

CATE Board of Director's Meeting

May 1 & 2, 2010

Orange County Hilton
3050 Bristol Street
Costa Mesa, CA 92626
714.540.7000

Friday, April 30, 2010

Arrival for non-local Board members

Saturday, May 1, 2010

8:30 AM Continental breakfast and pre-meeting. All reports should be posted electronically. If you have not posted your report on CATEweb by April 29, 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 2010 minutes

III. Adoption of May 2010 agenda

IV. CATE Board Reports

A. President (Chapman - 10 minutes)

1. Correspondence
2. Report highlights
 - a. NCTE Advocacy Day
 - b. NCTE Comprehensive Literacy Bill—LEARN Act (HR 4027/S2740
 - c. NCTE Broad “ask”
 - d. ESEA Re-authorization/Reform—*Blueprint for Reform*
 - e. NGA’s Common Core State Standards Draft
3. NCTE Affiliate Annual Report
4. NCTE Affiliate Leadership Conference
5. NCTE Affiliate Awards
6. Commendations
 - a. Convention Coordinator, Chair and Committee
 - b. Kathleen Cecil and Resolutions Committee
7. Curriculum Study Commission - Asilomar
8. Retirement and presentation from Board to be done during

lunch

9. Group Discussion from 4:00 – 5:30 today
 - a. Budget Cutting
10. Other

B. Vice-President (Delfino - 10 minutes)

1. Attendance at meetings
2. Meeting sites for 2010-2011
3. Posting Board Reports
4. NCTE Promising Young Writers California Submissions

C. Past President (Berry - 10 minutes)

1. Commendations
2. Election results
3. Upcoming NCTE elections
4. NCTE Awards 2010
5. CATE Awards 2011 in Sacramento
 - a. Virginia Reid

- b. Classroom Excellence
 - c. Awards of Merit
 - d. Distinguished Service
 - 6. Other
- D. Secretary (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. Other
- F. Membership Chair (Williams - 5 minutes)
 - 1. Membership Report has been posted online. Current membership totals reflect successful conference—with 300+ new members after convention—total members now at about 950 (see report online).
 - 2. Membership brochures—old ones available now. New rates go into effect July 1. New brochures available by the end of May. No convention info on new ones to make them usable for multiple years.
 - 3. Encourage convention chairs to advertise with bookmarks inserted in brochures. If you need brochures for summer recruitment, contact me, and I will have them sent to you.
 - 4. Membership rosters—sent to board members electronically on Wednesday.
 - 5. Membership budget input—concerned with reduction in 2011 budget due to new brochures needing to be printed, potential additional costs of new membership renewal reminder system, and membership gifts for 2011 convention (all not reflected in current expenses).
 - 6. California English—Thank you for the convention follow-up pictures and upcoming convention preview.
- G. 2010 Convention Chair (Himel - 5 minutes)
 - 1. Convention debrief and summary of evaluations
 - 2. Other
- H. Convention Coordinator (P. Fristrom - 15 minutes)
 - 1. 2011 Convention update
 - a. Site
 - b. Contract
 - c. Negotiation
 - 2. Exhibits information
 - 3. 2012
 - 4. 2013
 - 5. Coordinator position

10:30 – 10:45 BREAK

10:45 – 11:30

V. Report of Liaisons

- A. CYRM (Mitchell)
- B. CWP (Marlink)
- C. CLRP (Jago)
- D. California English (Jago)
- E. CATEweb (Conlin)

F. CATENet (Stanford)
G. CCCC (Younglove)
H. CTA (Martinez)
11:45 – 12:00 Tour of Hilton

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 (Taylor)
- D. Greater San Diego Council (Lauderbach)
- E. Kern Council (Flachmann)
- E. Redwood Council (Vacant)
- F. Southland Council (Himel)
- 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 Danielson by end of meeting.

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

- 1. Commendation to Jim Kliegl – education committee contacts
- 2. Report on NCTE advocacy (Bob)
- 3. CTA Report (Debra)
- 4. CCCC report (Bill - including 2009 Convention report)
- 5. Resolutions – where are they now? (Kathleen)
- 6. Common Core Standards – do we have a position? (Carol)
- 7. NWP funding update
- 5. Other

B. **Convention Coordinating** - PUNKY FRISTROM, Michelle Berry, Charleen Delfino, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue Smith, Carrie Danielson

- 1. CATE 2010 Final Report
- 2. CATE 2011
 - a. Convention Chair
 - b. Convention Schedule
 - c. Convention Fees
 - d. Half price registrations
 - e. Contracts
 - 1. Registrar- Eddie Hase
 - 2. Exhibit's Manager- Tammie Harvey
 - 3. Advertising and Sponsors- Jeff Wilson
 - 4. Exhibit Plan
 - 5. 2011 Budget

3. CATE 2012

4 Convention Coordinator, 2010-2011- Punky Fristrom

C. **Leadership** - CAROL SURABIAN, Kathy Allen, Karen Brown, Shannon Taylor, Kim Flachmann, Ron Lauderbach, Shelly Medford, Joan Williams, Jill Hamilton-Bunch

1. Responsibility of council presidents and President of Presidents (review Handbook)
2. Recruitment for CATE Board offices for 2011 ballot
3. Budget priorities
4. Set goals for 2010-2011 – “Cut, cut, cut”
5. Did this committee meet 2009-2010 goals?
6. 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. Budget Cutting
- B. Increasing membership
- C. Re-thinking service to membership

5:30 – 6:30

X. Presidents’ Meeting

Sunday, May 2, 2010

8:00 – 8:30

Coffee and pre-meeting

8:30 – 8:45

Call to order and announcements

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

- A. Presidents’ Meeting Report
- B. Reflection of goals for 2009-2010
- C. Other

8:45 – 10:00

XII. 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, Jill Hamilton-Bunch

1. Compare proposed budget to last year's budget
2. Discuss proposal from Shelly Medford
3. Discuss proposal from Carol Jago
4. Look at other cuts—could we find 5 places to cut \$50-\$100 and 10 places to cut \$25-\$50

B. Publications: - LIZ MCANINCH, Kathleen Cecil, Jim Kliegl, Nancy Himel, Carol Jago, Ron Lauderbach, Bill Younglove

1. Polish CATE 2011 Writing Contest Prompt
2. CATE Professional Writing Contest
3. Marilyn Kahl Scholarship
4. NCTE Achievement Awards in Writing
5. Review CATEweb, CATEnet, CE Performance and budget considerations

*C. **Membership:** - JOAN WILLIAMS, Kathy Allen, Karen Brown, Carrie Danielson, Shannon Taylor, Richard Hockensmith, Kim Flachmann, Debra Martinez, Shelly Medford, Carol Surabian*

1. Membership renewal letters—review, revise, finalize, share
2. Booth review—what to keep doing, what to add/change for 2011
3. Membership recruitment—writing projects, summer institutes, student teacher programs, etc.
4. Discussion—consider the option of a 2 year membership (for a reduced fee—maybe \$5 off) w/convention to help keep folks on rosters on the year the convention moves north/south.
5. Public relations—getting our name and activities out there—still really needed to help recruit members. We ask the publications committee to examine possibilities and consider how we can better promote the organization through publicity. Who should do it? How should we do it?
6. Other

10:00 – 10:15 Break

10:15 – 11:30

XIII. Committee Meeting Reports

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

11:30 – 12:00

XIV. Old Business

XV. New Business

XVI. Adjournment and lunch

Have a great summer!