

**CATE BOARD AGENDA**  
Board of Directors Meeting  
September 8-10, 2006  
Hyatt Regency, Garden Grove  
11999 Harbor Blvd., Garden Grove, CA (714) 750-1234

Saturday September 9, 2006

The meeting was called to order at 8:38 A.M. by President Michelle Berry. Introductions and book recommendations were given. Other members in attendance included:

Member at Large Kathy Allen	CALIFORNIA ENGLISH Editor Carol Jago
Member at Large Bob Chapman	CDE Liaison Ellen Jensen
FACET Representative Cathy Cirimele	Member at Large Susan Karpowicz
Member at Large Carole Clarke	Member at Large Jaimi Krielaart
GSDCTE Representative Carrie Danielson	CWP Liaison Jayne Marlink
Vice President Charleen Delfino	CTA Liaison Debra Martinez
Member at Large Susan Dillon	CCCTE Representative Liz McAninch
CCTE Representative Angus Dunstan	Past President Maureen Rippee
Treasurer Anne Fristrom	CATE Chair 2007 Pauline Sahakian
Coordinator Consultant Punky Fristrom	RCTE Representative Anne Sahlberg
CDE Liaison Mary Anne Goodwin	Member at Large Cheryl Smith
Convention Coordinator Teisha Hase	TUCATE Representative Carol Surabian
SCTE Representative Lisa Hernandez	Secretary Lorraine Tracey
CATE Chair 2008 Nancy Himel	Membership Chair Joan Williams
Member at Large Richard Hockensmith	CCCC Liaison Bill Younglove
CTA Liaison Jennifer Isensee	

Absent: Resolutions Tish Griggs, Upper Representative Bonnie Enmark, Kern Representative Greg Johnson

**Karpowicz moved and Chapman seconded the approval of the May 6, 2006 minutes. MOTION CARRIED.**

**Chapman moved and McAninch seconded the adoption of the agenda. MOTION CARRIED.**

### **REPORTS OF OFFICERS**

**PRESIDENT** Berry presented and reviewed the consent Docket.

**Karpowicz moved and Chapman seconded that items 1, 2, 3, and 4 be approved. MOTION CARRIED**

**Discussion followed on Item 5. Fristrom moved and Karpowicz seconded the word change in Item 5 from Starwood points to hotel points. MOTION CARRIED**

**PRESIDENT:** Berry's report is ONLINE.

**VICE PRESIDENT:** Delfino's report is ONLINE. Minutes of the Advisory Committee are ONLINE.

**PAST PRESIDENT:** Rippee's report is ONLINE.

**PRESIDENTS OF PRESIDENTS:** McAninch reported that the presidents met last evening all except the Kern and the Upper Representatives. They reviewed awards and clarified. Increasing membership was discussed and whether voting at the CATE business meeting was viable. They felt it was important to know which members of their council were attending CATE so they could be encouraged to become involved. An increase in the \$10 dinner allowance was an item discussed.

**SECRETARY:** Tracey reported that the Introduction to the policies and Items 1, 2 and 3 were to be read and reviewed before the December meeting. A poster with the directory was posted on the back wall and board members were asked to verify, and initial when perfect. Edit if incorrect. When information changes, email Tracey. Tracey will forward information to Delfino, Berry, and Jordan. Business cards will be ordered for new board members. Binders with dividers were available for new members.

**TREASURER:** A. FRISTROM reported good news: Checking account balance of \$14,631.67, memorial CD balance of \$10,406.11, Marilyn Kahl Memorial CD balance of \$5,524.63, a Marilyn Kahl Memorial CD #2 balance of \$10,583.63, Vanguard GNMA Portfolio of \$149,072.39 and Vanguard Index Trust of \$30,412.02. The CATE profit was \$94,000.00. Still to be resolved is the Napa Conference deficit and receipt of several purchase orders from the February convention. Katrina checks have not been deducted. Because of the last two years of frugality the large profit was reported. Announced mileage reimbursement now 40¢ a mile. Meal reimbursement has not changed. Currently it is \$10 for dinner. All affiliate treasurer reports are in. Williams and Delfino reviewed and audited the books and commend A. Fristrom for her accuracy and acknowledged the quantity of work involved in that position.

