

CATE Board of Directors' Meeting
Saturday, September 18, 2021
Via Zoom
Link: 960 621 8793
MINUTES DRAFT

Present: (members who were present are highlighted):

Greg Johnson, Past President (absent)
Robb Polski, President
Sommer Iamele, Vice President
Carole LeCren, Secretary
Denise Mikkonen, Co-Treasurer
Angus Dunstan, Capitol Rep (absent)
Susan Dillon, Central Rep (absent)
Janina Schulz, FACET Rep
Gina Vattuone, GSDCTE Rep
Kim Flachmann, Kern Rep
Vicki Kurtz, Redwood Rep
Jennifer Silver, Southland Rep/Convention Coordinator
Carol Surabian, TUCATE Rep
Jori Krulder, Upper Rep
Julie Burnett, MAL Elementary, CATE 2022 Convention Chair
Carol Battle, MAL Middle
Rebecca Detrick, MAL Secondary (absent)
April Parker, MAL Unspecified
Kylowna Moton, MAL College
Liz McAninch, MAL Unspecified

Joan Williams, Membership
Annie Gervais, Convention Co-Coordinator
Bill Younglove, Liaison Common Core Consultant
Gale Caswell, CETA Liaison
Tim Dewar, Liaison CWP (absent)
Karen Ridley, Liaison CTA
Jennifer Howerter, Liaison CDE
Carol Jago, <i>California English</i> Editor, California Literature Project Liaison
Guest: Lori Campbell
Guest: Frank Mata

1. **Call to Order (time)**
Called to order at 8:08 AM Pacific.
2. **Approval of May 2021 Minutes**
Moved by Surabian, seconded by Flachmann. Passed.
3. **Introductions**
Went around the Zoom meeting introducing everyone. Welcome to our two guests and new board members.
4. **Consent Docket**
Approval of agenda for today.
Standing Committee Chairs:
Equity and Diversity: Carol Battle
Publications: Carole LeCren
Executive Finance: Denise Mikkonen
Convention Coordination: Jennifer Silver/Annie Gervais
Leadership/Membership: Kim Flachmann/Joan Williams
Policy/Censorship: Sommer Iamele
Changes in Board Membership:
CTA Liaison: Karen Ridley.
Resignations: Mark Olsen, Mindy Montanio, Bill Foreman, Patrick Keough.
Moved by Vattuone, seconded by Iamele. Passed.

5. CATE Board Reports

a. President – Robb Polski

1. Welcome to the board Karen Ridley as our CTA Liaison
2. Welcome to meeting as guests Lori Campbell (per Joan Williams) and Frank Mata (per Carol Battle)
3. Thank Patrick Keough, Mark Olsen, and Bill Foreman for their service on the board and sent an acknowledgement (Denise Mikkonen)
4. Openings for Co-treasurer, MAL Secondary, MAL Small Council. Discussion ensued about how to “apply”--briefly, suggest people to Robb directly or through the standing committees, names will be considered during the Advisory Call, and appointments can be made as soon as the December board meeting.
5. Congratulate Carol Jago on election to International Literacy Association’s executive board. Carol mentioned that one of her goals is to see how another professional organization operates, and to look at
6. CE mailing and membership numbers (Carol Jago). Carol recommended that we use the May mailing list for the next issue.
7. Fristrom Scholarship increased. (Denise Mikkoen/Bill Younglove). Discussion ensued about how to honor the intention of the Fristroms (for getting various constituencies to attend the convention, including upcoming teachers and also administrators).
8. New theatre credential information (Gale Caswell). Discussion ensued about how to advertise the information, since many English teachers also teach drama. Publications Committee will discuss it.
9. February Conference Back-up (Conventions). Jennifer will discuss any issues in Convention Coordinating Committee.

b. Vice President - Sommer Iamele

1. Up-coming board meetings: We need to have an in person meeting in order to honor our contracts, and apologize that this will throw off the north/south rotation. The December Board Meeting will be December 4-5 at the Long Beach Hilton.
2. President of presidents? Sommer asked who the President of Presidents is. Carol Surabian explained that the presidents select someone among themselves; she suggested right before lunch. Robb explained that we need to know so that the President of Presidents can attend the Advisory Call before the December meeting.

c. Past-President – Greg Johnson

1. Clarify awards rotation for 2022. Clarification: Councils will be nominating award winners based on the award levels stated in the 2021.
2. Reminder of awards/deadlines: Submit nominations and all paperwork at the December board meeting.

