

CATE Board of Directors' Meeting
Saturday, May 20, 2023 - Sunday, May 21, 2023
Hilton San Diego at the Airport
Address: 1960 Harbor Island Drive, San Diego CA 92101
Phone: 844-200-7799

AGENDA

Board Members:

(present highlighted in **yellow**)

| Board Member | E-mail |
|---|--|
| Greg Johnson, Past President (2023) | gregj27@sbcglobal.net |
| Robb Polski, President (2023) | Robert_Polski@kernhigh.org |
| Somme Iamele, Vice President (2023) | siamele@powayusd.com |
| Carole LeCren, Secretary (2023) | carolelecren@yahoo.com |
| Denise Mikkonen, Treasurer | denisemikkonen18@gmail.com |
| Rebecca Detrick, Capitol Rep | rjdetrick@ucdavis.edu |
| Susan Dillon, Central Rep, CATE 2023 Chair | dillon@cchsca.org |
| Member of FACET Board, FACET Rep: Janina Schulz | Janina.Schulz@fresnounified.org |
| Gina Vattuone, GSDCTE Rep | ginavattuone@gmail.com |
| Kim Flachmann, Kern Rep | kflachmann@csu.edu |
| Vicki Kurtz, Redwood Rep | missvkurtz@gmail.com |
| Jennifer Silver, Southland Rep/Convention Co-Coordinator | jennifersilver@vistamarschool.org |
| Carol Surabian, TUCATE Rep | surabianc8@gmail.com |
| Jori Krulder, Upper Rep | jkulder@pusdk12.org |
| Julie (Burnett) Young, MAL Elementary | Julie_Burnett@kernhigh.org |
| Carol Battle, MAL Middle | cefbattle@gmail.com |
| Ashley Prevo, MAL Secondary | aprevo10@gmail.com |
| April Parker, MAL Unspecified | aparkerteacher@aol.com |

| | |
|--|--------------------------|
| Kylowna Moton, MAL College | kylowna@gmail.com |
| Liz McAninch, MAL Unspecified | elmcaninch@comcast.net |
| Joan Williams, MAL Small Council | joanwilliams@gmail.com |
| Frank Mata, MAL Secondary | frankmata32@gmail.com |
| Lori Campbell, Membership Chair | membership@cateweb.org |
| Annie Gervais, Convention Co-Coordinator | agervais451@gmail.com |
| Bill Younglove, Legislative Analyst | wyoungl@aol.com |
| Gale Caswell, CETA Liaison | gale.caswell@gmail.com |
| Tim Dewar, CWP Liaison | dewar@education.ucsb.edu |
| Karen Ridley, Liaison CTA | kmridley@gmail.com |
| Chris Street, Liaison for ERWC | cstreet@fullerton.edu |
| Jennifer Howerter, Liaison CDE | JHowerter@cde.ca.gov |
| Carol Jago, <i>California English</i> Editor, Liaison California Reading and Literature Project | cjago@caroljago.com |

SATURDAY, MAY 20, 2023

1. Call to Order

Time: XX AM

2. Introductions/Updates

- a. Chris Street (ERWC Liaison)

3. Approval of Last Meeting's Minutes

Link to March Board Minutes:

<https://docs.google.com/document/d/1xyfcbX1ejsCZwhNoYu0KuLGGStCEa8FtZxXJEZGoXo/e/dit?usp=sharing>

Moved by XX, seconded by XX. Passed.

4. Consent Docket

- a. Approval of agenda

Moved by XX, seconded by XX. Passed.

5. CATE Board Reports

- a. President
 - i. Thank the board for a successful convention
 - ii. Thank those leaving the board
 - iii. Welcome those joining the board, continuing to serve, taking on new roles
 - iv. Committee assignments and chairs
 - v. Re-appointment of treasurer per Policy XXX
- b. Vice President
 - i. Hotel & Board meeting info - parking?
 - ii. Next meeting date?
- c. Past President
 - i. Ratification of the election.
- d. Secretary
 - i. Discuss publication of an annual report.
 - ii. xx
- e. Treasurer
 - i. Budget update
 - 1. [Convention Budget](#) Monterey
[22-23 Budget May](#)
[23-24 Proposed Working Budget](#)
 - ii. Reimbursement procedures
 - iii. Monies to councils (will use June numbers) 40% of membership
 - 1. Need bank statement for councils as of June 30th.
 - 2. [Treasures emails](#)
- f. Membership
 - i. Items for Budget Review
 - 1. [Precision](#)
 - 2. Custom Ink
 - 3. Booth giveaways
 - ii. [NCTE High School Educator Award](#) (Funding?) Due Jun 1, 2023
 - iii. [NCTE Membership Award Application Due](#) Jun 30, 2023
 - iv. ERWC Summer Conference Booth
- g. Convention Coordinators
 - i. Final reflections: CATE 2023
 - 1. Kudos
 - 2. Positives/Concerns
 - 3. Reports

