

MINUTES DRAFT UNTIL APPROVED BY BOARD AT NEXT MEETING
CATE Board of Directors Meeting
December 3-4, 2016

To Do/Actions to Take
Before the
Next Board Meeting:

Doubletree by Hilton Burlingame • 835 Airport Blvd. Burlingame, CA 94010

Saturday, December 3, 2016

Present: Jennifer Howerter (CDE); Liz McAninch, Denise Mikkonen, Jayne Marlink, Michelle Berry, Joan Williams, Richard Hockensmith, Angus Dunstan, Carole LeCren, Jeannine Ugalde, Patrick Keough, Kim Flachmann, Robb Polski, Greg Johnson, Mary Adler, Gina Cole, Kathy Nichols, Marina Santos, Carol Surabian, Bill Younglove

I. Call to Order

- A. The meeting was called to order at 8:32 AM.
- B. Introductions and welcome to new board members.

II. Consent Docket

- A. Approval of September 2016 Minutes. Moved by Dunstan, seconded by Surabian. Passed.
- B. Adoption of December 2016 agenda. Moved by Hockensmith, seconded by Dunstan. Passed.
- C. Introductions: Jennifer Howerter was introduced as the new CDE liaison, replacing Letty.

III. Board Reports

A. President: Denise Mikkonen

Denise talked about her experiences at NCTE, starting with the environment post-election. She discussed the Intellectual Freedom Award winner's speech. She also talked about NCTE's re-branding in order to be fiscally successful (they lost money last year). She related an anecdote of sitting next to a teacher from Berkeley who told her that she doesn't see what CATE does for California teachers. She also explained why NCTE is against teacher performance assessments (TPAs) because they are over assessment at the expense of learning from the student teaching experience. Bill explained that the four TPA tasks used to be part of the coursework prior to student teaching--now two of those tasks are required during student teaching, sometimes requiring 90 hours of work on top of what a student teacher does during the student teaching assignment. He said that people are recommending moving the tasks to the BTSA years. She also talked about a meeting that she attended of all the subject matter projects: Lead/Learn. She had an amazing time. She finished by emphasizing the importance of attending board meetings.

B. Vice President: Jill Hamilton-Bunch

(absent) Denise reported that Jill is doing a phenomenal job with the room assignments and advisory call. The next board meeting is on Thursday, February 16, at the Hyatt Regency Santa Clara. The board meeting after that will be May 6-7 at the Town and Country in San Diego. She also made announcements about lunch and parking validation.

C. Past President: Liz McAninch

Liz collected all the classroom excellence nominees. Discussion ensued about when to notify the winners. As soon as the nominees are ratified at this board meeting, then councils can notify their winners so they can start preparing to come, as long as they tell their nominees that Denise is sending an official letter by December 25. Nominations for positions on the board were also discussed. Carole clarified that council reps to the CATE board do not necessarily have to be council presidents, and if council presidents are absent, they are the only board members who can send a substitute, according to Policy 1.1.5.

ACTION ITEM: To nominate Bill Younglove for the Distinguished Service Award. Moved by McAninch, seconded by Dunstan. Passed (enthusiastically).

D. Secretary: Carole LeCren

As posted. Then discussion ensued about who is responsible for making sure that things are posted on CATEweb. Jeannine (Publications Committee Chair) announced that she should be the point person for sending things to Cindy Conlin to post on our website.

E. Treasurers: Mary Adler and Greg Johnson

Mary announced the cost for the board meeting rooms: \$122.84 per room per night. Greg and Mary shared that the taxes for CATE have been paid. Discussion ensued about how to honor John Pearson, the CPA who donates about \$500 of his time doing the taxes for us. A suggestion was made to give him a special award/invite him to dinner at next year's convention in San Diego. Angus asked about the Henke and Fristrom accounts. Greg clarified that the money will continue to decrease unless donations are added to the funds. He said the Anne Fristrom told him she will be sending a donation for the Fristrom scholarship.

F. Membership: Joan Williams

Joan discussed and complimented how the local councils worked to increase their membership, and also how the annual convention adds to membership. Discussion ensued about how to get new members as attendees at local conferences. Mary asked if Southland is planning to do a joint event with the Writing Project, do attendees have to be members? Jayne shared the background on how the Writing Projects do not have the kinds of funds that they had in the past (example: CWP being funded with \$250,000 back in the day, versus \$65,000 more recently). The conclusion was that CATE wants local councils to offer some kind of a discount for CATE members, and some way for non-members to become members at the event. Joan also reiterated that when a local council holds an event, a list of attendees **MUST** be sent to Joan by the registrar.

