

CATE Board of Directors Meeting

May 3, 4, 2014

Doubletree Hotel

2050 Gateway Place

San Jose, CA 95110

408-453-4000

Saturday, May 3, 2014 – Monterey Room

8:00-8:30 Continental Breakfast

If reports were not sent and posted by May 1 as requested, bring 25 copies and place on information table for board members.

8:30 -10:00

I. Call to order

II. Consent Docket

The following item of business may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket:

- A. Approval of February 2014 Minutes
- B. Adoption of May 2014 Agenda
- C. Approval of Greg Johnson to assume the duties of CATE Treasurer as of July 1, 2014

III. Board Reports

A. President (McAninch 5 min.)

1. Success of CATE 2014
Response from scholarship recipients
2. CATE's submission for NCTE Teacher of Excellence
3. CYRM – CATE Rep

B. Vice-President (Dillon 5 min.)

1. Attendance at Meetings
2. Meeting dates and possible sites for 2014-2015
September 6, 7, 2014
December 6, 7, 2014
Feb. 19, 2015 (CATE 2015 – Feb. 20-22)
May 2, 3 2015

C. Past President (Delfino 10 min.)

1. Board Election Results
2. Update on JCIM connection
3. Preparations for CATE 2015

D. Secretary (Danielson 5 min.)

1. Business Cards
2. Request for timely submission of committee reports

E. Treasurer (A. Fristrom 15 min.)

1. Financial Report
2. Reimbursement updates/reminders
3. Budget
4. Other

F. Membership Chair (Williams-5 min.)

1. Membership numbers
2. Local Council Membership chairs should contact me.
3. Cross check rosters.
4. Electronic reminders update
5. Other

G. Convention Chair 2014 (LeCren- 10 min.)

1. Convention evaluations
2. Recommendations

H. Convention Chair 2015 (Delfino-McAninch –5 min.)

1. Chair positions filled and positions still to fill
2. Speakers
3. General Sessions
4. Other

I. Convention Coordinator (Berry 15 min.)

1. Successes and kudos
2. Feedback received and noted
3. Committee discussions: registrar, exhibit hall
4. Updates on future conventions
5. Other

10:00- 10:20 Break

10:20-11:15

IV. Report of Liaisons

- A. CTA Martinez
- B. CWP Marlink
- C. CLRP Jago
- D. California English Jago
- E. CCSS Younglove
- F. CYRM

V. Report by CATE Councils

- A. Capitol (Dunstan)
- B. Central (Dillon)
- C. Fresno (Schimmel)
- D. Greater San Diego (Ugalde)
- E. Kern (Flachmann)
- F. Redwood (Chapman)
- G. Southland (Lockwood)
- H. TUCATE (Surabian)
- I. Upper (Cole)

11:15 – 12:00 - Hotel Tour

12:00-1:00 Lunch

1:00-2:30

VI. Standing Committee Meetings

Give minutes, preferably sent via e-mail (exactly the way you want them to appear in the minutes) to Secretary Danielson by the end of the meeting.

- A. Convention Coordinating: Michelle Berry**, Charleen Delfino, Susan Dillon, Anne Fristrom, Punky Fristrom, Nancy Himel, Greg Johnson, Carole LeCren, Liz McAninch, Denise Mikkonen, Meghan Schimmel

- 1.2014 Chair's report items
- 2.Registrar's report highlights on 2014
- 3.Registrar's contract renewal - ACTION ITEM
- 4.Exhibit manager's report items
- 5.Exhibitor guidelines discussion
- 6. Update on 2015
 - a. Budget – A. Fristrom/G. Johnson - ACTION ITEM
 - b. Registration fees – McAninch/Delfino - ACTION ITEM
 - c. reduced registrations for local committee – McAninch/Delfino ACTION ITEM
 - d.Schedule – McAninch/Delfino
 - e.Sponsorships from councils and others necessary
- 7. Yosemite update
- 8. Fall CATE mini-conference in Stockton update
- 9.2019 RFP responses
- 10. Future Board meetings
- 11. Other

- B. Policy and Censorship Policy/Censorship: Angus Dunstan**, Resolutions – **Bill Foreman**, Bob Chapman, Carrie Danielson, Kim Flachmann, Trevor Guina, Carol Jago, Jim Kliegl, Jayne Marlink, Debra Martinez, Kristy Orona-Ramirez, Bill Younglove

- 1. CCSS update (Bill Y)

2. Resolutions
3. Budget Priorities

C. Leadership: Carol Surabian, Gina Cole, Jill Hamilton-Bunch, Richard Hockensmith, Courtney Lockwood, Jeannine Ugalde, Joan Williams

1. Offices due for election in 2015
2. Recruitment for 2015 ballot
3. Budget Requests
4. Set goals for 2014-2015
5. Other

2:30-2:50 Break

2:50-5:00 Committee Reports and Discussion

VII. Committee Meeting Reports

- A. Convention (Berry)
- B. Policy/Censorship (Dunstan & Foreman)
- C. Leadership (Surabian)

VIII. Group Discussion

- A. Concrete suggestions for budget reduction
- B. How can funds best serve the membership? How do we increase membership?

IX. 5:00-6:00

Presidents' Meeting

Sunday May 4, 2014

8:00-8:30 Continental Breakfast and conversation

8:30-8:45 Call to order, reports and announcements

8:45-10:00

XI Report of Presidents' Meeting

XII Standing Committee Meetings

Give legibly written minutes (exactly the way you want them to be in the board minutes) and delegated tasks to be included in the minutes to Secretary Danielson by the end of the meeting.

A. **Executive Finance: Susan Dillon**, Michelle Berry, Carrie Danielson, Charleen Delfino, Angus Dunstan, Anne Fristrom, Punky Fristrom, Nancy Himel, Greg Johnson, Liz McAninch, Denise Mikkonen

1. Compare budget to last year's budget
2. Discuss ACTION items
3. Are additional budget cuts required?
4. Officers' names on bank accounts (ACTION ITEM)

B. **Publications: Bob Chapman**, Carol Jago, Carole LeCren, Trevor Guina, Jayne Marlink, Kristy Orona-Ramirez, Meghan Schimmel, Bill Younglove

1. Discuss Writing Contests
2. Trouble finding NCTE Literary Magazine Coordinator
3. Is it financially possible to add another issue of CE?
4. Other suggestions to reduce expenses

C. **Membership: Joan Williams**, Gina Cole, Kim Flachmann, Bill Foreman, Richard Hockensmith, Jim Kliegl, Courtney Lockwood, Debra Martinez, Carol Surabian, Jeannine Ugalde

1. Summer/Fall recruitment
2. Review correspondence
3. Proposal for funding electronic reminder system
4. Student teacher proposal
5. Other

Break 10:00-10:15

VIII Committee Meeting Reports

- A. Membership (Williams)
- B. Executive Finance (Dillon)
- C. Publications (Chapman)

IX Old Business

X New Business

XI. Adjournment

Have a great summer!