**MEMBERSHIP:** Williams' report is ONLINE

**CONVENTION COORDINATOR:** Hase report is ONLINE

**CATE 2007 Report:** Sahakian reported the schedule is not in program as of board meeting. Length of sessions in question. Program is ONLINE. Tech strand: April Moore and Bill Diaz will be contacted from last year. They offered to come to Fresno to assist with the convention. Coffee House strand –VALLEY WRITERS - considered. Strand will run during the time other strands run. There will be two Friday night events, an Armenian dinner and wine tasting. Preconvention Theme: "Tending the Harvest: Nurturing Student Writers"

**15 minute break at 10:45**

## **STANDING COMMITTEES**

**Policy/Censorship** - DUNSTAN, Chapman, Hernandez, Smith, Younglove, Danielson, Jago, Sahlberg, Ellen Jensen/MaryAnn Goodwin, Delfino.

The committee reviewed the update that Zaragoza-Diaz sent on two bills dealing with Staff Development and EL Instruction. Then moved to discuss resolutions—their purpose and format, and procedures and process in creating the resolution. Necessary as five new board members on this committee. Ideas were brainstormed: Effects of intensive and strategic interventions that are mandated. Use of non-fiction to replace the teaching of fiction and poetry and conversely the absence of the teaching of non-fiction in other areas. Balance in teaching language arts important. Appropriate staff development to meet needs of teachers.

Request that councils bring drafts of resolutions to the December meeting.  
CATE resolutions will be evaluated with the intent of adapting them to submit to NCTE.

Discussed possible need to development CATE position papers.  
CATE needs to become a resource to state legislators by becoming known and more involved in the political process.

**Convention Coordinating** - HASE, A. Fristrom, P. Fristrom, Himel, McAninch, Tracey, Sahakian, Hockensmith, Dillon, Berry, Nitschke/ Marlink

- \*Contract with Fresno done Aug. 18
  - \*Contract with Sacramento CC done
  - \*Computer for registrar purchased; printer and Microsoft ACCESS (software program) still need to be purchased or acquired.
  - \*Menus are being finalized
  - \*Contracts with wineries: still to come. Buses will come in shifts. People will receive a glass at first location, take it to the others. Food will come from outside vendors
  - \*Contracts with busses still to come
  - \* 2 Minutes for CATE: meals and general sessions would fit in 2 minutes to talk about the functioning of CATE, i.e. elections (past president), budget (treasurer), legislative work (policy chair), Board's actions, etc. (CATENet and CATEweb access as another topic...) Handouts on tables? Discussed LCD/screen Powerpoint for the presentations, to attract more attention; there is a concern about coordination and cost for screens... There are six opportunities for 2 Minutes for CATE. The committee will try this in Fresno.
  - \* Number of local committee members; possible free registration, which will come from CC committee as Action Item. **Hase moved that 20 free registrations for the local committee members be approved. Seconded by Rippee. MOTION CARRIED.**
  - \*Sponsorships – Our committee suggests that Wilson would earn 40% of any sponsorship he brings in, except for the Big Publishers who already are traditional sponsors.
  - \*Exhibits manager report (Jeff Wilson). Booths are underpriced; suggestion – raise prices, with 3 pricing tiers and grandfather clause. (Standard Booth, \$350 early, \$400 late; End Booth, \$400 early, \$450 late; Premium Booth, \$450 early, \$500 late)  
**Hase moved that we accept the new pricing recommended by Wilson. Seconded by Delfino. Discussion followed. MOTION CARRIED**
  - \*Tabletops as an option. CATE needs more information; what does this suggestion look like? Our recommendation is "No for this year; bring back this idea with answers for 2008."
  - \* Commission structure: currently 20% of exhibits to manager. Wilson suggests this only covers administrative costs; suggestion – 50% new sales and 25% returning customers (prior two conventions) for one year. In raising the booth prices, he will already earn more money. It's in CATE's best interest to seduce new customers. Committee suggestion: New exhibits to 40% and 22-24% for returning, three years' contract. Two-year contract acceptable.
- Goals for the year – increase attendance at convention (1012 in 2006) and exhibitors; increase sponsorship. Find site for 2012 convention.
- \*AV problems in Fresno: only one bid from out of area, more expensive. Normal budget is \$8-10,000; this bid is \$22,000, not including technology, which last year cost \$1000/day for internet hookup, and an entirely new company contract.
  - \*Convention budget item. Wilson recommended 20% to 25% commission plus a 50% for new exhibitors (someone who has not exhibited for two years.)

