

Board of Directors' Meeting Agenda Thursday, February 19, 2009

Santa Clara Marriott
2700 Mission College Boulevard
Santa Clara, CA 95053
408-988-1500

Wednesday, February 18, 2009

- Arrival for non-local Board members and presidents
- Pre-con meeting at 4:00PM for local committee, convention chair, convention coordinator, and principal Board members.
- Presidents' meeting, 7:00PM

Thursday, February 19, 2009

8:00 AM Continental breakfast and set up for meeting.

Please bring gifts for publishers, books for new teachers, copy of minutes and agenda, and posted Board reports at this time. (If you have not posted your report on CATEweb by February 18, please place 40 copies of your written report on the table provided in the meeting room at this time.) Because of the time constraints of this meeting, it would be much appreciated if everyone would post and read reports ahead of time so that oral reports may be short.

8:30 - 9:30

1. Call to order
2. Approval of December Board minutes
3. Adoption of today's agenda
4. Introductions
5. Release of the Resolutions Committee – to produce Resolutions
6. CATE Board reports
 - A. President (Chapman - 10 minutes)
 1. Correspondence and activity since December
 2. Report highlights
 3. Commendations
 4. Reminders for convention
 - a. Awards schedule
 - b. Seating 1 per table, except for Saturday banquet; carry business cards
 - c. Reserved tables are for council president of winners, winners' family, speakers and introducers, convention coordinator and convention chairs
 - d. Hospitality suite #1235 - do come to welcome speakers and award winners
 - e. Presidents - greet your winner, escort to suite and to event
 5. Other
 - B. Vice-President (Delfino - 5 minutes)
 1. Advisory Committee Report
 2. Plans for May meeting
 3. Other
 - C. Past President (Berry - 10 minutes)
 1. NCTE Liaison Report
 - a. Important dates

- b. Awards
 - c. Survey responses
 - 2. CATE Elections
 - a. Nominees
 - b. Council representatives - changes?
 - c. Three voting mechanisms
 - 3. Awards
 - a. By council, nominees announced in December
 - b. Plaques, letters ready
 - 4. NCTE Elections
 - a. Ballots out April, due June 1.
 - b. Some Californians on ballot.
 - 5. Other
- D. Secretary (Tracey - 3 minutes)
 - 1. Directory Update
 - 2. Policies
 - 3. Other
- E. Treasurer's Report (A. Fristrom - 10 minutes)
 - 1. Financial Report
 - 2. Reimbursement Updates/Reminders
 - 3. Other
- F. Membership Chair's Report (Williams - 7 minutes)
 - 1. Figures update
 - 2. Booth coverage
 - 3. Membership gifts
 - 4. New membership brochures
 - 5. Council ribbons
 - 7. Other
- G. Convention Coordinator's Report (P. Fristrom - 10 minutes)
 - 1. Room Arrangements
 - 2. Room pickup update
 - 3. LACC—exhibit space/ contract F&B
 - 4. Exhibits Information
 - 5. Board Invitations
 - 6. 2009
 - a. Appreciation
 - b. Budget effects
 - 7. 2010
 - 8. 2014
 - 9. Ads re: NCTE program
- H. Convention Chair's Report (Delfino/McAnich - 10 minutes)
 - 1. Updates
 - 2. Board Duties
 - 3. Other
- I. President of Presidents' Report (Dunstan/McAninch - 3 minutes)

9:30 - 10:15

- 7. Report of Liaisons
 - A. CDE (Goodwin)
 - B. Policy Analyst (Zaragoza-Diaz)
 - C. CYRM (Mitchell)
 - D. CWP (Marlink)
 - E. CLRP (Jago)
 - F. California English (Jago)
 - G. CATEweb (Wilson)

- H. CATENet (Burke)
- I. CCCC (Younglove)
- J. CTA (Martinez)

