Los Padres CATESOL

Bd Mtg minutes - Fri, 7/12/19 (1:00 – 2:00pm, John’s house)

Members present: Terease Chin, Susan Gaer, Randy Rightmire, John Robertson, Doug Smith

Los Padres CATESOL (Sat. Nov 2) annual conference - UCSB West (Campus) Conference Center

Theme
- “Rising Above; Pushing Through.” “Back to Basics” also came up. No name is also a possibility.
- John will put out a Call for Proposals.

Logistics
John will follow up with Jan Frodesen and Josie Peterson regarding details of our arrangement, so we can make an official contract between the EMS department and the Conference & Hospitality Services Office (893-3072). John will contact the Special Events Catering Office (893-3320) to confirm their availability to cater, or not. (We could provide our own meals.)

Technology
- Susan and Terease both have a projector that we may borrow.
- Randy is going to look into policies at UCSB for checking out their equipment.
- John will ask if there are whiteboards available in the rooms.

Publicity
- Doug is going to put together a “save the date” advance notice flyer.
- Keith can send out a blast when back from vacation.

Finances
- Terease will ask the CATESOL Foundation about the balance that we have in our account. She will also ask Sal Davies what can be done in Memberleap regarding registration options.
- If people sign up for breakout sessions when they register, we can know which rooms.
- How much to charge? We should have a split fee for CATESOL members and non-members.

Publishers
John will notify publishers of this opportunity for them to take a table, just $75. Sponsor food?

Directions to the venue, parking, hospitality
John will ask Transportation & Parking Services (805-893-2346) about parking options. Does it work best for everyone to take care of their own parking, or should we somehow cover it in registration fees?
- We should have an Opportunity Drawing.

Schedule
7:00 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

Next meeting on Fri, Aug 23, 1:00 – 2:00, at John’s house.