

Board of Directors' Meeting Minutes  
2010-2011 CATE Budget attached  
Saturday April 30, Sunday, May 1, 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

Saturday, April 30, 2010

Present:

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

1. Call to order 9:00
2. Motion for Approval of December Board minutes; Charleen Delfino moved; Carol Surabian seconded; Motion carried.
3. Motion for Adoption of Agenda; Liz McAninch moved; Cheryl Hogue Smith seconded; Motion carried
4. CATE Board reports
  - A. President -Report ONLINE
    1. Correspondence received from—President Obama, Vice President Biden, Governor Schwarzenegger
    2. Resolutions sent to appropriate recipients, few responses.
    3. NCTE: Advocacy Day—better organized than previous year—good training  
Good conversation with Senator Boxer's and Senator Feinstein's staff—  
Also spoke directly with Congressman Thompson from Chapman's district.
    4. Question about whether ESEA will go through this year...
    5. Annual CATE report due to NCTE June and July
    6. NCTE Affiliate Leadership Conference coming up in Indiana—deadline June 1 next year we will have reimbursement
    7. Commendation to Convention, Resolutions committees, and Past President
      - a. 2010 Conference Coordinator, Chair and Committee
      - b. Kathleen Cecil and the Resolutions Committee
      - c. Michelle Berry for all her help these last two years
    8. Asilomar needs registrants—early registration extended for CATE Board
    9. Goodbye and thank you to Kathy Allen who is retiring from the CATE Board
    10. Remarks about Chapman's Presidency

B. Vice-President -Report ONLINE

1. Dates for next meeting will be determined
2. Thank you NCTE Young Writers Scorers
3. Consider attending Asilomar

C. Past President -Report ONLINE

1. Thank you to outgoing board members
2. Thank you to donating time for Two Minutes for CATE
3. Election— same #s of votes as last year

|                             |                    |
|-----------------------------|--------------------|
| President                   | Charleen Delfino   |
| Vice President              | Elizabeth McAninch |
| Member-at-Large, Secondary  | Ron Lauderbach     |
| Member-at-Large, Elementary | Denise Mikkonen    |
| Council Representatives:    |                    |
| Capitol                     | Angus Dunstan      |
| Central                     | Susan Dillon       |
| FACET                       | Shannon Taylor     |
| Greater San Diego           | Lisa Ledri-        |
| Kern                        | Kim Flachmann      |
| Southland                   | Nancy Himel        |
| TUCATE                      | Carol Surabian     |
| Upper                       | Shelly Medford     |

Aguilar

4. Motion to confirm the election results; Moved by Michelle Berry; Seconded by Angus Dunstan; Motion carried

5. NCTE Awards— since CATE had no secondary Classroom Excellence Award winner, no name has been submitted to NCTE

6. CATE Classroom Excellence Awards for February 2011 are to be rotated to these councils.

Remember: a. councils must nominate their specified grade level before nominating another, b.

nominations are to be kept secret until President notifies the recipient in December (Policy 10.4).

|           |            |
|-----------|------------|
| Capitol   | College    |
| Central   | Middle     |
| Fresno    | Secondary  |
| Kern      | Middle     |
| Redwood   | College    |
| San Diego | Secondary  |
| Southland | Elementary |
| TUCATE    | Elementary |
| Upper     | Elementary |

7. Awards of Merit will again be nominated by each council interested in doing so (Policy 10.2).

8. Distinguished Service Award

Remember: a. Nominations will be requested of all past presidents this summer. b. Since there will be no September Board meeting, the CATE President will notify councils of due dates for award nominations and then will determine if nominees qualify by current policy and criteria. c. Those finalists are notified at a date to be determined, invited to submit biographical info, and an Awards Committee will select the finalist/nominee for ratification at the December Board meeting (Policy 10.3).

