

## **CATE Board of Director's Meeting**

**May 16 & 17, 2009**

Marriott LAX

5855 West Century Boulevard

Los Angeles, CA 90045

310.641.5700

### **Friday, May 15, 2009**

- Arrival for non-local Board members
- Presidents will meet this evening to...
  - Discuss budget and make suggestions for 2009-2010
  - Review President's Handbook and begin awards process in September—  
all documentation and copies need to be submitted by December meeting
  - Reid Scholarship this year to Greater San Diego Council
  - Discussion: Did this committee meet 2008/2009 goals?
  - New President of Presidents decided in September, per Policies

### **Saturday, May 16, 2009**

8:30 AM Continental breakfast and pre-meeting. All reports should be posted electronically. If you have not posted your report on CATEweb by May 15, please place 40 copies of your written report on the table provided in the meeting room. Bring your copy of minutes, agenda, and posted Board Report.

9:00 – 10:30

#### **I. Call to order, welcomes, and introductions of visitors**

#### **II. Approval of February 2009 minutes**

#### **III. Adoption of May 2009 agenda**

#### **IV. CATE Board Reports**

- A. President (Chapman - 10 minutes)
    - 1. Correspondence
    - 2. Report highlights
      - a. NCTE Advocacy Day
      - b. NCTE National Day of Writing
      - c. NCTE Comprehensive Literacy Bill
    - 3. NCTE Affiliate 2009 Annual Report
    - 4. Commendations
      - a. Conference Coordinator, Chairs and Committee
      - b. Kathleen Cecil and Resolutions Committee
    - 5. Re-Appointments
      - a. Treasurer, Anne Fristrom (1)
      - b. Resolutions, Kathleen Cecil (1)
      - c. Policy, Angus Dunstan (1)
      - d. California English, Carol Jago (3)
    - 6. CYRM – Nancy Himel to go for me for June 20 meeting
    - 7. Curriculum Study Commission - Asilomar
    - 8. Retirements and presentation from Board to be done during
  - 9. Group Discussion from 4:00 – 5:30 today
    - a. Ideas for Re-organization
    - b. Budget Cutting
  - 10. Other
- B. Vice-President (Delfino - 10 minutes)
  - 1. Place for meetings in 2009/2010

lunch

2. Suggestions only—may change if a better rate can be found elsewhere.

September meeting—South

December meeting—North

February meeting—South

May meeting—North

3. Other

C. Past President (Berry - 10 minutes)

1. Commendations

2. Election results

3. Upcoming elections

4. NCTE Awards 2009

a. Leadership Award to Leadership Committee

b. Secondary Teacher of Excellence sent end-April

c. Intellectual Freedom?

5. CATE Awards 2010 in LA

a. Virginia Reid

b. Classroom Excellence

c. Awards of Merit

d. Distinguished Service

6. Other

D. Secretary (Tracey/Danielson - 5 minutes)

1. Directory update

2. Business cards

3. Request for submission of clearly written reports

E. Treasurer (A. Fristrom - 15 minutes)

1. Financial Report

2. Reimbursement Updates/Reminders

3. Budget suggestions

4. Policy Changes for IRS

a. Code of Ethics

b. Document Retention and Destruction Policy

c. Whistleblower Policy

d. Conflict of Interest Policy

5. Other

F. Membership Chair (Williams - 5 minutes)

1. Update on membership numbers

2. Membership issues

3. New members from Board members?

4. Other

5. Other

G. 2009 Convention Chairs (Delfino/McAninch - 5 minutes)

1. Convention debrief and summary of evaluations

2. Other

H. Convention Coordinator (P. Fristrom - 15 minutes)

1. 2009 Convention update

a. Marriott's #s

b. Billing

c. Letters

2. Exhibits information

3. 2010

4. 2014

5. Coordinator position

10:30 – 10:45 BREAK

10:45 – 11:30

**V. Report of Liaisons**

- A. California Department of Education (Vacant—What's the future hold?)
- B. Policy Analyst (Zaragoza-Diaz)
- C. CYRM (Mitchell)
- D. California Writing Project (Marlink)
- E. CRLP (Jago)
- F. California English (Jago)
- G. CATEweb (Wilson)
- H. CATEnet (Standford)
- I. CCCC (Younglove)
- J. CTA (Martinez)

11:45 – 12:00 Tour of Marriott

12:00 – 1:00 LUNCH

1:00 – 1:30

**VI. Reports by CATE Councils**

- A. Capitol Council (Dunstan)
- B. Central Council (McAninch)
- C. Fresno Council (Griggs)
- D. Greater San Diego Council (Lauderbach)
- E. Kern Council (Lapp)
- E. Redwood Council (Sahlberg)
- F. Southland Council (Carrillo)
- G. TUCATE Council (Surabian)
- H. Upper Council (Medford)

1:30 – 3:00

**VII. Standing Committee Meetings**

Reminder: Give written minutes (written exactly the way that you want it to be in the minutes) and delegated tasks to be included in the minutes to Secretary Tracey by end of meeting.

