

CATE Board of Directors' Meeting
Saturday/Sunday, December 3-4, 2022
Hilton San Diego Airport/Harbor Island
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 lamele, Vice President (2023)	siamele@powayusd.com
Carole LeCren, Secretary	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: Kristie Leyba	Janina.Schulz@fresnounified.org ; kristie.leyba@fresnounified.org
Gina Vattuone, GSDCTE Rep	ginavattuone@gmail.com
Kim Flachmann, Kern Rep	kflachmann@csb.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, MAL Elementary	jpaulsen@csb.edu ; 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	Lori_Campbell@kernhigh.org
Annie Gervais, Convention Co-Coordinator	agervais451@gmail.com
Bill Younglove, Common Core Consultant	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
Jennifer Howerter, Liaison CDE	JHowerter@cde.ca.gov
Carol Jago, California English Editor, Liaison California Reading and Literature Project	cjago@caroljago.com

SATURDAY, DECEMBER 3, 2022

1. Call to Order

Time: 8:34 AM

2. Introductions

Welcome to Kristie Leyba, representing FACET at this meeting.

Thank you to Robb Polski's wife Robyn for providing the happy face cookies.

3. Approval of Last Meeting's Minutes

Link to September Board Minutes:

<https://docs.google.com/document/d/1xgBUdClucHV9xWxtlluisi5Wg-ENTUpggYhvdRU22QU/edit?usp=sharing>

Moved by Johnson, seconded by Campbell. Passed.

4. Consent Docket

- a. Approval of agenda

Moved by McAninch, seconded by Dillon. Passed.

5. CATE Board Reports

- a. President

1. NCTE Debrief
 2. Awards for 2023
 3. Monterey Assistance
 4. Congratulations to Carol
 5. Mission statement work continued.
- b. Vice President
1. May board meeting will be first weekend in May (south)
 2. Lunch will be next door in the Lindbergh Room
 3. Parking reminder
- c. Past President
1. Open Board positions for 2023
 - a. President (Polski)
 - b. Vice President (Iamele)
 - c. Secretary (LeCren - appointed) Please don't go!
 - d. MAL Middle (Battle)
 - e. MAL College (Moton)
 - f. MAL Unspecified (Parker)
 2. Awards and Recognition
 - a. Due by end of board meeting on Sunday
- d. Secretary/NCTE Convention Local Committee Report
- 1.
 - 2.
 - 3.
- e. Treasurer
1. Budget Update
 2. Taxes and Federal Forms
 3. Reimbursement for meeting/convention
- f. Membership
1. Working with Joan and Paul Neufeld on transition
 2. Current membership #s
 3. Brochure requests?
 4. Membership deduction issue
 5. NCTE membership requirement
 6. Other
- g. Convention Coordinators
1. NCTE gratitude
 2. Board expectations at convention, including speaker introductions
 3. Convention rooming requests
- h. Reports by Liaisons
- i. CTA
 - ii. CWP
 - iii. CDE
 - iv. CETA
 - v. CLRP

- vi. Common Core Consultant
- i. Report by Editor of *California English*
- j. Reports by Council Committee Representatives
 - i. Capitol Council
 - ii. Central Council
 - iii. FACET
 - iv. GSDCTE
 - v. Kern Council
 - vi. Redwood Council
 - vii. Southland Council
 - viii. TUCATE
 - ix. Upper

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. Diversity, Equity, and Inclusion

Agenda:

1. Review Conference presence
 - a. Affinity group presentation
 - b. Suggested outreach for councils
2. Mission Statement Work
3. Policies to Review: (review corrections to Introduction, 5.0 from September; finish reviewing 10.0 (along with 8.8, 8.9, 8.10), and 12.0—postponed from September):
 - INTRODUCTION
 - 5.0 NONVOTING MEMBERS
 - 10.0 AWARDS (along with 8.8, 8.9, 8.10)
 - 12.0 DIVERSITY, EQUALITY, AND INCLUSION

b. Publications/Social Media

Agenda:

1. Discuss CATE's Instagram account.
2. Review progress of creative writing contests.
3. Policies to Review (review 6.0 (tabled from September); check the updated policies (8.11 and 8.12 moved to Policy 6) to make sure the wording has been corrected as the action items stated):
 - 6.0 PUBLICATIONS

c. Executive Finance

Agenda:

- 1.

2.AV Chair for conventions

3. Policies to Review: (revisit issues in Policy 8.0 at a future meeting: 8.5, 8.6, 8.7, and Policy 14)

2.0 COUNCIL COMMITTEES (2.1, 2.2, 2.3 only)

8.0 FINANCE AND REIMBURSEMENTS (8.1-8.7 only)

14.0 CONFLICT OF INTEREST

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

a. Diversity, Equity, and Inclusion

Committee: Diversity, Equity, and Inclusion Chair: XX
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: XX
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: XX

Members present:
Committee meeting notes submitted by: XX
Notes: •
Proposed Action Items (if needed):
ACTION ITEM (to be typed in during the report by the CATE Secretary): To...

LUNCH

December Book Exchange

7. Standing Committee Meetings (Round Two)

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. Membership

Agenda:

1. Language for Membership card. Changes in mailing letters. (QR Code)
- 2.
3. Policies to Review (completed at September meeting):
(check the updated policies to make sure the wording has been corrected as the action items stated):
 - 1.0 MEETINGS
 - 3.0 MEMBERSHIP
 - 9.0 ELECTIONS

b. Convention Coordinating

Agenda:

1. Update on CATE 2023 - Susan Dillon
2. Book Exchange session?
3. Meal ticket holding
4. Policies to Review (completed at September meeting):
(check the updated policies to make sure the wording has been correct as the action items stated):
 - 2.4 Council Committees at the Annual Convention
 - 7.0 ANNUAL CONVENTION

c. Policy/Censorship

Agenda:

- 1.
- 2.
3. Policies to Review (review corrections to 4.0, 11.0, 13.0 from September; finish reviewing 15.0–postponed from September):
 - 4.0 COMMITTEES AND SPECIAL ASSIGNMENTS
 - 11.0 NCTE
 - 13.0 CODE OF ETHICS
 - 15.0 DOCUMENT RETENTION AND DESTRUCTION

8. Report Out of Standing Committees (Round Two)

a. Leadership/Membership

Committee: Leadership/Membership Chair: XX
Members present:
Committee meeting notes submitted by: XX
Notes: <ol style="list-style-type: none">1. Candidates for open offices2. Council focus posters–Work with Julie Burnett3. Story telling booth4. Drawings, tickets, t-shirts, giveaways5. Retaining the memberships about to expire6. Other needs for convention
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: Annie Gervais and Jennifer Silver
Members present:

Committee meeting notes submitted by: XX
Notes: •
Proposed Action Items (if needed):
ACTION ITEM (to be typed in during the report by the CATE Secretary): To...

c. Policy/Censorship

Committee: Policy/Censorship Chair: XX
Members present:
Committee meeting notes submitted by: XX
Notes: •
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: