

**Board of Directors' Meeting Agenda
Thursday, February 11, 2010**

LAX Marriott
5855 West Century Blvd.
Los Angeles, CA 90045
310-641-5700

Thursday, February 11, 2010

Present:

Bob Chapman, Michelle Berry, Charleen Silva Delfino, Kathy Allen, Kathleen Cecil, Carrie Danielson, Angus Dunstan, Kim Flachmann, Anne Fristrom, Punky Fristrom, Jim Kliegl, Jill Hamilton-Bunch, Nancy Himel, Richard Hockensmith, Ron Lauderbach, Debra Martinez, Liz McAninch, Shelly Medford, Carol Surabian, Shannon Taylor, Joan Williams, Bill Younglove

Absent: *Karen Brown, Carol Jago*

1. Call to order 8:35
2. Approval of December Board minutes
 - Cheryl Hogue-Smith moved to accept; Liz McAninch seconded
 - Friendly amendment to include names of award winners for CATE 2010
- Convention
 - Friendly amendment to remove red notations
 - Motion carried with friendly amendments.
3. Adoption of agenda
 - Cheryl Hogue-Smith moved to accept; Shelly Medford seconded; Motion carried
4. Introductions of Resolutions Committee: Meghan Schimmel, Shannon Taylor, Jane Medina, Joanie Fleetwood, Tim McGlasson, Barbi Lapp, Rita Smith,
5. Release of the Resolutions Committee – to produce Resolutions
6. CATE Board reports
 - A. President's -Report ONLINE
 1. Marilyn Kahl Award
 - Motion to approve Vanessa Altimirano; Michelle Berry; Seconded by Charleen Delfino; Motion carried.
 2. Report highlights
 - State budget is even worse than expected.
 - No negative correspondence about different strands in 2010
- Convention Program.
 3. Commendations to Convention Committee, Nancy Himel, Michelle Berry
 4. Reminders for convention
 - a. Awards schedule—Presidents of councils will accept awards for those awardees who cannot be at the convention.

- b. Seating-1 per table, except for Saturday banquet; carry business cards
- c. Reserved tables are for council president of winners, winners' family, speakers and introducers, convention coordinator and convention chairs
- d. Hospitality suite #1701 - do come to welcome speakers and award winners
- e. Presidents - greet your winner, escort to suite and to event

5. Other

Cateweb—improved; Catenet—improvement in communications
Teacher credentialing has gone all electronic—no paper

credentials

B. Vice-President -Report ONLINE

1. Please send reports online; must be electronic even if copies are at meeting so it can be posted on CATEweb.

2. April 30-May 2; Hilton Costa Mesa—Room charges will be placed on master account and then treasurer will have to figure all the charges or reimbursements

3. Sign-up for Registration Desk—need volunteers for registration and decorating tables

4. NCTE Young Author's Writing Contest—need readers, see Charleen to volunteer –Punky Fristrom and Nancy Himel volunteered

5. Invitations for Receptions—please personally distribute and invite exhibitors, invitations for President’s reception distributed.

C. Past President

1. NCTE Liaison

a. NCTE Award deadline for November, Orlando—June 1st—
Journal, Leadership, Teacher of Excellence

b. Elections—Jill Hamilton-Bunch was nominated for NCTE

Nominating Committee,

2. CATE Elections

a. Ballots ready with room for write-in additions.

b. Ballots are made but write-ins are accepted up until Annual

Business meeting

Candidates thus far:

President—Charleen Delfino

Vice President—Liz McAninch

MAL Secondary—Ron Lauderbach

MAL Elementary—Denise Mikkonen

Council Representatives—Angus Dunstan (Capitol), Susan

Dillon (Central), Shannon Taylor (FACET), Kim Flachmann (Kern),

c. Three ways to vote: Online, Ballot at Annual Business Meeting,

California English

Lisa

3. CATE Awards at convention—awards are ready, please go to hospitality suite to honor awardees

D. Secretary (Danielson - 3 minutes) Report ONLINE

1. Struggling to locate 2009 Annual Business Meeting Minutes due to computer crash

2. Roster Update

E. Treasurer's Report

1. Financial Report

Checking Account	\$86,073.72
Memorial CD	11,657.63
Marilyn Kahl Memorial CD	.00
Marilyn Kahl Memorial CD #2	11,875.08
Vanguard GNMA Portfolio	98,823.11
Vanguard Index Trust	27,301.79
Income	\$96,998.72
Expenses	<u>24,965.92</u>
Total-Income-Expenses	72,032.80

2. Reimbursement Updates/Reminders

F. Membership Chair's Report ONLINE

1. Membership update—655 members—down significantly

2. Booth coverage—Joan Williams will be in the booth, please take time to spell her off and talk to people...

3. Gifts—Joan bought them and Upper, Kern, and others will help reimburse. Luggage Tags

4. Council ribbons—will be distributed at registration and booth

5. Brochures—we will be voting on membership rates at the annual business meeting; they will be printed after the vote

6. Other—commendations to Kern for increasing membership

Still concerns over registration as members

Suggestion to do automatic membership charge on credit cards

Suggestion to create a system for members to check account online

When we don't catch the registration and membership problems with presenters it causes problems at convention and registration

Suggestions about how to solve.