G. Convention Coordinator: Michelle Berry

Michelle reported that Cindy is sending a check for the first registrations to CATE 2017. Her report is posted but she wants to give a few highlights. She reminded everyone to register for the convention, and to distribute flyers. She complimented Yisel, the new exhibits manager, who is experiencing a steep learning curve while being a full-time teacher. The convention coordinating committee will help brainstorm who she should be soliciting to sign up for the exhibits hall. Michelle also shared that Cindy has received more registrations prior to December 1 than she has in the past. Michelle will send out in January a sign-up sheet for each board member to donate four or more hours. She will also use one of the free room nights from the hotel to fund having Cindy come one night early so that we can open registration on Thursday night. She also talked about

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Carole and Jeannine: Make a note to include space in the CATE 2018 Convention program for a special award for John Pearson.

having a meet-and-greet that night during registration for exhibitors and attendees. Carole shared that board members, when they encounter convention attendees at the hotel, should point out that registration opens early. Michelle passed around a board rooming sign up (Jill does not deal with rooming for this particular meeting). She complimented the convention chairs, and said that she thinks we can get 1000 attendees.

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H. Convention Chair: Kathy Nichols

Kathy shared that she is excited about the convention. One of the jobs that board members can do is facilitate the table discussions on Sunday morning. She said that one of her speakers, Penny Kittle, is so excited to see another major speaker, Sarah Kay, that she will be coming for the entire convention. Other items are posted in her report.

IV. Reports of Liaisons

A. CWP: Jayne Marlink

Jayne talked about her (unexpected) work with private schools. She concluded that the people that she presented to were ravenous for support/information from organizations such as CATE. Jayne said that the Pre-Convention is in good shape. The opening session will present a “maker” stance for literacy. The appeal is cross-disciplinary. There will be four grounding sessions which will also look at writing and making and big ideas. One example: Tech-iquity (tech equity)--what does that mean? Who gets access to what kinds of tech? Another example: Media literacy--what does that look like in a world where everyone is throwing out their unfiltered opinions out there? Another session will be about making knowledge, making change--using all sorts of platforms (such as PSAs, taking research and transforming it into infographics, TedEd talks, etc.) She’s hoping they’ll have a two-page info sheet ready to send out next week. Cliff Lee, scholar in residence at Youth Radio, will be at the Pre-Con for lunch--where his main push is the “so-what?” factor in working with student writers/makers. Jayne shared that with the current atmosphere, she wants to look at the CWP’s role--that writing is the first strategy for resistance. While in Atlanta, she reached out to the teaching tolerance people. What can CWP do to make writing, literacy development, bias analysis, work across California? is her newest driving question.

Carole and Jeannine:
Check out Cliff Lee
during the February
board meeting as a
potential speaker for
CATE 2018.

B. CDE: Jennifer Howerter

She shared her report in writing and orally from her office at the CDE: Literacy, History, and Arts Leadership Office. The Literature List (hosted on the CDE website) will be updated. The original database was built in the 1990s, so improving the tech will be on the agenda of an internal committee. She shared a tool that help share information about arts programs. Then she talked about new legislation: a new single-subject teaching credential in dance and theatre, and revisions to the standards for VAPA and World Language. Her next item was about developing students as global citizens. The Global Education Summit’s final report and presentations are online. A related topic is the Summit 2.0 for Civic Education. And finally, the Secondary Literacy Partnership puts out webinars; two upcoming ones were listed.

C. Common Core Consultant: Bill Younglove

1. Conference Call with Janet Napolitano: former governor of Arizona and Homeland Security, and current president of the UC system

Bill asked her the question: I know that the master plan has undergone lots of revision. My question is, as a student in California, can I get into UC? The answer was: If you graduate in the top 12.5% in your graduating class, if you complete the a-g require-

ments, if you , if you take the SAT, if you do those things then you will be eligible to attend a UC.

