

## **Board of Directors' Meeting Agenda Thursday, February 11, 2010**

LAX Marriott  
5855 West Century Blvd.  
Los Angeles, CA 90045  
310-641-5700

### **Wednesday, February 10, 2010**

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

### **Thursday, February 11, 2010**

**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 10, 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. Marilyn Kahl Award
    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 #1701 - 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. Sign-up for Registration Desk
    4. NCTE Young Author's Writing Contest
    5. Invitations for Receptions
  - C. Past President (Berry - 10 minutes)

Agenda Items:

1. NCTE Liaison
  - a. Awards
  - b. Elections
2. CATE Elections
  - a. Ballots ready - write-in additions?
  - b. Council reps, changes
  - c. Voting mechanisms
3. CATE Awards at convention
4. Other
- D. Secretary (Danielson - 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. Membership update
  2. Booth coverage
  3. Gifts
  4. Council ribbons
  5. Brochures
  6. Other
- G. Convention Coordinator's Report (P. Fristrom - 10 minutes)
  1. Appreciation & Responsibility
  2. Carole LeCren
  3. AV Proposals
  4. 2015 & 2016 Contracts
  5. Sacramento 2011
- H. Convention Chair's Report (Himel - 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. CYRM (Mitchell)
  - B. CWP (Marlink)
  - C. CLRP (Jago)
  - D. California English (Jago)
  - E. CATEweb (Conlin)
  - F. CATENet (Stanford)
  - G. CCCC (Younglove)
  - H. 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, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez, Jayne Marlink, Bill Younglove, Jim Kliegl

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

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

1. 2010 Convention
2. 2011 Convention
9. Other

**C. Leadership** - CAROL SURABIAN, Kathy Allen, Karen Brown, Shannon Taylor, Kim Flachmann, Ron Lauderbach, Shelly Medford, Joan Williams, Jill Hamilton-Bunch

1. Leadership responsibilities of presidents at the convention
2. Recruitment for CATE Board offices
3. Recruitment for NCTE Awards - nominate for NCTE
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 (Taylor)
- D. Greater San Diego Council (Lauderbach)
- E. Kern Council (Flachmann)
- E. Redwood Council (Vacant)
- F. Southland Council (Himel)
- 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, Jayne Marlink, Cheryl Hogue Smith, Jill Hamilton-Bunch

1. Begin 2010-11 Budget Planning
2. Respond to Convention recommendations for 2011
3. Other

**B. Publications:** - LIZ MCANINCH, Kathleen Cecil, Jim Kliegl, Nancy Himel, Carol Jago, Ron Lauderbach, Bill Younglove

1. CATE/NCTE Writing Contests
  - a. NCTE Promising Young Writers, Achievement Award in Writing, Literary Magazines

- b. CATE Writing Contest—Work on prompt for 2011
- c. CATE Professional Writing Contest—Question of monetary award

d. Marilyn Kahl

2. Review CATEnet

- a. Jake Stanford assumed role of coordinator Feb 2009.

3. Review CATEweb

4. NCTE National Galleries of Writing

**C. Membership:** - *JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Shannon Taylor, Richard Hockensmith, Kim Flachmann, Debra Martinez, Shelly Medford, Carol Surabian*

- 1. Booth set-up--who, when, what
- 2. Computers--check memberships, PowerPoint
- 3. Membership renewal/recruitment
- 4. PR work--who should do this?
- 5. 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.