

**Board of Director's Meeting
May 16, 2009
Los Angeles (LAX) Marriott**

The meeting was called to order by President Robert Chapman at 9:05 A.M.

In attendance:

Kathy Allen, *Member-at-Large, Elementary*
Michelle Berry, *Past President*,
Carmen Carrillo, *SCTE Representative*,
Kathleen Cecil, *Resolutions Chair*,
Carrie Danielson, *Member-at-Large (Acting Secretary)*,
Charleen Delfino, *Vice President*,
Susan Dillon, *Member-at-Large, Secondary*,
Angus Dunstan, *Capitol Representative*,
Anne Fristrom, *Treasurer*,
Kermeen Fristrom, *Convention Consultant*,
Nancy Himel, *CATE Chair 2010*,
Richard Hockensmith, *Member-at-Large, Unspecified*,
Cheryl Hogue-Smith, *Member-at-Large, College*,
Carol Jago, *California English Editor*,
Ron Lauderbach, *GSDCTE Representative*,
Jayne Marlink, *California Writing Project*,
Elizabeth McAninch, *CCCTE Representative*,
Joanne Mitchell, *CYRM Representative*,
Carol Surabian, *TUCATE Representative*,
Joan Williams, *Membership Chair*
Bill Younglove, *CCCC Liaison*,
Martha Zaragoza-Diaz, *Policy Analyst*,

Those absent:

Trish Griggs—Representative FACET
Jill Hamilton-Bunch, Member-at-Large, Small Council
Jim Kleigl, Member-at-Large, Secondary
Barbi Lapp—Representative KERN
Debra Martinez—CTA Liaison
Shelly Medford— Representative of Upper
Anne Sahlberg—Representative of Redwood Council

Correction of Minutes for February meeting: Meeting began at 8:45 instead of 9:45

Motion to approve minutes from February Board meeting—Susan Dillon

Second: Charleen Delfino
Motion carries.

Motion: Liz McAninch moved to approved agenda for May 16, 2009 CATE Board meeting

Second: Kathy Allen

Bob Chapman **amended agenda** to include:

- 11:30 tour of facility
- a discussion about re-organization from 4:30-5:00

Amended agenda was approved

BOARD REPORTS

PRESIDENT – Report online

President Chapman reported about Advocacy Day—good experience

- He attended Town Hall Meeting for Senator Barbara Boxer
- Met with Representative Mike Thompson, Senator Diane Feinstein and Representative Barbara Lee
- NCTE training for Advocacy Day was excellent

ASKS

1. *National Day on Writing.* Information on NCTE website. There will be an electronic Gallery for uploaded writing. Writing is already being submitted. All Representatives and Senators were in support of this national initiative. <http://galleryofwriting.org/>
 2. *Comprehensive Literacy Bill* Co-sponsored by NCTE. Bill is under development. .--\$500 million dollars---Sponsors are unknown until later. Discussion at Advocacy Day: Literacy should be in life-long development—birth through adulthood—how to educate parents to help their children to be interested in literacy—Carol Jago urged that bill should emphasize that the level of literature chosen for classroom instruction be reasonably above grade level---with instructional support.
 3. Bob Chapman asked them to increase *Peace Corps budget.*
- 2009 Annual Report—a committee will be put together to meet deadlines and submit report
 - 2009 NCTE--Bob Chapman will present at the convention in Philadelphia
 - CYRM---Nancy Himel volunteered to attend and represent CATE and our 2010 Convention.
 - Asilomar—Curriculum Study Commission—need 165 people signed up by June 13—need around 90 more

- Farewell to Carmen Carrillo, Susan Dillon and Lorraine Tracey. The Board expressed gratitude for their service.
- Chapman is writing a column for the next edition of *California English*
- He urged people to get agenda items to him sooner.
- Chapman thanked Kathleen Cecil and her work on the Resolutions Committee
- Recommends that we discuss the Convention Coordinator responsibilities.

