

**Board of Director's Meeting
February 17, 2005
Westin Santa Clara
CATE California Association of Teachers of English**

"If your success is not on your own terms, if it looks good to the world but does not feel good in your heart, it is not success at all."

--Anna Quindlen

Wednesday, February 16, 2005

- Arrival for non-local Board members and presidents
- Pre-conference Meeting at Westin Santa Clara (4:00 P.M.)
- Dinner Arrangements
- Presidents' meeting: Presidents will review caucus breakfast agendas (to include resolution review and feedback to submit to resolution chair and committee), add revisions to President's Handbook to give to presidents and other pertinent officers, and report effectiveness of plan for increased attendance from their area to the conference.

Thursday, February 17, 2005

8:00 A.M. Continental breakfast and pre-meeting. All reports should always be posted electronically. If you have not posted your report on CATWeb by February 14, please place 40 copies of your written report on the table provided in the meeting room. Because of the importance of this meeting and the time constraints, it would be much appreciated if everyone would post and read reports a head of time so that oral reports can be truncated.

Bring gifts for publishers, copy of minutes and agenda, and posted Board Report.

8:30-9:38

1. Call to order, welcomes, and introductions of any visitors
2. Approval of December 4-5, 2004 minutes
3. Adoption of February 17 Agenda
4. CATE Board Reports
 - a. President (Rippee-10 minutes)
 1. Correspondence
 - a. Legislators
 - b. CWP/ CRLP
 - c. Awardee Requests
 2. Report Highlights
 3. Commendations
 - a. Central Council/CWP
 - b. Conference Chairs and Committee
 4. Resolution/Student Writing
 5. Awards Schedule/Seating/Reserved Tables
 6. Website Updates
 7. Other
- b. Vice-President (Morimoto-5 minutes)
 1. Advisory Committee Report

2. Lunch Arrangements
3. May 13-15, 2005 Los Angeles arrangements
- c. Past President (Roseboro-10 minutes)
 1. NCTE Liaison Report
 2. CATE elections
 3. Select NCTE Leadership Representatives
 4. Other
- d. Secretary (Hemric-3 minutes)
 1. Directory Update
 2. Other
- e. Treasurer's Report (Fristrom-10 minutes)
 1. Financial Report
 2. Reimbursement Updates/Reminders
 3. Other
- f. Membership Chair's Report (Williams-7 minutes)
 1. Membership figures Update
 2. CATE booth coverage
 3. Friday Membership Chairs' Meeting
 4. Other
- g. Convention Coordinator's Report (Hase-10 minutes)
 1. Room Arrangements
 2. Group rate Update
 3. Sponsorship
 4. Exhibits Information
 5. Other
- h. Convention Chairs' Report (Berry/Stockton-10 minutes)
 1. Updates
 2. Board Duties (Registration, CATE Booth, dress-up for Saturday banquet, receptions, etc.)
 3. Other
- i. President of Presidents' Report (Oppliger- 3 minutes)

9:38-10:15 5. Report of Liaisons

- a. California Department of Education (Breneman- 5 minutes)
- b. Policy Analyst (Zaragoza-Diaz- 5 minutes)
- c. CYRM (Clifford-5 minutes)
- d. California Writing Project (Nitschke-5 minutes)
- e. CLRP (Jago-posted)
- f. California English (Jago-posted)
- g. CATEweb (Jordan-5 minutes)
- h. CATEnet (Burke- 4 minutes)
- i. CCCC (Younglove- 4 minutes)
- j. CTA (Martinez-4 minutes)

10:15-10:30 BREAK

10:30-11:45 6. Standing Committee Meetings

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

a. Policy/Censorship (*_____, Roseboro, Chapman, Jago, Nitschke, McAninch, Griggs, Martinez, Oppliger, Younglove, McBride, and Zaragoza-Diaz)

1. Legislative Issues and Analyst Report
2. Resolutions
3. NCTE/SLATE Issues
4. Budget Priorities
5. Other

b. Convention Coordinating (*Hase, Fristrom, P., Berry, Joseph, Browne, Fristrom, A., Linn, Mitchell, Stockton, Rippee, and Williams)

1. CATE 2006 update and details
 - a. Deadlines
 - b. Speakers
2. CATE 2005 issues
3. Union issues re: future conventions
4. Sponsorship
5. On-line registration: revisions necessary?
6. Exhibits manager and decorator appointments
7. 2007 Convention (Wyndham hotel not built)
8. Other

c. Leadership (*Karpowicz, Morimoto, Bowles, Breneman, Delfino, Dunstan, Hemric, Joseph, Browne, Surabian, Allen, Enmark, and Krielaart)

1. Responsibility of Presidents and President of Presidents (suggestions for Presidents' Handbook)
2. Recruitment for CATE Board offices
3. Budget Priorities
4. Other

11:45-12:30 Resolutions Committee: First reading of proposed resolutions

12:30-1:30 LUNCH

1:30-2:00 7. Reports by CATE Councils

- a. Capitol Council (Dunstan- 3 minutes)
- b. Central Council (Delfino- 3 minutes)
- c. FACET Council (Oppliger- 3 minutes)
- d. Greater San Diego Council (Bowles- 3 minutes)
- e. Redwood Council (McBride- 3 minutes)
- f. Southland Council (Linn- 3 minutes)
- g. TUCATE Council (Surabian- 3 minutes)
- h. Upper Council (Enmark- 3 minutes)

***Break, as needed**

2:00-3:15 8. 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, Roseboro, Rippee, and Joseph)

1. Financial/Budget Issues/Priorities
2. Larry Jordan's payment for on-line work
3. Request from convention coordinator and registrar for DSL
4. Continued discussion of Sponsorship Guidelines
5. NCTE Reimbursement
6. NCTE reimbursement for award winners i.e. Carol Jago
7. Other

b. Publications (*Chapman, Berry, Nitschke, Breneman, Bowles, Dunstan, Jago, McAninch, Younglove, Linn, Enmark, Krielaart, and Browne)

1. Writing Contests status and update
2. California English
3. Progress on search for CommuniCATE facilitator
4. Literary Magazine communication from Al Leonard
5. CATEweb
6. CATEnet
7. Budget Priorities
8. Other

c. Membership (*Williams, Allen, Hemric, McBride, Stockton, Surabian, Linn, Karpowicz, Oppliger, and Griggs)

1. Plans for meeting with membership chairs on Friday
2. CATE Booth
3. Discussion based on Presidents' meeting report re: plans to boost attendance in February and membership in general
4. Discussion self-study items for conference evaluation form
5. CATE 2006 gift ideas
6. Discussion of continued problems with membership and action plan to eliminate and/or steps already taken since December meeting.
7. Other

3:15-3:30 BREAK

3:30-3:45 Resolutions Committee:

Second Reading of proposed resolutions. Committee will prepare dissemination of resolutions for caucus breakfasts and Sunday Board meeting

3:45-5:00 11. Committee Meeting Reports.

Discussion and Action Items

- a. Policy/Censorship- TBD as Griggs will be working with Resolutions
- b. Convention Coordinating (Hase)
- c. Leadership (Karpowicz)
- d. Executive/Finance
- e. Publications

f. Membership

5:00-5:30 12. Old Business

13. New Business

5:30 Adjournment

7:00 Registration begins

*Dinner Arrangements

Note:

After Sunday Board meeting the Resolution Chair will submit revised resolutions to president, past president, secretary, CATEweb, and archive for publishing in Annual Report next year.