

Los Padres CATESOL

Board Meeting minutes - Fri, 1/10/20 (1:00 – 2:00pm, John's house)

Present: Susan Gaer (by phone), Steffie Lavine, Jillian Mullen, Randy Rightmire, John Robertson, Doug Smith

Spring 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 again “Time Period and Checklist” sheet to make sure nothing is overlooked.

Publicity

Doug - **Website** - Listing conference details, registration (7), proposals (6), publishers (4).

Keith, Susan - **Email blasts**, with Doug's flyer as attachment. Apparently, Mail Chimp isn't getting the emails past our Promotions folders and into people's in-baskets where they are aware of them. John will talk with Keith about what can be done to improve this. John and Keith will look at the mailing list to see if all appropriate names are on it.

Everyone (Terease > Sachi, Annette > IEPs, John & Steffie > Robin & Betsy, Randy > EMS) Promoting the conference + plug proposals, esp pronunciation, communicative competence, zero prep. SBCC Continuing education – Sachi will underwrite the cost of registration for her staff; both Steffie and John will contact Robin/Betsy about making a similar commitment in SBCC – credit. If SBCC pays for their staff to participate, Sachi's method is best; SBCC credit should send a list of attendees to Susan. Susan/Terease/John will contact Sal Davies of our arrangement for group payments. Steffie will put conference flyers in mailboxes at SBCC.

Terease will create a **conference schedule**.

Workshop Proposals

- Eight **break-out options** needed. We currently have six in hand, with one week to go.
- Randy – Bonnie Blakeley is willing to propose a presentation on pronunciation.
- After the meeting, Doug sent out the six proposals to Randy, Jillian, John, and Steffie, so we can evaluate them at our convenience. He'll forward more as they are submitted. On Mon, Jan 20, John will start an online thread for everyone to chime in with our take on the submissions. Which proposals should be paired for Break-out Sessions 1 & 2?
- Keith will follow up with selected presenters, giving details for their preparation.

Logistics (John and Jillian)

- 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).
- Jillian/John will check on wifi access in all rooms.
- John/Jillian – confirm that there are adequate electrical outlets in publisher room.
- All rooms have a whiteboard, but their positions aren't equally strategic. Will rent rolling whiteboards at \$10 / whiteboard.
- Terease – CATESOL folders? Name badges? Are there other appropriate hand-outs to include? Susan is going to the CATESOL office on Jan 24; will see if there is anything there that can be taken for this purpose.
- Susan - 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 (John)

In-hand: Pearson (1), OTAN (1), Kent Informatics (1) New Readers Press/Ed-Tex (1). Still waiting for National Geo (2), David Burke (Slangman) (1) - John will follow up with them.

Finances

- Terease – applied (Margaret Teske) to pay Jan's honorarium from the Foundation.
- Terease – expenses and budget.
- John – ask Jan / Josie 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 (Jillian, John)

- 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.)

Tri tip & Pico De Gallo

Vegan Grilled Eggplant (vegan)

Grilled Chicken & Sun Dried Tomato

Tuna Salad

Angus tri-tip, pico de gallo, mayo, lettuce and tomato on ciabatta

Grilled eggplant, red sweet peppers, hummus, lettuce and tomato on rosemary ciabatta

Grilled chicken breast, sundried tomatoes, red peppers, basil mayo and lettuce on ciabatta

Tuna salad, mayo, mustard, provolone, lettuce and tomato on sliced wheat

*Gluten free bread available upon request for an additional \$0.75 per person

Directions to the venue, parking, hospitality (Randy)

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 (**Jillian, John, Randy**) - Clean-up (**Steffie**)

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. Chapter coordinator, Chapter Coordinator - Elect, Treasurer, Secretary, Members-at-large

Early in summer: Email all members in tri-counties. Get members to (self-) nominate.

Next meetings: asynchronous evaluation of presentation proposals (Doug, Jillian, Steffie, Randy, John) - Mon, Jan 20; Fri, Jan 31, 1:00 – 2:00

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