

Los Padres CATESOL

Board meeting (via Zoom) minutes (Fri, Jan 29, 2021, 1:00 – 2:30pm)

Present: Terease Chin, Nancy Kwang Johnson, Jillian Mullen, Randy Rightmire, John Robertson, Doug Smith

Chapter Conference: “Pivotal Moments” – Sat, Feb 6, 2021 (9:00 – 12:00)

Check-in 8:45 – Plenary 9:00 – Session 1 10:00 – Session 2 11:00 – Concluding remarks 11:45

Registration data, etc.

We have 28 registrants so far, and Sachi Oates at SBCC Continuing Education has at least 7 more signed up. **Randy** will post the conference program to the CATESOL Message Boards, and has sent a short announcement to CATESOL News. The editor asked us to submit an article (500 – 1000 words) on the conference after it is concluded. **Volunteer writers (Randy, Terease, Nancy, Jillian, John)** will join and review different presentations.

Publicity

Randy sent Jillian’s new flyer to EMS faculty at UCSB, highlighting Keith Corona’s upcoming Break-out session. **Jillian’s** flyers will include a link to the conference program on the lospadrescalesol.org website. She has already added the logos of Alliant and Vocab Systems. **Jillian** will send out an email blast to our membership containing the flyer and conference program. **John** will contact Robin Goodnough at SBCC ESL, encouraging her to notify their ranks. **Annette** will distribute the flyer to her contacts at EF. **Terease** will email her contacts at Allan Hancock and Cuesta. **All** are encouraged to promote the conference in your spheres of influence!

Doug will update the lospadrescalesol website as needed (up-to-date logo), plus link to the flyer, conference program, and registration site.

Presentations

Terease will prepare a sheet with abstracts of the various presentations so attendees can know the details about each of their options.

Presenters include: Room 1: Alisa Takeuchi; Donna Price (whose panel discussion also includes Gretchen Bitterlin and Betsy Parrish); Room 2: Laiyin (Tiffany) Lao; Merve Beyazit Taner; Room 3: Belinda Braunstein, Keith Corona.

Danny will monitor Break-out Rooms, and be ready to trouble-shoot.

Room hosts (**Randy, John, Danny**, with back-ups **Jillian, Nancy, and Annette**) arrive in the room 15 minutes early. Role includes:

- put link to speaker folder in Chat Box; direct attention to the folder with handouts;
- welcome visitors and introduce the speaker;
- give instructions to attendees on how Q & A will proceed;
- monitor Chat Box for attendee questions, then facilitate Q & A session;
- troubleshoot issues that arise in the session; contact Danny as needed.

Los Padres has a Google Drive account. **Jillian** suggests creating a folder for each presenter, with a link that the **room hosts** can paste into Zoom room chat box. **Doug** suggests archiving on lospadrescatesol.org (helpful for attendees who don't have a Google account) **Randy** will create a Google Drive folder, then send each presenter a link, notifying them that they can upload any documents for their presentations there. At the conference, participants may find their handouts in folders with their presenter's name. In his opening remarks, **Doug** will make sure that all attendees have access to the Google Drive folder on the day of the conference.

Plenary speaker

Keith Folse's topic – "Ideas for Increasing Student Interaction and Motivation." **Susan and Nancy** (at Sunday's CATESOL board meeting) will act on **Terease's** behalf to approach Ed Foundation to request a \$150 honorarium for Keith. **Nancy** will prepare an agenda request. **Terease** will provide data on Keith to Nancy.

Randy will compose and deliver an introduction of Keith for his plenary address. **Doug** will make sure the plenary address gets recorded. The board will cover Keith Folse's registration fee to attend our conference.

Publishers

Brenda Marquez (Director, Partnership Development) at Alliant International University and Heidi Brumbaugh (CEO at Vocabulary Systems) registered for the top tier. Their corporate logos are now on the flyer, conference program, and registration page at catesol.org. **John** will send Randy the names of individuals, their titles, and the organizations they represent so that thank you notes can be sent (see above).

Conference Program

John will make the program available to Doug for the website.

Evaluation

Jillian is going to create an evaluation form for the conference, using Google Forms. **Terease** will forward the template to Jillian.

Social Media

Nancy will take a portion of her previous interview with Randy to promote the conference.

Nancy reported that Anthony wants to decentralize communications, so that each chapter can have more autonomy and exercise their own identity and quality control, while Susan and Marsha want to centralize to create a uniform public face of CATESOL; the board is still negotiating the ultimate policy in this regard. Our website is defined as part of social media, so this organizational conversation affects it. Randy reported that our chapter has a one-year grace period to maintain our Los Padres website during the transition from old normal to new normal.

For a future meeting:

Report by **Terease** (outreach – see below)

Outreach to San Luis Obispo and Ventura Counties

Susan has a vision for this, and **Terease** wants to join the effort, by looking for contacts at Alan Hancock, Cuesta, Ventura and Oxnard Colleges. John shared with Terease what he has assembled in this regard from our efforts to promote the chapter activities beyond Santa Barbara. **Nancy** also offered to reach out to San Diego people.

Marsha Chan of CATESOL requests that all Los Padres people should opt into the Los Padres message board w/ link.

Randy adjourned us at 2:30. We'll keep the option open to meet on Fri, Feb 5, as needed.