

## **Board of Directors Meeting**

September 10-11, 2011

Double Tree Hotel Ontario Airport

222 North Vineyard Avenue, Ontario, CA 91764

909-937-0900

### **Board Meeting Agenda**

#### **Saturday, September 10, 2011**

**8:00 - 8:30 AM** Continental Breakfast served in Board Room.

If you have not posted your board report online, please place 30 copies of your report on the table provided in the meeting room.

#### **8:30 - 9:00AM**

I. Call to order

- A. Welcomes and introductions. Please especially welcome our new board members: **Bill Foreman, Kristy Orona-Ramirez, Megan Petersen and Maggie Potter**. Please be prepared to tell where you teach, your board position, and recommend a book.

#### **9:00 - 10:15AM**

II. Approval of May 2010 minutes

III. Adoption of October 2010 agenda

IV. Consent docket - Items here will be considered as one motion. Any item may be removed from this docket for discussion prior to voting.

Appointments –

1. **Advisory Committee: L. McAninch, Chair**, Chapman, Berry, Delfino, Flachmann, Foreman, A. Fristrom, P. Fristrom, Hamilton-Bunch, Petersen, PotterWilliams, Younglove
2. **Standing Committee Chairs: Executive/Finance** L. McAninch, **Policy/Censorship** J Kliegl, **Resolution Sub Committee** B Foreman, **Convention Committee** P. Fristrom, **Leadership Committee** C. Surabian, **Membership Committee** J. Williams, **Publications Committee** A. Dunstan.
3. **Create a Resolutions SubCommittee to be incorporated into the Policy Committee**
4. **CYRM Representative** Vivian Boyd
5. Approval of creating an agreement with Fullbright Teacher Exchange to advertise on CATEWEB, and perhaps CE for a fee to be decided.
6. Elect Cheryl Hogue Smith and Michelle Berry to the position of Co-Convention Coordinators

V. CATE Board Reports

A. President (Delfino - 10 minutes)

1. Welcome.
2. Goals for presidency
  - a. Increased efficiency to stay within the budget
  - b. Increase membership of teachers of color
  - c. Address needs of new teachers

- d. Work with Cindy Conlin to updated website and keep it current
- 3. President will represent CATE at NCTE along with other members of the Board
- 4. Annual Report
  - a. Submissions due on Dec. 18
  - b. Format: simple, direct, concise
    - Subject line: ANNUAL REPORT
    - Top line: Your name and position held
    - Text to include CATE Business you've done in 2010
  - c. Similar to Board Reports only cover the past year
- 5. Work on format for May meeting
- 6. Work with Cindy Conlin to help with transition to Registrar and work to bring and keep the website up to date.
- 7. Visited Bob Johnson at Precision—great to know that our money brings efficient work and provides a service.
- 8. Improving relationship with CYRM
- 8. Attend CETA Convention in October

B. Vice-President (McAninch - 5 minutes)

- 1. Advisory Committee Report
- 2. Update on calendar of meetings and sites
- 5. Other

C. Past President (Chapman - 7 minutes)

- 1. . Awards—Confidential
  - a. Classroom Excellence
  - b. Award of Merit
  - c. Distinguished Service Award
- 4. CATE Election
  - a. Out of Compliance
  - b. Openings
  - c. Deadline and Procedure
- 5. NCTE Liaison

D. Secretary (Danielson-3 minutes)

- 1. Directory update
- 2. Business cards and binders for new Board members
- 3. Reporting Minutes to NCTE

F. Treasurer (A. Fristrom - 10 minutes)

- 1. Annual Review of Treasurer (Action Item)
- 2. Financial Report
- 3. Reimbursement Updates/Reminders
- 4. Commendation to council treasurers

G. Membership (Williams - 5 minutes)

- 1. Membership numbers
- 2. Electronic Lists

3. Brochures and bookmarks
4. Reminder: Conference Attendee Membership List with status
5. Thank you to Carrie for thorough minutes

H. Convention Coordinator (P. Fristrom - 7 minutes)

1. Appreciation
2. CATE 2012
3. Request for AV
4. CATE 2013  
Renegotiated contract

I. CATE 2012 Report (Hamilton-Bush and Flachmann - 7 minutes)

1. Gratitude
2. Program update
  - a. speakers
  - b. flyer online
3. Publicity—sell it!
4. Other

J. CATE 2013 Report (Potter and Petersen)

1. Initial stages

K. Report Liaison

Jayne Marlink CWP

**10:15 - 10:30 AM BREAK Take a Deep Breath**

**10:30 - 11:00 PM**

**VI. Report of Liaisons**

- A. CYRM
- B. CWP
- C. CLRP
- D. California English
- E. CTA
- F. CCCC

**VII Report by CATE Councils**

- A. Capitol (Dunstan)
- B. Central (Dillon)
- C. Fresno (Griggs)
- D. Greater San Diego (Ledri-Aguilar)
- E. Kern (Flachmann)
- F. Redwood (Vacant)
- G. Southland (Himel)
- H. TUCATE (Surabian)
- I. Upper (Medford)