- d. Secretary - Carole LeCren
1. CATEweb Update/Revision: Carole and Cindy Conlin have been working on this all summer to make the website more user friendly to members (and to update the information on the website).
 2. Revision of Policies: Carole suggests a revision that focuses more on the roles and “checklist” tasks of board members. Joan shared that the role of the policies as institutional memory is important; also having them divided up by category, such as membership, helps everyone involved in that aspect of the organization to understand what needs to be done. Robb also pointed out that we have a Policy/Censorship Committee to take this on, or create an ad hoc committee.
 3. Board Roster: Carole will send out a Google Form for everyone to fill out.
- e. Treasurer – Denise Mikkonen
1. Denise went over the accounts: \$89,000 plus Vanguard. She explained she is still learning how to record information and amounts in the various platforms she has to use.
 2. Need end of year financial reports from Central, Redwood, Greater San Diego, Kern, Fresno- need to do taxes. I have sent emails to each council. She explained that the fiscal year, which ended July 30, requires CATE to file taxes soon, and she needs the information from the local councils.
- f. Membership – Joan Williams
1. Steps taken to retain/renew members. Joan explained that because of our “bargain” extended memberships during COVID, that now everyone’s membership needs to be renewed. She has done several things to encourage renewal, including a positive postcard and the typical renewal contacts.
 2. Current CATE and NCTE membership required for board members. Joan reminded everyone that board members are required to be members of CATE. Because we are an affiliate of NCTE, it is also required because of our affiliate status that our board members be dues-paying members of NCTE.
 3. Roster requests—privacy reminder: Joan received a membership list from Precision every month. Ask HER if you want an updated list (instead of incurring a cost when you ask Precision directly).
 4. Board member timeline document completed.
 5. Bob Johnson from Precision Assembly leaving in December.
- g. Convention Coordinator – Jennifer Silver and Annie Gervais
- Jennifer shared that she and Annie have been working with the hotel, which has been very challenging due to their slow response time. She thanked Julie for all her hard work. She said there will be more detailed information coming up after her committee meets.

h. Report of Liaisons

i. CTA - Karen Ridley

Karen shared several bills that are going through the legislation that impact teachers; examples included credit recovery. CTA also put efforts into the governor recall election, and is working on the statewide required ethnic studies graduation requirement. CTA is also facilitating micro-credentials. They are also keeping an eye on school boards to make sure that they are focusing on staffing. Their statewide meeting will be virtually in October. She will have much more to report after the October meeting.

ii. CWP - Tim Dewar (absent)

Carol Jago shared that Tim's pre-convention looks like it will be amazing.

iii. CLRP - Carol Jago

CLRP is doing some online seminars that Carol has been pushing out on Facebook and other social media.

iv. *California English* - Carol Jago

Carol shared that the CATE Creative Writing Contest is difficult to advertise in a timely manner if the councils don't have writing coordinators. She also included the CYRM (California Young Reader Medal) nominations. She also shared that Carol Mayfield (wife of former board member) will be featuring her artwork in an upcoming issue.

v. CCC - Bill Younglove

Bill shared the "death" of Common Core Standards. [Bill will send an e-mail to Carole with info to include.]

vi. CDE – Jennifer Howerter

Jennifer shared her report (she has an extensive report in the board reports). She pointed out that Mary Ann Wolf, who is presenting in the CLRP videos, is also available in videos from the CDE. She is an engaging presenter.