G. Convention Coordinator's Report ONLINE

1. Appreciation & Responsibility—Commendations to Nancy for putting together an excellent convention, Cheryl Hogue Smith for 115 sessions, convention sponsors, and members who continue to support CATE.

49 booths in Exhibit Hall—please make a concerted effort to thank people for being here.

2. Carole LeCren----Will be here to receive Distinguished Service Award
3. AV Proposals—only 2 requests for AV
4. 2015 & 2016 Contracts to be discussed in committee
5. Sacramento 2011----Excellent Friday night meeting, off to a good start
6. Good surge in attendance in recent days—pre-convention
7. Programs are in short supply –possibility to run a “Saturday Only”
8. All members of committee for 2011 are CATE members—Correction to

Advisory committee minutes

H. Convention Chair’s Report ONLINE

1. Updates—volunteers for convention came from Bill Younglove and personal visit to California State, Long Beach
2. Decorations for meals is simplified and need volunteers to help with set-up
3. Invitation to visit hospitality suite—well supplied
4. “You Think” exhibit is set up and should inspire discussion
5. Please attend Young Writers Strand

I. President of Presidents’ Report -No meeting

7. Report of Liaisons

- A. CYRM -No Report
- B. CWP -Report ONLINE--Jayne Marlink busy with Pre-Convention-Award for students include CATE’s name
- C. CLRP- Report ONLINE
- D. California English- Report ONLINE
- E. CATEweb -No Report but general agreement that CATEweb has improved.
- F. CATENet -No Report
- G. CCCC -Report ONLINE

Summit on Education Feb. 26, 27 1:00 o’clock –speakers Chief Deputy, Aaron Gable, various school boards etc.

White Paper by 4C’s

H. CTA -Report ONLINE “Start the Day for Students” March 4 Rallies and other activities.

“Race to the Top” flyer,

CTA sponsoring Council Breakfast—members of CTA are attending conference

8. Standing Committee Meetings

A. ***Policy/Censorship*** - *ANGUS DUNSTAN, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez, Jayne Marlink, Bill Younglove, Jim Kliegl*

1. Resolutions –To be heard
2. 4C’s Report (Bill)

Urged participation in Education Summit—“Racing to Open All Roads”;

Ed Source one day forum, March 19;

Yudof-UC Chancellor requested for 10,000 letters to the Governor
Reed released funds for “rainy day”,

College administrators are joining together for local actions—

March 4

Charter school discussion
 “State ‘assisted’ schools” vs. Public school

3. Debra Martinez
 Very little legislation dealing with education—See CTA Sponsored Legislation Flyers—

1. Eliminate 2nd grade testing,
2. Minimize disruption of immigration raids in classrooms,
3. Full-time vs. part-time instructors in the community colleges.
4. “Race to the Top”—are there enough districts applying for the state to participate? 40 out of 50 states have applied.
 Of those not participating, most are small states—except Texas.

4. Responsibilities for further political action:
 Carrie Danielson will email list of legislators on the education committee to members of our policy committee
 Jim Kliegl will divide the list and give each of us legislators to contact
 Bob Chapman will send an example letter to help write to legislators.

5. Angus Dunstan reported on research he has done about education policy
 National Board discussion--2/3 of National Board teachers are in Title I schools -Very little salary augmentation for NB
 School funding—Constitutional amendment to fund schools will probably be on ballot
 Tax oil companies for K-12

6. CATENet “How has funding crisis affected you?”—few responses (one)
 We need more submissions to CATENet
 English Companion Ning—There was a group on this topic

7. Common ELA Standards
 No mention of literature in standards
 Carol Jago is on the committee that reviews the work of the original group.
 Will common standards have an effect if the teacher training is not more rigorous and selective?
 Miles Meyers will be doing a session on common cores standards

B. Convention Coordinating - PUNKY FRISTROM, Michelle Berry, Charleen Delfino, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue Smith, Carrie Danielson

1. 2010 Convention—discussed last-minute concerns
2. 2011 Convention—financial implications of contracts

Based on trends and results from 2010, 2011 will start \$87, 865.00 in the red.

