

**Los Padres CATESOL meeting – Friday, May 6<sup>th</sup>, 2011 at 4:00 pm, SBCC Campus, ECC room 25**

***This was the first meeting of the Los Padres CATESOL Operating Committee for 2011-2012***

**1. Welcome Committee for new term:**

Chapter Coordinator: Hilary Tomczik

Secretary: Cassie Koop

Treasurer: Michael Larson

Fall 2011 Conference Coordinator: Douglas Smith

Fall 2011 Conference Coordinator Elect: Rebecca Rubel

Professional Development Coordinators: Jack Bailey and Silvia Morgan

Communications/**Events Coordinator:** Silvia Morgan

**2. Approve minutes from March 25<sup>th</sup> meeting**

-The minutes were reviewed and approved.

**3. Thank you to old committee**

-Jack Bailey will give flowers to Silvia Morgan as a thank you for being the 2011-2012 Chapter Coordinator.

**4. Define roles of new Operating Committee**

-Change Communications Coordinator to Communications/Events coordinator.

-Professional Development Coordinator (Jack Bailey) also communicates with the publishers.

-K-12 and SLO county chair positions are still open.

-Jack Bailey will ask Anthony Holderman (Cuesta) about being the SLO county level chair.

-We will include level chairs on the meeting emails and send a chapter-wide blast every third meeting.

**5. New Position Proposal**

-Jack Bailey proposed a Membership Coordinator position that will promote membership for our chapter.

-Goal of getting 20-30 members a year?

-The chapter approved a Membership Coordinator.

-Rebecca Rubel will be the Membership Coordinator for 2011-2012.

**6. Review Goals for 2010-2011 Operating Committee**

- Hilary Tomczik brought up that we need to be offering workshops in locations other than Santa Barbara.

-Ventura Adult Ed. is a proposed location for future workshops.

-Hilary proposed Jerri Loe as a presenter. He might present on service learning.

-We need to get a Ventura representative to coordinate Ventura workshop.

-Steve Thomson and Linda Felzer were proposed as contacts.

-Jack Bailey will contact Linda about her bringing a workshop to Ventura.

-Jack will call Linda to invite her to our next board meeting.

-Terease proposed Skype as a way for level chairs who don't live in Santa Barbara to "attend" our meetings.

- The board will advertise a November workshop at the fall conference that will be held in Ventura/ South county.
- Silvia will send an email blast to all chapter members stating that our chapter would hold workshops in their area and pay the presenter. They would need to coordinate the workshop. We would need a minimum of 10 attendees.
- Jack proposes more social events.
- Outreach priority is to find volunteer(s) to be the lead for Ventura/south county events.
- Paul and Hilary continue to work on articles for the CATESOL news.

## **7. Approval of financial report**

- Very little has happened since our last meeting in terms of the financial report.
- We did give 4 scholarships for the state conference at \$100 each for a total of \$400.
- All of scholarship recipients presented at the Book Fair/ Conference Share and did a great job!
- Our balance is \$1892.00 as of 3/25.
- Terease Chin has yet to submit receipts for food purchases for the Book Fair/ Conference Share.
- \$400 has yet to come in from Publisher fees for the Book Fair/Conference Share.
- The Budget was approved.

## **8. Fall Conference Preparation**

- We will send out paper invitation/registration forms for the fall conference.
- Doug, Terease, Hilary, Rebecca, and Silvia will meet with Ronna Magy about her keynote for the fall conference. They will suggest increased interaction for the keynote.
- The board distributed fall conference fliers at the state conference. Way to go! .
- Terease and Doug will arrange to put an ad in the CATESOL news for our conference.
- Jack proposed having a poster session at the fall conference in the main auditorium.
- Doug will verify that the schematic will accommodate the maximum of 180 people.

## **9. Report of Book Fair/ Conference Share on 4/29/11**

- Publishers were happy with the turnout and venue.
- The food and snacks were a hit!
- 13 people participated in the Conference Share. It was a success!
- For future conference shares, have it be a little more formal (posters, pop-ups, etc).
- Terease will write up a procedure for how to organize a book fair/ conference share and give it to Doug for the website.
- Possibility of poster sessions at the fall conference?

## **Action Items:**

1. Jack Bailey will give flowers to Silvia Morgan as a thank you for her role as Chapter Coordinator for 2010-2011.
2. Hilary Tomczik will email Doug with the 4/25/11 minutes errors.
3. Jack Bailey will ask Anthony Holderman (Cuesta) about being the SLO county level chair.
4. Hilary will talk to Clara about her role for the 2011-2012 operating committee.
5. We will include level chairs on the meeting emails and send a chapter-wide blast every third meeting.

6. Rebecca Rubel will be the Membership Coordinator for 2011-2012.
7. Jack Bailey will contact Steve, Linda and Anthony about her bringing a workshop to their area.
8. Jack Bailey will contact Linda Felzer about attending our next meeting.
9. Silvia will send an occasional plug to listserv about writing an article for the CATESOL news.
10. Silvia will send an email blast to all chapter members stating that our chapter would hold workshops in their area and pay the presenter. They would need to coordinate the workshop. We would need a minimum of 10 employees.
11. Michael will brainstorm about a technology workshop.
12. Doug and Terease will send out snail mail invitations/registration forms for our fall conference at the proper time.
13. Terease and Doug will arrange to put an ad in the CATESOL news for our conference.
14. Terease and Doug will report on meeting with Ronna Magy at the next board meeting.
15. Terease will write up a procedure for how to organize a book fair/ conference share and put it on website.
16. Doug will verify that the schematic will accommodate the maximum of 180 people.
17. The board will brainstorm taglines for the new logo and send to Cassie.
18. The board will agree on logo tagline and send it to Cassie to finalize the logo.
19. Terease Chin will put together a complete list of conference attendees and email the list to Doug Smith and Silvia Morgan.
20. Our email blasts will be updated to include 2010 conference attendees.
21. Clara Bauler will contact K-12 schools to talk with their principals to promote CATESOL.
22. Hilary and Paul will write articles for the CATESOL news.
23. The board will organize an additional technology workshop with 3 presenters.
24. The board will start considering presenters for the 2011 fall conference.

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

**Next Meeting:** Friday, June 3<sup>rd</sup>, 4:00 pm at Wake Center in room 12

**Next Meeting Agenda Topics:**

- Technology Workshops- Michael Larson
- Professional Development Calendar for fall and social events for summer
- Logo finalization