

**Minutes: CATE Board of Director's Meeting**

**December 5-6, 2009**

**Embassy Suites**

251 Gateway Blvd., South San Francisco

(650) 589-3400

**Attendees:**

Jim Kleigl, Kathy Allen, Bill Younglove, Nancy Himel, Punky Fristrom, Anne Fristrom, Angus Dunstan, Charlene Delfino, Kathleen Cecil, Liz McAninch, Michelle Berry, Bob Chapman, Richard Hockensmith, Carol Surabian, Shelly Medford, Jill Hamilton-Bunch, Karen Brown, Kim Flachmann, Carol Jago, Carrie Danielson. Absent: Cheryl Hogue Smith, Joan Williams

**I. Call to order, welcomes, and introductions**

9:06

**II. Approval of September BOD minutes**

McAninch moved--Delfino second

Motion approved

**III. Adoption of December 2009 agenda**

Berry moved--Kleigl second

Motion approved

**IV. CATE Board Reports**

**A. President**

**1. NCTE—Convention & Advocacy**

- Great Convention—many young people, full of energy
- Junot Diaz—plan for our convention
- NCTE Advocacy Group—Bob Chapman will be visiting Diane Feinstein at least three times a year.

**2. Annual Reports, ALL Board members, due December 31; send to rochapm@suddenlink.net**

Subject line: ANNUAL REPORT

Top line: your name and position held

Text needs to include CATE business you've done in 2009

Tone should be somewhat formal and concise

Models available on website

**3. Use email on the roster for President Chapman**

**7. CATENet**

Need to improve the communication

Resignations:

Tish Griggs, Anne Sahlberg

**B. Vice-President-Delfino**

1. Please follow format for submitting board reports
2. May meeting--April 30-May 2—Hilton in Costa Mesa  
John Wayne airport is best and there is a shuttle
3. Sign-ups for rooms for February meeting
4. Regulations on textbook purchase—no money for inforcement
5. Library standards—Young Writer's Contest—reader's needed
6. Co-chairing registration committee for convention

**C. Past President-Berry**

**1. NCTE Liaison Report**

Excellent convention

5500 were expected and 7000 attended

Chapman, Delfino, Berry thank CATE for the support to attend

**2. NCTE Award Winners**

Brian Jeffrey  
Bill Younglove

3. 2011—Michelle is working hard already on this convention.
4. CATE Elections (pictures and statements due before meeting today)
5. CATE Awards--Do NOT inform your nominees! This is done by President Chapman by January 1
6. Distinguished Service  
CATE Award Committee: Diane Lucas, Aaron Spain, Michelle Berry  
Carole LeCren nominated for Distinguished Service Award  
**Berry moved approval--P. Fristrom seconded  
Motion Carried**
7. Other  
NCTE Membership is down 18%--shows that problem is national not specific to CATE

D. Secretary -Danielson

1. Directory Update

Minutes on CATEweb, Roster updated, Folders made for new people, computer working, copies of CATE Policies available

E. Treasurer's Report--A. Fristrom

1. Informational tax returns filed

Available for review on request

Checking:	\$14,203.52
Memorial CD	\$11,628.66
Marilyn Kahl Memorial CD	\$4,667.32
Marilyn Kahl Memorial CD #2	\$11,855.88
Vanguard GNMA Portfolio	\$98,319.17
Vanguard Index Trust	\$28,332.26

Total Income: 9/5/09-12/4/09 \$25,714.00

Total Expenses: 9/5/09-12/4/09 \$22,146.19

F. Membership Chair's Report Surabian (for Williams)

1. Concerns about accuracy of membership list. New procedures in place to help catch mistakes.
2. The report was posted online.
3. Current rosters are attached to the report
4. Membership numbers are still dropping—882 as of November 30, 2009.

G. Convention Coordinator's Report--P. Fristrom

2010

1. Board registration for convention Please Register!
2. Convention Housing--Charlene Delfino will be in charge  
Include: Arrival day, Departure day, Shared room/single room,  
Early Thursday through Sunday—annual business meeting.

