Los Padres CATESOL

Bd Mtg minutes - Fri, 12/13/19 (1:00 – 2:15pm, John’s house)
Present: Doug, Jillian, John, Randy, Terease

Annual 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

We reviewed “Time Period and Checklist” sheet to make sure nothing is overlooked.

Publicity
- Doug established links on the website to conference details, registration, proposals.
- Doug is receiving some inquiries through the website, and is forwarding them appropriately.
- Keith has started sending out email blasts, with Doug’s flyer as attachment. (Susan assisting)
- Terease is creating a conference schedule, with help from Doug.
- Terease will contact Sachi about promoting the conference, plus plug proposals, especially pronunciation, communicative competence, zero prep. Will the adult ed program underwrite the cost of registration? (John will likewise ask Betsy re credit campus faculty.)

Workshop Proposals
- We have four 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.
- Randy will see if Thomas Arnold, Bonnie Blakeley are interested in proposing a presentation on pronunciation.
- John will confirm with Nancy at Pepperdine that her proposal seems to have potential.
- Doug, Randy, Jillian, and John are available ~Mon, Jan 20 to process proposals.
- Once we have our eight presenters, Keith will communicate with / coordinate them via email.

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; Lobero is mid-size; Smaller rooms (Chumash, Goleta Valley)
- 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).
- John will be sure there are whiteboards in the break-out rooms.
- Terease will ask CATESOL for folders. Are there other appropriate hand-outs to include?
- 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
So far, we have Pearson (1), National Geographic (2), OTAN (1), Kent Informatics (1), David Burke (Slangman) (1). John will explain to publishers how to register and pay.
Finances
- Terease will apply (Margaret Teske) to pay Jan’s honorarium from the Foundation.
- Terease is keeping track of our various expenses and establishing a budget.
- John will talk with Jan / Josie about which costs EMS can underwrite.

- Cost of registration
  Members ($35)       Non-members ($45)       Presenters (no discount)
  Student members ($25)       Student non-members ($30)     Publishers ($75/table)

Officially, pre-registration ends Feb 1. Membership encouraged at registration.
All prices add $10 for registration at the door (as recommended by CATESOL). (We are willing and able to flex on these last items, but later-comers may have to pay their own parking.)

- Food (John is the contact person)
  - Continental ($6.25). Goleta Beach (Vegetarian) Assorted muffins, breakfast breads and donuts.
  - California Deli ($11.50). 4 sandwiches (see below) and/or wraps, chips, whole fruit, chocolate chip cookie, soft beverage. 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.)

<table>
<thead>
<tr>
<th>Tri tip &amp; Pico De Gallo</th>
<th>Angus tri-tip, pico de gallo, mayo, lettuce and tomato on ciabatta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegan Grilled Eggplant (vegan)</td>
<td>Grilled eggplant, red sweet peppers, hummus, lettuce and tomato on rosemary ciabatta</td>
</tr>
<tr>
<td>Grilled Chicken &amp; Sun Dried Tomato</td>
<td>Grilled chicken breast, sundried tomatoes, red peppers, basil mayo and lettuce on ciabatta</td>
</tr>
<tr>
<td>Tuna Salad</td>
<td>Tuna salad, mayo, mustard, provolone, lettuce and tomato on sliced wheat</td>
</tr>
<tr>
<td>*Gluten free bread available upon request for an additional $0.75 per person</td>
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</tbody>
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Directions to the venue, parking, hospitality (Randy is the contact person.)
Registration fees cover parking; Lot 3 – 55 spaces; $530

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

Schedule
7:30 Set-up     8:30 Registration     9:30 Plenary     10:30 Break-out 1     11:30 Break-out 2
12:30 Lunch     1:15 Opportunity Drawing     1:30 Dismiss

- Terease will assemble the Opportunity Drawing, including sponsoring two baskets from our chapter. She will ask publishers about sponsoring their own baskets.

ANNOUNCE AT CONFERENCE: Board Elections to be held in the summer / fall.
Early in summer: Email all members in tri-counties. Get members to (self-) nominate.

Next meeting: Fri, Jan 10, 1:00 – 2:00 at John’s house

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