**A. *Policy/Censorship*** - *ANGUS DUNSTAN, Carmen Carrillo, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Debra Martinez, Jayne Marlink, Anne Sahlberg, Bill Younglove, Martha Zaragoza-Diaz*

- 1. Day Report
- 2. Legislative Update
- 3. 4C's reimbursement
- 4. National Day of Writing
- 5. Budget requests for 09-10
- 4. Review 2008-2009 goals and establish 2009-2010 goals
- 5. Other

**B. *Convention Coordinating***: - *PUNKY FRISTROM, Michelle Berry, Charleen Delfino, Susan Dillon, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue Smith, Lorraine Tracey*

- 1. Review 2009 - Evaluations and Finances
- 2. CATE 2010 - Contract and plans. Action Item
- 3. CATE 2011 - Contract Addendum. Action item
- 4. CATE 2012 - Contract Information
- 5. CATE 2014 - Proposals Action Item
- 6. CATE 2015 - Early RFP and Decision. Possible Action Item
- 7. Convention Consultant - Possible Action Item
- 8. Exhibits and Advertising Managers Contract - Possible Action Item
- 9. Did this committee meet 2008-2009 goals?

10. Other

**C. Leadership:** - CAROL SURABIAN, Kathy Allen, Karen Brown, Tish Griggs, Barbi Lapp, Ron Lauderbach, Shelly Medford, Joan Williams

1. Responsibility of council presidents and President of Presidents (review Handbook)
2. Recruitment for CATE Board offices for 2010 ballot
3. NCTE Awards - Brian Jeffrey
4. Budget priorities
5. Set goals for 2009-2010 – “Cut, cut, cut”
6. Did this committee meet 2008-2009 goals?
7. Other

3:00 – 3:15 BREAK

3:15 – 4:30

**VIII. Committee Meeting Reports**

- A. Policy/Censorship (Dunstan)
- B. Convention Coordinating (P. Fristrom)
- C. Leadership (Surabian)

4:30 – 5:30

**IX. Group Discussion**

- A. Possible Re-organization Ideas
- B. Budget Cutting

**Sunday, May 17, 2009**

8:00 – 8:30

Continental breakfast and pre-meeting

8:30 – 8:45

Call to order and announcements

**X. President of Presidents’ Report** (Dunstan - 10 minutes)

- A. Presidents’ Meeting Report
- B. Reflection of goals for 2008-2009
- C. Other

8:45 – 10:00

**XI. Standing Committee Meetings**

Reminder: Give clearly written minutes and delegated tasks to be included in minutes to secretary by end of meeting on Sunday.

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

1. Recommend cuts for travel in the budget
2. Go over new policy recommended by the treasurer
3. Discussion of the proxy vote for Vanguard holdings
4. Discuss budget for Board and Advisory Meetings
5. Cuts in Convention Budget
6. Photographer for the Convention
7. Did this committee meet 2008-2009 goals?
8. Other

**B. Publications:** - LIZ MCANINCH, Carmen Carrillo, Kathleen Cecil, Susan Dillon, Nancy Himel, Carol Jago, Ron Lauderbach, Anne Sahlberg, Bill Younglove

1. Marilyn Kahl Scholarship recommendation
2. Writing contests status and updates: NCTE/CATE
3. Develop CATE prompt for 2010
4. *California English*

5. Budget priorities (submit proposed budget)
6. Did this committee meet 2008-2009 goals?
7. Other

**C. Membership:** - *JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Tish Griggs, Richard Hockensmith, Barbi Lapp, Debra Martinez, Shelly Medford, Carol Surabian, Lorraine Tracey*

1. Member renewals--problems/solutions
2. Gifts for 2010
3. Booth review
4. Summer/Fall membership drives
5. Renewal reminders--mailers from CATE
6. Did this committee meet 2008-2009 goals?
7. Set goals for 2009-2010
8. Other

10:00 – 10:15 Break

10:15 – 11:30

**XII. Committee Meeting Reports**

- A. Membership (Williams)
- B. Publications (McAninch)
- C. Executive/Finance (Delfino)

11:30 – 12:00

**XIII. Old Business**

**XIV. New Business**

12:00 Noon

Adjournment and lunch

Have a great summer!