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2. Common Core Test Providers: There are two test providers for Common Core, with two tests: SBAC and PARCC. Bill shared that 32 States used SBAC in 2010, now reduced to 15/16 (2015), and 26 used PARCC (in 2010), now reduced to 6 (in 2015). SBAC, which was housed at UCLA, will now be looking for a new site (this news came out this past week). Two days ago the news came out that the superintendent of Long Beach, Chris Steinhauser, is petitioning to substitute the SAT for the SBAC. His district administers the PSAT to grades 8-11, and the SAT to 11-12, and uses the Khan Academy for remediation. If this superintendent does not get a waiver, then he hopes to introduce it as legislation. Carole asked what the states that stopped using SBAC and PARCC used instead--Bill explained that they used an amalgam of tests, including McGraw-Hill. He also explained that SBAC and PARCC originally received money from The Race for the Top--monies that are now spent. Bill then reviewed the background on Common Core. The starting point was a number of groups, including the Business Roundtable, looked at A Nation at Risk (1980s) and set Goals 2000, then had states create standards. By 2007, it was obvious that the standards were not strong; only three states had strong standards: CA, TX, MA. There is a high correlation between California's standards and the common core standards. Then they told the states, if you want more federal monies, you must adopt a common set of standards (and we just happen to have the Common Core standards that you can adopt), and that you have to tie your assessment to teacher evaluation. California did not get the Race to the Top monies; they were unwilling to accept the teacher evaluation piece. Now, the testing, after three years, is computer-based (the option to do paper and pencil has expired), and there are some federal monies available for helping with the technology necessary for testing.

3. Folder with Assorted Topics: Core Districts, Health Education Framework, History/Social Science Framework, Local Control Funding Formula, Budget/Legislation Analyst's prediction of a mini-recession in 2018, list of boards to serve on, School Accountability Report Cards, ESSA Legislation--talk to him about any of these, or look at the folder.

BREAK to 11:15

V. Report by CATE Council Representatives

A. Capitol (Angus Dunstan)

As posted. In addition, Angus shared his theory about the role of CATE and local councils, and came to the conclusion that the time of the local convention may be dead. He pointed out exceptions: Kern, Central + Asilomar, Yosemite. One comment came up at his board meeting, "Maybe we need to become a discussion group, an ideas group?" Carole shared that the discussion/conversation doesn't occur unless you create the event where the conversation can take place.

B. Central

As posted.

C. Fresno

As posted.

D. San Diego (Jeannine Ugalde)

Jeannine shared that she has learned through her research at NCTE that the most successful councils are affiliated with a university.

E. Kern (Kim Flachmann)

As posted after she took it out of her drafts folder. Kim added some highlights about how they are successful--a “beer” event early on, events that are co-sponsored (example: the Reading Institute (funded by the local high school district) holds an event featuring a speaker such as Kelly Gallagher, and then the caveat is if an attendee registers through the CATE website, then they get membership AND a ticket to the event.) Their newest event (they try to have a new one each year), is a book club/book exchange. They also got the author to come--which they managed by holding their book club the night before the One Book, One Bakersfield event. Greg announced that Kim is getting the Jim Burke Light and Liberty Award (not CATE’s Jim Burke, but a famous Jim Burke in Bakersfield).

F. Redwood (Joan Williams)

Currently the council is run by three people. She did receive three nominations for classroom excellence, which they had to vote on. They are still trying to figure out what people want; and eventually they want to encourage new leadership.

G. Southland (absent)

As posted.

H. TUCATE (Carol Surabian)

As posted.

I. Upper (Gina Cole)

As posted.

VI. Standing Committee Meetings

(Meet until noon, then break for lunch, then continue meeting after lunch)

A. Executive Finance (Patrick Keough)

Present: Michelle Berry, Carole LeCren, Denise Mikkonen, Patrick Keough, Kathy Nichols, Greg Johnson, Mary Adler

Report: Carole suggested that a reimbursement form, indicating lines or check boxes that match the budget line item, in order to help the treasurers know where the money is coming from. Discussion ensued about creating more paperwork. The conclusion was that people should simply clarify what their receipts are for. The committee then proceeded to go through the convention budget line items. Discussion ensued about creating a line item for convention center costs. Greg and Mary found the \$20,000 that can move into the new line item. This situation is specific to convention sites that involve both a hotel and a convention center. Reconvening after lunch, Michelle found that the convention center costs will be around \$10,000. We will put \$20,000 there, which will cover the \$10,000 and the snack bar. Kathy asked where the money was (\$750) for setting up an online program for an app/online program called Sched. It was placed in the Printing/Copying line. Patrick pointed out in the future, when we have an ACTION ITEM in the minutes, the motion should include the line number that will be encumbered. Discussion ensued about which board positions, who cannot “attend” the session, should get the following discounts:

