

CATE BOARD MEETING AGENDA

**Board of Directors Meeting**

**September 8-10, 2007**

**Crowne Plaza Hotel**

5985 West Century Blvd., Los Angeles (310) 642-7500

**Friday, September 8, 2007**

7:00 - 9:00PM Council presidents meet; dinner and agenda per Angus Dunstan.

**Saturday, September 9, 2007**

**8:00 - 8:30AM** Continental breakfast and conversation. (If you have not posted your report online, please place 40 copies of your written report on table provided in the meeting room.)

**8:30 - 9:00AM**

I. Call to order, welcomes, and introductions. Please be prepared to tell about yourself, your Board position, recent activities, and recommend a book (\*1 minute each).

**9:00 - 10:15AM**

II. Approval of May 2007 minutes

III. Adoption of September 2007 agenda

IV. Consent docket - Items here will be considered as one motion. Any item may be removed from this docket for discussion prior to voting. (See addendum.)

A. Resignations

1. Al and Cista Leonard (Literary Magazine Contest coordinators)
2. Greg Johnson (Kern Rep)

B. Appointments

1. Teisha Hase as Convention Coordinator
2. Kathleen Cecil as Resolutions Chair
3. Angus Dunstan as Policy Chair
4. Advisory Board: Berry, Rippee, Delfino, A. Fristrom, P. Fristrom, Dunstan, Williams, Hase, Himel

V. CATE Board Reports

A. President (Berry - 10 minutes)

1. Gratitude
2. CATEweb update (ACTION ITEM)
3. Committee membership (handout)
4. Challenge: Increased efficiency
  - a. MAL opportunities
  - b. Serving new teachers
5. Email correspondence
  - a. CE expansion
  - b. Jan Ewell
  - c. WaMu grant
  - d. CaHSEE prep book (Barron's)
6. Other

B. Vice-President (Delfino - 5 minutes)

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

3. Other

C. Past President (Rippee - 10 minutes)

1. CATE awards
  - a. Classroom Excellence
  - b. Award of Merit
  - c. Distinguished Service
2. Election process
  - a. Online, *CE*, and Annual Business Meeting voting (ACTION ITEM)
  - b. Offices to be elected: President, Vice President, MAL College, MAL Middle, MAL Unspecified
3. NCTE Liaison Report
  - a. All Board members must be NCTE members
  - b. Blau to receive DSA at Friday Business meeting
  - c. *California English* awarded as exemplary journal
  - d. NCTE Leadership Conference highlights
4. Hurricane Katrina donation
5. Other

D. Presidents' Council (Dunstan - 5 minutes)

1. Report on Presidents' Meeting (plans and goals)
2. Other

E. Secretary (Tracey - 5 minutes)

1. Policy revision process to be reviewed at December meeting
2. Directory update
  - a. Poster: verify, edit, initial when perfect.
  - b. Contact info changes - email to Lorraine who will forward
3. Business cards and binders for new Board members
4. Other

F. Treasurer (A. Fristrom - 10 minutes)

1. Annual Review of Treasurer (Action Item)
2. Financial Report
3. Reimbursement Updates/Reminders
4. Commendation to council treasurers
5. Other

G. Membership (Williams - 5 minutes)

1. Membership figures update
2. Electronic lists sent
3. Booth at CRA
4. Summer recruiting results
5. Other

H. Convention Coordinator (Hase - 7 minutes - ONLINE)

1. On-line registration
2. Sponsorship
3. 2007 CATE Convention - only 2 POs out
4. 2008 update
5. 2012 overflow site revision
6. 2009 update

7. Exhibits Manager's report; actions taken for 2008
8. FAX machine dedicated phone line
9. Possible future dates booked for Board meetings w/Marriott discuss w/ committee
10. Other

I. CATE 2007 Report (Himel - 7 minutes)

1. Program update and tentative schedule
2. Registration
3. Flyer dispersal
4. Friday Night
5. Technology strand
6. Other

J. Convention Consultant/Parliamentarian Extraordinaire (P. Fristrom - 10 minutes)

1. Bylaws proposals (ACTION ITEM)
2. Survey Monkey - its applications for CATE

**10:15 - 10:30PM            BREAK**

**10:30 - 12:00PM**

VI. Standing Committee Meetings (Reminders: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.

A. **Policy/Censorship** - ANGUS DUNSTAN, Jim Burke, Carmen Carrillo, Kathleen Cecil, Carrie Danielson, Carol Jago, Ellen Jensen, Debra Martinez, Jayne Marlink, Maureen Rippee, Anne Sahlberg, Bill Younglove, Martha Zaragoza-Diaz

1. NCTE Resolutions
2. CATE Core Values
3. Code of Ethics
4. Survey Monkey applications
5. Other

B. **Convention Coordinating** - TEISHA HASE, Michelle Berry, Charleen Delfino, Susan Dillon, Anne Fristrom, Punky Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue Smith, Lorraine Tracey

