

Board of Director's Meeting, December 10-11, 2005  
Embassy Suites  
251 Gateway Blvd.  
South San Francisco  
(650) 589-3400

# CATE

California Association of Teachers of English

*"If one advances confidently in the direction of his dreams and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours."  
Henry David Thoreau*

## Friday, December 9, 2005

Arrivals for non-local Board members

**NOTE:** As a budgetary consideration, the presidents' meeting will be on Saturday, December 11. Presidents will review Policies 8.9, 9.1, and 10.1-10.4, award procedures and protocol, brainstorm additions to the conference evaluation form to give to the conference chair, go over 2005 awardees contact info, review President's Handbook (if necessary), and formulate an action plan for increased attendance from their area to the February conference (turn in the action plan to the president).

## Saturday, December 10, 2005

**8:30 A.M.** Continental breakfast and pre-meeting. If you have not posted your report on CATEweb by December 7, please place 40 copies of your written report on the table provided in the meeting room.

- 9:00-12:15**
- 1. Call to order, welcomes, and introductions of any visitors**
  - 2. Approval of September 11-12 minutes**
  - 3. Adoption of December 11-12, 2005 Agenda**
  - 4. CATE Board Reports**
    - a. **President** (Rippee-10 minutes)
      1. Correspondence
        - a. CRLA Invitation
        - b. Starbuck/Dell/Hewlett-Packard Sponsorship
        - c. Requests for sponsorship
          1. Prentice-Hall
        - d. Legislators
        - e. Principals/Superintendents
        - f. Requests by Board members
        - g. CWP/and other presenters
        - h. Correspondence re: Jim Gray

### Notes:

- i. Lake Pontchartrain Elementary School: Hurricane Katrina donations
- j. Commendation to Connecticut for NCLB suit
- k. Alliance for a Better California
- l. UCIWP Conference flyer inclusion
- m. Curriculum Commission Call for Input
2. President's Year-end Report Highlights
  - a. Year-end reports due to Larry Jordan by December 31 (cc to Topica)
3. NCTE Convention (Pittsburg, Pennsylvania)
4. Referral of Policy review and recommendations (8-10) to appropriate committees
  - 8.1-8.4 & 8.6-8.7 Executive/Finance

- 8.9 & 10.4 Policy
- 9.1 & 10.3 Leadership
- 8.5 & 8.8-8.9 Membership
- 8.10-8.12 & 10.5 Publications
- 10.1-10.2 Convention

\*All council presidents should review policies germane to their articulation with the CATE Board

5. Other

**NOTE:** All discussion, plans, revisions should center around CATE's goals to increase membership, provide outreach to under-represented communities, to increase the number of new teachers participating, to deal with budget concerns in a responsible manner, to meet the needs of our constituents, to continue to provide the quality that we are known for, increase our articulation with CWP, CRLP, CYRM, 4C's, CRA, and CRLA, and to work together to have a successful conference in February.

- b. **Vice-President** (Morimoto-7 minutes)
  - 1. Advisory Committee Report
  - 2. Calendar of meetings and sites
  - 3. May meeting site discussion and posting on CATEweb
- c. **Past President** (Fristrom, P.-5 minutes)
  - 1. NCTE Liaison Report
  - 2. CATE elections (pictures and statements due today)
  - 3. CATE awards (nomination packets and copies due today)
  - 4. Lifetime Achievement Award
  - 5. Other
- d. **Secretary** (Hemric-3 minutes)
  - 1. Directory Update
  - 2. Business Cards
  - 3. Policy Updates
  - 4. Other

**Notes:**

- e. **Treasurer's Report** (Fristrom-10 minutes)
  - 1. Financial Report
  - 2. Reimbursement Updates/Reminders
  - 3. Annual review of treasurer to be held on the weekend of December 17 (tentative).
- f. **Membership Chair's Report** (Williams-7 minutes)
  - 1. Membership figures update
  - 2. Precision update
  - 3. CATE booth at CRA
  - 4. CATE convention booth
  - 5. Needs for 2006
  - 6. Printing of Membership forms
- g. **Convention Coordinator's Report** (Hase-10 minutes)
  - 1. Program Update
    - a. 2006 Convention Chair
    - b. 2007 Convention Chair
  - 2. Sponsorship
  - 3. Convention Housing
  - 4. Other

5. **Report Highlights** (October-December) by CATE Councils

- a. Capitol Council (Dunstan- 3 minutes)
- b. Central Council (McAninch- 3 minutes)
- c. FACET Council (Oppliger- 3 minutes)
- d. Greater San Diego Council (Bowles- 3 minutes)
- e. Redwood Council (Williams/Chapman- 3 minutes)
- f. Southland Council (Hernandez-3 minutes)

- g. TUCATE Council (Surabian- 3 minutes)
- h. Upper Council (Enmark- 3 minutes)

**10:30-10:45 Break**

**10:45-12:15 6. Standing Committee Meetings**

*Reminder:* Give written minutes and delegated tasks to be included in the minutes to secretary by end of meeting on Sunday.

