

## **Los Padres CATESOL Meeting - Friday, March 25<sup>th</sup>, 2010 at 4:00 pm, Wake Center, Room 12.**

*This was the last meeting of the Los Padres CATESOL Operating Committee for 2010-2011.*

**Present:** Jack Bailey, Terease Chin, Cassie Koop, Michael Larson, Silvia Morgan, Paul Mori, Rebecca Rubel, Douglas Smith, Hilary Tomczik

**Next meeting:** Friday, May 6<sup>th</sup> at 4:00 pm, at Kaplan School on the SBCC campus.

### **1. Review of Minutes from Friday, February 25<sup>th</sup> Meeting**

- The minutes were read and approved.

### **2. Los Padres CATESOL Operating Committee for 2011-2012**

- Coordinator 2011-2012: **Hilary Tomczik**
- Coordinator-Elect: **OPEN**
- Coordinator 2010-2011: Silvia Morgan
- Treasurer: Michael Larson
- Secretary: **Cassie Koop**
- 2011 Fall Conference Coordinators: Douglas Smith with Terease Chin
- 2011 Fall Conference Coordinator Elect: **Rebecca Rubel**
- Professional Development Coordinators: Jack Bailey and Silvia Morgan
- Communications Coordinator: **Silvia Morgan**
- K-12 Outreach Coordinator – Clara Bauler
- Website Administrator: Douglas Smith

Los Padres CATESOL Level Chairs:

- a. K-12 – **OPEN**
- b. Adult Ed – Bonnie Blakely
- c. Community College – **Clara Bauler**
- d. IEP – Paul Mori
- e. University – Hilary Tomczik
- f. Ventura County – Linda Felzer
- g. SLO County – **OPEN**

- Hilary Tomczik is our incoming Chapter Coordinator.
- Silvia Morgan is our incoming Communications Coordinator.
- Cassie Koop is our incoming Secretary.
- Rebecca Rubel is our incoming 2011 Fall Conference Coordinator Elect.
- The Board continues to seek representatives for open Level Chairs.

### **3. Chapter Finances**

- Michael Larson reported on Chapter Finances.
- CEF funds were allocated to pay half of the CATESOL membership fees for ten new members (10 @ \$30 = \$300). We have given 8 of these scholarships. There are 2 remaining.
- CEF funds were allocated to pay all CATESOL membership fees for ten new students or student aides (10 @ \$35 = \$350). We have given 8 of these scholarships. There are 2 remaining.
- CEF funds were allocated to pay for 10 scholarships to the Annual CATESOL Conference in Long Beach (10 @ \$100 = \$1000). The Board received and approved one application.

### **4. Los Padres 2011 Fall Conference**

- The Board chose a menu for our upcoming Fall Conference.
- Ronna Magy accepted our invitation to be our Plenary Speaker.
- The Board continues to consider presenters for our 2011 Fall Conference. Presenters selected by the Board will then be invited to present.
- Clara Bauler will contact K-12 schools and talk with their principals to inform and promote CATESOL and our Fall Conference.
- Terease Chin will put together a complete list of 2010 Conference Attendees and email the list to Douglas Smith and Silvia Morgan.
- Our email blast documents will be updated to include the 2010 Conference attendee contact information.
- Douglas Smith will email Don Sillings to arrange online registration for the 2011 Fall Conference.

- Douglas Smith will edit the Los Padres Wiki to include information on our 2011 Fall Conference.

## **5. Professional Development Workshops**

- Silvia Morgan will send an email blast to all Chapter members stating that our chapter would hold workshops at their areas and pay the presenter. They would need to coordinate the workshop. We would need a minimum of 10 attendees.
- We will organize an additional technology workshop with 3 presenters.

## **6. Book Fair & Post Conference Share**

- Our annual Book Fair & Post Conference Share will be scheduled together after the State Conference on Friday, April 29<sup>th</sup>, 2011, from 4-6pm.
- Jack Bailey will reserve a room at the Schott Center.
- Terease Chin will coordinate and facilitate the event.

## **7. Los Padres CATESOL Logo**

- We didn't receive any submissions for the Logo Competition.
- Cassie Koop is working on a design for our Chapter Logo. It's looking good. Cassie is doing a great job!

## **8. CATESOL News**

- An article from our Chapter should be written every quarter for the CATESOL News.
- Cassie Koop's article on role-play was published in the current issue of CATESOL News.
- Hilary Tomczik and Paul Mori will write articles for publication in subsequent issues of CATESOL News.
- Douglas Smith and Terease Chin will work on an Ad for the 2011 Fall Conference to be placed in an upcoming issue of the CATESOL News. The Ad will be similar to the Ad in Vol. 38 #2 of the August 2006 CATESOL news.

## **9. Action Items:**

1. Terease Chin will put together a complete list of 2010 Conference Attendees and email the list to Douglas Smith and Silvia Morgan.
2. Our email blast documents will be updated to include the 2010 Conference Attendee contact information.
3. Douglas Smith will email Don Sillings to arrange online registration for the 2011 Fall Conference.
4. Jack Bailey will reserve a room at the Schott Center for the Annual Book Fair & Post Conference Share on Friday, April 29<sup>th</sup>, 2011, from 4-6 pm.
5. Terease Chin will coordinate and facilitate the annual Book Fair & Post Conference Share.
6. Cassie Koop will continue working on a design for our Chapter Logo.
7. Clara Bauler will contact K-12 schools and talk with their principals to inform and promote CATESOL and our Fall Conference.
8. Hilary Tomczik and Paul Mori will write articles for publication in subsequent issues of CATESOL News.
9. Douglas Smith and Terease Chin will work on an Ad for the 2011 Fall Conference to be placed in an upcoming issue of the CATESOL News. The Ad will be similar to the Ad in Vol. 38 #2 of the August 2006 CATESOL news.

10. Silvia Morgan will arrange a meeting with Ronna Magy to further discuss details related to our Fall Conference.
11. The Board will organize an additional technology workshop with 3 presenters.
12. The Board will now start considering presenters for our 2011 Fall Conference. Presenters selected by the Board will then be invited to present.

***This was the last meeting of the Los Padres CATESOL Operating Committee for 2010-2011.***

**Present:** Jack Bailey, Terease Chin, Cassie Koop, Michael Larson, Silvia Morgan, Paul Mori, Rebecca Rubel, Douglas Smith, Hilary Tomczik

**Next meeting:** Friday, May 6<sup>th</sup> at 4:00 pm, at Kaplan School on the SBCC campus.