Los Padres CATESOL Meeting - Thursday, August 26th, 2010 at 4:00 pm, Wake Center, Room 12.

Present: Terease Chin, Michael Larson, Silvia Morgan, Douglas Smith, Hilary Tomczik
Next meeting: Thursday, September 16th, at 4:00 pm, Wake Center, Room 12.

1. Review of Minutes from Thursday, 08/05/10 Meeting

- Minutes reviewed and approved.

2. Los Padres CATESOL Operating Committee for 2010-2011

Los Padres CATESOL Operating Committee:

- Coordinator 2010-2011: Silvia Morgan
- Coordinator-Elect: **OPEN**
- Coordinator 2009-2010: Terease Chin
- Treasurer: Clara Bauler
- Secretary: Douglas Smith
- Fall Conference Coordinator: Terease Chin
- Fall Conference Coordinator- Elect: Douglas Smith
- Professional Development Coordinators: Jack Bailey, and Silvia Morgan
- Events Coordinator: Cassie Koop
- Outreach Coordinator: **OPEN**

Los Padres CATESOL Level Chairs:

a. K-12 – **OPEN**
b. Adult Ed – Bonnie Blakely
c. Community College – **Clara Bauler**
d. IEP – Paul Mori
e. University – Hilary Tomczik
f. Ventura County – Linda Felzer
g. SLO County – **OPEN**

- The Board continues to seek representatives for open Level Chairs.
- Clara Bauler is now the Community College Level Chair.
- The Board will search for someone to take over as Chapter Treasurer.

3. Chapter Financial Report and Status of Bank Account Transfers

- The board discussed the new banking procedures including the transfer of funds to the CATESOL treasury. There was still some confusion. We will postpone implementing any changes relative to our accounts until after our Fall Conference. After the Fall Conference, we will schedule a conference call with Don Sillings to discuss our new accounts and procedures.
- Clara Bauler provided the Board with an updated financial report for review.
- The Board will further discuss details regarding dates and amounts of funds to be transferred at our next board meeting.
- Our current treasurer, Clara Bauler, is taking on the responsibilities of Community College Level Chair.
- The Board will search for someone to take over the Chapter Treasurer position.
- Douglas Smith will send and an e-mail to Don Sillings with the Board's decision regarding our finances, and conference call to be scheduled after the Fall Conference.

4. Los Padres CATESOL Web Site / Logo Competition

- Belinda Braunstein renewed the "lospadrescatesol.org" domain name. Douglas Smith opened a Namesecure account so that Belinda could modify the registrant information according to the procedure described at: https://www.namesecure.com/19/helpModifyContact.page
- The winner of a Logo Design Contest will receive a free 1 year CATESOL membership and a $50 dollar gift certificate **or a $100 gift Certificate**. Our current unofficial logo is an oak tree. The ocean, a seagull, and mission bells will also be considered for inclusion.
- The board reviewed the flyer Cassie Koop put together describing the Logo Competition. It was decided that the flyer should be modified to note prior suggestions of (1) the ocean, (2) a seagull, and (3) mission bells as well as the $100 gift certificate option. Cassie is out of town, but will return September 1st. The flyer should also note the tri-counties are included in the Los Padres Chapter.

- Cassie Koop will make the recommended changes to the logo competition flyer, and resubmit it to the Board for approval.
- Registrations for the Fall Conference must be postmarked by Sept. 29th.\

5. Los Padres Fall Conference

- Jack Bailey verified that Fall Conference site was reserved, re-invited publishers, and made a formal request for publisher's tables.
- The Board reviewed the **Fall Conference Flyer, Registration Form, and Call for Participation**. Changes were recommended.
- Terease Chin will make the recommended changes to the Fall Conference documents and send them out to the Board for review.
- Jack Bailey will submit a **facilities work order** with a schematic diagram of tables and chairs to Steve Lewis at SBCC.
- Terease Chin and Douglas Smith will set up a meeting with Ann Lippincott.
- Andy Harper was recommended for MC.
- The Board will search for an MC for the Fall Conference.
- Hilary Tomczik will ask Andy Harper if he is interested in being our MC.
- Clara Bauler will ask Ann Lippincott if the bio in the Fall Conference Flyer is correct.
- Jack Bailey and Terease Chin will verify whether the caterer or a publisher supplies breakfast for the Fall Conference.
- Fall Conference attendees will have a blue dot placed on their name tag to indicate they will receive lunch.

