

**Board of Director's Meeting
December 6-7, 2008**

Santa Clara Hilton Hotel

4949 Great America Parkway, Santa Clara, CA 95054

The meeting was called to order at 9:00 A.M. by President, Robert Chapman. He welcomed the board and introduced visitor Jill Hamilton-Bunch representing Barbi Lapp, the Kern Representative.

In attendance:

Member-at-Large Kathy Allen	<i>California English</i> Editor Carol Jago
Past President Michelle Berry	GSDCTE Representative Ron Lauderbach
SCTE Representative Carmen Carrillo	CWP Liaison Jayne Marlink
Resolutions Chair Kathleen Cecil	CCCTE Representative Liz McAninch,
Member-at-Large Carrie Danielson	Redwood Representative Anne Sahlberg
Vice President Charleen Delfino	Member-at-Large Cheryl Hogue Smith
Member-at-Large Susan Dillon	TUCATE Representative Carol Surabian
Capitol Representative Angus Dunstan	Secretary Lorraine Tracey
Convention Coordinator Kermeen Fristrom	Membership Chair Joan Williams
Treasurer Anne Fristrom	CCCC Liaison Bill Younglove,
CATE Chair 2010 Nancy Himel	Policy Analyst Martha Zaragoza-Diaz
Member-at-Large Richard Hockensmith	

Absent: Member-at-Large Karen Brown, FACET Representative Tish Griggs, Kern Representative Barbi Lapp, and Upper Representative Shelly Medford

Berry moved and Hogue Smith seconded approval of the board minutes of September 20/21 with corrections. (Add Kathy Allen to absent list). MOTION CARRIED.

Berry moved and Hogue Smith seconded to accept the agenda. MOTION CARRIED.

BOARD REPORTS

PRESIDENT: Report is ONLINE.

Chapman thanked Michelle Berry and Charleen Delfino for all their help as he begins his presidency.

CATE needs to start thinking about how we spend money. Perhaps not filling open board positions. Discussion followed regarding the economic downturn.

Annual reports are due from all board members by December 31; send to rochapm@suddenlink.net. Please use the following format:

Subject line: ANNUAL REPORT
Top line: your name and position held
Text needs to include CATE business you've done in 2008
Tone should be somewhat formal and concise
Models available on CATEweb

Chapman has accepted Member-at-Large Secondary Carole Clark's resignation. There are now two vacant positions. Member-at-Large Secondary and Member-at-Large Small Councils.

There is still much planning to do for the CATE 2008 Convention. A group will meet over dinner to discuss the upcoming program deadline.

Chapman has sent the extension of the webmaster's contract and has received a signed copy of the contract.

A large number of e-mails and mail have been received regarding the LGBT strand in the CATE Convention program. Chapman has responded and read two samples as well as his responses. He also received other emails.

Chapman announced that Himel desperately needs input recommending California writers in order to finish the CATE Literary map.

NCTE Convention was wonderful. Chapman felt CATE was well-represented. He was happy to support CATE's awardee for the Affiliate Leadership Development Award, Member-at-Large Karen Brown from Upper Council; to discover Greater San Diego and Central Council received Affiliate Membership Recruitment Awards; to see CATE's clout in the National Council with Carol Jago, Jim Burke and Maureen Rippee serve NCTE in important positions. Chapman also announced that Cheryl Hogue Smith has been asked to serve on the NCTE College Section Nominating Committee.

Chapman attended two Political Advocacy sessions at NCTE and will join NCTE in Washington to lobby for education and is hopeful to replicate the experience in California with the Censorship/Policy Committee organizing a CATE Advocacy Day in Sacramento.

Chapman also supports CATE's joining NCTE for the National Day of Writing in October 2009.

VICE-PRESIDENT: Report is ONLINE.

Delfino submitted a form for the board to follow in submitting a board report to be posted on the website. Delfino reminded the board that the Board meeting will be all day, Thursday, February 19, 2009. She has been assisting P. Fristrom with some of the Convention Coordinator duties such as planning the President's and exhibitors' reception and the new teacher's ice cream social. Delfino is also doing the rooming schedule for the board members, resolutions committee, and speakers as well as posting the board reports online.