Payment due to Convention Center—contract has ambiguous clause

Decision needs to be made whether to cancel Convention Center

Decision needs to be made whether to cancel hotel
Committee recommends attempt to negotiate better contract

Motion: To authorize Punky Fristrom TO TRAVEL TO SACRAMENTO to re-open negotiations with the hotel-Michelle Berry; Seconded by Charleen Delfino; Discussion; Motion carried

Motion: To authorize Punky Fristrom to negotiate best deal for CATE 2011. Hope to keep Convention Center and hotel under contract or more drastic measures. Moved by Punky Fristrom; Seconded by Michelle Berry; Motion carried

Motion: To make the following changes and confirmations:

1. Continue with exhibits as in the past—authorize to rehire exhibits manager on the same terms.

2. Retain the ½ discount for local committee chairs' registration

3. Reduce the size of the flyer from 8 to 4 pages and explore electronic possibilities

4. Continue to have Friday night event

5. Continue to provide screens and/or internet connections but not provide overheads or LCD projectors

Moved by Punky Fristrom; Seconded by Liz McAninch; Motion carried

Consider making the following changes at the May meeting:

1. Eliminating a general session possibly replaced with breakouts

2. Might eliminate receptions or breakfasts.

3. Possibly reduce the program—or go electronic

4. Possibly no breakfasts

Announcement: Opening date for CATE 2011 proposals will be the Monday after 2010 Convention.

Discussion of possible partnership with CRA convention

C. Leadership - CAROL SURABIAN, Kathy Allen, Karen Brown, Shannon Taylor, Kim Flachmann, Ron Lauderbach, Shelly Medford, Joan Williams, Jill Hamilton-Bunch

1. Leadership responsibilities of presidents at the convention

- Presidents please help with convention where possible
2. Recruitment for CATE Board offices
Please bring people to attend CATE Board meetings that are in your area
 3. Recruitment for NCTE Awards - nominate for NCTE
Award may need to be referred back to councils for more nominations.
Possible teacher for NCTE Leadership Awards--offer more information at May meeting.
 4. Looking into grants for leadership development

Resolutions Committee: First reading of proposed resolutions

Reading of Resolution #1—Commendation of the Convention Committee
Discussion of wording and punctuation

Reading of Resolution #2—Eligibility for UC and CSU systems
Discussion of wording and punctuation
Discussion of relevance to teachers of English

Reading of Resolution #3—Right to Literacy
Discussion of wording, punctuation, target, and title

Reading of Resolution #4—Dropout Prevention
Discussion of relevance to English
Discussion of relevance of national statistics
Discussion of what is meant by “educational floor”

Reading of Resolution #5—Writing is thinking
Discussion of class size reduction

Reading of Resolution #6—English assessment at California Community Colleges
Discussion of wording and punctuation

9. Reports by CATE Councils

- A. Capitol Council -Planning for 2011 Convention going well
- B. Central Council -Report ONLINE -Reminder about Steinbeck Conference
- C. Fresno Council -Need for board members and there are plans to increase membership and get Yosemite Conference going.
- D. Greater San Diego Council -Report ONLINE
- E. Kern Council -Report ONLINE
- E. Redwood Council -The Redwood Representative position is vacant They are trying to organize with local Writing Project “Cross-cultural Fluency”
- F. Southland Council -Report ONLINE
- G. TUCATE Council -Report ONLINE Membership drive—1/2 price membership.

H. Upper Council -Report ONLINE Continued struggle with membership

10. Standing Committee Meetings

A. **Executive/Finance:** - CHARLEEN DELFINO, Michelle Berry, Bob Chapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Jayne Marlink, Cheryl Hogue Smith, Jill Hamilton-Bunch

1. Begin 2010-11 Budget Planning

Brainstorming and suggestions for cost savings for upcoming year:

Raise dues

Change percentage that goes to local council

3 board meetings instead of 4

Online resolutions rather than by committee

Better communications

Fewer issues or smaller California English

Send any other ideas--

B. **Publications:** - LIZ MCANINCH, Kathleen Cecil, Jim Kliegl, Nancy Himel, Carol Jago, Ron Lauderbach, Bill Younglove

1. **CATE Writing Contests**

A. CATE Writing Contest: Committee drafted a prompt for the 2011 contest based on convention's theme, *Never More Crucial*.

A final version will be presented at the May meeting.

B. Professional Writing Contest:

1. Olga Kokinko, contest coordinator, asked Publications to present a motion to the board to replace monetary award to three winners with 1) first place winner to receive a registration to the annual convention and 2) second place winner to receive a one year membership in CATE.

Moved by Liz McAninch; Seconded by Jim Kliegl;

Motion carried.

2. Bill Younglove had copies of the Professional Contest prompt for the committee to read and approve. Publications approved the prompt with some minor revisions. Bill planned to make copies to distribute during the convention.