She also shared the priorities and focus of the county offices of education. Jennifer pointed out that some counties who have chosen the district(s) they're working with, but that they may be open to accepting additional schools.

vii. CETA - Gale Caswell

Gale reported that CETA is holding an inperson event in early October, working with the South Coast Repertory Theater. They will be requiring proof of vaccination and/or proof of a negative COVID test. Carole suggested that this event may be a good test of how eager teachers may be to attend events put on by professional organizations.

viii. CYRM - Julie Burnett

CYRM is meeting on October 2 (Julie will not be available to attend). Denise reminded Julie that the CYRM usually asks for our annual (required) contribution as a member of CYRM. Carol Jago said that if CYRM wants to advertise anything in California English, they can put a page together and Julie can send it to Carol.

BREAK: 10:17-10:27

- i. Report by CATE Council Representatives
 - i. Capitol - Dunstan
Angus: (absent)
 - ii. Central - Dillon
Susan: As posted.
 - iii. FACET - Schulz
Janina: As posted.
 - iv. GSDCTE - Vattuone
Gina: As posted.
 - v. KCTE - Flachmann
Kim: As posted.
 - vi. Redwood - Kurtz
Vicki: As posted.
 - vii. SCTE - Silver
Jennifer: As posted.
 - viii. TUCATE - Surabian
Carol: As posted.
 - ix. Upper - Krulder
Jori: absent.

6. Standing Committee Meetings (Round One) (until 11:10)

Reminder: Please type your minutes/notes directly into the minutes via a shared Google Doc. Use the “yellow” boxes. Include members present at committee meetings, and the name of the person submitting the notes.

- d. Executive Finance – **Denise Mikkonen**, Annie Gervais, Greg Johnson, Robb Polski, Jennifer Silver

Agenda:

Executive Finance: Denise Mikkonen (Chair)

Members present: **Denise Mikkonen**, Annie Gervais, Robb Polski, Jennifer Silver.

Committee meeting notes submitted by: Denise Mikkonen

Notes:

- Action Item - Thank you gift for those who have left the board - up to \$300 total
- Discussed costs to cancel in person convention
 - eventPower - responsible for full contract \$7,425 X 2
 - Hotel \$158,082 plus tax
 - Food and Beverage \$50,000
- Discussed other cost saving possibilities
 - Eliminate presenter stipends
 - Reinstate board registration for Convention with exception to board jobs that do not allow attendance to sessions

Proposed Action Items: A thank you to the people who have left the board, with a total cost of \$300 maximum.

ACTION ITEM: To send thank yous to the people who have retired/resigned, spending up to \$300 total. Moved by LeCren, seconded by McAninch.

Discussion ensued about the tradition of thanking people who leave the board. Denise volunteered to write the thank yous and buy the gift cards. The purpose of the action item was to make the expenditure official. Motion passed.

- e. Publications – **Carole LeCren**, Liz McAninch, Carol Jago, Carol Surabian, Janina Schulz, Angus Dunstan, Joan Williams, Sommer lamele, Jennifer Howerter, Kylowna Moton, Tim Dewar, Bill Younglove

Agenda:

1. Report about our website.
2. Social media.
3. How to advertise Gale's information about the Theater Credential.

Publications: Carole LeCren (Chair)

Members present: **Carole LeCren**, Carol Jago, Kylowna Moton, Carol Surabian, Angus Dunstan, Rebecca Detrick, Jennifer Howerter, Bill Younglove, Liz McAninch, Joan Williams, Janina Schulz, Lori Campbell (visitor)

Committee meeting notes submitted by: Janina Schulz

Notes:

Carol Jago - CA English provides a framework for a lot of what CATE does, including writing contest info. We need to make sure info is getting to Carol in a timely fashion.