4. Other

Contract for 2015, 2016—special bonuses because of the recession

V. Report Highlights by CATE Councils

A. Capitol Council (Dunstan)

Online Report

B. Central Council (McAninch)

Online Report

March 13 Steinbeck Convention

C. FACET Council (Vacant)

- D. Greater San Diego Council (Lauderbach)
  - Online Report
  - Promising Practices featured author Laurel Corona
- E. Kern Council (Flachmann)
  - Online Report
  - New Board
  - Membership Drive—Cheryl Hogue Smith was the speaker
  - Kelly Gallagher second speaker—both very successful
  - Writing Project idea—Letter exchange between 6-12 and CSU students
- E. Redwood Council
  - no report
- F. Southland Council (Himel)
  - Fall Conference was wonderful—morning speakers were students (Get-Lit) who will perform at 2010 with Joy Harjo
- G. TUCATE Council (Surabian)
  - Online Report
  - New Website by Jim Kleigl
- H. Upper Council (Medford)
  - Online Report
  - Working on membership
- VI. Report of Liaisons (45 minutes)
  - A. CYRM No report (Mitchell)
  - B. CWP No report (Marlink)
  - C. CLRP (Jago)
    - Struggling to make things work—hiring freeze—budget problems filter down in many ways
  - D. California English (Jago)
    - Next issue is about California writers
  - E. CATEweb No Report (Conlin)
  - F. CATEnet No Report (Stanford)
    - Concerns about CATEnet
  - J. Resolutions (Cecil)
    1. Cecil was on the NCTE Resolutions committee. No resolutions were submitted. How useful are resolutions? NCTE uses resolutions in their advocacy.
    2. March 4 coalition that UC students are spearheading. Many local unions have endorsed. Pink slips will go out March 15. A lot of political action...not so much about budget but about how to fund education and social services in a sensible way. Librarians are vanishing.
    3. By the convention there will be resolutions.
    4. Kathleen Cecil will chair resolutions at NCTE 2010
  - K. CCCC (Younglove)
    1. Conference Call
    2. Brad Huff—summary
    3. Upcoming summit at the capital
    4. Reps from governs office, unions, assembly and senate groups Feb. 26, 27
  - L. CTA No report (Martinez)
- VII. Standing Committee Meetings
  - A. **Policy/Censorship** - ANGUS DUNSTAN, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez (absent), Jayne Marlink (absent), Bill Younglove, Jim Kliegl
    1. Committee Member Reports
      - a. We will post our Policy committee notes on CATEnet

- b. Resolution on the National Day on Writing: Senate Resolution 310—each year it has to be passed—cost means it may not happen every year.
- c. 2009 NCTE Legislative Platform—“Learn Bill”—draft
- 2. Resolutions
  - a. Resolution on a new model—inspectors that assess quality of instruction
  - b. Try to get resolutions more into the media
  - c. Try to tie resolutions to talking points for teachers when they push for change
  - d. Ouchi “Student-Teacher Load”
- 3. Revise Policy--Introduction
  - Action Item- Move to keep the Policy Introduction “As Is”**
  - Moved by Dunstan--Second by Lauderbach**
  - Motion carried**

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

- 1. CATE 2010-**Error! Reference source not found.**2. CATE 2011- Berry  
" Never More Crucial" is the theme  
Possible Speakers: Carol Jago, Jim Burke, Anna Roseborough
- 3. Chair for 2012—
  - Motion by P. Fristrom to appoint Kim Flachmann as Convention 2012 Chair**
  - Seconded- Berry Motion carried**
- 4. Future Convention Sites
  - Motion to contract with the Hilton for 2015 (San Jose-Doubletree) and 2016 (Costa Mesa Hilton), with authority to negotiate better contracts and accept negotiated contracts or accept contracts as is.**
  - Moved by P. Fristrom Seconded by Himel**
  - Motion carried.**
- 7. Policy Revisions 1.3 & 2.1
  - Motion to change CATE Policy 1.3--(delete and the webmaster in 1.3.2) P. Fristrom Second--McAninch Motion carried.**
  - Move to leave 2.1 the same--P. Fristrom Seconded--Hockensmith**
  - Motion carried**
  - Policy 1.3.2 now reads: *All segments of the annual report should be completed and e-mailed to the president by the December date set by the president.* No other changes to Policies 1.3 and 2.1