PAST PRESIDENT: Report is ONLINE

CATE Awards were due before the meeting today. Completed packets were accepted, resulting in eight Classroom Awards, four Awards of Merit and a Virginia Reid Scholarship.

Berry moved and Dillon seconded that these people be given the awards listed. MOTION CARRIED.

Classroom Excellence - College -- Jonathan Lovell, San José State University, San José (CCCTE)
Classroom Excellence - College -- Kim Flachmann, CSU Bakersfield (Kern Council)
Classroom Excellence - Secondary -- Tanya Perez, El Diamante High School, Visalia (TUCATE)
Classroom Excellence - Secondary -- Nancy Kennett, Piedmont Hills High School, San José (CCCTE)
Classroom Excellence – Secondary -- Brian Jeffrey, Los Osos High School, Rancho Cucamonga (SCTE)
Classroom Excellence – Secondary -- Pam Stark, Sutter Union High School, Sutter (Upper Council)
Classroom Excellence – Middle -- Maureen Taylor, McKinleyville Middle School, McKinleyville (Redwood Council)
Classroom Excellence - Elementary Denise Mikkonen, Stone Ranch Elementary, San Diego (GSDCTE)
Award of Merit -- Sstoz Tes, Center for Steinbeck Studies, San José (CCCTE)
Award of Merit -- Shifra Teitelbaum, youTHink director, Culver City (SCTE)
Award of Merit -- "One Book, One San Diego," Lynn Whitehouse, San Diego Central Library (GSDCTE)
Award of Merit - Lois Miller, Oroville
Virginia Reid Scholarship -- Yessenia Orozco, Major Lynn Mokler School, Paramount (SCTE)

The Awards Committee met in November and decided to award the Distinguished Service Award to Anna Roseboro.

Berry moved and McAninch seconded giving the Distinguished Service Award to Anna Roseboro. MOTION CARRIED.

Berry will give Chapman the packets to notify the recipients of the awards by letter and begin writing the presentations for the convention.

No nomination forms were received for positions expiring in June 2009 prior to the meeting. Nominations may also be accepted up to the start of the Sunday Business Meeting at the annual convention provided the petitions include the required signatures.

Contact information for the Past Presidents of CATE was collected and they were invited to participate in a tribute to their service at CATE 2009 in Santa Clara this coming February. Several have offered to present one of our "Two Minutes for CATE" talks at each of the general sessions and meals. There are a few spots that need to be filled.

Delfino moved and Dunstan seconded that the Past Presidents who attend CATE 2009 for their tribute at the 50th annual convention be given members' registration prices and a banquet ticket. MOTION CARRIED.

Berry requested some funding for a small gift for each of the past presidents in attendance in celebration of CATE's golden anniversary convention.

Berry reported she attended the Affiliate breakfast, the Annual Business Meeting and helped to distribute the promotional postcards for potential exhibitors for CATE while attending NCTE in San Antonio. Berry applauded CATE's awardee, Karen Brown, Member-at-Large from Upper Council for both the Affiliate Leadership Development Award and the NCTE Leadership Initiative Advancement of People of Color Awardee, Lovelyn Marquez-Prueher from Southland Council. She was pleased to hear that Greater San Diego and Central Councils were given the Affiliate Membership Recruitment Award and it was wonderful to see Carol Jago, Jim Burke and Maureen Rippee serve NCTE in important positions. Another great pleasure was to notify the board that Cheryl Hogue Smith will be running for the College Section Nominating Committee.

SECRETARY: Report is ONLINE.

Tracey reported that she will pass the Board directory for all to initial if the information is correct and/or edit.

She added that she had posted directory changes and minutes on CATEWEB.

