

Board of Directors Meeting, February, 2012
Ontario Doubletree Hotel
222 N. Vineyard, Ontario, CA
909-937-0900
Meeting in the Lake Silverwood Room

Board Agenda

Wednesday, February 8

- Arrival of non-local board members
- Pre-con meeting in Keller Peak Rm. in the hotel at 3:30 P.M convention chair, convention coordinator, and principal board members and then in the Convention Center at 4:30 in Rm. 101, Executive Board Room. **Check at the Hotel desk for any room changes.**
- Meeting of Resolutions Committee to prepare resolutions
- Meeting with convention chairs and local committee to fill the registration bags at

Thursday, February 9

Please bring materials for new teachers—not old lesson plans or dated materials or books, copy of Dec. Minutes and Agenda for Feb. 2012 meeting and posted Board Reports to this meeting. If you have not posted your report by February 7 AM, bring 30 copies of your report and place them on the table provided. Because of time constraints (one day meeting), post and read reports prior to the meeting so that oral reports may be brief.

8:00 - 8:30 AM Meeting and Continental Breakfast served in Lake Silverwood Room

8:30 - 9:30AM

- I. Call to order
- II. Approval of December 2011 board minutes
- III. Adoption of February 9, 2012 agenda
- IV. CATE Board Reports
 - A. President (Delfino 10 min.)
 - a. Report on WebEx Advisory Meeting
Successes and Concerns
 - b. Reminders for Convention
 - Awards schedule
 - Board Members should be spread among all the tables except for Saturday Banquet. Bring business cards and encourage people to fill out “Interest Cards.”
 - Reserved tables are for Council Presidents of winners, winners’ families, speakers and introducers, Convention Coordinators and Convention Chairs.
 - Hospitality Suite is Rm. 2122. Come to welcome speakers and award winners
 - Presidents meet your winners and escort them to the suite and to the event
 - No Council Breakfasts. Have Council meetings been established?

- c. Correspondence
 - Two letters to all award winners and some administrators
 - Letter of Appreciation to CETA

- d. NCTE Promising Young Writers Contest
- e. NCTE NCLE Roundtable
- f. NCTE Awards (See list in Bob's Report)
- g. Report from NCTE Convention
 - Event and Location were wonderful
 - Affiliates Breakfast, Affiliates Responsibilities
 - Visit Washington in April to lobby (Proposed)
- h. Invitations for President's Reception
- i. Dates of spring events for councils
- j. Appt. to English Language Development Standards Panel
- B Vice President (McAninch 5 minutes)
 - a. Update on May Meeting
 - b. Board Reports
 - c. Reservations
- C. Past President (Chapman 5 minutes)
 - a. NCTE
 - Awards
 - Elections
 - b. CATE Elections
 - Ballots ready—write-in additions?
 - Council Reps—changes
 - Voting mechanisms
 - c. CATE awards at convention
 - d. Other
- D Secretary (Danielson 3 minutes)
 - a. Minutes
 - b. Roster
 - c. Business Cards
 - d. Computer
- E. Treasurer (Fristrom 10 minutes)
 - a. Review of 2010-2011 finances
 - b. Financial Update
 - c. Reimbursements
- F. Membership (Williams 5 minutes)
 - a. Membership update—electronic rosters available on request
 - b. Gifts—luggage tags
 - c. Council ribbons
 - d. Exhibitor appreciation
 - e. Booth Needs—baskets, flowers, balloons, computers, coverage
 - f. Other—Board members must be current in their membership in CATE and NCTE
- G. Convention Coordinator (Fristrom and Berry 10 minutes)
 - a. 2012 Convention

- b. 2013 Convention
- H. Convention Chairs 2012 (Jill Hamilton Bunch and Kim Flachmann 10 min)
- I. Convention Co-Chairs 2013 (Maggie Potter and Susan Dillon 10 min)

9:30-10:15

Report of Liaisons

CWP Jayne Marlink
CLRP/California English Jago
CCCC Younglove
CTA Martinez
CYRM Annie Gervais

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

10:30 - 12:00 PM

V. Standing Committee Meetings (Reminder: Give written minutes and delegated tasks to be included in the minutes to the Secretary by the end of the meeting. .

A. Policy/Censorship – Jim Kliegl, B. Chapman, C. Danielson, A. Dunston, C. Jago, D. Martinez, J. Marlink, K. Orona-Ramirez, B. Younglove,

1. CATE resolutions BILL FOREMAN
2. Legislative Update
3. Major issues

B. Convention Committee: - Punky Fristrom, M. Berry, C. Delfino, S. Dillon, K. Flachmann, Anne Fristrom, N. Himel, C. Hogue-Smith, L. McAninch, M. Petersen, M. Potter

1. CATE 2012 Jill and Kim
2. Looking ahead to 2013
 - A. Maggie and Susan
 - B. Renegotiate contract Contracts
3. 2014 Nomination from GSDTE for Carole LeCren as chair

C. Leadership Carol Surabian, T. Griggs, R. Hockensmith, L. Ledri-Aguilar, R. Lauderbach, D. Mikkonen, J. Williams

1. Review of CATE Scholarships (Virginia Reid)
2. Review of Leadership Project
3. Recruitment for CATE Board Officers
4. NCTE Leadership
5. Make suggestions for NCTE Awards

VI. Committee Meeting Reports

- A. Policy/Censorship (Kliegl)
- B. Resolutions (Foreman)
- C. Convention Coordinating (P. Fristrom and M. Berry)
- D. Leadership (Carol Surabian)

12:00-12:30 Lunch

12:30-3:00 P.M.

VII Standing Committees (Reminder: Give written minutes and delegated tasks to be included in the minutes to the Secretary by the end of the meeting. .

- A. **Executive/Finance: Liz McAninch**, M. Berry, B. Chapman, C. Danielson, C. Delfino, A. Fristrom, P.Fristrom, J. Hamilton-Bunch
1. Additional ways to cut expenses
 2. A look at Web Ex
 3. Financial Support for NCTE Teacher of Excellence
 4. Ways to reactivate inactive councils

- B. **Publications: Angus Dunstan**, S. Dillon, B. Foreman, C. Jago, N. Himel, R. Lauderbach, J. Marlink, M. Petersen, B. Younglove
1. CATE writing contests status and update
 2. NCTE Writing Contests changes in format and scoring
 3. California English
 4. CATEnet

- C. **Membership: Joan Williams**, R. Hockenship, J. Kliegl, L. Ledri-Aguilar, D. Martinez, D. Mikkonen, C. Surabian, T. Griggs, K. Flachmann, M. Potter, C. Surabian
1. Booth set-up assistance and coverage
 2. Computers at booth
 3. Exhibitors gifts
 4. Chapters concept for councils
 5. Electronic Membership reminders
 6. Other

VIII. Committee Meeting Reports

- E. Executive/Finance (McAninch)
- F. Publications (Dunstan)
- G. Membership (Williams)

3:00 -3:15 Break

3:15-5:00 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)

X Announcements

XI. Adjourn Enjoy the convention