstan, seconded by Bob Chapman to nominate KOR for the NCTE/Slate CATE Affiliate Intellectual Freedom Award. Motion carried.**

C. Leadership: Carol Surabian, Richard Hockensmith, Jeannine Ugalde, Absent: Gina Cole, Jill Hamilton-Bunch Ron Lauderbach, Joan Williams Due to lack of attendance, Surabian, Hockensmith and Ugalde attended other committee meetings

Sunday May 5, 2013

8:30 Call to order, reports and announcements

IX. Report of Presidents' Meeting

Discussion of the difficulty of getting people to attend professional development at the council level.

X. Standing Committee Meetings

A. Executive Finance: Susan Dillon, Michelle Berry, Carrie Danielson Angus Dunstan, Anne Fristrom, Punky Fristrom, Liz McAninch, Denise Mikkonen Absent: Charleen Delfino

1. Discussed and compared of proposed budget to last year's budget
- 2. Motion by Susan Dillon, seconded by Angus Dunstan to change the Virginia Reid Scholarship Policy to read:**

8.8 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 non-member registration and all convention meals
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:

2014	GSDCTE (Greater San Diego)
2015	Capitol, FACET, Kern, Redwood, TUCATE, Upper
2016	SCTE (Southland)
2017	Central
 - 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.

8/15

Motion carried

3. Motion by Susan Dillon, seconded by Angus Dunstan to eliminate Marilyn Kahl Scholarship as it reads now and change the use of the money to a fund to support new teachers as rewritten:

8.9 Marilyn Kahl Memorial Fund

1. Marilyn Kahl Memorial Fund exists to support activities for new teachers at each CATE Convention.

2. A maximum of \$500 will be budgeted for this purpose at each CATE Convention.

Motion carried.

4. Motion by Susan Dillon, seconded by Angus Dunstan to create a new scholarship and add it to the CATE Policies as 8.10 to read as follows:

8.10 Henke/Fristrom Scholarship shall be awarded to candidates who meet the following criteria:

1. Two scholarships will be awarded with the same rotation as the Virginia Reid Scholarship p.25 of the CATE Policies.
2. Names of recipients must be submitted to the Past President at the December Board meeting.
3. Non member registration and all convention meals.
4. Awardees will be nominated by the designated council(s). See #1 above. The teachers selected will have demonstrated potential as future council and/or CATE leaders. A letter of support from the person forwarding the nomination will support this assertion.
5. One scholarship will go to a teacher who has taught ten (10) years or fewer.
6. The other scholarship will go to a teacher who has taught more than ten (10) years.
7. One of these teachers must represent an underrepresented minority group.
8. Recipients shall be first time attendees at a CATE Convention.

Motion carried.

**3. Motion by Susan Dillon, seconded by Michelle Berry to appoint Greg Johnson as Intern Treasurer for the next fiscal year (2013-2014) .
Motion carried.**

**4. Motion by Susan Dillon, seconded by Michelle Berry to continue Punky Fristrom as Senior Convention Coordinator and Parliamentarian.
Motion carried.**

B. Publications: Jill Hamilton-Bunch, Bob Chapman, Carole LeCren, Kristy Orona-Ramirez, Meghan Schimmel, Bill Younglove
Absent: Nancy Himel, Carol Jago, Ron Lauderbach, Jayne Marlink,

1. Discuss Writing Contests

Professional Writing Contest: No submissions at this time.

Prompt for Creative Writing Contest will read as follows:

California Association of Teachers of English presents the
CATE 2013-2014 Creative Writing Contest
“Paying it forward” means that when someone does a good deed for you, you “pay it forward” by doing good for someone else in the future.

Write an essay, poem, or piece of fiction about a person or character who demonstrates or experiences the concept of “paying it forward.”

Submissions due to local councils by November 1, 2013

Councils will send only first place

2. Is it financially possible to add another issue of CE?

After a discussion of the benefits of adding a fifth issue of CE at \$6300 per issue, it was decided that it isn't financially possible at this time.

C. Membership: Kim Flachmann, Bill Foreman, Richard Hockensmith, Jeannine Ugalde, Jim Kliegl,
Absent: Carol Surabian, Debra Martinez, **Joan Williams**, Gina Cole,

#1 Priority: We would like to create a full membership distribution email list

#2 Priority: We want to have a recruitment plan.