9. Virginia Reid Award will be nominated by Central Council for 2011 (Policy 8.9).

10. For the NCTE Election--One CATE person to recommend --Anna Roseboro

D. Secretary (Danielson - 3 minutes) Report ONLINE  
Roster update--all was updated and will again be updated at this meeting  
Business Cards--created and distributed  
Minutes--completed and sent to Cindy Conlin  
for CATEweb

E. Treasurer's Report  
(Different procedure for this meeting's reimbursement)

1. Financial Report for 2/10/2010-4/28/2010

|                             |           |
|-----------------------------|-----------|
| Checking Account            | 15,010.72 |
| Memorial CD                 | 11,700.50 |
| Marilyn Kahl Memorial CD    | 16,090.24 |
| Marilyn Kahl Memorial CD #2 | closed    |

|                         |            |
|-------------------------|------------|
| Vanguard GNMA Portfolio | 99,316.88  |
| Vanguard Index Trust    | 30,900.26  |
| Income                  | 49,395.00  |
| Expenses                | 120,458.20 |

F. Membership Chair's Report ONLINE (Reported by Carol Surabian)

1. Membership Brochures will be updated
2. Membership #s sent out electronically
3. Michelle Berry commended Membership Booth for CATE 2010
4. Jago commended Joan Williams for sending information for California English.

G. Convention Chairs

1. 2010-Himel Report ONLINE

Successful convention with profit!  
 Personal visits to colleges really helped to gain student teacher volunteers  
 Thank you to everyone who helped and worked hard

Thank you to those in the Membership Booth  
 Exhibitor Reception was really successful  
 Thanks to all who made the Skype with Juno Diaz successful--Chapman, Hockensmith, Jeffries

Thanks for making the Hospitality Suite so successful this year--Joanne and Phyllis  
 Special thank you to: Punky Fristrom, Anne Fristrom, Cheryl Hogue Smith, and Carole LeCren

2. 2011 Negotiations Update -Punky Fristrom  
 Negotiations reopened and costs were lowered.
  1. Originally -875 room nights; reduced to 615; and reduced again to 310
  2. Room rate \$158 reduced to \$139 dollar room rate -no longer a \$10 room rebate...
  3. No longer 3 complementary room suites
  4. Attrition was 90% of room block now reduced to 80%
  5. Estimated Room Block Attrition was \$8100 now if we don't meet the room block it is reduced to zero.
  6. \$60,000 for food and beverage minimum was reduced to \$35,000 food and beverage minimum or we pay the rest
  7. Saved total of \$52,000

Committee needs to discuss exhibits and registrar contract

H. President of Presidents' Report -No meeting

7. Report of Liaisons

- A. CYRM -No Report
- B. CWP -Report ONLINE -budget problems

C. CLRP- Report ONLINE –New director Shervaughnna Anderson; Director of Reading Programs –budget concerns– developing relationships with districts really pays off

Subject matter projects are still in the State budget –this includes the California Writing Project

D. California English- Report ONLINE –possibly go with an option of publishing winners in magazine or online –

Thanks to Jayne Marlink for her support of writers –this contributes to the quality of the magazine–

Suggestion to cut the # of pages–when better days come, it would be easy to expand #

E. CATEweb -No Report but general agreement that CATEweb has improved.

F. CATENet -No Report

G. CCCC -Report ONLINE

4C's Fourteenth Annual Education Summit Report

Ed Source –creates data– candidates for

Superintendent of Public Instruction –Race between Romero and Torlelson (Aceves and Torlelson are in the run-off.

Lowenthal runs everything through a survey

H. CTA -Report ONLINE

CTA Supports: Jerry Brown governor, Torlelson for public instruction

Membership has gone down and has caused budget cuts

State Council approved the bill to reduce the 2/3 budget requirement

Do not support Prop 14

Capistrano district has a tentative agreement

#### 8. Standing Committee Meetings

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

1. Jim Kleigl provided a list of members of the state legislature and examples of letters. Committee members divided the list up and wrote legislators about CATE concerns. Very few responses from legislators. We will continue.

2. Bob Chapman reported more details of NCTE Advocacy Day in Washington  
ASK #1-Learn Act

1. Independent and reciprocal relationship of reading and writing.

2. Requires instruction that is developmentally appropriate and meaningful.

3. Recognizes importance of literacy in all content areas.

4. Connects literacy learning across all grade levels.

5. NCTE believes that Learn Act will merge and emerge as part of ESEA.

ASK #2 – Support teachers as professionals by:

1. defining teacher effectiveness.
2. Request that teachers be more involved in the development of policy and legislation.
3. Carol Jago reported that NCTE is asked to create a gallery on civil discourse. Where are students being taught Civil Discourse?
4. Debra Martinez reviewed her report about legislation (See her ONLINE report)
5. Bill Younglove discussed the need to look more creatively at school funding and the budget. Concern about when the federal government increases educational spending, the states reduce it. Can litigation force districts and the state to spend the federal money as it was intended?
6. CATENet—we really need to send more to CATENet. Consider writing and submitting
7. Committee feels that there is nowhere to cut the budget for this committee
8. Commendation to Kathleen Cecil and Resolutions Committee—all Resolutions were sent to appropriate recipients.