VICE PRESIDENT: Report online

- Arranged for May meeting
- Suggestion for dates for 2009-2010 CATE Board meetings:
 - Sept 19-20 (S)
 - Dec 5-6 (N)
 - Feb 11 (S)
 - May 1-2 (N)
- Discussion and vote are necessary for final approval
- Delfino joined Dunstan and Cecil for the California Advocacy Day in Sacramento. Met with the representatives of three legislators.
- Recommends that at future Advocacy Days it would be better to set appointments earlier.
- Please send Board Reports in a timely manner
- Thanked Tish Griggs, Al Adams, Liz McAninch, Carmen Carrillo, Susan Dillon, Carol Surabian, Joan Williams, Punky Fristrom, for helping to read Promising Young Writers submissions (NCTE)
- Will continue to assist Convention Coordinator

Motion: Richard Hockensmith— to approve the appointment to the CATE board of the following: Kathleen Cecil, *Resolutions Chair*; Carol Jago, *California English*; Angus Dunston, *Chair, Policy and Censorship Committee*; Anne Fristrom, *Treasurer*

Second: Carol Surabian

Motion carried.

PAST PRESIDENT: Report online

- Commendation to Charlene Delfino and Liz McAnich for hard work on 2009 CATE Convention
- Commendation to Kathleen Cecil and Resolutions Committee for hard work at 2009 CATE Convention

- Commendation to Bob Chapman for work on his first convention as CATE President
- Election: 40 ballots at meeting
 4 votes online
 1 by mail
 45 total

Motion: Michelle Berry moved that the following members of the Board be confirmed as elected.

Second Charleen Delfino

- Jill Hamilton-Bunch, Member-at-Large, Small Council
- Jim Kleigl, Member-at-Large, Secondary
- Richard Hockensmith: Member-at-Large, Unspecified
- Carrie Danielson: Secretary
- Joan Williams: Membership Chair
- Angus Dunston: Representative of Capitol Council
- Anne Sahlberg—Representative of Redwood Council
- Ron Lauderbach—Representative of Greater San Diego
- Carol Surabian—Representative of Tulare
- Shelly Medford—Representative of Upper
- Liz McAninch—Representative CCTE
- Trish Griggs—Representative FACET
- Barbi Lapp—Representative KERN
- Carmen Carillo, Representative Southland

Motion carried

- Elections for officers to take positions on July 1, 2010
 - Nominations due at the December meeting all paperwork in order
 - President
 - Vice President
 - MAL Elementary
 - MAL Secondary
 - MAL Unspecified

2010 Awards-- **Nominations due at the December meeting with all paperwork in order.**(see Policy 10.4).

- Capitol Council—Secondary
- Central Council—Elementary
- Fresno Council—Middle
- Kern Council—Elementary
- Redwood Council—Secondary
- Greater San Diego—Middle
- Southland Council—College
- TUCATE Council—College

○ Upper Council—College

- Awards of Merit—See Policy 10.2
- Distinguished Service—(Nominated at September Board meeting)—See Policy 10.3
- Virginia Reid Scholarship goes to a teacher from GSDCTE

2011—Some presenters already scheduled:

Sacramento Convention

- Carol Jago
- Jim Burke

NCTE—Michelle Berry was asked to chair a section

NCTE awards deadlines

- Intellectual Freedom Award

Discussion of possible nominees

Motion: Michelle Berry nominated Bill Younglove for Intellectual Freedom Award

Second—Joan Williams

Motion resoundingly carried—paperwork must be in by June 1st

SECRETARY: Report online

- Lorraine Tracey sent greetings through Charlene Delfino
- Roster sent around
- Business Cards will be ordered by new secretary
- Tracey edited and sent out February Board minutes
- Sent minutes for the Annual Business meeting and send them to Wilson to post on Cateweb

Commendation to Lorraine Tracey for her service and good wishes

TREASURER:

Money Market is down—is now closed

Miscellaneous line is \$\$ for Capitol and Upper because Anne Fristrom serves as their treasurer as well.