1. Membership recruitment ideas

- a. Link activities with ERWC
- b. Bring activities to remote areas
- c. Align ERWC in middle schools
- d. Share concrete strategies in workshops
- e. English/other discipline workshop--come in pairs to focus on writing
- f. Major speakers with classroom solutions

2. Survey Monkey Results and ideas

We received 35 responses to our survey. We learned our members are mostly new to CATE; mid-carrer; public high school teachers. They keep their memberships, but only go to conventions occasionally. Only about 2 percent of the English teachers in California are members of CATE. We would like to find out what Cindy would charge to send our Survey Monkey to all of our members.

Summary: Councils need to offer more local activites; we need to reach more people.

Questions:

- Could we get from CTC an address for all the new teachers so we can pursue them?
- How do we get to the private schools?
- Can Angus keep an ongoing volunteer list so we can track them and keep in touch with them?

- How can we increase our elementary, middle school, and college population?
 - Can Cindy use Wild Apricot to create a complete distribution list
3. Suggestions for online membership presence/changes/additions on Cateweb
- The membership option should be much more prominent on Cateweb.
 - We think we should host a Blog or conversation in a Forum: Bill Foreman would moderate it if others would write; Board or Membership committee members should come up with new material every two weeks
4. Membership Brochure
- QR code and online registration information should be on our brochure
 - Drop reference to catenet from brochure (under CATE members receive)
 - Add "Follow us on Facebook (with Facebook icon)"
6. Can we have a T-Shirt for people who attend the convention?

XI Old Business

Motion by Anne Fristrom and seconded by Denise Mikkonen to accept the 2013-2014 CATE Budget

INCOME	Budget	Actual	Expected	Proposed
CE Income	2,500.00	2,440.79		2,500.00
Convention Income	138,550.00	139,522.60	2,600.00	130,000.00
Dues	30,000.00	27,855.00	200.00	30,000.00
Misc, Income	500.00	3,420.00		1,040.00
From Reserve	28,600.00			21,000.00
Checking Acct. Income	200,150.00	173,238.39	2,800.00	184,540.00
Transfer from Savings				
EXPENSE				
Awards and Gifts	200.00	731.48		200.00
Board and Advisory Mtgs.	30,000.00	28,126.43	6,000.00	35,000.00
CATE 2014	500.00			500.00
CATE 2013	119,350.00	114,432.56		98,950.00
CATEWEB	5,200.00	5000.00		5,000.00
CE Ad Commission	500.00	575.00		500.00
CE Editor Fee	3,200.00	3,200.00		3,200.00
CE Mailing	2000,00	1,602.85		2,000.00

CE Office	500.00	95.15	25.00	150.00
CE Printing	20,000.00	13,436.00		20,000.00
Councils	6,000.00		6,000.00	6,000.00
CYRM	800.00	249.80		800.00
Credit Card Expense	3,000.00	2,711.65	60.00	3,000.00
Leadership	0			0
Legal and CPA	400.00	560.00		500.00
Membership	500.00	402.09		500.00
Miscellaneous	100.00	1,719.03		130.00
NCTE	500.00		500.00	500.00
Office Exp and Equip	200.00	141.40	50.00	250.00
Other Travel	100.00	368.80		100.00
Policy and Censorship	100.00	0	0	100.00
Precision Assembly	6,500.00	5,459.50	300.00	6,000.00
Pres. Office	500.00			500.00
Scholarship - Reid	0	0		660.00
TOTAL EXPENSES	\$200,150.00	\$183,810.74	\$12,935.00	\$184,540.0

Motion carried.

XII New Business

- A. Carole LeCren now has information regarding English teachers in her district which may help to promote CATE 2014
- B. Information from Bill Younglove about CDE's resources including a Recommended Literature List and a letter from California Council for the Social Studies and the development of new API Indicators by the CDE.

XI. Adjournment

Motion to adjourn by Bob Chapman and seconded by Angus Dunstan. Motion carried 11:51 .

Next meeting: Town and Country Hotel, San Diego - September 13-15

Respectfully submitted,

**Carrie Danielson
07-16-2013**