Writing contest info needs to come out in the November issue so teachers have time for their students to complete writing and submit in spring. Councils need to submit the writing contest coordinators so that info is in November issue. Carole will send out an email to get this info from councils.

We need a writing contest coordinator (does not have to be Publications chair) - needs to do the rejection letters and the congratulation letters.

Writing contest prompt discussion

Prompt for 2021-22:

California Dreamin'

What does *California dreaming* mean to you?

In an essay, story, poem, or memoir, respond to one of the following prompts, or an idea of your own:

- What dream do you have for California?
- How do you envision the future of this state?
- How might your own dreams offer a vision for California?

* "California Dreamin'" is a song by the Mamas and the Papas (Songwriters: Philips, Michelle G/Phillips John E A). You may want to look up the lyrics.

Website discussion

- Carol Jago - issue with CA English not being posted on website in a timely fashion
- Carole Lecren - Would like website to look more visually pleasing

- Joan Williams - used website more when it was up to date; membership area is very important
- Carole - website is a resource for the board also - minutes should be up-to-date
- Carole - policies say certain things about posting content
- Lori Campbell - we need a point person who has authority to post on the website
- Carole - some aspects of updating the website Cindy can make available for others to do (like uploading meeting minutes), but it is Cindy's role to update.

Joan - perhaps Carole is wearing too many hats, we are asking too much from her. Maybe we need a communications point person.

Carole - at some point will not be the publications chair; we can try to tap CATE members who are not on the board to do

Bill Younglove - Michelle Berry used to send a list of readings by other CATE board members.

Carole - we used to have 8 meetings a year. 4 board and 4 advisory. Advisory became a call. Perhaps we move one of the 4 in-person board meetings to zoom to save money, but then that could contribute to us not functioning as a cohesive board.

Lori - some school sites are not delivering CA English to the teachers (school addresses become the default when people are registered for CATE through their schools). How can we get home addresses? QR code at registration to get home addresses - then can we get those to Precision? People change schools which impacts both physical and email addresses.

Bill - CA English is the one place where he personally can get information without tech.

Carole - keep in mind the value in meeting in person

NOTE: Carole will get the information about the Theater Credential from Gale and then forward it to Carol Jago for California English.

Proposed Action Items: None.

f. Equity and Diversity – **Carol Battle**, Kim Flachmann, Mindy Montanio, Julie Burnett, Vicki, Gina Vattuone, April Parker, Susan Dillon, Jori Krulder, Gale Caswell

Agenda:

1. Big picture for CATE (what is our means of supporting teachers of English? How do we know what people want, when, and in what way.) I fear Covid will bury CATE if we don't have a second conference
2. Social Justice agenda (are we about meeting the needs of the 60+ % students of color or the 80% white teachers maintaining status quo?)
3. What can we do to induce more bang for our buck? We have a voice not being used the way it could be. I believe in start small to go big.

Equity and Diversity: Carol Battle (Chair)

Members present: **Carol Battle**, Kim Flachmann, April Parker, Susan Dillon, Julie Burnett, Vicki Kurtz, Gina Vattuone, Jori Krulder, Frank Mata (guest)

Committee meeting notes submitted by: April Parker

Notes: Goal setting and looking forward to the conference. This time is a defining moment for CATE.

Conference: BIPOC teachers of CATE meet up. Of those who show up ask, "What do you need from CATE. We are looking at 2:30 PM on the Saturday of the conference. This would be supporting the BIPOC teacher, and allies. This is designed to support teachers and indirectly supports children because the teachers of colors are being supported. Research shows that teachers of color are leaving the profession faster than other groups of new teachers. It will be either an hour or hour and a half long. Jori shared the letter that was published in the *California English* journal. We discussed establishing a scholarship for two teachers (one teacher candidate and one other) a student teacher representing one of the marginalized groups (ethnic groups, women, Special Ed, LGBTQ+). The registration cost would be sponsored with meals and no travel. If we could offer the lodging we would offer that at the last minute, if possible.