Convention made over \$36,000 even with decline in registration

- Checking Account Balance \$ 8,650.23
- Memorial CD \$ 11,503.58
- Marilyn Kahl Memorial CD \$ 4,620.20
- Marilyn Kahl #2 CD \$ 11,699.39
- Vanguard GNMA Portfolio \$109,895.43
- Vanguard Index Trust \$ 22,724.16

We must make cuts---all committees need to look at where they can cut.

Anne Fristrom and Punky Fristrom advise \$27,000 in cuts.

\$15 for Saturday dinner

\$.40 per mile

IRS suggested 6 items be added to the policies of non-profit organization
Four suggestions for non-profit agencies apply to CATE.

Motion: A, Fristrom moved the addition of the following to CATE Policies:

- Code of Ethics—now CATE Policy 12.0
- Conflict of Interest—now CATE Policy 13.0
- Whistleblower Policy—now CATE Policy 14.0
- Retention of Records—now CATE Policy 15.0

Second: Liz McAninch

Discussion

Motion carried.

MEMBERSHIP: Report online

- Joan Williams sent electronic membership rosters to Board members
- Councils should double check that member information is correct.
- Send corrections to Williams and she will forward to Precision
- Membership is down.---better than last meeting due to Convention
- Gift Memberships were really well received—drawings are popular
- Committee will wrestle with reporting issues
- Fall Membership Drive!
 - Go to summer conferences and workshops and recruit!
 - Try to speak at a Writing Conference---ask about presenters.
 - Bay Area and San Jose are doing “Open Programs”—recruit at those.

CONVENTION COORDINATOR: (2009 Convention—Santa Clara) 2009 Convention
Evaluation Report—Liz McAninch (Delfino) Report online

Summary:

- Most people heard about the convention through the flyer or colleagues.
- Many people paid out of pocket.
- The majority of responses were from people who had not been to many conventions
- Taylor Mali, Brian Jeffreys, and a number were picked as favorite.
- A wide number of sessions were popular, however.
- Many said they were not coming back due to travel or money concerns
- Topics and responses could help develop future conventions or local workshops

Commendation for the 50th celebration and the Past President presentations—Jago will include Past Presidents’ remarks in *CE* as possible

2009—Punky Fristrom

- Over 600 people...making money on the convention was remarkable
- 2010,2011,2012---will bring action items after committee meeting

LIAISON REPORTS:

Policy Analyst: Martha Zaragoza-Diaz —Report online

- Prop 1A is tied to Prop 1B. If one fails, both go down.

- Sacramento—Senate 199—Zaragoza-Diaz testified in support for CATE
- AB60—In committee
- AB 476—stuck “in suspense”
- AB 1435—“in suspense”
- AB 1140—requires an advisory committee to look into accountability and testing
- Federal Stimulus Funding—1st round of funding has been sent to districts
- 2nd round in July—passed out timeline

Appointed to State Board of Education

Jorge Lopez

Ray Belisle

Sophia Angeles-student

7 appointees are involved with Charter Schools in some way

No teacher, no one with teaching or administrative experience in public education

May Revise Report—**The governor presented two proposals for budget revision, one if the measures pass and one if they fail**

- Prepare for another “Long Hot Summer” with regard to the revised budget.
- Tax increases are off the table.
- NCLB has not been renewed, will be altered. May even be called ESEA.
- Common (national) standards will be coming soon.

CDE - No Report.

CYRM – Joanne Mitchell

Sold by Patricia McCormick was the winner of CYRM Award

Nominations for CYRM Liaison

- Gloria Guerra—Lodi Christa McAuluff School

If she cannot do it,

- Joannie Stevenson—Christa McAuluff School

CWP – Jayne Marlink

California Writing Project

Budget issues—many offices are in the red

- Schools only reading nonfiction are not scoring high enough. A balanced approach encourages higher scores on the AWPE
- Chinese version of the parent writing book is going into publication
- Alliance for Young Artists & Writers, Jayne Marlink will be involved with this organization.
- Increasing part of work of CWP has been Pre-K through grade 5 through family writing programs, Migrant Education, and Head Start.
- The funding from the state goes to support teachers.
- Outreach called California Rights to develop family and community literacy.

