

**Agenda: CATE Board of Director's Meeting
December 6-7, 2008**

Santa Clara Hilton

4949 Great America Parkway
Santa Clara, CA 95054
(408) 330-0001

Friday, December 5, 2008

7:00 PM

Presidents' meeting (Angus Dunstan, chair)

Saturday, December 6, 2008

8:30 AM

Continental breakfast and conversation

If you have not posted your report by December 5, please place 30 copies of your written report on the table provided in the meeting room.

9:00-10:30

- I. Call to order, welcomes, and introductions of our visitor (Jill Hamilton-Bunch)
- II. Approval of September BOD minutes
- III. Adoption of December 2008 agenda
- IV. CATE Board Reports
 - A. President (Chapman - 10 minutes)
 1. Gratitude & Confusion
 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 2008
Tone should be somewhat formal and concise
Models available on website
 3. Resignations
 4. CATE Convention Planning
 5. CATEweb Contract Extension
 6. Mail/E-mail Correspondence
 7. CATE Literary Map
 8. NCTE Convention
 9. Advocacy
 10. National Day of Writing
 11. Other
 - B. Vice-President (Delfino - 5 minutes)
 1. Format for submitting Board Reports
 2. Sign-ups for rooms for February meeting
 3. Food service at convention
 4. Other
 - C. Past President (Berry - 10 minutes)

1. NCTE Liaison Report
2. CATE Elections (pictures and statements due before meeting today)
3. CATE Awards (nomination packets and copies due before meeting today)
4. Distinguished Service Award (ACTION ITEM)
5. "Two Minutes for CATE"
6. Other

D. Secretary (Tracey - 3 minutes)

1. Directory Update
2. Referral of Policy review and recommendations to appropriate committees
 - Policy 8.0 Finance and Reimbursements
 - Policy 9.0 Elections
 - Policy 10.0 Guidelines for CATE Awards
 - Policy 11.0 Affirmative Action
- 3 Other

E. Treasurer's Report (AFristrom - 5 minutes)

1. Informational tax returns filed

F. Membership Chair's Report (Williams - 5 minutes)

1. Membership figures update
2. CATE booth at CRA
3. Other

G. Convention Coordinator's Report (PFristrom - 10 minutes)

1. 2009
 - a. Hotels and CC
 - b. Friday Night
 - c. Booth sales
 - d. Schedule revisions
 - e. Other
2. Board registration for convention
3. Convention Housing
4. Tabbed program at NCTE - additional revenue?
5. Other

10:30-10:45 BREAK

10:45-12:00

V. Report Highlights (September - December) by CATE Councils (20minutes)

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

VI. Report of Liaisons (45 minutes)

A. California Dept. of Education	(Goodwin)
B. Policy Analyst	(Zaragoza-Diaz)
C. CYRM	(Mitchell)
D. CWP	(Marlink)
E. CLRP	(Jago)
F. NCTE	(Jago)
G. California English	(Jago)
H. CATEweb	(Wilson)
I. CATEnet	(Burke)
J. Resolutions	(Cecil)
K. CCCC	(Younglove)
L. CTA	(Martinez)

12:00-1:30 LUNCH—Traditional Holiday Festivities

1:30-3:00

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

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

1. Leg Analyst's Report
2. State Budget Crisis
3. SLATE Update
4. Resolutions
5. NCTE Advocacy Day
6. National Day on Writing
8. Revise Policies 11.0 & 11.1

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

1. 2009 Report from Charleen and Liz
2. 2010 Report from Nancy
3. Possible chair for 2011
4. 2014 Report from Punky
5. Convention Coordinator Assistant
6. Convention Handbook Draft
7. Revise Policies 10.1 – 10.4

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

1. Leadership cards for convention
 - a. Review/revise format
 - b. Who will oversee copying, collection, dispersal to councils
2. Review of CATE scholarships and leadership opportunities
3. Recruitment for CATE Board elections 2009: Secretary; Membership Chair; Member-at-Large, Unspecified; Member-at-Large, Secondary; Member-at-Large, Small Councils

4. Virginia Reid applicant
5. Plan for councils to encourage leadership, follow-through, and retention
6. Revise Policies 8.7 – 8.9

3:00-3:15 BREAK

3:15-4:30

VIII. Committee Meeting Reports and Action Items

- A. Policy/Censorship
- B. Convention Coordinating
- C. Leadership

Sunday, December 10, 2006

8:00-8:30 AM

Continental breakfast and conversation

8:30

Call to Order and Announcements

8:40-8:50

IX. President of Presidents' Report (Dunstan - 10 minutes)

8:50-10:30

X. Standing Committee Meetings **(Reminder: Give written minutes and delegated tasks to be included in minutes to secretary by end of meeting).**

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

1. Single day registration for the convention--Friday and Saturday only
2. Use of Goodsearch.com by membership
3. Set roles by board to assist Convention Coordinator
4. Discuss Phil Bowle's request regarding LGBT
5. Correction to the Advisory Committee Conference call minutes
6. Discussion of cost for posting items on website
7. Revise Policies 8.1 – 8.6

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

1. Read CATE Writing Contest entries and select winners
2. Other writing contests' status and update
3. California English
4. Catweb
5. CATENet
6. CATE Literary Map Project

7. NCTE Day of Advocacy & National Day of Writing
8. Revise Policies 8.10 – 8.12 and 11.2

*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. CATE 2009 membership gifts
2. PowerPoint revisions
3. CATE booth plans
4. Membership Correspondence
5. 2009 goals--how we are doing
6. Revise Policy 9.1

10:30-12:00

- XI. Committee Meeting Reports
 - A. Executive/Finance
 - B. Publications
 - C. Membership

XII. Old Business

XIII. New Business

12:00 P.M.

XIV. Adjournment, check-out, and lunch

Happy Holidays to All!