10:15 - 10:30 BREAK

10:30 - 11:45

8. Standing Committee Meetings

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

A. **Policy/Censorship** - *ANGUS DUNSTAN, Jim Burke, Carmen Carrillo, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Mary Anne Goodwin, Debra Martinez, Jayne Marlink, Anne Sahlberg, Bill Younglove, Martha Zaragoza-Diaz*

1. Legislative Analyst Report (Martha)
2. Resolutions (Kathleen)
3. 4C's Report (Bill)
4. Advocacy Day (Angus)
5. National Day of Writing
6. Budget priorities
7. Other

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

1. 2009 Convention Chairs
2. 2010 Convention Chair
3. 2011 Convention- Finding a Cahir
4. 2014 Convention Bids
5. Convention Finances
6. Appointment of Exhibits Manager
7. Registrar
8. Convention Coordinator Assistant
9. Other

C. **Leadership** - *CAROL SURABIAN, Kathy Allen, Karen Brown, Tish Griggs, Barbi Lapp, Ron Lauderbach, Shelly Medford, Joan Williams*

1. Leadership responsibilities of presidents at the convention
2. Recruitment for CATE Board offices
3. Recruitment for NCTE Awards - nominate a secondary person for NCTE
 - a. Teacher Leadership
 - b. High School Teacher of Excellence
 - c. Multicultural Teacher of the Dream
4. Budget priorities
5. Other

11:45 - 12:30 Resolutions Committee: First reading of proposed resolutions

12:30 - 1:30 LUNCH

1:30 - 2:00

9. Reports by CATE Councils

- A. Capitol Council (Dunstan)
- B. Central Council (McAninch)
- C. Fresno Council (Griggs)
- D. Greater San Diego Council (Lauderbach)

- E. Kern Council (Lapp)
- E. Redwood Council (Sahlberg)
- F. Southland Council (Carrillo)
- G. TUCATE Council (Surabian)
- H. Upper Council (Medford)

2:00 - 3:30

10. Standing Committee Meetings

(Another reminder: Give written minutes and delegated tasks to be included in minutes to secretary by end of meeting).

A. Executive/Finance: - *CHARLEEN DELFINO, Michelle Berry, Bob Chapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Mary Anne Goodwin, Jayne Marlink, Cheryl Hogue Smith, Martha Zaragoza-Diaz*

1. Financial budget issues/priorities
 - a. Convention attrition
 - b. Convention budget
 - c. Begin to formulate 2009-2010 budget
2. Voting at the Business Meeting
3. Advisory minutes
4. Other

B. Publications: - *LIZ MCANINCH, Jim Burke, Carmen Carrillo, Kathleen Cecil, Susan Dillon, Nancy Himel, Carol Jago, Ron Lauderbach, Anne Sahlberg, Bill Younglove*

1. CATE/NCTE Writing Contests status and update/work on prompt for 2009
2. California English
3. CATEweb – Job Description/New Contract/Advertising
4. CATENet – Future/Technology/Decisions
5. NCTE Day of Advocacy & National Day of Writing
6. Budget priorities
7. Other

C. Membership: - *JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Tish Griggs, Richard Hockensmith, Barbi Lapp, Debra Martinez, Shelly Medford, Carol Surabian, Lorraine Tracey*

1. Booth setup and coverage
2. Powerpoint
3. Working on membership outreach
4. NCTE members recruitment
5. Targeting local teacher leaders
6. Doing more public relations work
7. Other

3:30 - 3:45 BREAK

3:45 - 4:30 Resolutions Committee: Second Reading of proposed resolutions. Committee will prepare dissemination of resolutions for council breakfasts and Sunday business meeting

4:30 - 5:30

11. Committee Meeting Reports. Discussion and Action Items

- A. Policy/Censorship (Dunstan)
- B. Convention Coordinating(P. Fristrom)
- C. Leadership (Surabian)
- D. Executive/Finance (Delfino)

- E. Publications (McAninch)
- F. Membership (Williams)

5:30 6:00

- 12. Old Business
- 13. New Business

6:00 Adjournment

7:00 Registration begins

Note: After Sunday Board meeting the Resolution Chair will submit revised resolutions to president, past president, and secretary.