Tracey announced the committees that will review the following Policies:

Policy 8.0 -- Finance and Reimbursements

Policy 8.1 to 8.6 assigned to *Executive Finance Committee*/Policy 8.7 to 8.9 assigned to *Leadership Committee*/Policy 8.10 to 8.12 assigned to *Publications Committee*

Policy 9.0 Elections to 9.1 assigned to *Membership Committee*

Policy 10.0 Guidelines for CATE Awards, 10.1 -10.4 assigned to *Convention Coordinating*

Policy 11.0 Affirmative Action -- 11.0 and 11.1 assigned to *Policy/Censorship Committee*

Policy 11.2 assigned to *Publications Committee*

TREASURER:

A. Fristrom reported informational tax returns were filed and gave the following financial report:

Checking account Balance	\$1,008.17
Memorial CD	11,307.16
Marilyn Kahl Memorial CD	5,081.90
Marilyn Kahl #2 CD	11,590.38
Vanguard GNMA Portfolio	133,571.63
Vanguard Index Trust.	21,876.93
Money Market Savings	11,275.87

MEMBERSHIP: Report is ONLINE.

CONVENTION COORDINATOR: Report is ONLINE.

CATE COUNCIL REPORTS

Capitol: Report is ONLINE

Central: Report is ONLINE

FACET: No report

Greater San Diego: Report is ONLINE

Kern: Report is ONLINE

Redwood: Report is ONLINE

Southland: Report is ONLINE

TUCATE: Report is ONLINE

Upper: No report

REPORT OF LIAISONS

California Department of Education: No Report

Policy Analyst: Report is ONLINE

CYRM: No Report

CWP: Report is ONLINE.

CLRP: Jago echoed Marlink's report. The challenge is to do the work without resources.

NCTE: Jago reported that there is a desire to have an NCTE session on rubrics. She is looking for a speaker for Philadelphia.

California English - Report is ONLINE..

CATEweb: No report

CATENet: No report

Resolutions: Report is ONLINE.

CCCC: Report is ONLINE

CTA: No report

Presidents of Presidents:

Dunstan reported there was discussion regarding the financial problems facing teachers hoping to attend CATE. Also discussed was a number of possible resolution topics including the problems posed by students inappropriately assigned to classes and the provision of internet access to every classroom.

STANDING COMMITTEE REPORTS

Policy/Censorship - DUNSTAN, Carrillo, Cecil, Chapman, Danielson, Jago, Marlink, Sahlberg, Younglove, Zaragoza-Diaz

State Board of Education: Zaragoza-Diaz reported that the State Board of Education has adopted and approved publishers and a list will be forthcoming.

They are still working on Program Improvement.

A waiver policy has been implemented and it will be good for two years. Districts are encouraged to ask for waivers when they feel that something is hindering their ability to serve students. Two districts will be giving a status report on their waivers.

The committee recommends that CATE write letters of congratulations to Education Committees in the legislature: Pro Tem Steinberg, Assembly Speaker Bass, Senator Gloria Romero, Assemblywoman Brownly, also, Ted Mitchell, President of the State Board of Education, to inform him of the new CATE Board members. Also it was recommended that local council presidents write a letter to local people who have been newly elected.

Before a Community College can use categorical funds to "backfill reductions" the regulations have to be suspended by legislation.

Reserves cannot be used for textbooks. There has been some cutback, but this has been somewhat protected and excluded from heavier cuts. There is a two-year reprieve for districts to delay buying the texts.

Discussion followed of the algebra situation and its impact on ELA.

SLATE: Updates include stressing the importance of districts, schools, and departments having guidelines about how texts are chosen. NCTE does have guidelines that can be used.

In Idaho, books were removed from the textbook shelves and teachers were denied the right to use them in the classroom until they gave a rationale for their use.

Censorship was discussed.

NCTE has software that lists legislatives representative and can be attached to a webpage. Contact Millie Davis if you are interested.

CATE was well-represented at the SLATE meeting. CATE needs to help councils tap into the resources offered through NCTE.

Resolutions: Jago suggested that the background in the resolutions be short and more general to the topics. We need to consider resolutions that are not so much about what we want someone else to do, rather what WE should do. Discussion of a possible resolution for One Book: One City? State? It could be put in *California English*. Fiction vs. Nonfiction - Could both be chosen.