Adjourned for tour of hotel convention facilities for 2010 Convention and for lunch

11:45

Reconvened by Bob Chapman: 12:45

CLRP (Jago)– New website

California English(Jago) – Report online

- Submitted the “Teaching Literature through Peace and War” issue of *California English* for the NCTE Journal Award. Announcement will be made in the summer.
- Recommends going from 5 issues to 4.
- Suggest that it be the summer issue that is dropped.
- CATE Professional Writing winners, CATE 2009 Resolutions and if space permits, 2-Minutes for CATE speeches by Past Presidents will be published in the June issue
- Call for manuscripts about electronic communication—please pass the word.
- Jeff Wilson continues to do an excellent job garnering ads and sends them in a timely manner.

NCTE (Jago)—Kathleen Cecil will be nominated as Resolutions Chair for NCTE.—Stressed importance of reaching out to presenters.

CATEnet—Commended for improvements

CATEweb - No report

CCCC - Sacramento Summit—Younglove and Cecil attended (Feb. 27, 2009) Shared Education Statistics—Real World provided by James Aschwanden

CTA: no report

Reports by CATE Councils

Capitol Council—Dunston reported about day in Sacramento

Central Council—Liz McAninch—CATE 2009 Final Report—Report online—11th grade papers for NCTE—grading is due in the end of June. Working on workshop for spring—possibly Twain or Steinbeck.

Fresno Council—Tish Griggs—Report online

Greater San Diego—Ron Lauderbach—Report online— Small but successful Promising Practices, Lake Arrowhead

Kern Council—Barbi Lapp—Report online

Redwood Council—Anne Sahlberg—Report online

Southland Council—Carmen Carrillo—Report online—: NCTE Writing Award Ceremony, Nancy Himel was elected President. Upcoming one-day retreat—planning meeting, Spring Fling

TUCATE Council—Carol Surabian—Successful membership drive using raffle. Increased membership and Carol hopes to get the new people more involved.

Upper Council—Shelly Medford—Report online

Standing Committee Reports

()= not present

POLICY AND CENSORSHIP COMMITTEE: *Angus Dunstan*, Carmen Carillo, Kathleen Cecil, Bob Chapman, Carrie Danielson, Carol Jago, Jayne Marlink, (Debra Martinez), (Anne Sahlberg), Bill Younglove Martha Zaragoza-Diaz

- Dunstan reported about Advocacy day in Sacramento
- Kathleen Cecil attended CCCC’s Dunstan will move that she should be reimbursed \$200 for her attendance.
- Martha Zaragoza-Diaz will look into what “elimination for academic preparation and education programs at ...CSU’s and UC’s.” means in the possible cuts included in the May Revise
- National Day ON Writing—upload into the NCTE website
 - What does CATE do for that day?
- Action Item for budget: The committee recommends that we no longer continue with the services of the Policy Analyst.

Because of this we are going to divide some of the Policy Analyst’s job up among the committee report for the CATE Board.

Motion: Dunstan moved to reimburse Kathleen Cecil for her trip to Sacramento for the Advocacy Day in the amount of \$200.

Second: Michelle Berry.

Discussion

Motion carried.

CONVENTION COORDINATION: *Punky Fristrom*, Michelle Bery, Charleen Delfino, Susan Dillon, Anne Fristrom, Nancy Himel, Richard Hockensmith, Liz McAninch, Cheryl Hogue-Smith, (Lorraine Tracey)

2010—Nancy Himel: Schedule goes back to General session Friday morning

No new teacher reception

Exhibitors reception will have be in hospitality suite

Presenters’ Reception? We need to do this so that we can connect the council chair people with the presenters.

No tech session, trying to get internet café and online access for presenters.
Publicity: Reminder that we will have only one flier that goes out and then a postcard.

Contract addendum: lower the sleeping rooms from 970 to 760. Needs action item.