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

- 1. Leadership cards for convention
  - a. New format
- 2. Review of CATE scholarships and leadership opportunities
  - Bring people to meetings
  - Encourage local councils to sponsor scholarships
- 3. CATE Board elections 2010:
  - President; Delfino,
  - Vice-President; McAninch,
  - Member-at-Large, Elementary --Denise Mikonnen;
  - Member-at-Large, Secondary--Ron Lauderbach
- 4. Virginia Reid applicant: **Motion to award to Kristen Haley by Surabian**  
**Seconded- Delfino Motion carried.**

5. Plan for councils to encourage leadership, follow-through, and retention  
Carpool with new members of your council on the way to the convention, sit at the tables

6. Revise Policies 1.1, 1.2 & 1.4

**Motion to leave CATE Policies 1.1, 1.2 and 1.4 as is--Surabian  
Seconded--Kliegl**

**Friendly amendment to Policy 1.1.3: Original "If a board member who has previously confirmed fails to attend, they will be billed for their share of room expenses and meals missed, except in the case of emergencies." Grammatical change to: "If board members who have previously confirmed fail to attend, they will be billed for their share of room expenses and meals missed, except in the case of emergencies."**

**Friendly amendment accepted. Motion carried.**

**No other changes made to Policies 1.1, 1.2, and 1.4.**

IX. President of Presidents' Report -Dunstan      No Meeting

## Sunday

A. *Executive/Finance* - CHARLEEN DELFINO, Michelle Berry, BobChapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Jayne Marlink (absent), Cheryl Hogue Smith (absent), Jill Hamilton-Bunch

**1. Delfino--Moved that CATE support CTA by buying booths at CTA conferences Jan. 22-24 (north) Burlingame and March 12-14 (south) Los Angeles**

**Dunstan seconded      Motion carried.**

**2. Delfino—Motion for President to support new library standards**

**Dunstan seconded      Motion carried.**

3. Reduced number of awards given this year--

Teacher of Excellence of Award 5

Award of Merit 2

Committee encourages councils to give awards despite financial considerations.

**4. Delfino moves to renew policies 2.2-2.4 with the following changes:**

Policy 2.3.3.a Read: "a) Consent of CATE board of Directors and a majority of CATE members involved in the realignment who respond to a mailed ballot and" Changed to: "a) Consent of CATE board of Directors and a majority of CATE members involved in the realignment who respond to a ballot and" (the word "mailed" is deleted from original.)

**Dunstan seconded      Motion carried.**

Policy 2.4 Read: "Council committees should encourage their members to attend the council committee caucuses and the business meeting at the annual CATE convention to ensure that members discuss resolutions, candidates for CATE offices, and other item which might come before the membership at the business meeting.

Change to: Council committees should encourage their members to attend the council attend committee *meetings* and the business meeting at the annual CATE convention to ensure that members discuss resolutions, candidates for CATE offices, and other item *that* might come before the membership at the business meeting.

**Lauderbach seconded      Motion carried.**

## No other changes to these CATE Policies

### No other changes to Policies 2.1-2.4

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

1. Award winners—see McAninch electronic minutes.

Amanda Chopine	from GSDCTE	Grades 3/4
Kerby A. Falk	from Capitol	Grades 5/6
Chloe Reimann	from Central	Grades 7/8
Haley Berner	from GSDCTE	Grades 9/10
Maren Peterson	from TUCATE	Grades 11/12
2. Professional Writing Prompt  
**McAninch moved to delete Policy 8.11.2 Professional Writing Award**  
Read: "Monetary awards for first, second, and third places will be determined annually. Awards will be presented only if the articles are of sufficient quality."  
**Seconded-- Kliegl**  
**Suggested that prompt be based on "Never More Crucial"**  
**Motion carried. Policy 8.11.2 deleted.**
3. Ron Lauderbach has volunteered to start a blog on the *English Companion*.  
Approximately 10,000 teachers
4. Nancy Himel will monitor the discussion groups in order to let readers know about Convention
5. NCTE Galleries of Writing: 826 Valencia and Scholastic Writing Awards are good resources for examples of strong and interesting writing.
6. Discussion of CATENet.
7. **No changes recommended to Policies 3.1-3.2**