1. Contract with Marriott in Ontario 2012
2. LB visit (menus, tour)
3. 2 Minutes for CATE - 2008 and beyond
4. 2008 Update from Nancy--sponsorships, etc.
5. Exhibits Manager report action for 2008
6. Curtin contract
7. Future contracts for board meetings
8. 2009 update
9. Goals for the year
10. Other

C. **Leadership** - CAROL SURABIAN, Kathy Allen, Bob Chapman, Cathy Cirimele, Carol Clarke, Audrey Fleming, Tish Griggs, Greg Johnson, Susan Karpowicz, Shelly Medford, Joan Williams

1. Review of CATE scholarships (Virginia Reid to small councils at 2008 convention)
2. Review of Leadership project
3. Recruitment for CATE Board offices
4. Survey Monkey applications
5. Leadership goals for the year
6. Other

**12:00 - 1:00PM LUNCH**

**1:00 - 2:00PM**

- VII. Committee Meeting Reports
  - A. Policy/Censorship (Dunstan)
  - B. Convention Coordinating(Hase)
  - C. Leadership (Surabian)

**2:00 - 3:00PM**

- VIII. Report of Liaisons
  - A. Calif. Dept. of Ed. (Goodwin - 15 minutes)
  - B. Policy Analyst (Zaragoza-Diaz - 15 minutes)
  - C. CYRM (Fleming)
  - D. CWP (Marlink) (move to Sunday)
  - E. CLRP (Jago)
  - F. NCTE Region 8 (Jago)
  - G. CE Editor (Jago)
  - H. CATEweb (Jordan)
  - I. CATENet (Burke)
  - J. Resolutions (Griggs/Cecil)
  - K. CCCC (Younglove)
  - L. CTA (Martinez)

**3:00 - 3:30PM**

- IX. Reports of CATE Councils - 3 minutes each
  - A. Capitol Council (Dunstan)
  - B. Central Council (McAninch)
  - C. FACET Council (Cirimele)
  - D. GSDCTE (Danielson)
  - E. Kern (Johnson)
  - F. Redwood Council (Sahlberg)
  - G. Southland Council (Hernandez)
  - H. TUCATE Council (Surabian)
  - I. Upper Council (Medford)

**3:30 - 3:45PM BREAK**

**3:45 - 5:00PM**

- X. Open discussion
  
- XI. Adjourn until Sunday morning; dinner on your own

Sunday, September 10, 2007

**8:00 - 8:30AM**

Continental breakfast and conversation

**8:30 - 9:00AM**

- I. Call to Order and announcements

**9:00 - 11:00AM**

II. Standing committee meetings (Reminders: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.

A. **Executive/Finance** - CHARLEEN DELFINO, Michelle Berry, Angus Dunstan, Anne Fristrom, Punky Fristrom, Teisha Hase, Ellen Jensen, Jayne Marlink, Maureen Rippee, Cheryl Hogue Smith, Martha Zaragoza-Diaz

1. Support for CATE nominees to NCTE awards (i.e. Classroom Excellence)
2. Lifetime retired teachers' membership
3. Survey Monkey applications
3. Goals for the year
4. Other

B. **Publications** - LIZ MCANINCH, Jim Burke, Carmen Carrillo, Kathleen Cecil, Bob Chapman, Cathy Cirimele, Carol Clarke, Susan Dillon, Nancy Himel, Carol Jago, Anne Sahlberg, Bill Younglove

1. *California English*
2. CATEweb
3. CATE Writing Contests
  - a. Professional Writing Contest - read entries
  - b. Student contest - review deadlines and plan for reading entries
4. Marilyn Kahl Scholarship - coordinator recommendation/renewal
5. NCTE Writing Contests - coordinators
  - a. Promising Young Writers
  - b. Achievement in Writing
  - c. Literary Magazine
6. Goals for Year

C. **Membership** - JOAN WILLIAMS, Kathy Allen, Carrie Danielson, Audrey Fleming, Tish Griggs, Richard Hockensmith, Greg Johnson, Susan Karpowicz, Debra Martinez, Shelly Medford, Carol Surabian, Lorraine Tracey

1. Grants for new memberships
2. Attracting and retaining new members
3. Powerpoint on CD
4. Membership gift
5. Web presence for Membership
6. Leadership cards follow-up
7. CATENet connection to CATE members
8. Final reminder card
9. Survey Monkey applications
10. Goals for the year

**11:00 - 11:30AM**

III. Committee Meeting Reports

- A. Executive/Finance (Delfino)
- B. Membership (Williams)
- C. Publications (McAninch)

**11:30 - noon**

IV. Old Business

V. New Business

V. Adjournment, check out, and lunch.