Treasurer(s): Free registration

President: Free registration and free meals

Membership: Free registration

Convention Chair(s): Free registration and free meals

Convention Coordinator: Free registration and free meals

ACTION ITEM: To comp board members who are unable to “attend” sessions at the annual CATE convention due to their roles during the convention (as listed above). The

All Board Members:
When turning in a receipt for reimbursement, make it clear for the treasurer what it is for, and which budget line it involves.

All Board Members:
Action items that involve expenditures must include the budget line number that will be covering the cost.

change to Policy 7.1.7 would read:

7. The local planning committee chairs, as determined by the Convention Chair, will receive a discount on registration, the numbers to be approved by the Board at the May meeting. In addition to the local planning committee chair discounts, the following board positions will receive the following compensations: the president, the convention chairs, and the convention coordinator will receive free registration and meals; the membership chair and treasurer(s) will receive free registration.

Moved by Keough, seconded by Johnson. Discussion ensued. Passed.

This change would take place for the CATE 2018 convention.

Mary brought up an issue with a returned check that had insufficient funds; the bank charged a \$12 fee. She asked if CATE has a returned check policy. She was planning to write to the person and request the funds plus reimbursements for \$12. The committee agreed that this seemed an appropriate action to take.

B. Publications (Jeannine Ugalde)

Present: Jeannine Ugalde, Bill Younglove, Angus Dunstan, Marina Santos, Jennifer Howerter, Robb Polski

Report:

Winners of the CATE Creative Writing Contest Winners for 2016-2017

3-4	San Diego	Brooklyn Borts
5-5	Central	Cera-Jane Ho
7-8	Central	Abigail E. Milne
9-10	Redwood	Jewel Blanchard
11-12	Capitol	Nathan Sua Noi Mekdara
College	Southland	Indigo Vu

The CATE Professional Writing Contest submissions are in process and winners will be chosen at the February board meeting. The committee also discussed recommendations for improvements to CATEweb.

C. Membership (Joan Williams)

Present: Joan Williams, Gina Cole, Kim Flachmann, Richard Hockensmith, Carol Surabian, Liz McAninch

Report: The committee discussed keeping the council ribbons for the convention.

They also talked about revisiting council boundaries in May. They also discussed how councils successfully increase membership. We also talked about retaining members, using Kern Council's e-blasts to fallen-off members as a model. At the convention, it was suggested to have stickie notes at the membership booth for attendees to answer the question: What do you need from us? They also discussed creating an information card on cardstock that would be stuffed into convention bags and distributed at meal events to advertise CATE and all the ways we are connected. Carole volunteered to help design it. The committee also discussed the "gift" to be given at the membership booth, but didn't come up with a definitive answer. Joan reminded the CATE 2018 chairs to have a bookmark or poster at the membership booth to advertise the next convention. We need to toot our own horn/publicize what we do, because we are not doing it well. We should have media present, especially at our annual state convention. The idea of educators standing together, and helping one another tackle teaching literacy that addresses equality and equity--one of the things that we said is that we need to get information out there so that people know what we are doing. How can we, as a group, get

To Do/Actions to Take
Before the
Next Board Meeting:

Carole: Finish the
"info" card, print for
Joan.

Jeannine and Carole:
Design and implement
advertisements for
CATE 2018 at CATE
2017.

Jeannine and Carole:
Consider press releases
and perhaps a news-
room for the CATE
2018 Convention.

people to discuss, and not just attend sessions? The Sunday session may afford us this opportunity. Bill shared excerpts from Lori Campbell's article in an earlier *California English* issue. He suggested using these types of quotes, from people who have "found" us, in advertising (posters at the convention, on CATEweb, on Twitter, and on Facebook). Kim shared that she has several of those quotes that she can mine from the college credit papers she collects. Carole said she used some of Kim's quotes in the CATE membership brochure she designed for Joan.