==========

Los Padres CATESOL Fall Conference: October 9th, 2010.

- Conference Theme - "Focus on Learning"
- Plenary Speaker: Ann Lippincott.
- Catering: Nancy Estes

Los Padres Conference Task Group Chairs:

1. Fall Conference Coordinator: **Terease Chin**
2. Promotional Materials Coordinator: **Silvia Morgan**
3. Web Coordinator: **Douglas Smith**
4. Finance Coordinator: **Clara Bauler**
5. Mailings Coordinator: **Terease Chin with Clara Bauler**
6. Presenters' Coordinator: **Terease Chin**
7. Facilities Coordinators: **Jack Bailey and Terease Chin**
8. Catering Coordinator: **Nancy Estes**
9. Volunteer/Hospitality Coordinator: **Hilary Tomczik and Michael Larson.**
10. Publishers' Coordinator: **Jack Bailey**
11. Participant Materials Coordinators: **Clara Bauler and Dori Carlson**
12. Raffle Coordinator: **Cassie Koop**
13. Supplies: **Clara Bauler, Dori Carlson and Michael Larson**
14. Computer Consultant: **Douglas Smith**
15. Outreach: **Silvia Morgan**
16. Conference MC: **OPEN (Andy Harper?)**

Six weeks until our conference!

1-3 Month TO-DO LIST

1 Contact CATESOL to get Conference Flyer approved.
2 Request updated member list from CATESOL.
3 Buy stamps and envelopes for mailing.
4 Proposal read through (Accept/deny)
5 Contact presenters regarding proposals (conference day, time and location)
6 Create conference schedule
7 Email conference schedule to members
8 Post conference schedule on web site
9 Create conference abstract handout
10 Make binder to archive conference RSVPs (separate the members, new members and non members alphabetically)
11 Create lunch menu
12 Buy folders, notepaper, pens, markers, stickers/name badges and raffle tickets
13 Make map for publishers and catering
14 Double check rooms, AV and catering

7. Action Items for Conference:

Terease Chin will do the following:

- Make the recommended changes to the **Fall Conference Flyer, Registration Form, and Call for Participation** and circulate to other members for review**.**
- Send Fall Conference documents to Margaret Teske for CATESOL approval.
- Send the Fall Conference documents to Don Sillings, who will send them out to the CATESOL membership.
- Print copies of Fall Conference documents for distribution at schools by the Level Chairs. Five to post and 50 to handout per Level Chair
- Set up meeting with Ann Lippincott, Doug and Terease
- Verify with Jack if cost of breakfast is part of Chapter cost or underwritten by one of the publishers
- Work with Jack in submitting a **facilities work order** with a schematic diagram of tables and chairs to Steve Lewis at SBCC.
- Make signs for the presenters' rooms noting the cell phone numbers for technical assistance.
- Contact Nancy Estes regarding catering menu and order

Douglas Smith will do the following:

- Send and an e-mail to Don Sillings with the Board's decision regarding our finances, and conference call to be scheduled after the Fall Conference.
- Make note that the call for presentations should be moved up by a month for the next conference.
- Upload Fall Conference documents to our Website.

Cassie Koop will do the following:

- Make the recommended changes to the Logo competition flyer.
- Send blast on Conference information to Los Padres chapter members.
- Send letters to local businesses asking for raffle donations.
- Re-contact potential donors 2 weeks prior to the conference.

Hilary Tomczki will do the following:

- Ask Andy Harper if he is interested in being our MC.

Clara Bauler will do the following:

- Ask Ann Lippincott to review the bio on the Fall Conference Flyer.
- Hire two students at $12/hr, from 8 am to 4 pm, to trouble shoot technical or AV problems for the presenters.

Michael Larson will do the following:

- Provide conference pens
- Research cost of folder options for conference attendees

Miscellaneous items:

- The Board will search for an MC for the Fall Conference.
- The Board will search for someone to take over the Chapter Treasurer position.
- The board will clarify how much advance notice the caterer needs in regards to number of attendees.
- The Los Padres Chapter will pay CATESOL member ship dues for members of the Los Padres CATESOL Operating Committee.
- Conference bags are being provided by Longman.

Present: Terease Chin, Michael Larson, Silvia Morgan, Douglas Smith, Hilary Tomczik
Next meeting: September 16th, at 4:00 pm, Wake Center, Room 12.