- a. Chair Reflections (S.Dillon)
 - b. Registration Report
 - c. Exhibit Report
- ii. Going Forward
 - 1. 2024 Hyatt Regency LAX (Mata and Parker)
 - 2. 2025 Burlingame/SFO Chair/Co-Chair Nomination
 - 3. Items for Budget Review (including contracts for eventPower and Cindy Conlin)
 - 4. Site visits for CATE 2026: Coming in June
 - 5. Other- Contract Reviews
- h. Reports by Liaisons
 - i. CTA
 - ii. CWP
 - iii. CDE
 - iv. CETA
 - v. CLRP
 - vi. ERWC
- i. Report by Legislative Analyst
 - i. xx
- j. Report by Editor of *California English*
 - i. xx
- k. Reports by Council Committee Representatives
 - i. xx

5. Standing Committee Meetings (Round One)

Reminder: Please type your minutes/notes directly into the board minutes via a shared Google Doc. Include members present at the committee meeting, and the name of the person submitting the notes.

- a. Leadership/Membership
 - Agenda:
 - 1.
- b. Convention Coordinating:**Annie Gervais, Jennifer Silver**, Frank Mata, Susan Dillon, Carole LeCren, Robb Polski, Greg Johnson, Denise Mikkonen, Tim Dewar, Vicki Kurtz
 - Agenda:

1. Review Reports
 - a. Registration
 - b. Exhibits
2. Contract Proposals
 - a. Cindy Conlin
 - b. EventPower
3. Price-Setting for 2025
 - a. Registration
 - b. Meals
 - i. "Breakfast?"
 1. Cost of Coffee/WIFI/AV
 - ii. Consistent Meals Issue
 1. Solutions
 2. Implementation
 - iii. Sponsorship for Punky Fristrom Dinner Progress
 - c. Sponsorship Levels and Descriptions
4. 2024
 - a. Comp and Half Registrations Allotted
 - i. Penny Brown, pbrown@murrieta.k12.ca.us (Raffle)
 - b. Accomplishments and Needs Perceived
5. Exhibit Hall Future?
6. Other?
 - a. CWP
7. Policies

c. Policy/Censorship

Agenda:

- 1.

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

a. Leadership/Membership

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|---|
| Committee: Leadership/Membership Chair: <i>Lori Campbell</i> |
| Members: <i>Kim Flachmann, Joan Williams, Janina Schulz (or FACET Rep), Kylowna Moton, Gina Vattuone, Carol Battle, Gale Caswell, Carol Surabian, Jori Krulder</i> |
| Members present: |
| Committee meeting notes submitted by: XX |
| Notes: |

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|---|
| |
| Proposed Action Items (if needed): |
| ACTION ITEM (to be typed in during the report by the CATE Secretary): To... |

b. Convention Coordinating

| |
|--|
| Committee: Convention Coordinating Chair: <i>Annie Gervais and Jennifer Silver</i> |
| Members: <i>Frank Mata, Susan Dillon, Carole LeCren, Robb Polski, Greg Johnson, Denise Mikkonen, Tim Dewar, Vicki Kurtz</i> |
| Members present: |
| Committee meeting notes submitted by: XX |
| Notes: <ul style="list-style-type: none"> • |
| Proposed Action Items (if needed): |
| ACTION ITEM (to be typed in during the report by the CATE Secretary): To... |

c. Policy/Censorship

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|---|
| Committee: Policy/Censorship Chair: <i>April Parker</i> |
| Members: <i>Bill Younglove, Jennifer Howerter, Carol Jago, Karen Ridley, Rebecca Detrick, Ashley Prevo</i> |
| Members present: |
| Committee meeting notes submitted by: XX |
| Notes: <ul style="list-style-type: none"> • |
| Proposed Action Items (if needed): |
| ACTION ITEM (to be typed in during the report by the CATE Secretary): To... |

7. Standing Committee Meetings (Round Two)

a. Diversity, Equity, and Inclusion

Agenda:

- 1.
- 2.
- 3.
- 4.
5. Finish reviewing Policy 12.:

The text of the DEI policies to review:

POLICY 12.0 DIVERSITY, EQUITY AND INCLUSION

12.1 Background

California is the most populous state in the nation and is rich in cultural, linguistic, ethnic and racial diversity. Furthermore, the state champions this diversity as a unique asset for its schools and communities. CATE will take concrete steps to invite, welcome, involve and support traditionally under-represented teachers and to address, wherever possible, the challenges and possibilities of teaching traditionally under-represented students.

