Los Padres CATESOL

**Bd Mtg minutes** - Fri, 9/27/19 (1:00 – 2:15pm, John’s house)

**Present:** Jillian Mullen, Randy Rightmire, John Robertson, Doug Smith

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**Statewide CATESOL**

*Terease* will complete the gift basket and bring it personally to the CATESOL annual convention.

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**Workshop Proposals**

- Following precedent, **Doug** posted on the website that we could accept proposals through Fri, Jan 17, which will give three weeks to those whose proposals were accepted to make their presentations ready.

- **John** has notified the four individuals who had already submitted their proposals that we will look them over to see if there is anything about them that is disqualifying or somehow lacking, so that they can make changes as needed. **John** will send these proposals out those who were at our 9/27 meeting. We’ll confer on these at or near the time of our October meeting. If someone else wants to be involved in this read, let **John** know and he will forward you copies.

- As we approach mid-January, **consider if you are available over Martin Luther King weekend** to spend some time reading and evaluating (and choosing) proposals, so that we can let would-be presenters know where they stand. When the time comes, those who are willing and able can agree on a day and time to get together for this purpose.

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**Logistics**

- **Jillian and John** will visit the UCEN Meetings & Events Office (893-3961) to determine whether the big rooms can accommodate all the chairs and tables we hope to squeeze into them. This will help us plan for the publishers with their displays as well as know how many chairs we can set up for the plenary session. 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). How do we want to handle meals?

- Flying A Studios, State Street, SB Harbor all hold 80 persons. Smaller rooms: Chumash, SB Mission, Lobero, Goleta Valley. (THREE ROOMS $48 / 2 hrs + $12 / hr x 3 = $180 for 3 hrs) (ONE ROOM $66 / 4 hrs + $12 / hr = $78 for 5 hrs)

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**Food**

- The committee is leaning toward catering breakfast. (The UCEN vendors will not open till 10:30.) How long can the caterers leave food out for grazing? What about lunch?
At UCen, if we don’t use their catering service, we may purchase food from campus vendors only, and bring it back to the rooms (or participants may eat at those vendors), but we can’t supply our own food or contract with an off-campus vendor. Jillian and John will confirm this.

- Catering
  Continental $6.25 – 10.50 / person
  Eggs, etc. $12.25 – 17.50 / person
  California Deli $11.50 – 13.50 / person

Finances
- Terease asked Sal Davies what can be done in Memberleap regarding registration options.

- Cost of registration
These prices are still being discussed and decided.
Members ($35)  Non-members ($40)  Presenters  Students  Publishers ($75/table)

Publishers
Charge $75/table? Sponsor food? How to promote the event?

Directions to the venue, parking, hospitality
Randy asked Transportation & Parking Services (805-893-2346) about parking options. Should everyone take care of their own parking, or should we somehow cover it in registration fees?

Volunteers
- Set-up
- Clean-up

Schedule
8:00 Set-up  8:30 Registration  9:30 Plenary  10:30 Break-out 1  11:30 Break-out 2
12:30 Lunch  12:45 Level rap grps  1:15 Opportunity Drawing  1:30 Dismiss

- We discussed possibly moving the opportunity drawing earlier in the lunchtime program, but we need to finalize this discussion still.

- We also wonder if having level rap groups adds one thing too many to our lunchtime program. We haven’t done this type of activity before in our chapter conferences, so there is no expectation of our running these level rap groups. It’s up to us.

Next meeting: Fri, Oct 25, 1:00 – 2:00, John’s house (We briefly discussed other possible times to meet, since some members may be unable to join us at this time. Let’s talk further. . . .)