Los Padres CATESOL

Bd Mtg minutes - Fri, 11/22/19 (1:00 – 2:25pm, John’s house)
Present: Annette, Doug, Jillian, John, Randy, Susan (by phone), Terease

Spring Conference – “2020 Vision” – Sat, Feb 8, 8:30 – 1:30 at UCEN (Lower Level)
Co-sponsored by UCSB’s English for Multilingual Students (EMS) Program

Publicity
- Doug is making a flyer now that we have all the conference details.
- Keith will start sending out email blasts, asap, with Doug’s flyer as attachment.

Workshop Proposals
- We have three viable workshop proposals, but need a total of eight break-out options. Let’s promote more presentation submissions with our respective faculties, specifically Annette at the IEPs; Terease in conjunction with Sachi at SBCC cont ed; Betsy at SBCC; Jillian, John and Randy at UCSB; John with his list of miscellaneous contacts.

Logistics
Publishers and caterers by themselves (with some tables and/or chairs) in a large size room. Plenary and other all-group activities in the other big room with ~80 chairs. People can take their food into the big room or the publisher display room at breakfast and lunchtime.

State Street, SB Harbor hold 80 persons; Lobero is mid-size; Smaller rooms (Chumash, Goleta Valley) (THREE ROOMS $48 / 2 hrs + $12 / hr x 3 = $180 for 3 hrs) (TWO ROOMS $66 / 4 hrs + $12 / hr = $78 x 2 = $156 for 5 hrs)

- We only need the small rooms for 10-1. We will arrange for laptops for each room ($11 / hr; $44 / day), but keep open the option of asking presenters to supply their own (to save funds).

- Susan will bring a data projector, which we will use in the plenary room. We will rent projectors from UCEN for the three small rooms that are rented for three hours.

Publishers
Big Rooms have space for 10+ tables. John has already contacted Pearson (1), National Geographic (2), Kent Informatics (1), and Slangman. John has the contact list; will follow up with David Burke (Slangman) and other publishers not yet approached.

Finances
- Terease will apply (Margaret Teske) about paying Jan’s honorarium from the Foundation.
- Terease is keeping track of our various expenses and establishing a budget.
- **Cost of registration**
  Members ($35)  Non-members ($45)  Presenters (no discount)
  Student members ($25)  Student non-members ($30)  Publishers ($75/table)
  All prices add $10 for registration at the door (as recommended by CATESOL)
  Membership will be encouraged at registration.

- **Food**
  - We need a sub-committee to choose 4 types of sandwiches.
  - We are looking at the cheapest options in continental breakfast ($6.25) and California Deli ($11.50). Tentative count of 60 for breakfast; maybe 40 for lunch, since not everyone stays. (Registration staffers will ask people registering if they plan to stay for lunch.)

**Directions to the venue, parking, hospitality**
We are covering parking in our registration fees, but **Randy** will confirm the details.

**Volunteers Needed**
- Draft and publish printed program (**Terease**)  - Interface w/ presenters
- Interface w/ publishers  - Emcee (**Susan, Randy**)  - Set-up  - Clean-up

**Schedule**
- Set-up  Registration  Plenary  Break-out 1  Break-out 2
- Lunch  Level rap groups?  Opportunity Drawing  Dismiss

- **Terease** will sponsor and assemble the Opportunity Drawing.
- Do level rap groups add one thing too many to our lunchtime program? Unless we actively keep them in the plan, they will be dropped for lack of enthusiasm.

**After meeting, John filled out the template to Saladin.**

**Board Elections to be held in the fall.** Sometime in summer:
Email all members in tri-counties. Get members to (self-) nominate.

**Next meeting:** Fri, Dec 13, 1:00 – 2:00, followed by a CATESOL board meeting for **Susan** and **John**. Anyone else want to join?

- Future meetings – Possible days / times: Fridays after 2pm; thu 4:45- 6:00