Contract for exhibit manager, Tammy Harvey: We contracted with her directly. She has the same terms as Jeff for 2009. Jeff then is the manager for advertising/sponsorships. Tammy's contract requires her to be at the convention, but Jeff's does not, although if anything comes up concerning Jeff's portion, Tammy will take care of it on site.

2011—Sacramento/Michelle Berry

P. Fristrom also renegotiated that contract. The basic change is to the number to which we are committed. We're down from 800 to 600 rooms. We also had to give up some break-out room space.

2012—Ontario

No addendum like 2010 and 2011 because we are in three hotels. The overflow hotels we did not include attrition clauses, so we can cancel if needed.

2014—Seven possible sites

We would like to have the Board approve the San Diego bid.

2015—We want to begin getting bids for 2015 now, so we can secure good rates for the

2015—Advertise this spring for proposals and make decision in December, 2009.

Motion: Punky Fristrom moved that 15 members of the local committee get 50% off registration at CATE 2010

Second: Charleen Delfino

Motion carried

Motion: Cheryl Hogue Smith moved to add a presenters' reception to CATE 2010

Second: Michelle Berry.

Discussion

Motion carried

Motion: Punky Fristrom moved to add a Contract Addendum for 2010 Convention—
reduction of room block 975 to 645

Second: Nancy Himel ?

Motion carried

Motion: Punky Fristrom moved to add a Contract Addendum Reducing room block for
2011 to 605

Second: Cheryl Hogue Smith

Motion carried

Motion: Punky Fristrom moved that the 2014 convention be at the *Town and Country Hotel* in San Diego

Second: Liz McAninch

Motion carried

Motion: Punky Fristrom moved to send out application letters for the 2015 convention this spring with a board decision to be made in December.

Second: Susan Dillon

Motion carried

Motion: Punky Fristrom moved to approve the exhibitor's manager contract for Tammy Harvey and advertising and sponsorship manager' contract for Jeff Wilson.(with the understanding that he not have to attend convention and that Tammy Harvey act on his behalf.

Second: Joan Williams

Motion carried

Motion: Nancy Himel moved that prices for 2010 Convention be the same as prices for the 2009 Convention

Second: Richard Hockensmith

Motion carried

LEADERSHIP: *Carol Surabian*, Kathy Allen, (Karen Brown), (Tish Griggs), (Barbi Lapp), Ron Lauderbach, Shelly Medford, Joan Williams

Discussion of offices that will be open in 2010.

Discussion of CATE budget.

We are offering to cut \$500.00 from the leadership line.

Looking for a candidate for NCTE Leadership Award

Motion: Carol Surabian moved that Trevor Guina be selected for the NCTE Leadership Development Award

Second: Liz McAninch

Discussion: Susan Dillon will do the paperwork

Central will help with finances

Motion carried

Group Discussion of Re-organization:

Travel is a problem in the budget

Suggestion to split our meetings in the following way

Executive Board is always there

North:Policy Leadership Membership

South:Publication, Executive Finance, Convention

Discussion (lengthy)

No Action Item or Motion

Punky Fristrom is still looking to have someone train as Convention Coordinator

Bob Chapman's suggestions for discussion:

Fill Convention Chair

Divide specified duties between all board members

Executive Director

Convention Coordination

Plan Board Meetings

Costs?. \$12-15,000

Position could be shared with other organizations

Adjourned (5:30) until Sunday at 8:00 a.m.

Sunday, May 16, 2009

Called to order by Bob Chapman at 8:38a.m.

President of Presidents

- o Discussion of low convention attendance
- o Possibly change the President's meeting to another night
- o Presidents are working to get more members

Standing Committee Meetings 8:40-10:00

Break 10:15

Standing Committee Reports

()= not present

Executive/Finance Committee: *Charleen Delfino*, Michelle Berry, Bob Chapman, Angus Dunstan, Anne Fristrom, Punky Fristrom, Jayne Marlink, Cheryl Hogue Smith, (Martha Zaragoza-Diaz)

Motion: Charleen Delfino moved that CATE vote in favor of Proposal 3 of the Vanguard Shareholders' Proxy to Prevent Holding Investment Companies that, in judgment of the Board, substantially contribute to genocide or crimes against humanity, the most egregious violations of human rights.