Proposed Action Items:

- Pay two registrations with meals for scholarship DEI
- Explore the possibility of our financial committee coming up with a way to fundraise for sustainability.

ACTION ITEM: To create two DEI pathway scholarships to cover the cost of registration and meals for a student teacher from a marginalized group and a certificated teacher from a marginalized group. Moved by Battle, seconded by Parker.

Discussion ensued. Is the idea to re-purpose some scholarship money for this idea, or to use additional money to create these scholarships? April pointed out that the legacy of the people providing the scholarship is personal, because that is how she was brought into CATE, through a scholarship. Discussion ensued about having the extra memorial Fristrom monies, as a one-time donation, used for this scholarship, for this upcoming year, and then can discuss later about how to fund it for the future. Gina shared that what we need to do is protect things that we value, and then worry about where the money comes from other aspects of the budget. April shared the idea that we could have a “donate a dollar” line in convention registration for future scholarships. Motion passed. Denise will inform Anne Fristrom what we are doing with the memorial monies for Punky Fristrom.

ACTION ITEM: To add a space onto the convention registration and as a part of membership renewal a place for donations for attendee scholarships to convention. Moved by Battle, seconded by Flachmann.

Two friendly amendments were given, then discussion ensued. Motion passed.

7. Report Out of Standing Committee Meetings (Round One)

LUNCH: 12:30-1:15 PM

8. Standing Committee Meetings (Round Two)

Reminder: Please type your minutes/notes directly into the minutes via a shared Google Doc. Use the “yellow” boxes. Include members present at committee meetings, and the name of the person submitting the notes.

- a. Convention Coordinating – **Jennifer Silver, Annie Gervais**, Greg Johnson, Carole LeCren, Denise Mikkonen, Robb Polski, Bill Foreman, Vicki Kurtz, Tim Dewar, Julie Burnett

Convention Coordinating: Annie Gervais/Jennifer Silver

Members present: **Jennifer Silver, Annie Gervais**, Carole LeCren, Denise Mikkonen, Robb Polski, Vicki Kurtz, Julie Burnett, [Bill Younglove visiting from Policy/Censorship], Frank Mata, Jori Krulder, Karen Ridley

Committee meeting notes submitted by: Carole LeCren

Notes:

Julie reported that she has her speakers. Carole shared the draft of the flyer.

Annie shared advice that she got from eventPower, that has been working with in-person events. Other events have been requiring proof of vaccination and/or a negative COVID test. Annie wanted to know what we want to do. Bill shared that he has seen two 2000+ people gatherings on the ocean front. People were masked at these events, unless they were eating. Discussion ensued about whether to require vaccination or not. We finally decided not to require it, but to advertise that most teachers are vaccinated.

We will finish the flyer and get ready to post and print this week.

We have three exhibitors this year. Last convention we earned more money with eventPower running the exhibit hall than the year before, which was the last year that we had our own exhibits manager.

We discussed a rewording of the refund policy.

Kim explained that she was shocked at the amount of money we will lose if we have to cancel the convention.

Discussion ensued about what we can control, can't control as far as making sure the convention takes place.

ACTION ITEM: To not cancel the presenter stipend. Moved by LeCren, seconded by McAninch.

Discussion ensued. A suggestion was made to offer the presenters the chance to donate the stipend back to the scholarship fund. Liz pointed out that she would rather pay full registration to attend than to not thank a presenter. Robb pointed out that the difference between the three things that Executive Finance was planning to cut: resolutions, board, and presenter stipends, is that we have control over the first two, but the convention can't survive without the presenters. Further discussion ensued about exactly how much money we would save or be in danger of losing. Carole asked for clarification about how much money we have in our "rainy day" investments. She explained that this is what the money was intended for. Gina recommended that everyone vote down this action item now so we can revisit it in December. Motion defeated. (Four in favor, six against, one abstained)