- a. ***Policy/Censorship*** (\*Oppliger, Chapman, Jago, Marlink for Nitschke, Griggs, Martinez, Younglove, Hernandez, Breneman, and Zaragoza-Diaz)
  - 1. Policy 8.9
  - 2. Policy 10.4
  - 3. Legislative Issues and Analyst Report
    - a. Calendar window for personal delivery of resolutions in Feb./March (if budget permits)
    - b. Curriculum Commission Input Request
  - 4. Resolutions and Council Resolution Chairs (Griggs)
  - 5. NCTE/SLATE Issues
  - 6. Other

**NOTES:**

- b. ***Convention Coordinating*** (\*Hase, Fristrom, P., McAninch, Berry, Fristrom, A., Johnson, Mitchell, Sahakian, Rippee, and Williams)
  - 1. Policies 10.1-10.2
  - 2. CATE 2007 update and details
  - 3. NCTE canvassing in Pittsburg
  - 4. Pre-con funding
  - 5. Pre-con naming as memorial to James Gray
  - 6. New Teacher Reception
  - 7. Publishers' Gifts
  - 8. On-line registration
  - 9. Addition of four suites/cost for 2005 conference
  - 10. Sponsorship appropriations
  - 11. Conference evaluation form (to be submitted to Bowles for review/revision at presidents' meeting) as part of self-study
  - 12. Other
- c. ***Leadership*** (\*Karpowicz, Morimoto, Bowles, Delfino, Dunstan, Hemric, Allen, Enmark, Pruett, and Krielaart)
  - 1. Policy 9.1
  - 2. Policy 10.3
  - 3. Review of CATE scholarships and leadership opportunities
  - 4. Recruitment for CATE Board offices plan for 2007 (submit to VP and secretary)
  - 5. Plan for councils to encourage leadership, follow-through, and retention
  - 6. Other

**NOTES:**

**12:15-1:15 LUNCH—Traditional Holiday Festivities (bring wrapped gift worth approximately \$10.00-\$15.00 for exchange)**

**1:30-3:30 7. Committee Meeting Reports**  
 a. ***Policy/Censorship***  
 b. ***Convention Coordinating***

c. **Leadership**

**NOTES:**

**3:30-3:45 BREAK**

**3:45-4:45 8. Report of Liaisons**

- a. California Department of Education (Breneman- 10 minutes)
- b. Policy Analyst (Zaragoza-Diaz- 10 minutes)
- c. CYRM (Morimoto-5 minutes)
- d. California Writing Project (Marlink for Nitschke-10 minutes)
- e. CLRP (Jago-5 minutes)
- f. California English (Jago-5 minutes)
- g. CATEweb (posted by Jordan)
- h. CATEnet (posted by Burke)
- i. Resolutions chair (Griggs- 10 minutes)
- j. CCCC (Younglove- 5 minutes)
- k. CTA (Martinez-5 minutes)

**Saturday Evening: Presidents' Meeting (see beginning of agenda for agenda items presidents will discuss)**

**Sunday, December 11, 2005**

**8:00-8:30 Continental Breakfast and Conversation**

**8:30 Call to Order and Announcements**

**8:40-8:50 9. President of Presidents' Report (Bowles- 10 minutes)**

**8:50-10:30 10. Standing Committee Meetings**

*Reminder: Give written minutes and delegated tasks to be included in minutes to secretary by end of meeting).*

- a. **Executive/Finance** (\*Morimoto, Delfino, Hase, Fristrom, P., Fristrom, A., Mitchell, Rippee, and Sahakian)
  1. Policies 8.1-8.4
  2. Policies 8.6-8.7
  3. Financial/Budget Issues
  4. On-line voting
  5. CWP translation costs
  6. Feedback from Washington Mutual
  7. Other
- b. **Publications** (\*Chapman, Berry, Marlink for Nitschke, Breneman, Bowles, Dunstan, Jago, McAninch, Younglove, and Krielaart)
  1. Policies 8.10-8.12
  2. Policy10.5
  3. Writing Contests status and update
  4. *California English* (Jim Gray tributes)
  5. Review of PowerPoint and suggestions (plan AV for conference)
  6. Literary Magazine: Al Leonard has agreed to serve for one more year.
  7. Eliminate CommuniCATE link on CATEweb?
  8. Professional Writing Award request by facilitator to have winner included in conference program
  9. NCTE Writing Awards for Middle School facilitator
  10. Other
- c. **Membership** (\*Williams, Allen, Hemric, Surabian, Hernandez, Johnson, Pruett, Karpowicz, Oppliger, Enmark, and Griggs)

1. Policy 8.5
2. Policy 8.8-8.9
3. CATE 2005 Gift
4. CATE Booth at upcoming conferences
5. Discussion based on Presidents' meeting report re: plans to boost attendance in February and membership in general
6. Discussion of self-study items to be added to conference evaluation form
7. Review of PowerPoint and suggestions (plan AV for conference)
8. Other

**10:30-12:00**

11. **Committee Meeting Reports**
  - a. *Executive/Finance*
  - b. *Publications*
  - c. *Membership*
12. **Old Business**
  - a. **Members-at-Large Assignments**
13. **New Business**
  - a. **Posting of NCTE report for Annual Affiliate activities**
  - b. **Update CYRM information on CATEweb**

**12:00 P.M.**

14. **Adjournment, check out, and lunch**

***Happy Holidays to All!***

***NOTES:***