Second Round of Committee Meetings 3:00-4:45 PM 4:45 PM Council Presidents Meeting

Sunday, December 4, 2016

Present: Marina Santos, Carol Surabian, Bill Younglove, Mary Adler, Kim Flachmann, Denise Mikkonen, Michelle Berry, Richard Hockensmith, Joan Williams, Carole LeCren, Jeanine Ugalde, Gina Cole, Angus Dunstan, Robb Polski, Greg Johnson, Liz McAninch

VII. Report from the Presidents' Meeting (Carol Surabian)

Carol was re-elected as President of Presidents. She will send the revised President's Handbook to Jeannine to send to Cindy to post on CATEweb. The group respectfully asks that the Policy/Censorship/Resolutions and the Executive Finance consider reinstating the Resolutions Committee. Discussion ensued about how to afford it and how to reinstate it, perhaps using a different format. The committees will discuss it, with a proposal for the budget at the May meeting when we talk about the budget.

VIII. Second Round of Committee Meetings Reports

A. Policy/Censorship and Resolutions (Angus Dunstan)

The group discussed about how to get the previous resolutions visible on CATEweb. Jeannine said to send her an e-mail and she will get Cindy to post them, because Michelle claims that Cindy has them. Angus said they need to be posted in an area that's not a board only area, but readily available to anyone who wants to see them. The CDE liaison, Jennifer Howerter, asked if we know anyone who wants to host a webinar sponsored by the CDE. They spent the rest of the time on resolutions. Bill wrote two resolutions that the group will bring forward at the February meeting. One is on class size reduction, and the other is about charter schools and the fact that the charter schools were originally developed as places where new curricular practices could be created/tested out--and now it is time to look at their successes and bring them back to the public school realm. They also have a third one they want to develop combines a number of ideas, involving the new nominee for Secretary of Education and her devotion to voucher-based education, AND, the Oxford English Dictionary's word of the year: post-truth...and what is the responsibility of English teachers in a world with these two things in it? The resolution would be directed to ourselves.

B. Convention (Michelle Berry)

Kathy and Susan (who attended the board meeting via Facetime) are working diligently. We brainstormed possible exhibitors for Yisel Parra to pursue for the exhibit hall in Santa Clara. We are pursuing the two "give-aways" for the end of the Sunday brunch. We need LCD projectors for presenters' session rooms. Who can bring an LCD projector: Kim, Jill (?), Carole (maybe), Mary. Michelle will create a "board obligation sheet" on card stock so board members will know when/where to be. Carole has offered to make the President/CWP Reception invitations--and will use the invitations, giving

To Do/Actions to Take Before the Next Board Meeting:

Bill and Kim: Find and share quotes with Carole and Jeannine to be used in print advertising and on CATEweb.

Executive Finance (Patrick) and Policy/Censorship/Resolutions (Angus): Remember to put on your agenda for your next meeting(s) how to reinstate and fund the return of the Resolutions Committee.

Jeannine and Michelle: Contact Cindy to create a new tab and post our resolutions.

Angus and the Policy/Censorship/Resolutions Committee: Finish crafting your third resolution about post-truth for the February board meeting.

Kim, Jill, Carole: Remember to bring an LCD projector.

Michelle: Design a "board obligation card."

Carole: Create the reception invitation.

some for Jayne to distribute, therefore giving us an idea of how many hors d'oeuvres to order. The hotel meeting at 4 PM. on Wednesday. Carole will work on the program over winter break--a list of who needs to send what will be e-mailed out. Kathy will look into getting Sched (an online/app program so that attendees can calendarize their experience at the convention). Jeannine and Carole reported out some ideas for major speakers and for strands. Jeannine got ideas for major speakers from Jayne; Carole talked about tapping Kim for presenters for her ERWC strand idea. Carole has offered to make new CATE badges to be worn by board members during the convention. Michelle hopes that the Call for Presenters for CATE 2018 can be opened/posted by the end of the 2017 convention. Michelle then explained the Sunday morning new format, originally called the UnConvention, and currently called Open Space--still looking for a good name. Name suggestions included: Teacher Think Thanks, Collaborative Conversations. Richard suggested Teacher Collaboration Session. Kim suggested Teacher Roundtables. She listed some brainstormed topics and asked for more. There will be three to four rooms with the tables, probably grouped by general theme. Board members will be needed to facilitate the conversations at one or more tables in order to help the attendees keep the conversation going. The idea right now is to have two half-hour turns, so attendees can experience two topics.