2. CATEnet

A. Publications committee recommends that CATE eliminate CATEnet-Moved by Liz McAninch; Seconded by Jim Kliegl; Motion Withdrawn

B. Publications Committee recommended asking Jake Stanford to monitor the site for a monthly fee of \$200 until July 1. Board approved and asked Liz McAninch to contact Jake Stanford before the Sunday business meeting when the board would reconvene to approve the new offer if Jake accepted it.

3. Review CATEweb -general agreement that CATEweb has improved; we will continue to work on any problems that arise.

C. Membership: - JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Shannon Taylor, Richard Hockensmith, Kim Flachmann, Debra Martinez, Shelly Medford, Carol Surabian

1. Booth set-up--who, when, what

We are looking for things to jazz up the booth—Valentine’s Day?

Set up at 9:00.

2. Computers--check memberships, PowerPoint; We will be able to check membership—on the computer at membership booth.

3. Membership renewal/recruitment

System of reminders:

2 months before the membership expires—reminder, urged not to let it lapse—"renew online for your convenience"

1 month before renewal due --reminder will be sent with invoice "We don't want to lose you!"

1 month after—urgent/past due/ "We miss you."

4. PR work--who should do this?

We need to collect reasons why CATE is important.

Get out and recruit

Kim Flachmann suggests that CATE should oversee the units for Prof. Development-offered to assist in this

We need all councils to support one another’s membership efforts.

We need to create a PR person—Could this be the responsibility of a Member at Large? Ideas for promotion:

Create forms for everyone to use

Student journalists

Press releases

Award winners, events, student writers, press contacts

California English should have an article about the convention—more PR

Find a way to use journalism students to help report on activities

Resolutions Committee: Second Reading of proposed resolutions.

Committee will prepare dissemination of resolutions for council breakfasts and Sunday business meeting

Resolution #1 Commendation for 2010 Convention; Michelle Berry moved to accept, Liz McAninch seconded; Motion carried

Resolution #2 Eligibility for University of California and California State University systems

Kathleen Cecil moved to present this resolution to Annual Business meeting. Seconded by Angus Dunstan; Motion carried with one abstention

Resolution #3 Access to Literacy

Charleen Delfino moved to present this resolution to Annual Business meeting. Dunstan seconded; Discussion; Motion carried as revised

Resolution #4 Dropout Prevention

Liz McAninch moved to present this resolution to Annual Business meeting; Seconded by Angus Dunstan; Discussion; Motion carried as revised

Resolution #5 Support for Writing

Jim Kliegl moved to present this resolution to Annual Business meeting; Seconded by Charleen Delfino; Discussion; Motion carried as revised

Resolution #6 English assessment at California community colleges

Cheryl Hogue Smith moved to present this resolution to Annual Business meeting; Seconded by Charleen Delfino; Discussion; Call for the question; Motion carried to close discussion; Original motion carried with one nay.

Resolutions committee dismissed.

12. Old Business

Bill Younglove reported on his analysis of the 2009 Convention “tear offs”

Responses were very positive and interesting.

The things that are a factor for NOT attending are money and distance.

He wrote up a report.

Sense of the House motion to send the results of Bill’s report to as many of the “powers that be.”

In addition to print copy, can people testify to the benefits of professional development through CATE on film for publication and promotion?

Forms were created for legal release of comments and photos for CATE's use.

13. New Business

Berry moved to rescind the resignation of Cheryl Hogue-Smith; Seconded by Jill Hamilton-Bunch; Motion carried unanimously

Cheryl Hogue Smith moved to adjourn until Sunday after the Annual Business Meeting; Seconded by Joan Williams; Motion carried

14. Meeting reconvened Sunday after the Annual Business Meeting 9:12 a.m.

CATEnet discussion with Jake Stanford— Jake agreed to proposal

Jake Stanford agrees to continue CATEnet in the same manner.

Board is urged to contribute to CATEnet.

Part of Jake Stanford's earnings go to the list serve

Motion to reduce monthly rate for Jake Stanford from \$300 to \$200 per month with a four month contract—(ends June 30, 2010); Moved by Liz McAninch; Seconded by Joan Williams; Motion carried.

General agreement that *California English* should have publicity about the CATE 2010 Convention

Motion to Adjourn

Carol Surabian moved to adjourn; Seconded by Jim Kliegl; Motion carried 9:20 a.m.

Jim second

Motion carries 9:20 a.m. February 14, 2010

Next Meeting: Saturday and Sunday, May 1 and 2, 2010;

Hilton Orange County/Costa Mesa Hotel;
3050 Bristol Street, Costa Mesa, California, United States 92626
Tel: 1-714-540-7000 Fax: 1-714-540-9176

http://www1.hilton.com/en_US/hi/hotel/SNACMHH-Hilton-Orange-County-Costa-Mesa-California/index.do

Respectfully Submitted,

Carrie Danielson
CATE Secretary
March 25, 2010