NCTE Advocacy Day – Jago will be going to a legislative platform meeting. She will be contacting legislators. Chapman will be participating. There will be a CATE Advocacy Day on Wednesday April 22. Berry, Delfino, Cecil and Dunstan will go,

National Day on Writing, October 20: NCTE will have a lot of things on the website. Should CATE think about how to localize the celebration i.e. councils creating activities in their areas? Can CATE get the Governor to make a resolution to support the National Day on Writing? CATE will partner with CWP to do promotion and activities. Another possibility is to have the school boards recognize it. A list of suggestions will be published.

Dunstan moved and Williams seconded that we affirm and approve as amended the following Policy changes in Policy 11: Add the word "background" before any statement then number the background 11.1.

Change 11.1 to 11.2.

Change the numbering for a through g as 11.2.1 to 11.2.7.

Change 11.2 to 11.3 This plan will be explained to CATE members through notices in CATE publications and council committee newsletters, announcements at conferences and meetings, and publication in the membership brochure.

Members will be encouraged to contribute suggestions to ensure success. (delete the words “ notices in” and “and council committee newsletters, announcements at conferences and meetings, and publication in the membership brochure.)

MOTION CARRIED.

Convention Coordinating - P. FRISTROM, Berry, Delfino, Dillon, A. Fristrom, Himel, Hockensmith, McAninch, Hogue Smith, Tracey

P. Fristrom reported that CATE 2009 was discussed in detail.

P. Fristrom moved and Himel seconded that that we sell individual meal tickets to functions at the convention. MOTION CARRIED.

P. Fristrom moved and Hockensmith seconded that we offer a one-day reservation for Convention registration Friday, Saturday, or Sunday. MOTION CARRIED.

Computer Using Educators have expressed interest in holding workshop sessions at CATE 2009 on Thursday. Marlink approved going ahead with negotiations.

2010 – Himel has speakers and the Friday evening performance.

2011 – There is a need to look for chairs for the Convention in Sacramento.

2014 – Proposals from LAX Marriott, Ontario and Wilshire Grande have been received.

It was decided to postpone advertising for the Convention Coordinator Assistant until May 2009.

P. Fristrom moved and Berry seconded that we stop providing food at the annual business meeting. MOTION CARRIED.

The Convention Handbook was discussed.

P. Fristrom moved and McAninch seconded to accept 10.1 to 10.4 and to update the rotation schedule so that 07 would become 11, 08 would become 12, and 09 would become 13. MOTION CARRIED.

Dunstan moved and Allen seconded to amend the motion to read 10.3.2c should have the words a local, state and national deleted and delete those words in 10.3.5. MOTION DEFEATED.

Leadership - SURABIAN, Allen, Lauderbach, Williams, Hamilton-Burch

The Leadership Committee felt the leadership cards were a valuable way to access potential leaders. The Committee will be providing the cards to the convention for 2009. The committee felt that leadership opportunities and scholarships should continue, however, we would ask for those participants to buy in and share the responsibility in some form (in lieu of sending Cheryl to each council) it is important for the local council to take on the personal mentoring role. It was suggested that councils continue to ask new leaders to accept more and more responsibility.

In recruiting for CATE Board elections, it was announced that the committee has nominees for Member-at-Large Unspecified, Secondary, and Small Council. They are in the process of looking for a nominee for secretary.

Congratulations to Yessenia Orosco, the Virginia Reid Scholarship winner from Paramount.

ANGUS moved and Berry seconded that we extend Policy 8.7 – 8.9 until the May board meeting. MOTION CARRIED.

Executive/Finance - DELFINO, Berry, Chapman, Dunstan, A. Fristrom, P. Fristrom,

The committee discussed pursuing information on the possibility of getting Council Insurance; the use of Goodsearch by CATE Board members, CATE Councils and CATE General Membership. Once Goodsearch is posted on CATEweb and CATENet it is

hoped many people will use this search engine. CATE could make a considerable amount of money if this campaign is successful. Hockensmith has worked diligently on these projects; an issue raised by Phil Bowles to establish a GLBT caucus similar to the NCTE caucus will be checked with NCTE to see how their caucus program works, how many there are and if there are any financial implications. This issue will be further discussed at the next meeting.

