

**CATE BOARD**

**September 14-15, 2013**

**500 Hotel Circle North  
San Diego, CA 92108  
619-291-7131**

**AGENDA**

**Saturday, September 14, 2013**

**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: Trevor Guina and Courtney Lockwood

B. Welcome guest

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

**9:00- 10:00 a.m.**

**II. Approval of May 2013 minutes**

**III. Adoption of September 2013 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, Chapman, Delfino, Foreman, A. Fristrom, P. Fristrom, LeCren, McAninch, Surabian, 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** – R. Chapman

**V. CATE Board Reports**

A. President (McAninch – 5 minutes)

1. Gratitude and thanks for support in my first year
2. Goals for Presidency
  - a. Increase attendance at CATE
  - b. Continue to work within the budget
  - c. Attend council events around the state
3. Represent CATE at NCTE
  - a. CATE award recipients Kristy Orona-Ramirez and Tracy Sprague
  - b. attend business meeting and all affiliate events
4. Tremendous positive response to latest issue of California English

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
  - a. Classroom Excellence
  - b. Award of Merit
  - c. Virginia Reid
  - d. Distinguished Service
  - e. Henke/Fristrom Scholarships (2)
  - f. Marilyn Kahl Scholarship (1)
2. Council Presidents **must submit complete nominations packet** at the December meeting. It is especially important that you include the recipient's contact information (home address, school address, e-mail, telephone).

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. Membership Numbers
2. Brochures
3. Current rosters
4. Electronic reminders/renewals
5. Other

G. Convention Coordinator (Berry – 7 minutes)

1. Exhibits/Advertising/Sponsorship Manager position – ACTION ITEM
  - a. Incentives for exhibitors
  - b. "Come Back to CATE" email and follow-up
  - c. Report-out from E/A/S manager
2. CATE 2014
  - a. Flyers and ads
  - b. Friday meeting
  - c. Progress is steady and good; Carole to report out after CC meeting
3. Yosemite conference update
4. FaceBook

5. CATEweb updating – meeting Saturday evening
6. Reminders – Register for Yosemite by Sept. 15; CATE 2014 by December 1.
7. Other

**BREAK 10:30-10:45**

**VI. Report of Liaisons**

- A. CTA (Martinez)
- B. CWP (Marlink)
- C. CLRP (Jago)
- D. California English (Jago)
- E. CCSS (Younglove)
- F. CYRM

**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 (Lockwood)
- 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, Trevor Guina, Carol Jago, Jim Kliegl, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove

1. Legislative Update
2. State Initiatives
3. Should CATE respond to NCTE request to contact Representatives and Senators regarding action on Literacy programs?
4. CATE Resolutions
5. Review Policies 5.1 and 5.2

B. Convention Coordinating – **Michelle Berry**, Charleen Delfino, Susan Dillon, Anne Fristrom (Greg Johnson), Punky Fristrom, Nancy Himel, Carole LeCren, Liz McAninch, Denise Mikkonen, Meghan Schimmel

1. Report of 2014 Chair (LeCren)

2. *Two Minutes for CATE* topic and 6 speakers
3. Exhibit Hall changes
  - a. Reg in hall
  - b. Hours of exhibit hall (F 7:30-5:00; S 7:30-2:30)
  - c. Workshop space
  - d. Coffee/snack set-up
  - e. New manager
  - f. Discounts
4. Council and Board support – donations of time, talent, treasury
4. CATE 2015 San José update (McAninch)
5. CATE 2016 Costa Mesa/OC update
6. Future contracts for regional conferences
7. 2019 NorCal – ideas?
8. Review Policies 7.1, 7.2, 7.3

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

1. Recruitment for CATE Board Offices in 2014
  - a. President
  - b. Vice-President
  - c. MAL College
  - d. MAL Middle
2. Building leadership in local councils
3. Recommendations for NCTE Leadership Positions
4. Review Policy 5.4

## **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 if necessary

### **X. Open Discussion**

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

**Sunday, September 15, 2013**

**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**

**8:45-10:00 a.m.**

**III. Standing committee meetings**

A. Executive Finance – **Susan Dillon**, Michelle Berry, Carrie Danielson, Charleen Delfino, Angus Dunstan, Anne Fristrom (Greg Johnson), Punky Fristrom, Nancy Himel, Liz McAninch

1. Financial Projections for Yosemite
2. Liability Issues
3. Review Policy 5.3

B. Publications – **Bob Chapman**, Trevor Guina, Carol Jago, Carole LeCren, Jayne Marlink, Denise Mikkonen, Kristy Orona-Ramirez, Meghan Schimmel, Bill Younglove

1. Update on CATE Professional Writing Contest
2. CATE Writing Contest Grades 3-College – collecting/scoring
3. California English
4. Review Policies 6.1-6.3

C. Membership – **Joan Williams**, Gina Cole, Kim Flachmann, Bill Foreman, Richard Hockensmith, Jim Kliegl, Courtney Lockwood, Debra Martinez, Carol Surabian, Jeannine Ugalde

1. Electronic reminders/renewals proposal from Cindy
2. Renewal data from Amanda
3. Survey Monkey follow-up plan
4. Retaining members—a plan
5. Recruitment Plan for 2013-14
6. Other

**10:00-10:15 Break**

**10:15-11:15**

**IV. Committee Meeting Reports**

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

**11:15-12:00**

**V. Old Business**

**VI. New Business**

**VII. Adjournment**

Reimbursements, check-out, travel safely