## **11-1:00 Tour of Hotel and Convention Center, Lunch**

### **1:00-2:30**

**VIII Standing Committee Meetings** (Reminders: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.)

**A. Policy/Censorship – Jim Kliegl, Resolutions Bill Foreman** B. Chapman, C. Danielson, C. Jago, D. Martinez, J. Marlink, B. Younglove, S. Dillon, R. Hockensmith, B. Younglove, A. Dunstan

1. Legislative update
2. CATE Resolutions
3. Major Issues
4. One Page fact sheet that can be sent to state legislators to lobby that addresses one issue
5. Goals for 2011-2012  
Policy Review 10.2.1—10.2.6

**B. Convention Coordinating: - Punky Fristrom, M. Berry, C. Delfino, A. Fristrom, K. Flachmann, J. Hamilton-Bunch, N. Himel, L. McAninch, M. Petersen, M. Potter**

1. CATE 2012
  - A. Chairs report
  - B. Exhibitors' Reception—What replaces it? Exhibitor Door Prizes?
  - C. Council Breakfast—Cancel or in hotel or CC?
  - D. Reception—Confirm Schedule
  - E. Award Schedule How much can we decide now?
  - F No Registration on Thursday Evening
  - G. New Teacher Books—No Reception
  - H. Two Minutes for CATE  
I Pre-convention Meeting Feb. 8, 2012 4pm.  
Discuss Prad's letter on exhibits
3. 2013
  - A. Chairs Report
  - B. Contract
4. 2014
5. 2017
6. Convention Consultant and Convention Advisor  
Policy Review 10.2.7—10.3.1

**A. Leadership Carol Surabian, T. Griggs, R. Hockensmith, R. Lauderbach, S. Medford, D. Mikkonen, L. Ledri-Aguilar, J. Williams**

1. Review of CATE Scholarships (Virginia Reid)
2. Review of Leadership Project
3. Recruitment for CATE Board Officers
4. NCTE Leadership
5. Goals for 2011-2012  
Policy Review 10.3.7—10.3.11

**2:30-3:15 PM**

**VII. Committee Meeting Reports**

- A. Policy/Censorship (Kliegl)
- B. Resolution (Foreman)
- C. Convention Coordinating (P. Fristrom)
- D. Leadership (Surabian)

**3:15-3:30 PM**

**Finish reports from the morning**

**3:30-3:50 Break**

**VIII. Open Discussion**

**A. People's experience with the Barnes and Noble Book Fair**

Is it worth doing again?

How could we improve publicity?

What particular actions brought success?

**B. How did the revised Policy/Resolutions committee work?**

Strengths, weaknesses?

**IX. Adjourn until Sunday morning.** Dinner meeting for Council Presidents'. **Election of President of Presidents**

**Sunday, September 11, 2011**

**8:00-8:30 AM** Conversation and Continental Breakfast in Board Room

**8:30-8:45 AM**

**I.** Call to Order and announcements

**II.** Report from Council Presidents' meeting

**9:00-10:30**

**III** Standing committee meetings. (Reminders: Give written minutes and delegated tasks to secretary by end of meeting on Sunday to be included in the minutes.)

**A. Executive/Finance: Liz McAninch, M. Berry, B. Chapman, C. Danielson, C. Delfino, Anne Fristrom, Punky Fristrom, J.-Hamilton Bunch,**

- 1.** Additional ways to cut costs
- 2.** Convention expenses
- 3.** Electronic Meeting for May
- 4.** Other

5. Goals for 2010-2011  
Policy Review 9.1, 10.1, 11.2, 11.2

**B. Publications:** A. Dunstan,, S. Dillon, B. Foreman, C. Jago, N. Himel, Jim, R. Lauderbach, J. Marlink, S. Medford, M. Petersen, Bill Younglove

1. CATE writing contests status and update
2. NCTE Writing Contests
3. California English
4. CATENet
5. Goals for 2011-2012  
Policy Review 10.4.1. 10.4.2, 10.4.3

**C Membership**J. Williams, , R. Hockensmith, J. Kliegl, L, Ledri,Aguiar, D. Martinez, D. Mikkonen, C. Surabian, T. Griggs, K. Flachmann,M. Potter, C. Surabian

1. Recruitment ideas revisited
2. Council Ribbons
3. Department Memberships
4. NCTE membership invitation
5. Communication
6. Goals 2011-2012
7. other  
Policy Review 10.4.4-10.4.5

**10:30-10:45 Break**

**10:45-11:15**

IV Committee Meeting Reports

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|----------------------|---------------|
| A. Executive/Finance | (L. McAninch) |
| B. Publications      | (A. Dunstan)  |
| C. Membership        | (J. Williams) |

**11:15-11:45**

V. Old Business

VI. New Business

VII Adjournment, Check out; travel safely