B. Convention Coordinating - *PUNKY FRISTROM, Michelle Berry, Charleen Delfino, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz*

*McAninch, Cheryl Hogue Smith,*

1. 2010 Convention—reviewed evaluations
2. 2011 Convention—possible evaluation of individual sessions
3. Put evaluation on CATEweb after conventions
4. Looking for collaboration with CRA
5. Possibly leaving exhibit hall open 8:30-5:00 with door prizes at 4:30
6. Possible elimination of the morning general session.
7. Motion to leave registration fees the same as 2010  
except Saturday one-day registrants to attend Session G on Sunday: Moved by Punky Fristrom; Seconded by Michelle Berry; Motion carried
8. Motion to approve 12 local committee half-price registrations: Moved by Punky Fristrom; Seconded by Liz McAninch; Motion carried.
9. Exhibit plan—  
Delineate sponsorship responsibilities and what they receive in return—See Punky Fristrom's list

Explore possibilities of reduced prices for non-profits-1/2 price

10. Convention Issue of California English? Advertising solicited from exhibitors-sessions, etc.

11. Motion to authorize Punky Fristrom to change Curtain contract to include booth packages as he sees fit; Motion by Punky Fristrom; Seconded by Cheryl Hogue-Smith; Motion carried.

12. Motion to renew contract with Eddie Hase with same contract language; Motion by Punky Fristrom; Seconded by Nancy Himel; Motion carried.

13. Motion to renew Exhibits Manager contract with Tammie Harvey; Moved by Punky Fristrom; Seconded by Nancy Himel; Motion carried.

13. Motion to renew Advertising/Sponsorship Manager contract with Jeff Wilson with the same responsibilities (or transfer responsibilities to Tammie Harvey) Motion by Punky Fristrom; Seconded by Liz McAninch; Motion carried

14. Ideas to reduce expenditures at 2011 Convention:

urge councils to take on some responsibilities...financial and/or labor: See budget for estimates for costs

Suggests for reduction in budget for 2011 CATE Convention will be posed by Executive/Finance Committee

15. Motion to extend Punky Fristrom the appointment of Convention Coordinator for 2010-2011 year-Motion by Cheryl Hogue Smith; Seconded by Liz McAninch; Motion carried

16. CYRM winner who CATE invites to speak at CATE 2011

Young Adult ---Sherman Alexie-Absolute True Dairy of a Part-time Indian

C. Leadership - CAROL SURABIAN, Kathy Allen, Jill Hamilton-Bunch

1. Offices open for next year: Membership Chair, Secretary, Member-at-Large: Middle School, Member-at-Large: College

2. Recommend cut \$375 of Leadership budget

3. Goals achieved: Successful election, nominated Brian Jeffries for NCTE Classroom Excellence Award, will send someone to Region 8 Leadership next year

4. Possible candidate for NCTE Leadership Award

9. Reports by CATE Councils

A. Capitol Council -Planning for 2011 Convention going well-working with Michelle

B. Central Council -Report ONLINE -Writer's Reception successful-Susan Dillon is the new president

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 Now a full board- represents several facets of the community RIAP collaboration is really membership

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 Spring Fling met Writer's Boot camp for Hollywood screen writers

G. TUCATE Council -Report ONLINE -11 new members- event honoring award winners

H. Upper Council -Report ONLINE

### **Sunday, May 1, 2010**

#### 10. Standing Committee Meetings

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

1. Goal to make 30,000 in cuts...
2. Motion to reduce the number of CATE Board meetings to 3 by canceling the September and December meetings and replacing them with one in October. (only one in the fall); Moved by Charleen Delfino; Seconded by Cheryl Hogue Smith; Motion carried
3. Motion to reduce from three to one the number of people CATE sends the NCTE convention. Moved by Charleen Delfino; Seconded by Cheryl Hogue Smith; Motion carried
4. Motion to reduce the amount of advancements to local affiliates from 85%-75% Moved by Charleen Delfino; Seconded by Nancy Himel (Treasurer advances a council money based on May membership.) Discussion about what year this should go into affect. This is just the advance not the final 40%--Motion carried.