**Hase moved to offer 22% in 2007 and 24% in 2008 for a 3 year contract on returning exhibitors and a 40% on new exhibitors (exhibitors who have not exhibited the last two years) and to offer Wilson 40% on any new sponsorships with the approval of the convention coordinator except for traditional publishers. Seconded by McAninch. Discussion followed. MOTION CARRIED**  
P. Fristrom will send more flyers. if requested.

**Leadership** - KARPOWICZ, Williams, Clarke, Krielaart, Surabian, Rippee, Cirimele, Allen

**Ethics Document** - Public image of teachers beginning to become more negative than positive. The purpose of the document is to address a professional code of conduct for teachers. Two reasons: to demonstrate to the public that we are aware of the need for this type of document and new teachers are made aware of this code before beginning their teaching experience. Discussion followed. Majority felt first three-five pages of the document reflect what we believe needs to be done. Rest needs to be reviewed. More clarification is necessary. Comments will be relayed to Rippee to convey them to the authors of the document.

Central will be responsible for the Virginia Reid scholarship this year (elementary.)

**Review of leadership project:** CATE has \$1,000 available to bring possible leaders to attend the Saturday CATE board meeting. Meals are provided and one night of hotel fees. Council presidents are encouraged to bring people from areas where the board meeting is being held.

Spring CATE board offices available: Secretary, Membership, and Member at Large Elementary and Secondary. Council presidents to publicize and personally encourage people to run. Krielaart is going to check on publications of the offices and post them on CATEnet. Those who are interested in keeping their positions include Joan Williams and Kathy Allen.

\*Revise CATE goals:

\*Promote leadership recruitment and support membership recruitment

\*Provide outreach to under-represented communities

\*Increase the number of new teachers in CATE by (a) encouraging council presidents to contact student teacher supervisors to see CATE as an immediate need for new teachers

\*CATE provides collegiality; practical ideas presented in California English, provides conference information in a timely manner

\*Deal with budget concerns responsibly and fairly

\*Meet the needs of our constituents

\*Improve communication by establishing a better protocol for information distribution among board members as well as within local councils

\*Continue to provide the quality for which we are known

\*Have a successful convention in February

Two goals for the leadership committee this year are to make sure that we have candidates for open offices and encourage presidents to bring potential leaders to leadership meetings. Leaders of individual committees to establish more frequent and timely communication with their members: for example, registration as well as the presidents' committee.

Provide information about CATE at other conferences such as the CTA conference this November. Investigate the possibility of providing gifts, such as lanyards, for those who turn in leadership cards at the convention.

**Karpowicz moved and Rippee seconded that an additional \$500 be budgeted for leadership gifts promoting the turning in of leadership cards at the convention. Discussion followed. MOTION DEFEATED.**

Lunch was postponed until 12:30 pm The meeting reconvened at 1:15 pm

## **REPORTS OF LIAISONS**

## **California Department of Education**

Copies of report distributed and CATEweb & CDE website on line

Middle School: Taking Center Stage - videos and vignettes. Ideas come from national studies

High School Update CAHSEE - steady improvement

High School - A Best Practice published 4 x a year

Secondary Literacy Summit to be held March 26 and 27, 2007. The theme is "Maximizing Student Learning"

Block grants available for school libraries.

K-12 update five recommendations

SB472 legislation teachers receive training in their instructional materials. After initial 40 hours of training then another session of 40 hours. Second 40 hours looks at ELD and how use of materials can enhance the training. If you know someone or are interested contact Ellen Jensen. [www.leginfo.ca.gov](http://www.leginfo.ca.gov) for news on new bills.

## **CYRM No report.**

## **California Writing Project**

Marlink thanked Rippee and P. Fristrom for naming pre-convention for Jim Gray. Thank you to CATE for assisting with publishing Because Writing Matters for parents in Korean, Spanish and English/ Russian and Dari Farsi should be available shortly. Thank you partnership with CATE and pre-convention. Online document latest report Writing and School Reform. Thank you for advocating through resolutions for CWP.

## **California Reading and Literature Project.**

Institute during summer – challenges sudden turnover with administrators

**CE Editor** - Report is ONLINE

**CATEweb** – Report is ONLINE

**CATENet** - No report

**RESOLUTIONS** - No report

**CCCC** - Younglove will report at December meeting. A summit meeting will be held in Sacramento February 23 and 24.

**CTA** - Fact sheet distributed just being introduced – no action taken. A letter was read from Barbara Kerr.

## **CATE COUNCIL REPORTS**

**CAPITOL** - No report.

**CENTRAL** – Report is ONLINE

Announced Asilomar last weekend in September.