Delfino moved and Dunstan seconded that the board advisory committee create a job description and compensation amount for the webmaster position. MOTION CARRIED.

Delfino moved and McAninch seconded that Jeff Wilson not take pictures at the convention. MOTION CARRIED.

Delfino moved and Dunstan seconded to approve the changes for Policies 8.1 to 8.6 as follows:

8.1.2 The Treasurer maintains the financial records of CATE, files informational tax returns and other required forms, pays bills promptly, assists in preparation of the annual budget, and serves (insert *on*) the President's Advisory Committee.

8.1.3 CATE will conduct an external (eliminate the word external and substitute the word *internal*) review of its accounts when a new President of the Board of Directors takes office. An internal review of accounts will be scheduled on alternate years. (Eliminate the underlined words and substitute the words *every year*.)

8.3.3 Whenever necessary, a notice will be included with the agenda for a meeting detailing the expenses to be covered for that meeting (eliminate the underlined words and substitute the word *reimbursed*.)

8.4.1 The official CATE delegates (directors) to the NCTE annual directors meeting shall be reimbursed a maximum of transportation expenses to and from the convention (lowest coach airfare), \$125 (Change \$125 to \$200) per diem, and convention registration. If delegates are required or expected to attend meeting or workshops such as the affiliate workshop, beyond the regular convention timetable, the \$125 (\$125 change to \$200) per diem will apply to a maximum of six days. MOTION CARRIED.

Publications - MCANINCH, Carrillo, Cecil, Dillon, Himel, Jago, Lauderbach, Sahlberg, Younglove

CATE Writing Contest Selections: Writing contest entries from all levels except college. Winners include:

3-4 First - Joshua Marcum, San Diego; Second - Zarah Diana Bronstein, Capitol

5-6 First – Neil Lunsford, San Diego; Second - Gena Coblenz, Central

7-8 First – Lauren Weiser, Central; Second – Alexandra Cadei, Capitol; Third – Justin Elloran, Southland; Honorable Mention – John Freed, San Diego

9-10 First – Erin Singer, San Diego; Second – Emily Vigna, Central; Third – Maura Cardenas, Southland

11-12 First – Walfred Erubi Rodas-Lopez, San Diego; Second – Phil Bui, Southland; Third - Michael Selep, Capitol

Peggy Clifford has resigned as the California State Coordinator for NCTE's Promising Young Writers, and Charleen Delfino has agreed to assume the position.

CATE's professional writing contest entries will be accepted through December 10th. Bill Younglove reported, as of December 5, there have, as yet been no entries.

Carol Jago will continue to be editor of *California English*, even with her new responsibilities with NCTE.

Jeff Wilson's contract, as webmaster, has been extended until May but CATE must look for a new candidate, preferably someone who will work in blocks rather than 15 minute increments. (Nancy Himel and Robert Chapman have both mentioned names of possible candidates.)

Postings on CATENet have appeared on a regular basis this fall. Does new blog compete with CATENet? Publications chair will converse with Jim Burke about the new blog.

Nancy Himel awaits input on the California Literary Map from various councils. She requests two set of names; one with authors from that area plus a second list with authors who wrote about that area.

The Publications Committee suggests that CATE focus on the CATE writing prompt in classrooms on the NCTE National Writing Day (October 20th) The new prompt will help draw attention to that possibility.

McAninch moved and Sahlberg seconded the changes to Policies 8.10 – 8.12 and 11.2 (See Policy/Censorship motion for 11.2 changes).

Under Policy 8.11.3: *Deadline for entries will be August 31st.* The winning articles will be published in CATE publications.

Delete item 8.11.4 The contest will be advertised at the CATE Convention with an August 31st deadline for entries. Change item number 8.11.5 to 8.11.4 and item number 8.11.6 to 8.11.5. MOTION CARRIED.

Membership - WILLIAMS, Allen, Danielson, Hockensmith, Surabian, Tracey, Hamilton-Burch

The membership gift is a priority. Flash drives' cost is a concern, a flex light laser for \$2.19 each is being considered, key chains ultraslim with lights for about 80 cents, the bright orange luggage tags and book light \$1.99 for 500 with CATE logo. This will be presented to the board. Hockensmith will check further.

