

CATE BOARD MEETING
September 8-9, 2012
Hyatt Regency Hotel
5101 Great America Pkway
Santa Clara, CA 95054
408-510-64

AGENDA

Saturday, September 8, 2012

8:00-8:30 a.m. Continental Breakfast served in Board Room

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

8:30-9:00 a.m.

I. Call to Order

A. Welcome new board members: Carole LeCren, Meghan Schimmel, Gina Cole and Jeannine Ugalde

B. Introductions: Please state where you teach and your board position; recommend a book.

9:00- 10:00 a.m.

II. Approval of May 2012 minutes

III. Adoption of September 2012 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:

1. Advisory Board: **S. Dillon, Chair**, Berry, Delfino, Foreman, A. Fristrom, P. Fristrom, LeCren, McAninch, Mikkonen, Petersen, Potter, Williams, Younglove
2. Standing Committee Chairs: **Executive Finance** – S. Dillon, **Policy/Censorship** – A. Dunstan, **Resolution Sub Committee** – B. Foreman, **Convention Committee** – M. Berry, **Leadership Committee** – C. Surabian, **Membership Committee** – J. Williams, **Publications Committee** – J. Hamilton-Bunch

V. CATE Board Reports

A. President (McAninch – 5 minutes)

1. Gratitude
2. Goals for Presidency
 - a. Increase membership
 - b. Work creatively within the budget
 - c. Work with Cindy Conlin to update Website and keep it current
 - d. Attend council events around the state
3. Represent CATE at NCTE
4. Annual Report
 - a. Submissions due on December 21
 - b. Subject Line: ANNUAL REPORT

- c. Top Line in Text: Your name and board position
- d. Text: a summary of your CATE activities in 2012 (use your old CATE Reports as reference points)
- e. Send ANNUAL REPORT to President; board meeting reports to Vice-President

B. Vice-President (Dillon – 5 minutes)

1. Advisory Committee Report
2. Update on calendar of meetings and sites
3. Lunch information

C. Past-President (Delfino – 7 minutes)

1. Awards

Handout will be distributed with the criteria for each

- a. Classroom Excellence
 - b. Award of merit
 - c. Virginia Reid
 - d. Distinguished Service
 - e. Southland Fund Scholarship
2. CATE Elections 2013: MAL Secondary and Elementary
 3. Approval of CATE Award Committee
 4. Approval of Distinguished Service Award Committee

D. Secretary (Danielson – 3 minutes)

1. Directory Update
2. Business Cards and binders for new Board members
3. Reporting minutes to NCTE

E. Treasurer (A. Fristrom – 10 minutes)

1. Financial Report
2. Reimbursement Updates/Reminders
3. Commendation to Council Treasurers

F. Membership (Williams – 5 minutes)

1. Numbers
2. Brochures
3. Current rosters
4. Printing needs for this year
5. Convention membership reports

G. Convention Coordinator (Berry – 7 minutes)

1. Appreciation
2. Summertime transitions
3. CATE 2013
4. CATE 2014

H. CATE 2013 Report (Petersen and Potter – 5 minutes)

1. Program Update
2. Publicity

10:00-10:45

Meeting with Heidi Bettencourt Keith, Hyatt Director of Sales & Marketing, followed by a tour of the convention sites.

10:45-11:00 BREAK**11:00-12:00****VI. Report of Liaisons**

- A. CYRM
- B. CWP
- C. CLRP
- D. California English
- E. CATE
- F. California Core Curriculum

VII. 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)

12:00-1:00 p.m. Lunch**1:00-2:30 p.m.****VIII. Standing Committee Meetings**

Reminder: Please 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**, 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. State Initiatives
- 3. CATE Resolutions
- 4. Review Policy *Introduction*

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. Training w/Punky
- 2. CATE 2013
- 3. Cheryl's resignation - ACTION ITEM
- 4. Program Chair appointment

5. Report of the Co-Chairs (Maggie Potter and Megan Petersen)
6. Getting folks to the Exhibit Hall
7. Two Minutes for CATE
8. CATE 2014 (Carole LeCren)
9. Hotel points (Punky Fristrom) - ACTION ITEM
10. CATE 2018 - How to proceed
11. Review Policy 1.0-1.4

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

1. Review of CATE Scholarships (Virginia Reid, Kathleen Cecil, new scholarship)
2. Recruitment for CATE Board Offices
3. NCTE Leadership/Secondary Teacher of Excellence
4. Review Policy 2.0-2.4

2:30-2:45 Short Break

2:45-3:45

IX. Committee Meeting Reports

- A. Policy/Censorship
- B. Resolution
- C. Convention
- D. Leadership

3:45-4:15

Finish reports from the morning

X. Open Discussion

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

Sunday, September 9, 2012

8:00-8:30 a.m. Continental Breakfast in Board Room

8:30-8:45

I. Call to order and announcements

II. Report from Council Presidents' Meeting

9:00-10:30 a.m.

III. Standing committee meetings

- 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. Cost cutting strategies
 3. Review Policy 8.1-8.8

- B. Publications – **Jill Hamilton-Bunch**, Bob Chapman, Bill Foreman, Nancy Himel, Carol Jago, Ron Lauderbach, Carole LeCren, Jayne Marlink, Megan Petersen, Meghan Schimmel, Bill Younglove
1. Update on CATE writing contests
 2. NCTE Writing Contests
Charles Schaefer, Coordinator of Literary Magazines, resigned. New California Coordinator for Literary Magazine contest in 2013
 3. California English
 4. Can CATE make better use of Facebook and Twitter?
 5. Review Policy 8.9-8.12
- C. Membership – **Joan Williams**, Gina Cole, Kim Flachmann, Richard Hockensmith, Jim Kliegl, Debra Martinez, Kristy Orona-Ramirez, Maggie Potter, Carol Surabian, Jeannine Ugalde
1. Membership goals for 2012-13
 2. Ways to serve/reach new members
 3. Council ribbons (ways to pay for them)
 4. Gifts for members??
 5. Other
 6. Review Policy 3.0-3.7

10:30-10:45 Break

10:45-11:15

IV. Committee Meeting Reports

- A. Executive Finance
- B. Publications
- C. Membership

11:15-11:45

V. Old Business

VI. New Business

VII. Adjournment

Reimbursements, check-out, travel safely