

# **Los Padres CATESOL—Chapter meeting**

## **Friday, 8/29/2008 4:00, Wake Center, room 12**

### **1. Conference Updates**

#### **a. Conference fliers: Jaala**

- i. We suggested changes for the conference flyers, which will be sent to members and organizations to promote the conference.
  - 1. We agreed that Early Bird registration would close September 30<sup>th</sup>, and the final registration date would close October 5<sup>th</sup>.
  - 2. Jaala will add the hours of the conference to the poster.
  - 3. Jaala will add the CATESOL logo and a picture of Marit, the keynote speaker.
- ii. Clara will buy 150 stamps, 125 letter envelopes, and manila envelopes (to send fliers to organizations). We will use our own (free) address labels.
- iii. Jaala will contact Randy for the organizations list (Aspect, for example).
- iv. Dori, Jaala, and Cassie will coordinate to do the mailing.
- v. Jack will email LA, Saroyan chapters to inform them of the conference.

#### **b. Finances Update**

- i. The breakfast prices have gone up from last year, but we will be able to offer the same process as last year
  - 1. Early Bird: Member: \$40, non-member: \$50, volunteer/presenter: \$25
  - 2. Regular Registration: member: \$50, non-member: \$60

#### **c. Plenary Speaker Update**

- i. The plenary speaker for this year will be Marit ter Mate-Martinsen, from SBCC. Since she is local, she will not need housing. It is her first plenary address. We have offered her \$300 (which she accepted).

#### **d. Readers and Schedulers**

- i. Jaala, Andy, Carla, and Linda will be reading presentation proposals, deciding on presenters, and scheduling presentations for the conference.

#### **e. Publisher Coordinator Update: Jack**

- i. Jack has sold 11 publisher tables so far. Our goal is to sell 18 tables. Jack will call to make sure we have those tables reserved. The SBCC contact is Steve Lewis or Raquel Alvarado.

#### **f. Technology**

- i. Technology for the cafeteria has to be reserved prior to the conference. Jack will speak with Tom Zeiher of SBCC to reserve technology for the plenary and arrange a time the night before the conference to meet and set it up/test it.

#### **g. Raffle Update: Cassie**

- i. Jack will ask publishers for raffle prizes on the day of. Cassie will visit retailers in the community to ask for donations (ie Trader Joes gift certificate). We found some leftover raffle tickets in the cabinet, which Cassie took.

**h. Volunteer Coordinator:**

- i. Clara, Olga, John, and Andy
- ii. Volunteer coordinators will communicate with volunteers establish shifts, and help slot volunteers into shifts.

**i. Hospitality Coordinator: Randy**

- i. Randy will continue as the hospitality coordinator and communicate with registration as the need arises.

**j. Supplies: Terese, Dori, Clara, Jaala**

- i. Clara and Jaala will buy supplies. Terese and Dori will put together folders the week before the conference.

**k. Decorations: Dori and Liz**

- i. We have always had balloons as decorations in the past. We decided that we will forgo the balloons for environmental reasons this year in favor of something that can be reused. Liz suggested Laminated signs. Cassie suggested poles with flags/tinsel. Liz will look into environmentally friendly signage/decoration.

**Action Items:**

1. Jaala will make appropriate changes to the conference flyer.
2. Clara will buy 150 stamps, 125 letter envelopes, and manila envelopes (for organizations).
3. Jaala will contact Randy for the list of organizations to whom we can send fliers.
4. Dori, Jaala, and Cassie will coordinate to complete the conference mailing.
5. Jack will email other chapters (LA, Saroyan) to inform them about our conference.
6. Jack will contact SBCC to reserve 18 tables for the publishers.
7. Jack will speak with Tom Zeiher of SBCC to reserve technology for the plenary and arrange a time the night before the conference to meet and set it up/test it.
8. Liz will look into environmentally friendly sign options.
9. Jaala will email Belinda for nametag template.

**Questions:**

1. On the conference flier, will there be an option to become a CATESOL member and get a discount? This seems like an excellent time to offer membership.

**Present:** Dori Carlson, John Walker, Linda Beers, Jack Bailey, Randy Rightmire, Liz Stull, Jaala Thibault, Cassie Koop, Andy Harper, Olga Spuskanyuk, Clara Bauler, Ingrid Bowman, Terease Chin