12.2 Diversity, Equity and Inclusion Steps

1. CATE will urge councils to actively recruit traditionally under-represented teachers to run for council office and will ask councils each year to report to the CATE Board on such progress.
2. CATE will ensure that at each annual convention at least one strand addresses particular issues faced by traditionally under-represented students in English language arts classrooms.
3. CATE will urge councils to ensure that issues of particular interest to historically marginalized teachers and/or issues faced by historically marginalized students are addressed in their programming. [See Policy 13.2.4 for list.] [updated September 2022]
4. In selecting guest speakers for the annual convention, Convention Chairs will look for those who will address issues relevant to traditionally under-represented teachers and/or those who work with traditionally under-represented students.
5. Convention Chairs will select at least one Annual Convention speaker who is known as an advocate for traditionally under-represented students.
6. CATE will select convention sites at hotels which are in compliance with

- affirmative action requirements of the Office of Civil Rights.
7. CATE will contract with vendors who comply with affirmative action requirements of the Office of Civil Rights.
 8. The Policy/Censorship Committee will review annually all Diversity, Equity and Inclusion practices, evaluate progress in these areas and report findings to the membership.
 9. The Diversity, Equity and Inclusion Committee will provide a regular column addressing diversity, equity, inclusivity, and similar issues to be published in *California English*. (added 12/2019)

Created 3/8/18

Needs to be reviewed 5/23

Recommended edits to Policy 12 from Carole's summer subcommittee:

12.1 Do any of the other policies have a background? This background format is very similar to a resolution, and may be more appropriate as a resolution. Or...consider revising this to include the creation and purpose of the Diversity, Equity, and Inclusion Standing Committee (take a look at policies that detail the creation/purpose of other standing committees for examples, such as 4.2, 7.2).

12.2.1 The word "urge" is used usually in resolutions; here in the policies if we want to make sure that something happens, we need to think procedurally; is this a list of duties that the committee is going to carry out, who takes the action (not CATE, but which board member, which standing committee, etc.)

12.2.2 Do we need an actual policy, or do we need a note/procedure in the Convention Handbook, which is a separate document that deals with all aspects of putting on a convention, including selecting strands?

12.2.3 Again, the word "urge" is usually used in resolutions. For a CATE board standing committee to tell the local councils what to include in their programming is problematic, since local councils have their own bylaws and policies that they create themselves to determine what they will do in their councils.

12.2.4 Do we need an actual policy, or do we need a note/procedure in the Convention Handbook, which is a separate document that deals with all aspects of putting on a convention, including selecting guest speakers?

12.2.5 This may already be in the Convention Handbook.

12.2.6/7 These may already be in the Convention Handbook.

12.2.8 Can a standing committee create a policy that requires another standing committee to take action?

12.2.9 Taking this task (writing a regular column) and adding it to a list of the other things that the Diversity, Equity, and Inclusion Committee will do (similar to 4.2.2 which defines the function of the committee) may be a better rearrangement of the content in Policy 12.0.

b. Publications/Social Media

Agenda:

1. Judge the first place council winners of the CATE Creative Writing Contest 2023.
- 2.

- c. Executive Finance
 - Agenda:
 - 1. Budget 2023/2024
 - 2.

SUNDAY, MAY 21, 2023

8. Report Out of Standing Committees (Round Two)

- a. Diversity, Equity, and Inclusion

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| Committee: Diversity, Equity, and Inclusion Chair: Carol Battle |
| Members: Kim Flachmann, Gina Vattuone, Julie Burnett, Vicki Kurtz, April Parker, Jori Krulder, Gale Caswell, Karen Ridley, Frank Mata |
| Members present: |
| Committee meeting notes submitted by: XX |
| Notes: <ul style="list-style-type: none"> • |
| Proposed Action Items (if needed): |
| ACTION ITEM (to be typed in during the report by the CATE Secretary): To... |

- b. Publications/Social Media

| |
|--|
| Committee: Publications/Social Media Chair: Rebecca Detrick |
| Members: Carole LeCren, Lori Campbell, Joan Williams, Janina Schulz (or FACET Rep), Kylowna Moton, Bill Younglove, Carol Jago, Carol Surabian, Jennifer Howerter, Tim Dewar |
| Members present: |
| Committee meeting notes submitted by: XX |
| Notes: <ul style="list-style-type: none"> • |
| Proposed Action Items (if needed): |

ACTION ITEM (to be typed in during the report by the CATE Secretary):
To...

c. Executive Finance

Committee: Executive Finance
Chair: *Greg Johnson*

Members: *Jennifer Silver, Annie Gervais, Denise Mikkonen, Robb Polski, Sommer lamele, Susan Dillon, Liz McAninch*

Members present:

Committee meeting notes submitted by: XX

Notes:

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Proposed Action Items (if needed):

ACTION ITEM (to be typed in during the report by the CATE Secretary):
To...

9. Old Business

10. New Business

11. Adjournment

Moved by XX, seconded by XX.

Time: