

**Board of Director's Meeting
May 5 & 6, 2007**

Four Points Sheraton at LAX
9750 Airport Blvd., Los Angeles CA 90045
(310) 645-4600

Friday, May 5, 2006

- Arrival for non-local Board members
- Committee led by Punky Fristrom will meet to discuss proposed bylaws changes
- Presidents will meet this evening to
 - ✓ Elect a new Presidents of Presidents
 - ✓ Discuss budget and make suggestions
 - ✓ Review membership campaigns and new member follow up for this summer
 - ✓ Attendance at Annual Meeting by affiliate members (deadline May 4)
 - ✓ Announce any changes in affiliate representatives (report to President and Past President)
 - ✓ Discuss ways to ease the transition between retiring and new presidents
 - ✓ Review President's Handbook and begin awards process in September—all documentation and copies need to be submitted by December meeting.
 - ✓ How you can support each other's programs
 - ✓ Reid Scholarship this year to small councils
 - ✓ Discussion: Did this committee meet 2006-2007 goals?

Saturday, May 6, 2006

8:30 AM Continental breakfast and pre-meeting. All reports should be posted electronically. If you have not posted your report on CATEweb by May 3, please place 40 copies of your written report on the table provided in the meeting room. Bring your copy of minutes and agenda, and posted Board Report.

9:00 - 10:20

I. Call to order, welcomes, and introductions of visitors

II. Approval of February 8, 2007 minutes

III. Adoption of May 6 -7, 2007 agenda

IV. CATE Board Reports

- A. President (Berry - 10 minutes)
 - 1. Correspondence
 - 2. Report highlights
 - 3. Commendations
 - a. Conference chairs, coordinator, and committee
 - b. Tish Griggs and Resolutions Committee
 - c. FACET and TUCATE
 - d. CWP

4. Appointments
 - a. CATE rep to CYRM (Action Item)
 5. Budget
 6. Retirements and presentation from Board
 7. Other
- B. Vice-President (Delfino - 10 minutes - posted)
1. Advisory Committee Report
 2. Lunch arrangements
 3. Calendar of meetings and sites
 4. Other
- C. Past President (Rippee - 10 minutes)
1. Election results and suggestions for next year
 2. NCTE Awards 2007
 - a. Distinguished Service
 - b. Teacher of Excellence
 - c. Intellectual Freedom
 - d. Leadership Award
 - E. Other nominations?
 3. CATE Awards 2008
 - a. Virginia Reid
 - b. Classroom Excellence
 - c. Award of Merit
 - d. Distinguished Service
 4. Hurricane Katrina donations
 5. Other
- D. Secretary (Tracey - 5 minutes - posted)
1. Directory update
 2. Business cards
 3. Request for submission of clearly written reports
- E. Treasurer (A. Fristrom - 15 minutes)
1. Financial Report
 2. Reimbursement Updates/Reminders
 3. Budget suggestions
 4. Other
- F. Membership Chair (Williams - 10 minutes)
1. Current membership numbers
 2. Requests for membership rosters from Precision
 3. Convention follow-up
 4. Requests for new and renew members at conferences
 5. Other
- G. 2007 Convention Chair (Sahakian - 10 minutes - posted)
1. Convention debrief
 2. Other
- H. Convention Coordinator (Hase - 10 minutes - posted)
1. Convention updates

2. Sponsorship
3. Exhibits information
4. Registrar
5. Other

I. Parliamentarian Emeritus (Fristron - 10 minutes)

1. Bylaws changes
2. New Board Member handbook

10:20 - 10:35 BREAK

10:35 - 11:10

V. Report of Liaisons

- A. California Department of Education (Goodwin - 10 minutes)
- B. Policy Analyst (Zaragoza-Diaz - 10 minutes)
- C. CYRM (Liindsay - posted)
- D. California Writing Project (Marlink)
- E. CRLP (Jago)
- F. California English (Jago - posted)
- G. CATEweb (Jordan - posted)
- H. CATEnet (Burke)
- I. CCCC (Younglove)
- J. CTA (Martinez - posted)

11:10 - 12:30

VI. Standing Committee Meetings

Reminder: Give written minutes (written exactly the way that you want it to be in the minutes) and delegated tasks to be included in the minutes to Secretary Tracey by end of meeting.

A. *Policy/Censorship* : ANGUS DUNSTAN, Bob Chapman, Lisa Hernandez, Cheryl Smith, Bill Younglove, Carrie Danielson, Carol Jago, Anne Sahlberg, Tish Griggs, MaryAnn Goodwin, Martha Zaragoza-Diaz, Jim Burke

1. CATE/SLATE rep to NCTE
2. Myers' Professional Ethics document
3. Diaz report from Sacramento
4. NCTE legislative platform
5. SLATE news
6. Did this committee meet its 2006-2007 goals?
7. Other

B. *Convention Coordinating*: TEISHA HASE, Anne Fristrom, Punky Fristrom, Nancy Himel, Liz McAninch, Charleen Delfino, Lorraine Tracey, Pauline Sahakian, Richard Hockensmith, Susan Dillon, Larry Jordan, Faith Nitschke/Jayne Marlink

