

## CATE BOARD MEETING AGENDA

### **Board of Directors Meeting**

**September 20-21, 2008**

#### **Santa Clara Marriott Hotel**

2700 Mission College Blvd

Santa Clara, CA 95054

408-988-1500

#### **Friday, September 19, 2008**

7:00 - 9:00PM Council presidents meet; dinner and agenda per Angus Dunstan.

#### **Saturday, September 20, 2008**

**8:00 - 8:30AM** Continental breakfast and conversation. (If you have not posted your report online, please place 40 copies of your written report on table provided in the meeting room.)

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

I. Call to order, welcomes, and introductions. Please be prepared to tell about yourself, your Board position, recent activities, and recommend a book (\*1 minute each).

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

II. Approval of May 2008 minutes

III. Adoption of September 2008 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. (See addendum.)

##### A. Resignations

1. Bob Chapman (MAL Small Councils)

##### B. Appointments

1. Carol Clarke as MAL Secondary
2. Advisory Board: Chapman, Berry, Delfino, A. Fristrom, P. Fristrom, Dunstan, Williams, McAninich

##### V. CATE Board Reports

##### A. President (Chapman - 10 minutes)

1. Gratitude & confusion
2. CATEweb contract extension (ACTION ITEM)
3. Committee membership (agenda)
4. Challenge: Increased efficiency
  - a. MAL opportunities
  - b. Serving new teachers
5. Email correspondence

- a. *WestEd/SchoolMovingUp*
    - b. Laura Holden
    - c. NCTE Nominating Committees
    - d. GSEA/LGBT
  - 6. Other
- B. Vice-President (Delfino - 5 minutes)
- 1. Advisory Committee Report
  - 2. Update on calendar of meetings and sites
  - 3. Other
- C. Past President (Berry - 10 minutes)
- 1. Presentation to Robert Chapman, CATE President 2008-2010
  - 2. CATE Awards
    - a. Classroom Excellence
    - b. Award of Merit
      - 1. Process for these two awards
        - a. Forms online next week until December Board meeting
        - b. Only completed forms, with a full duplicate package, accepted
      - 2. Reminder of number of/which awards per council
    - c. Distinguished Service
      - 1. Process for this award
      - 2. Report out on number of nominations accepted
  - 3. Election process
    - a. Online, CE, annual business meeting (ACTION ITEM)
    - b. Offices to be elected
      - 1. Secretary (Tracey)
      - 2. MAL Secondary (Dillon)
      - 3. MAL Unspecified (Hockensmith)
      - 4. MAL Small Council (TBA)
  - 4. NCTE Liaison Report
    - a. All CATE Board members must be NCTE members
    - b. CATE's presence/service NCTE this year
  - 5. Other
- D. Presidents' Council (Surabian for Dunstan - 5 minutes)
- 1. Report on Presidents' Meeting (plans and goals)
  - 2. Other
- E. Secretary (Tracey - 5 minutes)
- 1. Policy revision process to be reviewed at December meeting
  - 2. Directory update
    - a. Poster: verify, edit, initial when perfect.
    - b. Contact info changes - email to Lorraine who will forward

3. Business cards and binders for new Board members
4. Other

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
5. Other

G. Membership (Williams - 5 minutes)

1. Membership figures update
2. Electronic lists sent—Do all board members want them?
3. Booth at CRA
4. Lifetime Memberships
5. Change of address web problem
6. Other

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

1. On-line registration
2. Sponsorship
3. 2008 CATE Convention - status
4. 2009 update
5. 2010 update
6. Exhibits Manager's report; actions taken for 2009
7. Search for new Convention Coordinator – Priority for 08-09
8. Other

I. CATE 2009 Report (McAninch & Defino - 7 minutes)

1. Program update and tentative schedule
2. Registration
3. Flyer dispersal
4. Friday Night
5. Technology strand
6. Other

**10:15 - 10:30PM BREAK**

**10:30 - 12:00PM**

VI. 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*** - ANGUS DUNSTAN, Jim Burke, Carmen Carrillo, Kathleen Cecil, Carrie Danielson, Carol Jago, Mary Anne

Goodwin, Debra Martinez, Jayne Marlink, Bob Chapman, Anne Sahlberg, Bill Younglove, Martha Zaragoza-Diaz

1. Legislative Analyst's Report
2. NCTE Resolutions
3. CATE Core Values
4. Code of Ethics
5. Survey Monkey applications
6. 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. Contract with Hyatt Regency in Santa Clara 2013
2. SC visit (menus, tour)
3. 2 Minutes for CATE - 2009 and beyond
4. 2009 Update--sponsorships, etc.
5. Exhibits Manager report action for 2009
6. Contract with Helms Briscoe
7. Future contracts for Conventions (2014 – SoCal)
8. 2010 update
9. Goals for the year
10. Other

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

1. Review of CATE scholarships (Virginia Reid to small councils at 2009 convention)
2. Review of Leadership project
3. Recruitment for CATE Board offices
4. Karen Brown – NCTE Leadership
5. Leadership goals for the year
6. Other

## **12:00 - 1:00PM LUNCH**

### **1:00 - 2:00PM**

#### VII. Committee Meeting Reports

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

### **2:00 - 3:00PM**

#### VIII. Report of Liaisons

- |                        |                        |
|------------------------|------------------------|
| A. Calif. Dept. of Ed. | (Goodwin - 15 minutes) |
| B. Policy Analyst      | (Zaragoza-Diaz)        |

- C. CYRM (Mitchell)
- D. CWP (Marlink)
- E. CLRP (Jago)
- F. NCTE (Jago)
- G. CE Editor (Jago)
- H. CATEweb (Wilson)
- I. CATENet (Burke)
- J. Resolutions (Cecil)
- K. CCCC (Younglove)
- L. CTA (Martinez)

**3:00 - 3:30PM**

IX. Reports of CATE Councils - 3 minutes each

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

**3:30 - 3:45PM BREAK**

**3:45 - 5:00PM**

X. Open discussion

XI. Adjourn until Sunday morning; dinner on your own

Sunday, September 10, 2007

**8:00 - 8:30AM**

Continental breakfast and conversation

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

I. Call to Order and announcements

**9:00 - 11:00AM**

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

1. Support for CATE nominees to NCTE awards (i.e. Classroom Excellence)
2. Lifetime retired teachers' membership
3. Survey Monkey applications
4. Goals for the year
5. Other

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

1. *California English*
2. CATEweb
3. CATE Writing Contests
  - a. Professional Writing Contest – extended deadline
  - b. Student contest - review deadlines and plan for reading entries
4. Marilyn Kahl Scholarship – coordinator & approve candidate recommendation/renewal
5. NCTE Writing Contests - coordinators
  - a. Promising Young Writers (replace Peggy Clifford)
  - b. Achievement in Writing
  - c. Literary Magazine
6. Goals for Year
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. Membership Drive—set goals
2. Powerpoint for convention
3. Membership gift
4. Web presence for Membership
5. Goodsearch report
6. CATENet connection to CATE members
7. Precision renewal reminders
8. Electronic reminders—how to accomplish
9. Membership booklet for local councils—content needs
10. Other

**11:00 - 11:30AM**

III. Committee Meeting Reports

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

**11:30 - noon**

IV. Old Business

V. New Business

VI. Adjournment, check out, and lunch.