

CATE BOARD Meeting – Doubletree
835 Airport Blvd., Burlingame, CA 94010 855213-0582
December 5-6, 2015

AGENDA

Saturday, December 5th, 2015

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.

8:30-8:45 a.m.

I. Call to Order

II. Approval of Sept. 2015 minutes

III. Adoption 2015 agenda

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

Karen Garrett – CRYM Representative

Jeannine Ugalde – Publications Chair

V. CATE Board Reports

A. President (Mikkonen – 10 minutes)

1. NCTE Minneapolis
 - CATE Awards – Increased Membership
 - Meeting Notes
 - Affiliates Meeting
 - Business Meeting
 - Affiliate Roundtable
2. Annual Report – Reminder
3. Sign up for convention “service”
 - a. Register for convention

B. Vice President (Guina – 5 minutes)

1. Advisory Committee Report
2. Update on calendar of meetings and sites
3. Lunch information

C. Past-President (McAninch–7 minutes)

1. CATE Awards: original plus TWO COPIES due at beginning of meeting on 12/5
2. CATE Elections: nominations due by end by 12/6. Please ask candidates to send a recent photo and statement (app 50 words) to lmcaninch@mercyhs.org by January 5, 2016.
3. CATE Scholarships: forms for the Fristrom and Henke Scholarships due 12/5
4. Distinguished Service Award (ACTION ITEM)

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D. Secretary (LeCren – 3 minutes)

1. Directory update
2. Business cards and binders for new Board members
3. Reporting minutes to NCTE

E. Treasurer (Johnson – 10 minutes)

1. Financial Report year end
2. Year to date Finances
3. Reimbursement updates/Reminders

F. Membership (Williams – 7 minutes)

1. NCTE Membership Award—Kudos to all
2. Numbers
3. Brochures/Rosters
4. Membership reports from conferences

G. Convention Coordinator (Berry – 7 minutes)

1. Gratitude
2. CATE 2016
 - A. Registration
 - B. Consider area of interest 2-3 hours
 - C. Council sponsorships
 - D. Rooming commitments requested
 - E. Advertising for convention
3. Groups 360
4. Contract for Curtin (convention decorator) 5. Other

H. Convention Chair (Stallones)

1. Updates on CATE 2015

VI. Report of Liaisons

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

BREAK 10:30-10:45

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10:45-11:15

VII. Report by CATE Council Representatives

- A. Capitol (Dunstan)
- B. Central (Dillon/Guina)
- C. Fresno (Schultz)
- D. Greater San Diego (Ugalde)
- E. Kern (Flachmann)
- F. Redwood (Chapman/Williams)
- G. Southland (Lockwood)
- H. TUCATE (Surabian)
- I. Upper (Cole)

12:00-1:00 p.m. Lunch White Elephant Gift Exchange

1:00-2:45 p.m.

VIII. Standing Committee Meetings

Reminder: Please give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.

- A. Executive Finance – **Patrick Keough**, Michelle Berry, Carol LeCren, Jan Stallones, Greg Johnson, Denise Mikkonen, Liz McAninch, Janina Shulz, Trevor Guina, Kathy Nicholes, Mary Adler
 - 1. 2015/2016 Budget
 - 2. Convention Budget
 - 3. Review policy 1.1 - 14

- B. Publications – **Jeannine Ugalde**, Carol Jago, Jayne Marlink, Kristy Orona-Ramirez, Jeannine Ugalade, Bill Younglove, Mary Adler, Angus Dunstan, CYRM, Jill Hamilton-Bunch, Courtney Lockwood, Marina Santos
 - 1. Selection of Cate Writing Contest winners
 - 2. Update on Facebook
 - 3. CATE Writing Contests Update
 - 4. Review Policy 6.1 – 6.7 (move to Feb)

- C. Membership – **Joan Williams**, Gina Cole, Kim Flachmann, Richard Hockensmith, Debra Martinez, Carol Surabian, Carmen Carrillo, Aileen Allison-Zarea, Jannina Shultz, Sue Sommers

- 1. Council ribbons
- 2. Info cards
- 3. Gifts
- 4. List for Pre-teachers (\$5)
- 5. Online renewals/issues and report

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6. Postcard/bookmark for 2014 convention
7. For sale items at booth
8. “Free” memberships
9. Other
10. Review policy 3.1-3.3

1:45 – 2:00 Short Break

3:00 – 4:30

A. Policy/Censorship – **Angus Dunstan**, Resolutions – Jill Hamilton-Bunch, Gina Cole, Carol LeCren, Carol Jago, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove, Patrick Keough, Courtney Lockwood, Sue Sommers

1. Legislative Update
2. State Initiatives
3. Should CATE respond to NCTE request to contact Representatives and Senators regarding action on Literacy programs?
4. CATE Resolutions (Hamilton-Bunch)
5. Review Policies 8.9-8.10

B. Convention Coordinating – **Michelle Berry**, Jan Stallones, Trevor Guina, Greg Johnson, Nancy Himel, Liz McAninch, Denise Mikkonen, Janina Shulz, Kathy Nichols, Marina Santos, Mary Adler

1. CATE 2016
 - A. Chair updates
 - B. EH updates (Himel)
 - C. Groups 360 RFP responses for CATE 2019 - ACTION ITEM
 - D. Continental breakfasts, receptions, etc.
 - E. Nuts and bolts:
 1. Giveaways for brunch and business meeting
 2. LCD's needed
 3. Board obligations sheet (Berry)
 4. President's reception invites (Board, speaker, DSA, local committee, special guests)
 5. Final AV counts for bids
 6. Pre-con meeting Wednesday at 4PM w/hotel staff and key folk
 - H. Carole's needs for printed program
2. CATE 2017 - Chair updates **Kathy Nicholes**
3. Other

C. Leadership – **Carol Surabian**, Gina Cole, Kim Flachmann, Richard Hockensmith,, Jeannine Ugalde, Joan Williams, Carmen Carrillo, Janina Schultz

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1. Recruitment for CATE Board Offices in 2015
2. Building leadership in local councils
3. Recommendations for NCTE Leadership Positions
4. Review Policy 8.11-8.12

5:00. Adjourn until Sunday morning. Dinner meeting for Council Presidents. Election of President of Presidents

Sunday, December 7, 2015

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

8:30-8:45

- I. **Call to order and announcements**
- II. **Report from Council Presidents' Meeting**

8:30 11:00

III. Committee Meeting Reports (meet Saturday)

- A. Executive Finance
- B. Publications
- C. Membership.

- A. Policy/Censorship
- B. Resolutions
- C. Convention
- D. Leadership

11:00-11:30

- V. Old Business**
- VI. New Business**
- VII. Adjournment**

Reimbursements, check-out, travel safely