Discussion before the next standing committee: Bill pointed out that resolutions can still be put forward even if we decide not to have a resolutions committee at this convention. Liz confirmed that local councils have always been encouraged to generate resolutions and bring them to board meetings. Robb shared that during this time in California that there are many issues being brought forward that could inspire important resolutions.

b. Leadership/Membership – **Kim Flachmann, Joan Williams**, April Parker, Liz McAninch, Carol Surabian, Janina Schulz, Kylona Moton, Carol Battle, Gina Vattuone, Sommer Iamele, Susan Dillon

Leadership/Membership: Kim Flachmann, Joan Williams

Members present: **Kim Flachmann, Joan Williams**, Lori Campbell, Carol Battle, Janina Schulz, Kylona Moton, Liz McAninch, April Parker, Gina Vattuone

Committee meeting notes submitted by: Kim Flachmann

Notes:

- We need to know at a designated time what the openings on the board are. This information generally comes from the past president. We are concerned about the accuracy of the length of times for some of the positions.
- We need to know what we are doing about the Distinguished Service Award.
- We will all be reverting to our 2021 Excellence in Teaching Awards in our local councils. Here are the “levels” for local councils awards for CATE 2022 (originally the 2021):
Capitol=middle
Central= college
Fresno=elementary
Kern=college
Redwood=middle
San Diego=elementary
Southland=secondary
TUCATE=secondary
Upper=secondary
- We recommend to the conference group that we use the Remind app to correspond with the convention attendees throughout the conference. We recommend that one board member work with a student teacher to push out the appropriate notes. The notes can be prepared before the meeting.
- We want to design a CE cover that is a warning that they will be losing their subscription to CE unless they renew their membership. Then we would like to offer a drawing for 3 free registrations for all members.

- We will be sending CE out to the May 2021 membership list.
- We would like to change our session with information about CATE to a YouTube video or to sound bites or slides throughout the conference. We could focus on what teachers got out of CATE in the past.
- We discussed giveaways for the CATE membership booth. We would like to give away notepads, using designs Carole LeCren has created specifically for this conference.
- At registration, we would like to ask each person if they would like to donate to the “CATE Scholarship Fund.” We could say the following: “Help bring a new face to CATE: Donate to the CATE Scholarship Fund for Teachers.”

Proposed Action Items: We would like to host a drawing for 3 free conference registrations to encourage membership.

ACTION ITEM: To fund three free conference registrations for a giveaway to encourage membership. Moved by Williams, seconded by McAninch.

Carole asked for clarification: it’s a drawing for anyone who is a current member (as an encouragement for getting people to renew) on a certain date, such as December 15. So this would be the carrot to the “stick” announcement in *California English* that “this will be your last issue if you do not renew your membership.”

c Policy/Censorship – **Sommer lamele**, Carol Jago, Jennifer Howerter, Angus Dunstan, Bill Younglove

Policy/Censorship: Sommer lamele (Chair)

Members present: **Sommer lamele**, Angus Dunstan, Jennifer Howerter, Bill Younglove

This committee meeting was canceled for this meeting, after it turned out that Bill Younglove was the only member present. He sat in on the Convention Coordinating Standing Committee instead, and contributed lots of Long Beach locale/local information.

9. Report Out of Standing Committee Meetings

- a. Convention Coordinating
- b. Leadership/Membership
- c. Policy/Censorship (cancelled)

10. Old Business

Carole pointed out that anyone can nominate/suggest potential nominees for the CATE Distinguished Service Award. She also explained the Award of Merit. Bill pointed out not to forget people who have also helped us and helped the profession, such as a legislator who recently died and was a former English teacher.

11. New Business

The "President of Presidents" proposed by the local council reps is Gina Vattuone.

Bill Younglove explained what the "Man of Mystery" event is that he included in his board report. It is an annual event with mystery writers that he has been attending for many years.

12. Adjourn

Moved by LeCren, seconded by McAninch.

Adjourned at 3:36 PM.