

**CATE Board of Directors Meeting
December 1-2, 2012
Hyatt Hotel Regency Hotel
5101 Great American Parkway
Santa Clara, CA 95054**

AGENDA

Saturday, December 1, 2012

8:00-8:45 Continental Breakfast served in Board Room.

If you have not posted your board report, please place 25 copies of your report on the table provided in the meeting room. **Bring a wrapped present for the holiday gift exchange.**

8:45-10:30

I. Call to Order

II. Approval of September 2012 minutes

III. Adoption of December 2012 agenda

IV. CATE Board Reports

A. President (McAninch)

1. NCTE in Las Vegas
2. CSC Asilomar Conference and SCTE Fall Conference
3. Annual Report - Reminder
4. Hyatt and the Union

B. Vice-president (Dillon)

1. Update on calendar of board meetings and sites
2. Lunch Information

C. Past President (Delfino)

1. CATE Elections (candidates' paperwork due today; photo and statements due asap)
2. CATE Awards (duplicate packets due before meeting today)
3. Distinguished Service Award (ACTION ITEM)
4. CATE Scholarships from Southland English Fund
5. NCTE Report
6. Upper Council Conference

D. Secretary (Danielson)

1. Directory Update
2. Business Cards

E. Treasurer (A. Fristrom)

1. Financial Report
2. Taxes have been filed.

F. Membership (Williams)

1. NCTE Membership Award
2. Numbers
3. Brochures
4. Current rosters
5. Council ribbons

G. Convention Coordinator (Berry)

1. Gratitude for work done so far (PF, AF, MP, MP, SD, CL, CD, & others) and holes being filled
2. Convention advertising (web, FB, flyers, spreadsheet)
3. Update on 2014 renegotiations - details later
4. AV negotiated once program set (screens, wifi)
5. More info after committee meeting today

H. 2013 Convention Chairs (Dillon, Petersen, Potter)

- 1) The menus have been set (Thank you Punky for your expertise and help)
- 2) The bags are near ordering. We are looking for money!! Any help in this area would be appreciated. I thought I had a connection but it fell through. Susan might have a donation coming through and I have not heard later details on that. **It was refreshing to see no bags at NCTE.**
- 3) At the 2012 convention someone volunteered to be the go to person to collect items for the bags. I put some e mails out there in the CATE world and have not heard anything back.
- 4) There will be a meeting at my house in January to put together and finalize the convention over view and the to-do lists for that week. All are welcome.
- 5) Speaker information (questions) went out to those who arranged for speakers to attend our convention. Thank you to those who sent it back completed.
- 6) According to the convention handbook, we are to get the name badge holders. Michelle corrected this and we are not responsible for that.
- 7) Thank you, Susan, for plugging convention at NCTE. She chatted with exhibitors, passed out flyers and sported a mighty fine shirt. We wore our shirts and could have made a fortune if we sold them on the side.
- 8) There was a conference call with board members (Susan has the minutes)
- 9) We are all trying to Keep Calm and (fill in the blank)

I. 2014 Convention Chair (LeCren)

1. Initial stages

10:30-10:45 BREAK

10:45-11:45

V. Report of Liaisons

- A. CWP

- B. California English
- C. CLRP
- D. CTA
- E. CCS

VI. Report by CATE Council Representatives

- A. Capitol (Dunstan)
- B. Central (Dillon)
- C. Fresno (Schimmel)
- D. Greater San Diego (Ugalde)
- E. Kern (Flachmann)
- F. Redwood (Chapman)
- G. Southland (Himel)
- H. TUCATE (Surabian)
- I. Upper (Cole)

12:00-1:15 Lunch and Gift Exchange

1:30-3:00

VII. Standing Committee Meetings (Reminder: Give written minutes and delegate tasks to secretary by end of meeting on Sunday for inclusion in the minutes)