**FACET** - Cirimele Immersed in planning for CATE

Each Fall - back to School receptio. Co-sponsored 3 breakfasts with author at Marie Callenders

**GSDCTE** - Report is ONLINE

**SOUTHLAND** - Carol Jago nominated for the NCTE Secondary Teacher of Excellence.

Host 2008, 2010, refused 2012 convention. Spring Fling planned. Flyers for fall conference ready. Reported have own Web site.

**TUCATE** - Report is ONLINE

**UPPER** - No report

Meeting Adjourned at 4:57 p.m.

### **Board of Directors Meeting**

September 8-10, 2006

Hyatt Regency, Garden Grove

11999 Harbor Blvd., Garden Grove, CA (714) 750-1234

Berry reconvened the meeting at 8:38 A.M.

### **STANDING COMMITTEE MEETINGS**

**Executive/Finance** - DELFINO, A. Fristrom, P. Fristrom, Smith, Hase, Rippee, Sahakian, Dunstan, Allen, Berry

**Delfino moved that a policy change from the amount currently paid for attendance to NCTE (registration, transportation, and \$125 per diem) add the cost to attend affiliate breakfast meeting. Hase seconded. MOTION CARRIED**

**Delfino moved that CATE pay for Affiliate Breakfast for award winners. Dunstan seconded. MOTION CARRIED.**

**Delfino moved that CATE pay a stipend of up to \$500 for Carol Jago's expenses to attend NCTE in Nashville. Hase seconded. Discussion followed. MOTION CARRIED.**

Discussion regarding increasing voting participation by experimenting with people voting at the business meeting. Fresno convention only.

**Delfino moved that voting be added at the Annual Business Meeting in addition to paper ballot and on-line ballot in Fresno. Dunstan seconded. MOTION CARRIED**

**Delfino moved and McAninch seconded that the rotation schedule of MAP position policy 9.1 line 1 be removed from the unspecified category to reflect the elimination of that position during an earlier vote. MOTION CARRIED**

Goals

\*Handle budget responsibly and carefully

\*Work within the budget and plan a budget for 2007-08 that will meet needs and prevent piece meal requests for funds once the budget is adopted

\*Support the Fresno Convention committee in fiscally sound ways to ensure economic and educational success

\*Increase number of people voting and increase number of people running for office

**Publications** - CHAPMAN, Hockensmith, Himel, McAninch, Younglove, Clarke, Krielaart, Jago, Sahlberg,

**\*Jago moved and McAninch seconded that the subscription price for CE be separated to \$35 for subscription and membership price \$40. MOTION CARRIED**

\*Bill Younglove suggested a call for manuscripts on the literature of "Teaching about Atrocities" A further topic might focus on students who have lived through atrocities.

\*Suggestions for artists from CDE or California Arts Project.

\*Use CATenet for any council activities, news, requests or concerns etc.

\*Cateweb – Jordan suggested creating a list serve instead of using Topica. Suggestions were discussed for revising CATEweb. Could affiliates meet to share thinking about online spaces.

\*NCTE Awards in Writing – Winners will be posted on CATEweb. 89 California writers will receive awards.

\*CATE Professional Writing Contest: Received 5 submission. Suggestion was made to have a poetry contest that reflects CATE 2008 theme.

\*CATE Creative Writing Contest. Questions raised on publishing winners on CATEweb. Need permission to publish right from the time of submission. Chapman will continue to coordinate the contest with help from McAninch, Hockensmith, and Himel. November 15 deadline for submissions to councils. December board meeting for CATE deadline. Submissions must be electronic.

*Prompt: All of us have querencia, a place where we feel most at home, most comfortable, most ourselves. Sometimes it's not a place. Sometimes it's a time of day or a favorite shirt, a certain kind of weather or music. Write about your querencia. You may do this as a poem, a story, or a memoir.*

## Goals

\*Revise, rework CATEweb.

\*Encourage councils to use CATEnet more.

\*Train Hockensmith to replace Chapman as Creative Writing Contest coordinator.

\*Develop protocols for passing leadership within our organization.