1. CATE 2007 issues/kudos
 - a. Online hotel registration
 - b. Exhibitors' survey results
 - c. Hiatus after convention for coordinator
 - d. "Set" schedule for all conventions
 - e. Budget (Anne)
 - f. Local committee
2. CATE 2008 update and details

- a. Deadlines
- b. Speakers
- c. Fee structure
- 3. Presenter's registration ideas?
- 4. Printer, FAX, phone line
- 5. Exhibits manager and decorator
- 6. CATE 2012 site discussion
 - a. Bids from San Diego, LAX, Ontario
 - b. Regrets from many
- 7. Action Items
 - a. Appointment of Punky Fristrom as Consultant
 - b. Appointment of Registrar: Edwin Hase
- 8. Did this committee meet 2006-2007 goals?
- 9. Other

C. Leadership: *SUSAN KARPOWICZ, Joan Williams, Carol Clarke, Karen Martinez, Carol Surabian, Maureen Rippee, Cathy Cirimele, Greg Johnson, Kathy Allen, Shelly Medford*

- 1. Responsibility of council presidents and President of Presidents (review Handbook)
- 2. Recruitment for CATE Board offices
- 3. NCTE Awards: Leadership Development, Award Multicultural Teacher for the Dream, Teacher Award for Excellence
- 4. Budget priorities
- 5. Did this committee meet 2006-2007 goals?
- 6. Other

12:30 - 1:30 LUNCH

1:30 - 3:00

VII. Committee Meeting Reports

- A. Policy/Censorship (Dunstan)
- B. Convention Coordinating (Hase)
- C. Leadership (Karpowicz)

3:00 - 3:10 BREAK

3:10 - 3:30

VIII. Reports by CATE Councils

- A. Capitol Council (Dunstan - 3 minutes)
- B. Central Council (McAninch - 3 minutes - posted)
- C. FACET Council (Cirimele - 3 minutes - posted)
- D. Greater San Diego Council (Danielson - 3 minutes - posted)
- E. Redwood Council (Sahlberg - 3 minutes)
- F. Southland Council (Hernandez - 3 minutes)
- G. TUCATE Council (Surabian - 3 minutes - posted)
- H. Upper Council (Medford - 3 minutes)

NOTE: We will begin standing committee meetings early to accommodate early departures tomorrow!

3:30 - 4:30

IX. Standing Committee Meetings

(Reminder: Give clearly written minutes and delegated tasks to be included in minutes to secretary by end of meeting on Sunday).

A. Executive/Finance: *CHARLEEN DELFINO, Anne Fristrom, Punky Fristrom, Cheryl Smith, Teisha Hase, Maureen Rippee, Pauline Sahakian, Angus Dunstan, Kathy Allen, Shelly Medford, Martha Zaragoza-Diaz, Michelle Berry*

1. Financial/Budget issues (review and make recommendations to Board)
 - a. Nominate delegates to NCTE 2007 in New York (Action Item)
 - b. Board mileage/food reimbursement (Action Item)
 - c. Technology update requests (fax/phone line for registrar) (Action Item)
 - d. Mileage reimbursement
 - e. Meal reimbursement for CATE work
2. Look at rationale for increasing convention registration and what amount should be requested
3. Decide on a way to recognize and show appreciation to convention presenters
4. Did this committee meet 2006-2007 goals?
5. Other

B. Publications: *BOB CHAPMAN, Nancy Himel, Liz McAninch, Bill Younglove, Carol Clarke, Karen Martinez, Carol Jago, Anne Sahlberg, MaryAnn Goodwin, Jim Burke, Larry Jordan*

1. Webmaster job description
2. Writing contests status and updates
3. *California English*
4. Marilyn Kahl Scholarship recommendation
5. Budget priorities (submit proposed budget)
6. Did this committee meet 2006-2007 goals?
7. Other

C. Membership: *JOAN WILLIAMS, Lorraine Tracey, Lisa Hernandez, Susan Karpowicz, Carol Surabian, Carrie Danielson, Tish Griggs, Susan Dillon, Cathy Cirimele, Greg Johnson, Faith Nitschke/Jayne Marlink, Richard Hockensmith*

1. Gifts for 2008 and review of booth
2. Make plans to connect with CRA, CWP, and CLRP to distribute flyers and promote membership.
3. Membership correspondence for renewals
4. Membership presence on website
5. Membership reports from conferences (a form?)
6. Goals for 2007-08

Sunday, May 7, 2006

8:00 - 8:30

Continental breakfast, pre-meeting, and check out

8:30 - 8:45

Call to order and announcements

X. President of Presidents' Report (McAninch - 10 minutes)

- A. Appointment of new President of Presidents (Action Item)
- B. Presidents' Meeting Report
- C. Reflection of goals for 2006-2007
- D. Other

8:45 - 9:15

XI. Standing Committee Meetings Continued

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

9:15 - 9:30 Break

9:30 - 11:15

XII. Committee Meeting Reports

- A. Executive/Finance
 - 1. 2007 Budget Suggestions and Discussion
 - 2. Adoption of 2007 Budget
- B. Publications
- C. Membership

11:15 - 12:00

XIII. Old Business

XIV. New Business

12:00 Noon
Adjournment and lunch

Have a great summer!