

## **Board of Directors Meeting**

October 16-17, 2010

Clarion Hotel

700 Sixteenth St. Sacramento, CA

916-444-8000

## **Board Meeting Agenda**

### **Saturday, October 16, 2010**

**8:00 - 8:30 AM** There will be NO food served in the board room. Continental Breakfast served in Mansion Court Café in the lobby.

If you have not posted your board report online, please place 30 copies of your report on the table provided in the meeting room.

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

I. Call to order

A. Moment of Silence in memory of Kathleen Cecil

B. Welcomes and introductions. Please be prepared to tell where you teach, your board position, and recommend a book.

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

II. Approval of May 2010 minutes

III. Adoption of October 2010 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.

Appointments –

**Advisory Board: L. McAninch, Chair**, Chapman, Berry, Delfino, Flachmann, A.Fri  
P. Fristrom, Williams, Younglove

**Standing Committee Chairs: Executive/Finance** L. McAninch, **Policy/Censorship**  
J Kliegl, **Convention Committee** P. Fristrom, **Leadership Committee** Jill  
Hamilton-Bunch, **Publications Committee** Susan Dillon,

**Fill the Position of Chair of Resolutions Committee (2012)** Carole Lecren,  
**CYRM Representative** Stacey Sklar;

V. CATE Board Reports

A. President (Delfino - 10 minutes)

1. Welcome.

2. CTA Letter

3. Committee membership (agenda)

4. Goals for presidency

a. Increased efficiency

- b. Increase membership of teachers of color
    - c. Address needs of new teachers
    - d. Work with Cindy Conlin to updated website and keep it current
  - 5. President will serve as NCTE Liaison because Past President cannot attend the convention
  - 6. NCTE asking for more writing for National Gallery of Writing
    - a. Requesting two MAL positions to volunteer to head up this project
  - 7. Annual Report
    - a. Submissions due on Dec. 18
    - b. Format: simple, direct, concise
      - Subject line: ANNUAL REPORT
      - Top line: Your name and position held
      - Text to include CATE Business you've done in 2009
    - c. Similar to Board Reports only cover the past year
  - 8. JCIM Representative
  - 9. Agenda items
  - 10. Discussion of the pros and cons of having the Resolutions based more in Councils with important issues addressed as they arise.
- B. Vice-President (McAninch - 5 minutes)
- 1. Advisory Committee Report
  - 2. Update on calendar of meetings and sites
  - 5. Other
- C. Past President (Chapman - 10 minutes)
- 1. Summer Report
  - 2. Congratulations
  - 3. Awards—Confidential
    - a. Classroom Excellence
    - b. Award of Merit
    - c. Distinguished Service Award
  - 4. CATE Election
    - a. Out of Compliance
    - b. Openings
    - c. Deadline and Procedure
  - 5. NCTE Liaison
- D. Secretary (Danielson-3 minutes)
- 1. Directory update
  - 2. Business cards and binders for new Board members

3. Reporting Minutes to NCTE
4. Referral of Policy review and recommendations to appropriate committees:
  - Policy 4.0 Committees and Special Assignments
  - Policy 5.0 Liaisons
  - Policy 6.0 Publications
  - Policy 7.0 Annual Convention

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

G. Membership (Williams - 5 minutes)

1. Membership # update
2. New brochures, letters, renewal forms, etc.
3. Over budget due to printing
4. Reminder: Councils forward list of conference attendees to me
5. Other