C. Leadership (Carol Surabian)

The following offices have the following people running: Secretary: Carole LeCren; Membership: Joan Williams; MAL Middle: Carol Battle and Kathy Nichols; MAL Unspecified: Summer Iamele; MAL College: Carmen Carrillo. They also want to work with Cindy to figure out a common registration form for all council events, so that it makes it easier to communicate with Membership regarding attendees and/or new members. They also discussed a way to communicate to board members the "code of ethics" which are part of the policies. Carol read a draft of a new policy to establish procedures for instituting an Administrator's Award. Discussion ensued.

ACTION ITEM: Create Policy 10.5 for the Administrator's Award:

Policy 10.5 Administrators Award: Award for Leadership in English /Language Arts

1. The award for leadership recognizes an administrator (K-University) who inspires educators, supports the exploration of new avenues and methods of teaching and encourages teacher leaders.
2. Council committees will select an administrator based on a rotating schedule. Years are convention years, in the areas where the convention will take place.
2017, 2019, 2021, 2023: Northern Councils: Upper, Redwood, Central, Capitol, and FACET
2018, 2020, 2022, 2024: Southern Councils: San Diego, Kern, Southland, and TUCATE
3. Council committees will submit the names, along with a nominating letter and letter of recommendation, to the Leadership committee by or at the December Board of Directors meeting.
4. The Leadership Committee will select one administrator to be honored at the next CATE Convention. This name will be forwarded to the CATE President.
5. CATE will honor the winner by:
 - a. making an appropriate award to be determined by the CATE board, and by publicizing the award in all available media
 - b. inviting the administrator to attend a specific meal function as a guest of CATE (The awardee will be given two (2) free tickets to the meal.)
 - c. seating the award winner in a conspicuous place at the meal function and introduc-

To Do/Actions to Take Before the Next Board Meeting:

Carole: Send out a list of who needs to send what in order to complete the program by the end of the December.

Kathy: Work on Sched.

Carole: Make new CATE pins for board members to where at the conventions.

Kathy, Susan, and Michelle: Decide on a name for the Sunday morning session; then advertise it on CATEweb.

Richard, Michelle, Joan: Work with Cindy to create a generic registration online form to be used by all councils for all local conferences that will do the following: 1. put attendee information into a file that can be used as a spreadsheet or database; 2. be accessible to Joan.

ing them at the appropriate time.

Moved by Surabian, seconded by Williams. Discussion ensued. Passed.

IX. Old Business

Bill shared the topic of a letter directed to President-Elect Trump by the college administrators in California who do not want to lose their DACA students. He also shared that 19 Tolerance/Holocaust museums are in the process of drafting a document/open letter about what the future should look like in regard to tolerance. He reminded us that the convention in February will be a month into the new presidential administration, which may generate new issues for discussion.

Denise brought up a discussion about the policy about turning in awardee nominations by the deadline.

ACTION ITEM: To suspend Policy 10.4.4.f in order for Southland to complete their award nominations by December 15. Moved by Dunstan, seconded by Williams. Discussion ensued. Passed.

X. New Business

ACTION ITEM: To accept the awardees that were turned in. Moved by McAninch, seconded by Ugalde. Passed.

ACTION ITEM: If the paperwork for Southland is not in by December 15 to the Past President, then the previous action item is rescinded for their awardee. Moved by Berry, seconded by Hockensmith. Passed.

Bill shared that the DACA students studying to become teachers in his 300G coursework at CSU Long Beach are very concerned about their ability to be employed. He asked Sanchez, a legislator, about how this would work. It appears that those students can make it through the entire process to be credentialed. The problem that they will run into is the first time they get employed and they are asked for their social security number and verification of residency.

Denise brought up the idea of looking at our mission statement. Discussion ensued. One conclusion was to have committees at the May meeting discuss the idea of a slogan for CATE that will help brand us.

XI. Adjournment

Adjournment: Moved by Johnson. Seconded by Ugalde.

Meeting adjourned: 9:51 am.

To Do/Actions to Take
Before the
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Southland: Turn in
all paperwork for
awardee(s) by Decem-
ber 15 to Liz.

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