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

1. CATE 2011 Writing Prompt is ready.
2. CATE 2011 Professional Writing Contest Prompt is ready
3. Marilyn Kahl -suggestion to revise the requirements to reflect digital newspapers
4. NCTE Achievement Award in Writing essays will be distributed to volunteers for assessment
5. Motion to renew Cindy Conlin's contract at \$5000 inclusive; Moved by Liz

McAninch; Seconded by Michelle Berry;  
Motion carried

6. Motion to negotiate within Cindy Conlin  
(within the budget) to take over  
CATENet... Moved by Liz McAninch;  
Seconded by Angus Dunstan; Motion  
carried.

7. Motion to reduce the number of pages for  
5 issues of California English from 32-  
24 pages; Honorarium cut to  
\$800/issue; Use of color would not  
change. Moved by Liz McAninch; Seconded  
by Angus Dunstan; Motion carried

C. Membership: - *Kathy Allen, Carrie Danielson, Richard  
Hockensmith, Carol Surabian*

1. Reviewed and revised membership renewal letters  
2. Discussion of other ways to keep up with  
membership

3. CATE Membership Booth was very successful for  
2010. We will continue with a theme whenever  
appropriate.

4. We need to make face-to-face contact with new  
teachers or Writing Project participants.

5. Discussion of problems with timing of  
membership renewals

11. BUDGET

Motion to accept proposed budget reflecting savings  
approved at this meeting. Moved by Charleen Delfino;  
Seconded by Cheryl Hogue Smith; Motion carried

See Attachment for adopted budget.

Commendation to Board for collaborative nature of  
discussion regarding budget cuts.

12. New Business

Discussion of contribution and sponsorship of different  
convention activities by local councils.

13. Old Business

Proposed date for next meeting October 23 and 24

Please note: **THIS WAS LATER CHANGED TO October 16-17 in**

**Sacramento.**

14. Motion to adjourn by Angus Dunstan; Seconded by  
Michelle Berry; Motion carried

Please see attached budget for upcoming year.

Respectfully Submitted,

Carrie Danielson  
CATE Secretary

Next meeting: Friday, October 15-Sunday, October 17  
The October meeting will be held at the Clarion Hotel Mansion Inn in Sacramento

**Clarion Hotel Mansion Inn (CA108)**

700 16th St., Sacramento, CA, US, 95814

Phone: (916) 444-8000

Fax: (916) 442-8129

<http://www.clarionhotel.com/hotel-sacramento-california-CA108>

**20010-2011 CATE Budget**

|                 |           |
|-----------------|-----------|
| INCOME          | 10-11     |
|                 | Budget    |
| CE Income       | \$6,000   |
| Convention      | \$112,000 |
|                 | 0         |
| Dues            | \$27,000  |
| Misc. Income    | \$300     |
| From Reserve    | \$55,125  |
| CHECKING        | \$200,425 |
| ACCT.           | 5         |
| Interest - CD's | \$200     |
| TOTAL INCOME    | \$200,625 |

Transfer from  
Savings

|                   |           |
|-------------------|-----------|
| EXPENSE           |           |
| Awards and Gifts  | \$900     |
| Board & Adv. Mtgs | \$19,000  |
| CATE 2011         | \$117,850 |
| CATE 2012         | \$2,000   |
| CATENET           | \$2,400   |
| CATEWEB           | \$5,000   |
| CE Ad             | \$1,200   |
| Commission        |           |
| CE Editor Fee     | \$4,000   |
| CE Mailing        | \$2,000   |
| CE Office         | \$500     |
| CE Printing       | \$23,500  |
| Councils          | \$5,400   |
| CYRM              | \$800     |
| Credit Card Exp.  | \$3,500   |
| Elections         | \$0       |
| Leadership        | \$125     |
| Legal and CPA     | \$900     |
| Membership        | \$1,500   |

|                        |          |
|------------------------|----------|
| Miscellaneous          | \$300    |
| NCTE                   | \$1,000  |
| Office Exp &<br>Equip. | \$250    |
| Other Travel           | \$250    |
| Policy&Censors         | \$250    |
| hip                    |          |
| Policy Analyst         | \$0      |
| Precision              | \$5,000  |
| Assembly               |          |
| Pres. Office           | \$500    |
| Resolutions            | \$2,000  |
| Scholarship -          | \$500    |
| Reid                   |          |
| TOTAL                  | \$200,62 |
| EXPENSES               | 5        |
| To Savings             |          |