- A. **Executive Finance** – **Susan Dillon**, Michelle Berry, Carrie Danielson, Charleen Delfino, Angus Dunstan, Anne Fristrom, Punky Fristrom, Liz McAninch, Denise Mikkonen
 - 1. Convention Expenses
 - 2. Discussion of possible cost cutting strategies:
 - a. Less expensive options than hotels and conference centers for housing conferences – possibly university facilities
 - b. Does the Exhibit Hall cost more than we make from it?
 - 3. Review Policies 4.5-4.8
- B. **Publications** – **Jill Hamilton-Bunch**, Bob Chapman, Nancy Himel, Carol Jago, Ron Lauderbach, Carole LeCren, Jayne Marlink, Kristy Orona-Ramirez, Megan Petersen, Meghan Schimmel, Bill Younglove
 - 1. Selection of CATE Writing Contest winners
 - 2. New Coordinator for NCTE Literary Magazine Contest
 - 3. New role for Kristy Orona-Ramirez
 - 4. California English
 - 5. CATE Professional Writing Contest
 - 6. Review Policies 6.5-6.7
- C. **Membership** – **Joan Williams**, Gina Cole, Kim Flachmann, Bill Foreman, Richard Hockensmith, Jim Kliegl, Debra Martinez, Maggie Potter, Carol Surabian, Jeannine Ugalde
 - 1. CATE presence—Facebook, website, video clips, etc.
 - 2. Surveys: Methods to find out what CATE members want from us and ways to serve/reach new members

3. Info cards
4. Online renewal
5. Gifts for members/exhibitors (need postcard/bookmark for 2014 convention)
6. Review Policies 5.1-5.2

3:15-4:15

VIII. Committee Reports A. Executive Finance (S. Dillon) B. Publications (B.Chapman, acting chair) C. Membership (J. Williams)

4:15-5:00 Open Discussion followed by Council Presidents' Meeting

Is there a way we can communicate effectively via electronic media, including non-time-specific chat forums? (question posed by Bill Foreman) This type of communication allows people to converse about various topics by leaving messages, of whatever length, in a forum. Participants don't have to be present at the same time to participate in the chat. The chat becomes a record of discussion. Thought: We don't have to abandon meetings in order to have discussions in this way. We could pick a number of topics and start threads on them. Then everyone could participate and become accustomed to the medium. If some people feel left out and/or don't like the way the discussions work, we don't have to use them, but they may make a meeting or two superfluous.

IX. Break until Sunday morning.

Sunday, December 2, 2012

8:00-8:45 Continental Breakfast served in Board Room

8:45-9:00

- I. Call to order and announcements
- II. Report from Council Presidents' Meeting

9:00-10:30

III. Standing Committee meetings

A. Policy/Censorship – **Angus Dunstan**, Resolutions – **Bill Foreman**, Bob Chapman, Carrie Danielson, Kim Flachmann, Carol Jago, Jim Kliegl, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove

1. Legislative Update
2. CATE Resolutions
3. Review Policies 4.1-4.4

B. Convention Coordinating – **Michelle Berry**, Charleen Delfino, Susan Dillon, Anne Fristrom, Punky Fristrom, Nancy Himel, Carole LeCren, Liz McAninch, Denise Mikkonen, Megan Petersen, Maggie Potter, Meghan Schimmel

1. CATE 2013
 - A. Report of chairs: Maggie, Megan, Susan
 - B. Report of Senior Coordinator

- C. Nuts and bolts (President's Reception invites, Board at Convention PreCon meeting Wed 4PM, suites, exhibitors, bag stuffing, other items)
- D. Gift for Business Meeting
- 2. CATE 2014
 - A. Contract renegotiation, again (handout) - ACTION ITEM
 - B. Report from chair: Carole
 - C. Renewing contracts w/regulars in May 2012
- 3. CATE 2015
 - A. Progress report from chairs Liz and Charleen
- 4. Review Policies 7.1-7.3

C. Leadership – Carol Surabian, Gina Cole, Jill Hamilton-Bunch, Richard Hockensmith, Ron Lauderbach, Jeannine Ugalde, Joan Williams

- 1. Recruitment for CATE Board Offices
- 2. NCTE Leadership and Secondary Teacher of Excellence
- 3. Review Policies 5.3-5.4

10:45-11:15

IV. Committee Meeting Reports

- A. Policy/Censorship (Dunstan)
- B. Resolutions (Foreman)
- C. Convention Coordinating (Berry)
- D. Leadership (Surabian)

11:15-12:00

V. Old Business

VI. New Business

VII. Adjournment