H. Convention Coordinator (P. Fristrom - 7 minutes)

1. Appreciation
2. CATE 2011
3. Request for AV
4. CATE 2012

I. CATE 2011 Report (Berry - 7 minutes)

1. Gratitude
2. Program update
  - a. speakers
  - b. flyer online
3. Publicity—sell it!
4. Other

J. CATE 2012 Report (Flachmann 5 minutes)

1. Initial stages

K. Report Liaison

Jayne Marlink CWP

L. Council Reports Susan Dillon CCCTE

**10:15 - 10:30 AM BREAK Take a Deep Breath**

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

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, Karen Brown, Bob Chapman, Carrie Danielson, Carol Jago, Jim Kliegl, Carole LeCren, Debra Martinez, Jayne Marlink, Bill Younglove,
1. Legislative update
  2. NCTE resolutions
  3. CATE resolutions
  4. Major issues
  5. Goals for 2010-2011
- Policy Review 4.1 through 4.5.3
- B. **Convention Coordinating:** - PUNKY FRISTROM, Michelle Berry, Susan Dillon, Kim Flachmann, Anne Fristrom, Nancy Himel, Liz McAninch, Cheryl Hogue Smith, Shelly Medford
1. CATE 2011
    - A. Michelle
    - B. Exhibitors' Reception—Do we hold it? If not what replaces it? Exhibitor Door Prizes
    - C Council Breakfasts—in hotel or CC?
    - D. Receptions—Confirm Scheulde
    - E. Award Schedule—How much can we decide now?
    - F. New Teacher Books
    - G. Food at Annual Meeting?
    - H. Two Minutes for CATE
  2. 2012
    - A. Kim
    - B. Review Contracts
  3. 2013 Chair
  4. Future Convention Contracts
  5. Other
  6. Goals for 2010-2011
- Policy Review 7.1-7.6
- C. **Leadership** JILL HAMILTON-BUNCH, Richard Hockensmith, Ron Lauderbach, Lisa Ledri-Aguilar, Denise Mikkonen, Carol Surabian, Shannon Taylor, Joan Williams
1. Review of CATE Scholarships (Virginia Reid)
  2. Review of Leadership Project
  3. Recruitment for CATE Board Officers
  4. NCTE Leadership
  5. Goals for 2010-2011
- Policy Review 4.6-4.8.6

**12:00-12:30 Lunch**

**12:30-2:30 PM**

Convention Site Visitation

**2:30-3:15 PM**

VII. Committee Meeting Reports

- A. Policy/Censorship (Dunstan)
- B. Convention Coordinating (P. Fristrom)
- C. Leadership (Hamilton-Bunch)

**3:15-3:30 PM**

VIII. Report of Liaisons

- A. Resolutions (Carole Lecren)
- B. CCCC (Younglove)
- C. CTA (Martinez)

**3:30-4:00 PM**

IX. Reports of CATE Councils 3 min. each

- A. Capitol Council (Dunstan)
- B. Central Council (Dillon)
- C. FACET (Taylor)
- D. GSDCTE (Ledri-Aguilar)
- E. Kern Council (Flachmann)
- F. Redwood not filled
- G. SCTE (Himel)
- H. TUCATE (Surabian)
- I. Upper Council (Medford)

**4:00-4:15 PM Break**

X. Open Discussion

Can we accomplish what the Resolutions Committee does, by spreading out the work throughout the year?

Pro:

1. Respond more quickly when issues arise.
2. More involvement of the councils
3. Little response from those who receive the resolutions or who read them online
4. Money saved is significant
5. Few people (relatively) come to the Business Meeting to respond

Con:

1. One of the most effective means of leadership development
2. Many current board members first served on the Resolutions Committee
3. Would we respond to issues during the year if a specific time were not set up to do so

XI. Adjourn until Sunday morning. Dinner meeting for Council Presidents' meeting. Election of President of Presidents

**Sunday, October 17, 2010**

**8:00-8:30 AM** Conversation Eat breakfast in café off the lobby.

**8:30-8:45 AM**

I. Call to Order and announcements

II. Report from Council Presidents' meeting

**9:00-11:00**

III. 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:** LIZ MCANINCH, Michelle Berry, Bob Chapman, Charleen Delfino, Anne Fristrom, Punky Fristrom, Jill-Hamilton Bunch, Cheryl Smith

1. Additional ways to cut costs
  2. Convention expenses
  3. Other
  4. Goals for 2010-2011
- Policy Review 6.6.5-6.8

B. **Publications:** SUSAN DILLON, Karen Brown, Angus Dunstan, Carol Jago, Nancy Himel, Jim Kliegl, Ron Lauderbach, Jayne Marlink, Shelly Medford, Bill Younglove

1. CATE writing contests status and update
  2. NCTE Writing Contests
  3. California English
  4. CATENet
  5. National Gallery of Writing
  6. Goals for 2010-2011
- Policy Review 6.1-6.6.4

B. **Membership** JOAN WILLIAMS, Carrie Danielson, Richard Hockensmith, Lisa Ledri-Aguilar, Debra Martinez, Denise Mikkonen, Carol Surabian, Shannon Taylor

1. Review new letters, etc. for membership
  2. Discuss recruitment ideas, outreach
  3. Public Relations—what can we do in membership to get CATE's name out there?
  4. Conference 2 year membership column a possibility
  5. Goals for 2010-11
  6. CATE Booth and gifts, etc.
  7. other
- Policy Review 5.1-5.4.5

**11-11:30 AM**

IV. Committee Meeting Reports

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|----------------------|---------------|
| A. Executive/Finance | (L. McAninch) |
| B. Publications      | (S. Dillon)   |
| C. Membership        | (J. Williams) |

**11:30-12:00 PM**

V. Old Business

VI. New Business

VI Adjournment, check out, safe trip home.