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

1. CATE Booth needs
  - Banner and Posters—Anne-Michelle
  - Power point computer—Carrie
  - Please send any photos etc. to Carrie
  - Dedicated Computer to check membership
  - Need power
  - Hope to get the bookstore right near the booth
  - L-shaped booth really worked well—near author signing
  - Strong presence in the booth for Southland and GSDCTE
  - Literary Luminaries—decision not to bring into Membership Booth
2. Badge ribbons—distributed at registration, membership booth and by presidents
3. Membership recruitment ideas
  - NCTE email list
  - CRA list—partnership?—combined conventions? Dual membership?
  - Encourage all Board members to participate in as many of the elementary strands and talk up CATE We commend Nancy for her efforts to include elementary and CRA people
  - Contact Jayne Marlink to get elementary people to present at CATE—local councils offer scholarships to elementary presenters

Continue with specific college strand—dedicated day—on website  
Button on the website for all levels?  
Can local councils do elementary conferences to build elementary participation?

4. Renewal letter review tabled until next meeting

5. Luggage tags as gift to attendees—a donation to CATE  
60 cents each—Joan Williams is donating \$200.00—matching  
\$200 from Upper

We will order 500---suggest yellow and black

6. Need to plan Membership Chair session at the 2010 Convention

7. Policy Review: 3.3-3.7 **Moved to accept Policies 3.3-3.7 with the following changes--Surabian Seconded-- Lauderbach**

3.3 cannot be changed until the Annual Business Meeting in February 2010.  
3.5.2.c The following sentence is added at the end of this policy: *"A list of all new members shall be sent to the membership chair."*

3.6.2 Read: "The function of this committee is to keep council committee membership chairs aware of current membership procedures and the full range of services available from the membership maintenance office."

Change to: : "The function of this committee is to keep council committee membership chairs aware of current membership procedures and the full range of services available from the membership *mailing service.*"

**Friendly amendment--Dunstan**

3.4.3 Now to read "To Qualify for the student teacher member rate, the potential member must obtain a signature from the school of education in which she/he is enrolled *or appropriate supervisor.*

**Motion carried.**

## XII. Old Business

A. Candidates, please send picture and statement of 100 words or fewer as soon as possible

**B. Motion to approve the following schedule for awards at the CATE 2010 Convention-Berry Seconded-P. Fristrom Motion carried**

### Friday General Session

#### Award of Merit

Nominated by SCTE, Nancy Himel, President

#### Friday Lunch

#### Classroom Excellence Awards \_ College Level

Nominated by SCTE, Nancy Himel, President

Nominated by Upper Council, Michelle Medford, President

### Friday Dinner

NO AWARDS nor TM4C

### Saturday General Session

#### Award of Merit

Nominated by GSDCTE, Ron Lauderbach, President

#### Classroom Excellence Award \_ Middle Level

Nominated by GSDCTE, Ron Lauderbach, President

#### Saturday CYRM Lunch

#### Leadership

#### Classroom Excellence Awards \_ Elementary Level

Nominated by Central Council, Elizabeth McAninch, President

Nominated by Kern Council, Kim Flachmann, President

#### Saturday Banquet

#### Distinguished Service Award

Sunday Brunch  
N OAWARDS

**C. Motion to approve the following schedule for Two Minutes for CATE at the CATE  
2010 Convention-Berry Seconded-Delfino Motion carried**

Friday General Session  
TM4C: Angus Dunstan on Local Councils  
Friday Lunch  
TM4C: Kathleen Cecil on Political Activism

Friday Dinner  
NO TM4C  
Saturday General Session  
TM4C: Liz McAninch on Publications  
Saturday CYRM Lunch  
TM4C: Carol Surabian on  
Saturday Banquet  
TM4C: Sheridan Blau on the NCTE/CATE Connection  
Sunday Brunch  
TM4C: Anne Fristrom on Dues/Finances

XIII. New Business

- A. Get annual reports to Delfino
- B. Berry moved to adjourn McAninch seconded Motion carried**
- C. Carol Jago will seek permission to reprint "Administrator's Guide to Writing Instruction" Anne Ruggles Geer in *California English*

**11:55 Next meeting at LAX Marriot February 11-14, 2010**