**Membership** - WILLIAMS, Tracey, Hernandez, Karpowicz, Surabian, Danielson, Dillon, Cirimele

Williams pleased that people are working to reach out to various groups to encourage membership. We need to help councils get membership chairs.

Membership booth - local committee would be needed. Poster with map of councils. Counties in one color for each council and then list counties in area color.

Poster: "Get your membership gift here" and "turn your leadership card in"

Have Lucinda pins and READ and WRITE pins. Books, and issues of California English.

Sign "Talk to us about what membership can do for you."

Powerpoint should be at booth. Pictures of people doing things not just what council officers.

Digital camera pictures from previous day could be incorporated into Powerpoint presentations. Request Clarke take on the Powerpoint presentation and put on CD emphasizing the reason for joining. This would be a great tool for every council.

Gifts to members. Decision for gifts will be made in December. Williams will check on bulbs, two-year planner, etc. Cost should be less than \$2.00.

Leadership gifts. Cards should be in bag. Sarabian will make cards for February. At the top: Are you passionate about your profession? Do you want to make a difference? CATE wants to know about you? Name, City, Zip, Contact phone, Council, County, Are you interested in becoming a leader. Elementary, Middle, High School. Clipboards considered a good leadership gift. Within the next month there needs to be follow-up phone calls by council membership chair to leadership cards. (Add to Presidents' handbook.) Cards are distributed to presidents immediately after conference. Membership chair responsibilities include correcting any incorrect information from Precision, contacting leadership card submitters.

Williams would like to meet with membership chairs at next convention.

**Achieving accuracy** –. Regarding every workshop, etc. which offers a membership. List should be divided up, assigned to council members to check. List of new members forwarded to Precision. Registrar needs to designate who paid for membership for CATE.

Within 30 days this list should be sent to the membership chair. **(This should be changed in the presidents' handbook.)** A copy of list should be sent to Williams.

Considered sending a letter similar to NCTE's to be sent to members when they join. Williams will draft a letter to go out with renewals.

Precision's email address is: [gotmail@ucpsd.org](mailto:gotmail@ucpsd.org). Bob Johnson is the contact.

Williams needs old membership brochures that have been stockpiled as new brochures will be reprinted.

One idea for renewing membership. Take new CE edition about Middle schools along with Convention brochure and distribute at middle schools. Middle schools are underrepresented. Contact Precision for copies of these. These should not cost you anything.

Gifts for meetings. Williams suggested that gifts which were given away at Convention be given to councils to give away at meetings.

#### Goals

- \*A membership chair in every council or designee
- \*Williams to have contacts with chairs/designee monthly
- \*Membership list become electronic
- \*Review all of correspondence that goes out from Precision
- \*Create new brochures for December meeting
- \*Draft renewal letter
- \*Increase membership 5%. (Membership is planning a surprise activity if membership goes beyond 5%)
- \*All registrants paying for memberships at workshops, conventions, etc. lists need to be sent to Williams

#### **OLD BUSINESS**

Barry commended board members who solicited new CATE members by visiting school as promised in May. Gentle reminder to continue this work.

Rippee announced that all candidates need to bring photo and biography to December meeting.

#### **NEW BUSINESS**

Bring gift to share to next meeting in December.

Teisha needs a list of cities for convention sites. Southland would not want to do a conference in 2012. Discussion followed regarding locations in Southland. San Diego may be considered.

**Rippee moved and Delfino seconded to adjourn the meeting at 12:04. MOTION CARRIED.**

Next board meeting South San Francisco, Embassy Suites on December 8, 9 and 10

#### **TO DO**

- Read Introduction to Policies as well as Policy 1, 2, and 3.
- Bring documentation on awards.
- Councils bring drafts of resolutions to the December meeting.
- Candidates to bring photo and biography to December meeting.



Bring gift to share to next meeting in December (can be white elephant or a gift not to exceed \$15.00.)

Deadline for Creative Writing Contest at December board meeting.

**President's Handbook Additions**

Within the next month after convention there needs to follow-up phone call by council membership chair to completed leadership cards.

Registrar of local council events needs to designate who paid for membership (with registration) for CATE at their workshop/conference. Within 30 days this list should be sent to the membership chair. THIS SHOULD BE A CHANGED IN THE PRESIDENTS' HANDBOOK.

Respectfully submitted,

Lorraine K. Tracey, Secretary