

# Minutes of Los Padres CATESOL Meeting August 12, 2004, 6pm, at Jack's house

## 1. Review of minutes from 7/1/04

No changes.

## 2. Fall conference planning

**a.** Ingrid (Treasurer) warned that with the **increased expenses** of this year's conference, especially for food and plenary speaker, we may take a loss this year. She has previous years' expenses in the Treasurer's binder but not last year's. See Action Item 1.

**b.** Marit: **we should advertise beyond our chapter**, especially this year, because we have a famous plenary speaker. Jack stated that the folks at Waynelete (mistakenly) told him some schools in the San Fernando Valley are included in our chapter, which we believe to end at the Ventura county line. Even so, we all agreed it would be a good idea to e-mail CATESOL members and schools in the valley and Monterey about the conference in addition to the fliers sent out to chapter members. See Action Items 2 & 3.

**c.** **A discussion ensued of suggestions** of people we personally know who we'd love to present because of their skills, including Ann Scherz (on top 5 low-level activities), two colleagues of Randy's at UCSB (on assessment), Julie Alpert and Margaret Prothero (both through Marit). Ingrid asked about administrators or admin issues, and Jack would be interested in doing an employer's panel again. Also desired: Nimita on Community Building, someone on basic strategies for teaching ESL students, especially for non-ESL literacy teachers. Randy can do a workshop on this - something like "Your ESL Teaching Certificate in an Hour". Belinda read the suggestions made by last year's participants on their evaluation forms & will e-mail this to Jack. See Action Items 4, 5 & 6.

## 3. Calendar & Professional Development

**a. Survey:** We'll include a survey about future workshop topics when we mail the conference registration form. Topics that are very popular at this year's conference can be used as topics for the professional development workshops later.

### **b. Original Calendar:**

7/1 - Green postcards went out

8/30 - Conference proposals due

9/2 - Meeting in Ingrid's jacuzzi to read proposals & decide presentations, conference schedule. 6pm.

9/9 - Create, print & mail conference fliers

### **Changes:**

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**May be extended to Sept. 9 if necessary.**

**Moved to Sunday, Sept. 12 10:30 to 12:00 at Marit's.**

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9/10 - End of Summer Picnic at Elings Park

Will verify Aug 20th after people RSVP.

9/27 - pre-reg forms postmark for discount

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10/9 - Fall Conference

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**c. ESL movies:** Jack enjoyed the ESL-themed movies at the State Conference. It could be great with a short discussion after a movie showing about how to use it in class. We'll decide dates & titles at a later meeting.

### **Action Items**

1. Marit & Belinda will get Ingrid all the info they have on last year's conference's expenses.
2. Marit will make a digital first version of the conference flyer by next week.
3. Belinda will e-mail Marit Kathi' Bailey's plenary abstract by this weekend.
4. Marit will ask if any MIIS grad students would like to present at the fall conference.
5. Belinda will e-mail Jack a list of desired topics from last year's evaluation forms for him to include in an e-mail reminder about the proposal deadline (which will probably be extended by a week if we get low turnout).
6. Jack will ask Silvia Morgan about CALL, and Marit will talk to Margaret Prothero.
7. Ingrid will go to Elings and find out about cost of reserving a picnic area. The rest of us hadn't thought about reservations for 9/10/04.
8. Jack will send out e-mail to members asking them to RSVP in the next week for the picnic so we have an idea of numbers. To know by the 20th.

Minutes posted by Belinda Braunstein 8/15/04.



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