

Dear Board,

[New window for printing](#)

I have attached the agenda and inserted below for your reference and preparation. Due to technology handicaps, I realize that there are problems with formatting that I hope to rectify for the final copies I will bring to the meeting. Please note that we will be starting Saturday's meeting at 8:30. We will begin with introductions and suggestions for our annual book list. Also, I will have templates and my computer set up for any of you who would like service letters sent to your administration (please be prepared with names and addresses so that we can work on these letters together and get them ready to send out). Reports should be posted on-line by Wednesday, September 7, and 40 copies should be brought to the meeting if you are unable to meet that deadline. The following are some goals that have been submitted:

Our goals include increasing membership by 20%, providing outreach to under-represented communities, increasing the number of new teachers in our organization, dealing with budget concerns responsibly, meeting the needs of our constituents, improving communication, continuing to provide the quality that we are known for, and having a successful conference in February.

Please bring any other ideas with you to the meeting. Unfortunately, I will be unable to communicate with you this week; therefore, please address questions to an appropriate officer, committee chair, or the President of Presidents, Phil Bowles, who will contact the council presidents. I look forward to seeing you all.

Sincerely, Maureen

### **CATE California Association of Teachers of English**

" A written word is the choicest of relics. It is something at once more intimate with us and more universal than any other work of art. It is the work of art nearest to life itself." Henry David Thoreau Walden

#### **Friday, September 9, 2005**

Council presidents meet: dinner and agenda per President Bowles (introductions, discussion of goals for individual councils and goals for CATE, submission of names for CATE Awards, and review of Presidents' Handbook revision)

#### **Saturday, September 10, 2005**

8:00 A.M. Continental Breakfast and pre-meeting. If you have not posted your report on CATEweb, please place 40 copies of your written report on table provided in the meeting room.

#### **8:30 A.M.-9:00 A.M.**

1. Call to order, welcomes, introductions (Please be prepared to tell about yourself, your Board position, recent activities, and recommend a book\*1 minute each

#### **9:00-10:15**

2. Approval of minutes for May, 2005

3. Adopt September, 2005 Agenda

#### 4. CATE Board Reports

a. President (Rippee \* 15 minutes) 1. Correspondence a. Oscar Browne resignation 1. Invitation to Kern Councilb. NCTE: Promising Young Writers c. Listing of specific non-Board names in minutes 2. Report highlights (Sacramento visitation in June) 3) Appointmentsb. Keri Kemble-Marilyn Kahl Scholarship Update c. Advisory Board (Berry, Mitchell, Morimoto, Bowles, Fristrom, A., Williams, Hase)d. Approve Resolutions Chair, Tish Griggs e. Committee structure for 2005-2006 (see below) 4) Final Report on-line (Action Item)5. Annual Plans and Goals 6. Commendation to 2006 conference committee 7. Assignment possibilities for members-at-large (TBD by Sunday) 8. Other

b. Vice-President (Morimoto \*5 minutes) 1. Advisory Committee Report 2. Update on calendar of meetings and sites 3. CYRM Liaison 4. Other

c. Acting Past President (Fristrom\* 10 minutes) 1. CATE awards and election process 5. Distinguished Service Award 6. NCTE Liaison Report (Reminder: all Board members must be NCTE members) 7. Other

d. Council Presidents (Bowles\* 5 minutes) 8. Report on Presidents' Meeting (plans and goals) 9. Other

e. Secretary's Report (Hemric \* 5 minutes) 10. Policy revision process to be reviewed at December meeting 11. Directory Update 12. Business cards/binders 13. Other

f. Treasurer's Report (A. Fristrom - 6 minutes) 14. Annual Review of Treasurer (Action Item) 15. Financial Report 16. Reimbursement Updates/Reminders17. 2005 conference 18. Commendation to council treasurers 19. Other

g. Membership Chair's Report (Williams \* 5 minutes) 20. Membership figures update 21. Membership Booth and CRA Convention 22. Needs for 2006 23. Online 24. Review forms, letters, etc. (Precision form revision) 25. Booth at CRA? 26. Goals: to improve membership by 20%) 27. 2005 membership gift dispersal to councils28. Other

h. Convention Coordinator's Report (Hase-7 minutes) 29. Registrar Appointment (Action Item ?) 30. On-line registration 31. Sponsorship 32. Other CATE Convention 2006 Report (Mitchell \* 7 minutes)1. Program update and tentative schedule 2. Registration3. Flyer dispersal4. Council newsletter advertising a la Carole LeCren5. Friday Night6. Technology lab7. Other

Notes:

**10:15-10:30 BREAK**

Notes:

### **10:30-12:00**

5. Standing Committee Meetings - (Reminder: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes. \* denotes Chair and note taker.)

a. Policy/Censorship \* Oppliger\*, Chapman, Jago, Nitschke, Griggs, Martinez, Younglove, Hernandez, Breneman, Zaragoza-Diaz 33. Legislative Issues and Analyst report (Zaragoza-Diaz & Oppliger) 34. Sacramento Visitation (Oppliger 35. Resolutions for CATE, 2005 (Oppliger) 36. Resolutions for NCTE 37. Goals for the year 38. Other

b. Convention Coordinating - Hase\*, Fristrom, P., McAninch, Berry, Fristrom, A., Johnson, Mitchell, Rippee, Williams, 2007 Conference Chair 39. Outstanding balances for CATE 2006 40. CATE 2006 Package pricing 41. NCTE for CATE exhibitors 42. Helms-Briscoe 43. On-line registration 44. Sponsorship 45. Long and short range planning 46. Goals for the year 47. Other

c. Leadership - Karpowicz\*, Morimoto, Bowles, Delfino, Dunstan, Hemric, Surabian, Allen, Enmark, Kriielart 48. Evaluation of Leadership plans 49. Review of CATE scholarships \* status and update 50. Review of Leadership project (guests at Board Meetings) 51. Recruitment for CATE Board offices 52. Member-at-Large (unspecified) TBD at annual Board meeting 53. Goals for the year 54. Review strategic plans and annual goals submitted by Past President 55. Other

Notes:

### **12:00-1:00 P.M. LUNCH**

**1:00 \* 5:00p.m.**

### **1:00-1:45**

6. Committee Meeting Reports . Policy/Censorship (Oppliger) a. Convention Coordinating (Hase) b. Leadership (Karpowicz) 1. Member-at-Large Unspecified=possible Action Item

### **1:45-2:45 7. Report of Liaisons**

- a. California Department of Education (Breneman \* 10 minutes)
- b. Policy Analyst (Zaragoza-Diaz \* 10 minutes)

- c. CYRM (Gullo/Morimoto \* 5 minutes)
- d. California Writing Project (Jayne Marlink for Faith Nitschke \* 5 minutes)
- e. CLRP/NCTE Region 8 (Carol Jago\*written)
- f. CE Editor (Jago \*written)
- g. CATEweb \* (Jordan \* written)
- h. CATENet \* (Burke \*written)
- i. Resolutions Chair (Griggs \* 10 minutes)
- j. CCCC (Younglove 10 minutes)
- k. CTA (Martinez 10 minutes)

**2:45-3:15**

8. Reports of CATE Councils

- c. Capitol Council (Dunstan-3 minutes)
- d. Central Council (McAninch-3 minutes)
- e. FACET Council (Oppliger-3 minutes)
- f. Greater San Diego Council (Bowles-3 minutes)
- g. Redwood Council (Chapman/Williams-3 minutes)
- h. Southland Council (Hernandez-9 minutes)

1. NCTE Leadership Myrtle Beach meeting

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

**BREAK 3:15-3:30**

**3:30-5:00 P.M.**

9. Open Discussion

- a. Reflection on Strategic Plans and Long Term Goals
- b. CATE and Master Plan for Education in California
- c. Adjourn to Sunday morning; dinner on your own

Notes:

**Sunday, September 11, 2005**

**8:00 A.M.**

Continental Breakfast and Conversation

**8:30 A.M.**

Call to Order and Announcements

**9:00 A.M.- 11:00**

10. Standing Committee Meetings

- (Reminder: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes. \* denotes Chair and note taker.)

a. Executive/Finance (Morimoto\*, Delfino, Fristrom, P., Fristrom, A., Hase Mitchell, Rippee, 2007 Conference Chair, in December the appointed MAL))

1. 2005-2006 Budget issues 2. Discuss funding for PH Leadership awardee/Classroom Excellence to attend NCTE, if necessary 3. Short and long-range planning 4. Goals for the year 5. Other

b. Publications (Chapman\*, Berry, Nitschke, Breneman, Dunstan, Jago, Younglove, Bowles, McAninch, Krielaart) 6. California English (announcements pertinent for inclusion in issues) 7. NCTE Writing Contests 8. CATE Writing Contests 9. Marilyn Kahl (submissions to Keri Kemble by April 15; send to committee with recommendations for final decision) 10. Message Boards on CATEweb 11. Goals for the year 12. Literary magazine call for judges across the state 13. Other

c. Membership (\*Williams, Allen, Hemric, Surabian, Karpowicz, Oppliger, Griggs, Hernandez, Johnson, Enmark) 14. Membership procedures 15. Brochure plans and distribution 16. Goals for the year 4) Other

**11:00-11:30**

11. Committee Meeting Reportsq.

Executive/Finance (Morimoto) r. Membership (Williams) s. Publications (Chapman)

**11:30-12:00**

12. Old Business

13. New Business t. Member-at-Large vacancy (Action Item) u. NCTE Promising Young Writers' Coordinator vacancy/appointment (Action Item) v. Members-at-Large assignmentsw. Other

12:00 noon 14. Adjournment, check out, lunch.

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