Los Padres CATESOL Meeting Minutes  
October 25th, 2019 - The meeting was called to order at 1:00 PM  
In attendance: John Robertson; Douglas Smith (at large); Jillian Mullen (UCSB) Randy Rightmire (UCSB); Andreea Nicolaescu (Secretary; UCSB); Terease Chin (Treasurer; SBCC Noncredit)

Business:

➔ Planning for Los Padres Conference on February 8th:  
➔ UCEN rooms: 5 different rooms; larger rooms could fit up to 80 people  
➔ Publishers need permission from the bookstore to actually sell any materials  
➔ Catering is very flexible; just no outside food can be brought in  
➔ Laptop rental is $11 per hour  
➔ Parking: if lot is reserved, the cost is $8 per parking space  
➔ Estimate costs based on lunch, parking, and conference time 8:30-1:30  
➔ One key issue is catering: if we want food to show up at 8:30, can leave it there until noon; if 2 meals are offered, should we make it 1 food service? If we have just 1 meal, the conference time should be 8:30-noon  
➔ Cost for the rooms would be about $350, and meals per person (slightly over $1680), projectors needed for 3-5 hours (5 hours for plenary speaker)=$338; outside equipment can be brought in. So total would be $2368; parking is $4, $5, or $10 (parking total would be $650). We need to give Parking Services a list 2 days in advance. Set 1 registration fee and say it comes with parking. Out total is $3000 currently  
➔ Terease has a list of the publishers and contact info  
➔ Cost for registration $35 (non-members) and $45 (CATESOL members); should presenters have no registration fee?  
➔ Can UCEN catering take a check from CATESOL?  
➔ 2 meals for a timeframe of 8:30-1:30; Terease will email a budget with revenues and expenses  
➔ Volunteer needed for looking at different meal options

➔ To-Do Items:  
   Get the publishers list together  
   Send notices to publishers

➔ Next meeting  
Next meeting planned for November 22nd at 1 PM - Meeting adjourned at 2:25 PM
Additional Notes (by John):
Publishers and catering: We discussed the room options, with consensus forming around housing the publishers and the catering in their own room, likely the Lobero Room, sandwiched between the two bigger rooms. Or, if publishers want more tables, they could have one of the big rooms, with the medium-size room going to break-out sessions. That way we can accommodate the publishers and their displays as well as the food, without infringing on the sessions. Weather permitting, the catering could move outside.

Catering: Consensus also formed around arranging for UCEN’s catering service, since there aren’t viable options. We should be able to afford to supply a modest continental breakfast as well as a simple lunch.

Parking: Consensus affirmed that for $5 / vehicle we could provide parking in a given lot. People coming to park could notify the parking attendants that they were coming to attend our conference. We can have one registration fee that includes parking. We would have to notify TPS a couple days in advance of our anticipated numbers.

Agenda for next meeting:
- Finalize the overall schedule, which we were still batting around at this meeting.
- Determine how much to charge for presenters and for students.
- Should we rent and provide laptops in all rooms? Data projectors?
- Some months ago, we talked about possible sessions on: filing for unemployment; dealing with disabled students, Chinese international students; IELTS / Cambridge proctor training. Are we still interested in promoting these?

Action plans:
Volunteers needed to consider the UCEN catering options, and choose one.
Volunteer needed to interface with publishers.
Volunteer needed to draft a printed program.
Who can be the emcee? Set-up and clean-up crew?

JOHN Confirm with UCEN Meetings & Events: ask for a schematic of Lobero Room filled with tables for publishers and catering; amend the contract so we have access to the facility for set-up by 7:30, not 8:00.

Confirm with publishers about their participation: TEREASE has a list of publishers, with contact information. John has talked with Leonardo Islas (Pearson) and Steve Maggiore (Natl Geo) about attending our conference, but not with specific costs yet. Also we could contact Oxford, Alta, and News Reader, etc.