Goals by May were to try to increase membership in each area. Councils were given their goal. Goals for increase in new memberships are:

Redwood –	22	TUCATE -	9
Upper –	17	Kern -	8
Capitol –	55	Southland -	45
Central -	148	San Diego -	3
Fresno -	34		

In December 2007, we had 1,700 members. The chair suggested sending out old rosters and a sample letter provided local councils to check and contact members that have dropped, with a letter and/or emails listing the changes and advantages of joining, to get them to reconsider membership, followed up by a personal contact. Must be done before the convention. Other ideas:

A membership re-drive – look at older rosters (a year ago) encourage them to rejoin.

McAninch met with membership affiliates at NCTE. They send out a bill instead of a renewal reminder. Should CATE reconsider sending an “invoice” instead?

The committee compared NCTE membership card to CATE's.

Should we consider an institutional membership – different affiliates have special rates for a group so everyone becomes a member.

Targeting teacher leaders “teachers of the year” – We need to award them a complimentary CATE membership by the local councils which would include publicity for CATE.

Supporting organizations provide memberships (i.e. PTA) to professional organizations for their teachers,

Approach CTA to sponsor and/or provide scholarships and/or a few memberships for “new or student” teachers. CTA has been supportive of CATE.

Can a membership meeting be posted in the CATE program? Perhaps the committee should submit a proposal “Learn more about CATE” i.e. roundtable, ideas of ways CATE could better serve them.

Council membership chairs will be specifically invited to attend the CATE Convention to meet with CATE membership chair. Membership needs to consider inviting the Council chairs to a CATE board meeting ala Resolutions chairs.

The Powerpoint presentation appears to be all right as it is. The committee needs to assist with polishing it. The plan is to come to the May meeting with a packet for each with a CD and membership brochures etc. for each council.

How do we formalize the procedure for the exchange of “free” booths at conventions/conferences? Williams will look into the procedure for this.

Plans for the booth in Santa Clara: Discussion as to why do we sell Akiko pins/Lucinda pins. Needs include back copies of CE, flowers, membership gifts, Powerpoint and flatscreens, possibly internet to access the affiliate site, candy, free giveaways, and baskets. Will the literary map be ready by convention?

Williams moved and Himel seconded the revised Policy 9.0 added the new year to the election process and crossed out old year. See attached revision.

P. Fristrom moved and Dillon seconded to reconsider Policy 10. MOTION CARRIED.

P. Fristrom moved and Dillon seconded to strike “local, state and national levels” from 10.3.2c and strike “at the local state and national levels” from 10.3.5 MOTION CARRIED.

Old Business

Tracey asked all to review the board list which will be printed in the convention program.

Delfino mentioned Saturday night will be a dressy occasion at CATE 2009.

Delfino indicated that flyers are available on the back table and the board was requested to deliver them to local high schools. Another request is to collect and bring books that can be given to teachers at the New Teacher reception.
One-day \$100 registration was discussed. Would it include membership.

Delfino moved and McAninch seconded that the \$100 one-day pre-registration fee for members or non-members does not include membership in CATE. MOTION CARRIED.

Berry moved and Delfino seconded that the onsite registration for one day will include a \$40 onsite fee. MOTION CARRIED.

Berry announced the following have been nominated for the board positions as listed

Joan Hamilton-Bunch – MAL small council

Joan Williams – Membership

Jim Klegel - MAL Secondary

Richard Hockensmith - MAL Unspecified

Carrie Danielson – Secretary

Younglove moved and P. Fristrom seconded that we use the conference evaluation form to solicit people to be contacted in the future to ask for anecdotal information regarding convention/conference attendance which translates into classroom practice. MOTION CARRIED.

Berry moved and Williams seconded to adjourn the meeting at 12:15 P.M.

Future Board Meetings:

February 19, 2009 at the Santa Clara Marriott.

May 16 and 17 at LAX (Hilton or Marriot to be determined)