Second: Nancy Himel

Motion carried.

Motion: Charleen Delfino moved that CATE reduce the line item for attendance at NCTE from \$4,000 to \$3,000, to be distributed among the three people who represent CATE at NCTE.

Second: Michelle Berry

Motion carried

Motion: Charleen Delfino moved that CATE reduce the line item for Office Expenses and Equipment from \$1,500 to \$500.

Second: Joan Williams

Motion carried

Motion: Charleen Delfino moved that CATE reduce the CYRM line item from \$2,000 to \$1,000.

Second: Susan Dillon

Motion carried.

Motion: Charleen Delfino moved that CATE reduce the amount in the budget under Board and Adv. Meetings line by not reimbursing members \$15 for dinner on Friday or Saturday and not providing lunch on Sunday. Breakfast on Friday and Saturday and lunch on Saturday will still be provided.

Second: Michelle Berry

Motion carried.

Motion: Charleen Delfino moved that CATE reduce the line item for Awards and Gifts from \$1,500 to \$1,000.

Second: Joan Williams

Motion carried.

Motion: Punky Fristrom moved to approve budget for 2009-2010 with these totals in line items:

Second: Nancy Himel

Awards and Gifts \$1000

Board meetings \$30,000

CE printing \$34,000

CYRM \$1000

Leadership \$500

Office Expenses \$500

NCTE \$3000

Policy Analyst \$0

Motion carried

PUBLICATIONS: *Liz McAninch*, Carmen Carrillo, Kathleen Cecil, Susan Dillon, Nancy Himel, Carol Jago, Ron Lauderbach, Anne Sahlberg, Bill Younglove

Motion Liz McAninch moved that Cindy Conlin be named CATE Webmaster effective July 1, 2009 with a fee of \$5000.00. Transfer and license fees need to be paid by CATE

Second: Michelle Berry

Discussion: There will still remain the “chain of command” of those who may contact the Webmaster to give updates and additional information to be added to the website.

Past President

President

Vice President

Convention Coordinator
Convention Chair
Publicity
Secretary

Motion carried.

Discussuion of buget reductions.

Will address the List Serve policies in fall.

MEMBERSHIP: *Joan Williams.* Kathy Allen, (Karen Brown), Carrie Danielson, (Tish Griggs), Richard Hockensmith, (Barbi Lapp), (Debra Martinez), (Shelly Medford), Carol Surabian,

Membership Renewels

Membership Renewals

- Suggestions for amending CATE Policies
- The Membership Chair must receive a list of all registrations for all conferences including the convention.
- Registrars shall request a current membership list from the Membership Chair prior to the conference.
- The convention registrar shall send a preliminary registration list to the Membership Chair a week before the convention.
- All conference registrars must verify current membership status of attendees and forward list to membership chair within 30 days of the conference.

Membership gift:

- If we want a gift, we must have a sponsor.

Membership Booth: Discussed ideas for booth

Membership Drive: Call for every council to have a fall membership drive

Change for Membership mailings: Members will only receive a bill for renewal

- When they renew, they will receive a mailing with a card.

Money: Look into raising membership fees

- One year \$45,
- Three year membership \$120,
- Retired \$30,
- Lifetime remain the same, Student Teacher \$15

GOALS

99% accuracy in membership list

Recruit members and retain present members

Reduce and change the mailings that go out and update styles

Update the Membership Policy for conferences and conventions.

Raise membership fees.

Old Business:

Bill Younglove commended Jim Day for his service and expressed concern for his health.

Bill Younglove's Research about membership and attendance is ongoing.

New Business:

Arne Duncan's website is: askarne@ed.gov

Himel commends CATE Board for a good meeting.

Motion to adjourn: Liz McAninch moved to adjourn

Second: Ron Lauderbach

Motion carried

12:00 p.m.

Next meeting: Sept. 18-20 (South)

Respectfully submitted,

Carrie Danielson